A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NINE
June 10, 2019
Meeting begins at 9:30 a.m.
Administration Building Conference Room A

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. BOARD ROOM DECORUM
Shareholders and Directors:
As a courtesy, please silence all cell phones. Please step outside if needed.
Directors:
Please turn on your microphones and please wait to be recognized by the President

3. SHAREHOLDER(S)' COMMENTS **(2–3 minutes per shareholder. Agenda items only)**

4. ROLL CALL

5. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

Mr. Dodero, GRF Representative
Ms. Hopkins, Mutual Administration Director
Mr. Swordes, Building Inspector
Mrs. Aquino, Recording Secretary

6. APPROVAL OF MINUTES:
Regular Meeting Minutes of April 8, 2019
Organizational Meeting Minutes of May 24, 2019 **(p. 3)**

7. BUILDING INSPECTOR'S REPORT Mr. Swordes
permit activity; escrow activity; contracts & projects; shareholder and mutual requests **(p. 4-6)**
   a. Update on Roofing
   b. Update on Gutter Cleaning
   c. Update on adding Benches and Trees
   d. Discuss and vote to approve/deny permit for Unit 233-H **(p. 7)**
   e. Discuss and vote to approve/deny permit for Unit 215-D **(p. 8)**
   f. Discuss and vote to approve/deny permit for Unit 213-B **(p. 9)**
   g. Discuss and vote to approve/deny permit for Unit 230-F **(p. 10)**
   h. Discuss and vote to approve/deny permit for Unit 219-K **(p. 11)**

8. GRF REPRESENTATIVE Mr. Dodero

9. CONSENT CALENDAR
   a. Discuss and vote to authorize the transfer of funds for Mutual Nine **(p. 12)**

10. **<u>UNFINISHED BUSINESS</u>**
   a. Discuss and vote to approve/deny the Buying and Selling Process Handout **(p. 13-22)**
   b. Discuss and vote to ratify phone poll conducted on May 31, 2019 regarding removal of trees **(p. 23)**
   c. Discuss and vote to ratify phone poll conducted on April 29, 2019 regarding repair/replacement of sewer line at Building 237 **(p. 24)**

<u>STAFF BREAK BY 11:00 A.M.</u>

11. **NEW BUSINESS**

a. Approval Mutual Monthly Finances **(p. 25)**
b. Acceptance of resignation Mutual Nine director **(p. 26)**
c. Acceptance and appointment of new Mutual Nine director **(p. 27)**
d. Parcel assignments for the 2019–2020 term **(p. 28)**
e. Committee appointments for the 2019–2020 term **(p. 29)**
f. Discuss and vote to approve/deny streamlining permit approval **(p. 30)**
g. Discuss and vote to approve/deny obtaining bids for arborists consultation **(p. 31)**
h. Discuss and vote to approve/deny reestablishing Building Liaisons **(p. 32)**
i. Discuss and vote to approve/deny establishing point of contact for Mutual Business **(p. 33)**
j. Discuss and vote to approve/deny the expenditure for legal counsel **(p. 34)**
k. Discussion regarding continuation of Mutual agenda prep meetings
l. Discussion of Director Duties for 2019-2020 term of office

12. SECRETARY / CORRESPONDENCE — Mrs. Dodero

13. CHIEF FINANCIAL OFFICERS REPORT — Ms. McFadden

14. MUTUAL ADMINISTRATION DIRECTOR — Ms. Hopkins

15. ANNOUNCEMENTS

a. NEXT REGULAR MEETING: Monday, July 8, 2019
9:30 a.m. Administration Building Conference Room A

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 THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NINE
MAY 24, 2019

The organizational meeting of Seal Beach Mutual Nine was held following the annual shareholders' meeting at Clubhouse 4. Mutual Administration Director Hopkins, acting as chairperson, called the meeting to order at 11:27 a.m. The purpose of the meeting was to elect the officers for the 2019-2020 term of office and to ascertain the regular monthly board meeting location, day, and time.

Those directors present were Bob Croft, Marjorie Dodero, Lori Muller Gray, Beth Mayer, Diane McFadden, Pam Turner, and Bob Walz. Also present were Mutual Administration Director Hopkins and Mutual Recording Secretary Kemp.

Ms. Hopkins opened the nominations for the office of the president. Marjorie Dodero nominated Beth Mayer for president. There being no further nominations, Beth Mayer was elected to the office of president for the 2019-2020 term of office.

The chair was turned over to new elected President Mayer, who then called for nominations for the office of vice president. President Mayer nominated Bob Walz for vice president. Lori Muller Gray nominated Bob Croft. Following a secret ballot vote, Bob Walz was elected to the office of vice president for the 2019-2020 term of office.

President Mayer called for nominations for the office of the secretary. Diane McFadden nominated Marjorie Dodero for secretary. There being no further nominations, Marjorie Dodero was elected to the office of secretary for the 2019-2020 term of office.

President Mayer called for nominations for the office of chief financial officer. Vice President Walz nominated Diane McFadden for chief financial officer. Bob Croft nominated Pam Turner. Pam Turner declined the nomination. There being no further nominations, Diane McFadden was elected to the office of chief financial officer for the 2019-2020 term of office.

President Mayer stated that the previous year’s organizational meeting minutes have already been approved.

The committee assignments will be made at the next regular board of directors meeting.

The board discussed the monthly meeting location, day, and time. Upon a MOTION duly made by Chief Financial Officer McFadden and seconded by Secretary Dodero, it was

> RESOLVED that the Mutual Nine regular monthly board meetings will be held in the Administration Conference Room A on the second Monday of each month at 9:30 a.m.

The MOTION passed.

There being no further business, the meeting was adjourned at 11:34 a.m.

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Attest, Marjorie Dodero, Secretary
SEAL BEACH MUTUAL NINE
ck:05/24/2019

DRAFT

INSPECTORS REPORT 2019

MUTUAL: (09) NINE **INSPECTOR:** ROBERT SWORDES

MUTUAL BOARD MEETING DATE: JUNE 10TH,2019

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY 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
207 A						3/11/19 FINAL	"
207 G	SHOWER DEMO/INSTALL	BOTH	05/15/19	07/15/19	NO	5/16/19 ROUGH	LOS AL BUILDERS
208 F	HEAT PUMPS OUTD 1/IND 3	BOTH	12/10/18	03/10/19	NO	1/28/19 FINAL	GREENWOOD
209	REROOF	BOTH	04/29/19	12/31/19	NO		ROOFING STANDARDS
209 i	HEAT PUMP TRI ZONE/DETECTORS	BOTH	02/25/19	05/25/19	NO	3/6/19 FINAL	GREENWOOD
211 D	EZ ACCESS SHOWER/GRAB BAR	BOTH	04/29/19	05/29/19	NO	5/13/19 FINAL	NUKOTE
211 E	VINYL FLOORING AT BATHROOM	GRF	03/25/19	05/25/19	NO	4/9/19 FINAL	BIXBY PLAZA CARPETS
211 E	BATHROOM AND PORCHLIGHT	GRF	03/20/19	04/30/19	NO	4/8/19 FINAL	BERGIN ELECTRIC
211 E	AC/HEAT PUMP	BOTH	04/08/19	07/08/19	NO	5/2/19 FINAL	GREENWOOD
212	REROOF	BOTH	04/29/19	12/31/19	NO	5/3/19 SHEATHING	ROOFING STANDARDS
212						5/7/19 FINAL	"
213	REROOF	BOTH	04/29/19	12/31/19	NO		ROOFING STANDARDS
213 A	SKYLIGHT/SOLATUBE	BOTH	11/30/18	01/15/19	NO	1/9/19 FINAL	LOS AL BUILDERS
213 B	ADA THRESHOLD	BOTH	06/21/19	07/28/19	NO		SEARS
214 G	ENTRY/WALKWAY	BOTH	02/01/19	03/15/19	APPROVED	4/17/19 ROUGH	BJ&CO
214 G						5/16/19 DRY/LATH	"
215	REROOF	BOTH	04/29/19	12/31/19	NO		ROOFING STANDARDS
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 AWNINGS
217 C	PATIO DOOR WITH SCREENS	GRF	02/25/19	04/12/19	NO		BERGKVIST
218	REROOF	BOTH	04/29/19	12/31/19	NO	5/15/19 SHEATH	ROOFING STANDARDS
218 B	WASHER/DRYER/UPGRADE PANEL	BOTH	03/25/19	04/12/19	NO	3/27/19 FRAME	OGAN CONSTRUCTION
218 B						3/27/19 ELECTRIC	"
218 B						3/27/19 PLUMB	"
218 B						4/24/19 FINAL	"
218 B	TWO WINDOWS	BOTH	05/06/19	05/29/19	NO	5/29/19 FRAME	OGAN CONSTRUCTION
218 B						5/29/19 ELECTRIC	"
218 B						5/29/19 LATH	"
218 B						5/29/19 INSULATE	"
218 D	PATIO REMODEL/KITCH COUNTERTOP	BOTH	03/04/19	05/30/19	NO	4/19/19 FOOTING	LOS AL BUILDERS
219 F	FLOORING THROUGHOUT/PATIO	GRF	05/12/19	06/12/19	NO	5/2/19 FINAL	KARYS CARPETS
219 H	FLOORING THROUGHOUT	GRF	04/20/19	05/20/19	NO	4/26/19 FINAL	KARYS CARPETS
219 K	MICROWAVE	BOTH	05/30/19	11/20/19	NO		LW DÉCOR
219 L	EZ ACCESS TUB/GRAB BAR	BOTH	04/25/19	05/25/19	NO	5/13/19 FINAL	NUKOTE
220	REROOF	BOTH	04/29/19	12/31/19	NO		ROOFING STANDARDS
220 F	SOLATUBE KITCHEN & BATH	BOTH	03/27/19	05/27/19	NO	4/17/19 FINAL	SOLATUBE HOME
222 E	5' x 11' CART PAD	GRF	02/01/19	02/28/19	NO	2/15/19 FINAL	ANGUIANO LAWN CARE
222 G	3 CEILING FANS	BOTH	04/23/19	05/30/19	NO	5/20/19 FINAL	OGAN CONSTRUCTION
223 A	AC/HEAT PUMP	BOTH	03/25/19	06/30/19	NO	5/16/19 FINAL	LOS AL BUILDERS
224 D	CARPET AT BEDROOM	GRF	05/06/19	06/01/19	NO	5/17/19 FINAL	BIXBY PLAZA CARPETS
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
227	REROOF	BOTH	04/29/19	12/31/19	NO		ROOFING STANDARDS
227 i	80 SQ. FT ADDITION/REMODEL BTH/KT	BOTH	04/20/19	07/20/19	BONDED		ANAYA BUILDERS GROUP
227 i					NO POST		"
228 i	CARPORT CABINET CP 109 SP 21	GRF	05/10/19	10/10/19	NO		LW DÉCOR
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	3/25/19 FINAL	ALPINE HEATING & AIR
229 H	VINYL FLOORING AT LVG,KITCH,HALL	GRF	02/15/19	03/15/19	NO	3/18/19 FINAL	KARYS CARPETS
230 i	EZ ACCESS TUB/GRAB BAR	BOTH	03/13/19	04/13/19	NO	3/28/19 FINAL	NUKOTE
231 K	RETROFIT WINDOWS	BOTH	05/10/19	08/10/19	NO	5/1/19 FINAL	ALPHA MASTER BUILDERS
232 G	PATIO	BOTH	01/30/19	03/01/19	03/25/19	2/25/19 FOOTING	OGAN CONSTRUCTION
232 G						3/20/19 FINAL	"
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 D	AC/HEAT PUMP	BOTH	04/08/19	05/08/19	NO	4/11/19 FINAL	ALPINE HEATING&AIR

234 F	MAYTAG CONDENSOR/FORCED AIR AC	BOTH	03/07/19	04/07/19	NO	3/28/19 FINAL	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	03/15/19	06/28/19	NO	4/17/19 FINAL	REAL McCOY BUILDERS
236 D	AC/ CONCRETE PAD	BOTH	05/15/19	06/15/19	NO		ALPINE HEATING & AIR
236 H	REMODEL	BOTH	12/10/18	06/30/19	04/22/19	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
237 i					#2	4/17/19 FINAL	"

ESCROW ACTIVITY

206 L		09/20/18					
208 A		06/20/18	07/23/18	07/30/18	08/23/18	08/24/18	
208 L		01/09/19					
210 G		09/14/18	05/08/19	05/10/19	05/22/19	06/04/19	
210 H		09/20/18					
211 E		09/11/18	02/21/19	02/27/19	03/08/19	04/04/19	
212 K		06/08/18					
214 K		12/26/18	02/27/18	02/28/18	03/14/18	03/20/18	
215 A		10/18/18	02/04/19	02/05/19			
215 A		"	04/26/19	04/29/19	05/10/19	05/16/19	
215 D		12/26/18	05/09/19	05/10/19	05/23/19		
215 L		03/06/19	03/25/19	03/26/19	04/08/19		
216 B		06/21/18	11/20/18	11/23/18	12/05/18	01/09/19	
216 F		11/06/17	12/18/17	12/21/17			
216 K		07/10/18					
218 K		01/16/18					
219 H		02/27/18	03/27/18	04/16/18	04/16/18	08/09/18	
221 L		02/02/18	08/10/18	08/13/18	08/23/18	10/05/18	
219 F		04/09/19					
222 A		01/23/18					
222 G		04/12/17					
223 F		03/19/18	08/22/18	08/22/18	08/30/18	09/19/18	
222 L		04/24/19					
224 B		03/14/19					
224 F		04/09/19					
225 F		11/28/18	05/31/19				
226 G		11/24/17	02/22/18	03/01/18	03/15/18	04/09/18	
224 H		05/23/19					
226 L		06/21/18					
226A		04/03/18	07/19/18	07/26/18	07/26/18	09/14/18	
227 D		09/20/18	05/14/19	05/17/19	05/30/19		
227 G		07/16/18	11/09/18	11/28/18	12/12/18	02/06/19	
228 L		06/27/18	07/16/18	07/16/18	07/18/18	08/10/18	
228 i		03/14/19	03/26/19	03/26/19	04/08/19	05/20/19	
229 K		04/24/19					
231 E		01/09/19	04/10/19	04/18/19	04/29/19		
231 I		02/02/18	04/06/18	04/11/18	04/25/18	04/30/18	
231 K		10/16/18	11/27/18	11/28/18	12/12/18	01/11/19	
232 E		06/20/18	09/24/18	09/28/18	10/10/18	10/29/18	
233 H		10/16/18	05/19/19	05/23/19			
235 E		12/29/17	07/02/18	07/03/18	07/18/18	08/09/18	
236 D		08/06/18	11/21/18	11/23/18	12/10/18	01/03/18	
235 E		06/03/19					
236 C		04/23/19					
236 G		12/26/18					
237 G		06/03/19					

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
OGAN	CARPORT & LAUNDRY LIGHTS-START 3/18/19-COMPLETION 4/26/19
A-1 TOTAL SERVICE CONSTRUCTION	BLDG 237 - APRIL 22ND START-COMPLETION 5/6/19
ROOFING STANDARDS	APRIL 29TH START 2019-COMPLETION 12/30/19
JC KRESS	APRIL 29TH START 2019-COMPLETION 11/30/19
BA CONSTRUCTION	APRIL 29TH START 2019-COMPLETION 10/22/19

SITE VISITS

UNIT NUMBER	REASONS
MARCH 6TH	FIRE INSPECTION GO BACKS #3
MARCH 11TH	INSPECTORS REPORT
APRIL 8TH	INSPECTORS REPORT
ROOF LEAKS 210 H 211 D 212 I 213 H 213 I 213 J 217 A 218 H 219 B 219L 221 B 221 I 227 J 228 J 230 G 231 G 234 E	
APRIL 29TH 216 A	TERMITES AT CARPORT CABINET
APRIL 29TH 218 J	MET WITH SHAREHOLDER OVER PATIO/GARDEN/FLOORING CONCERNS
APRIL 29TH 213	CHECK ON PROGRESS OF MATERIAL DELIVERY
APRIL 29TH 228 i	EVALUATE SHAREHOLDERS FRIDGE
APRIL 29TH 231 J	STOVE BURNER ISSUE
APRIL 30TH 237 F	UNLOCK FOR A1
MAY 1ST 237 F	UNLOCK FOR A1
MAY 1ST BLDG 212	UNLOCK FOR KRESS AND CHECK ON ROOF PROGRESS

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY PERMIT FOR UNIT 233-H (BUILDING INSPECTOR REPORT ITEM D)
DATE: JUNE 10, 2019
CC: MUTUAL FILE

A permit has been submitted for Unit 233-H.

I move to approve/deny the permit for Unit 233-H as submitted work to be completed by Cal Custom Interiors.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY PERMIT FOR UNIT 215-D (BUILDING INSPECTOR REPORT ITEM E)
DATE: JUNE 10, 2019
CC: MUTUAL FILE

A permit has been submitted for Unit 215-D.

I move to approve/deny the permit for Unit 215-D as submitted work to be completed by Alpha Master.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY PERMIT FOR UNIT 213-B (BUILDING INSPECTOR REPORT ITEM E)
DATE: JUNE 10, 2019
CC: MUTUAL FILE

A permit has been submitted for Unit 213-B.

I move to approve/deny the permit for Unit 213-B as submitted work to be completed by Sears Home Improvement.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY PERMIT FOR UNIT 230-F (BUILDING INSPECTOR REPORT ITEM G)
DATE: JUNE 10, 2019
CC: MUTUAL FILE

A permit has been submitted for Unit 230-F.

I move to approve/deny the permit for Unit 230-F as submitted work to be completed by Sears Home Improvement.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY PERMIT FOR UNIT 219-K (BUILDING INSPECTOR REPORT ITEM H)
DATE: JUNE 10, 2019
CC: MUTUAL FILE

A permit has been submitted for Unit 219-K.

I move to approve/deny the permit for Unit 219-K as submitted work to be completed by LW Decor.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE THE AUTHORIZATION OF THE TRANSFER OF FUNDS FOR MUTUAL NINE (CONSENT CALENDAR ITEM A)
DATE: JUNE 10, 2019
CC: MUTUAL FILE

I move that the Board authorizes the following transfers of funds, per detailed and dated Resolutions, by consent calendar.

Transfer/ Invoice Date	*Amount*	*Originating/Destination Accounts or Payee*
04/05/19	$390,000	BNY Mellon Money Market to US Bank Restricted Money Market
04/08/19	$55,751.05	US Bank Checking to US Bank Impound
04/18/19	$42,118.19	US Bank Impound to US Bank Checking (balance of funding tax payment)
04/26/19	$11,902.46	US Bank Restricted Money Market to US Bank Non-Restricted Money Market
05/06/19	$149,546.99	ACH-Direct Debit (Multiple Shareholders) to US Bank Checking
05/06/19	$85,708.08	US Bank Checking to GRF - US Bank Checking
05/07/19	$55,922.52	US Bank Checking to US Bank Impound
05/17/19	$41,622.66	US Bank Checking to US Bank Restricted Money Market

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE BUYING AND SELLING PROCESS HANDOUT (UNFINISHED BUSINESS ITEM A)
DATE: JUNE 10, 2019
CC: MUTUAL FILE

At the December 6, 2018 Presidents Council meeting the Buying and Selling Process Handout was submitted to all Presidents for review. It was asked of the Council that this be placed on all January agendas for approval by all Mutual Boards.

At the January 15, 2019 Regular Board Meeting it was the consensus of the Board to postpone discussion regarding the Buying and Selling Process Handout until the next Regular Board Meeting pending further revisions.

At its April 8, 2019 meeting, the Mutual Administration Committee moved to recommend the Golden Rain Foundation Board of Directors accept the revisions to the Leisure World Seal Beach Buying and Selling Handout. Further, the Committee recommends the GRF BOD approve distribution of the Handout, by the Stock Transfer Office, to realtors and post on the Seal Beach Leisure World website.

At the June 10, 2019 Regular Board Meeting, the Board of Directors will vote to approve/deny accepting the revised Seal Beach Leisure World Buying and Selling Handout with revisions.

I move to approve/deny that the Buying and Selling Process Handout, prepared and submitted by GRF, be placed on Seal Beach Leisure World Website and further to be submitted to all Real Estate Agents and be included in the new buyer packet.

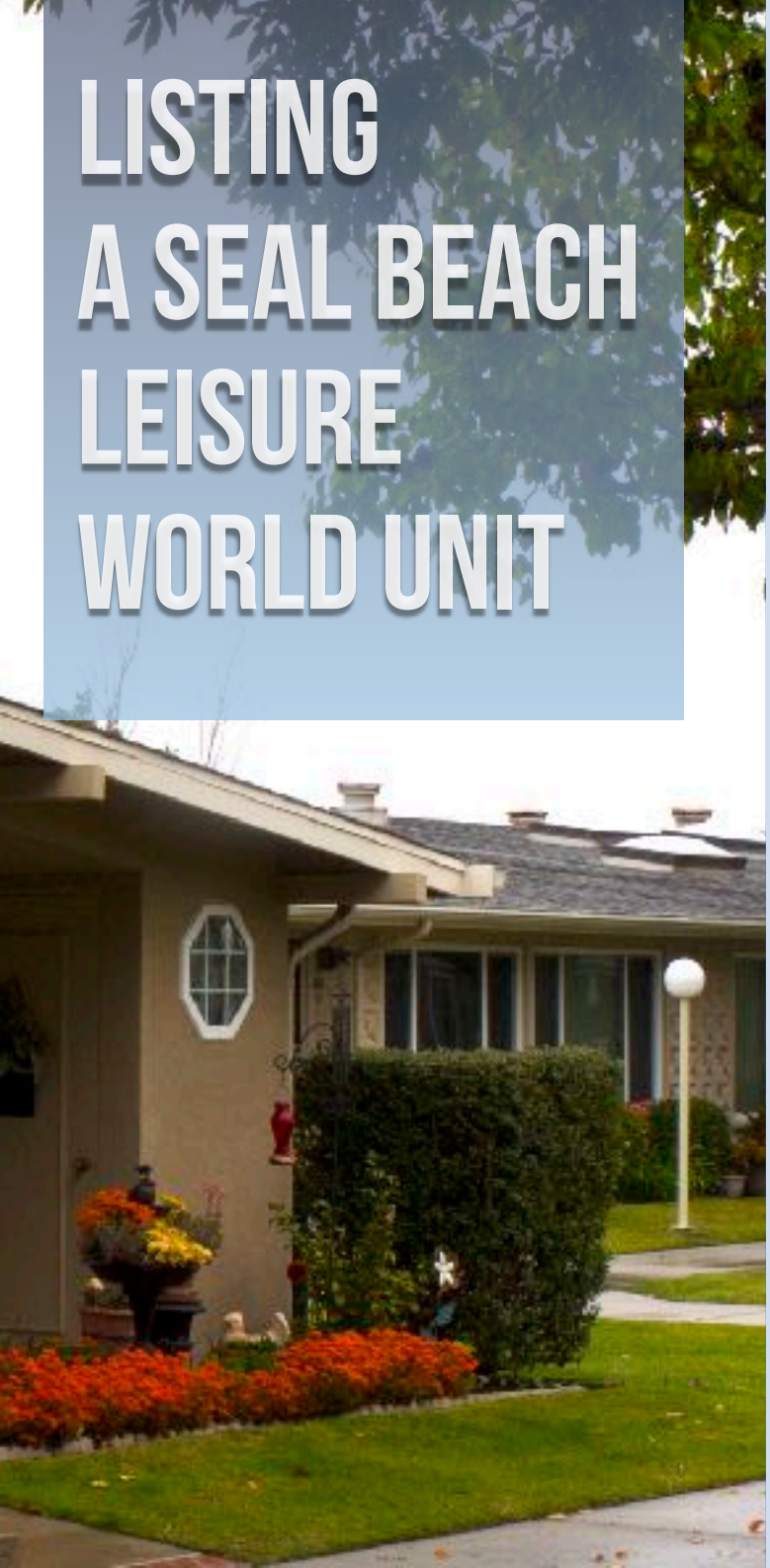
SEAL BEACH LEISURE WORLD BUYING AND SELLING HANDOUT

Golden Rain Foundation
April 10, 2019

INTRODUCTION

Seal Beach Leisure World (SBLW) is a gated, active adult community. Golden Rain Foundation (GRF) is the Management Services provider. The following are the procedures and information you will need to successfully list, sell or buy a unit in this community.

LISTING A SEAL BEACH LEISURE WORLD UNIT



1. NOTICE OF INTENT TO WITHDRAW (NOI):

This notifies the Mutual Corporation 1-12 or 14-16 of the seller's intent to sell the share of stock.

1.1. The NOI may be obtained from the escrow company. The NOI is valid for 180 days.
1.2. When the seller has signed the NOI, the escrow company courier delivers the signed form to the GRF Stock Transfer Office to be signed by the Mutual President. This may take approximately 10 working days.
1.3. After the President signs, the signed NOI goes back to the escrow company. The escrow company sends the original NOI and the Pre-Listing Inspection (PLI) form to the GRF Physical Property Escrow clerk. A set of keys for all unit doors, patio and carport storage units are required to be submitted with the PLI Report Form.
This authorizes the PLI.
1.4. Mutual 9 PLI process is different. Check with the Stock Transfer Office for details.
1.5. Mutual 17 are condominiums and follow some common real estate processes but you **must** consult with Stock Transfer Office personnel.

2. PRE-LISTING INSPECTION (PLI)

This process identifies repairs that the seller is responsible for completing prior to the close of Escrow.

2.1. Pre-listing inspections differ from Mutual to Mutual.

2.2. When the inspection is completed the PLI is sent to the escrow company for the signature of the seller.

3. LOCK BOX AND FOR SALE SIGN

Realtor's lock box and for sale sign may not be installed before:

3.1. NOI completed and signed by Mutual President

3.2. The PLI is completed.

4. SHOWING PROPERTY

4.1. No previewing

4.2. Open Houses are NOT permitted

4.3. Property may be shown only after NOI and PLI are completed.

BUYING OR SELLING A SEAL BEACH LEISURE WORLD UNIT

1. ESCROW PROCESS

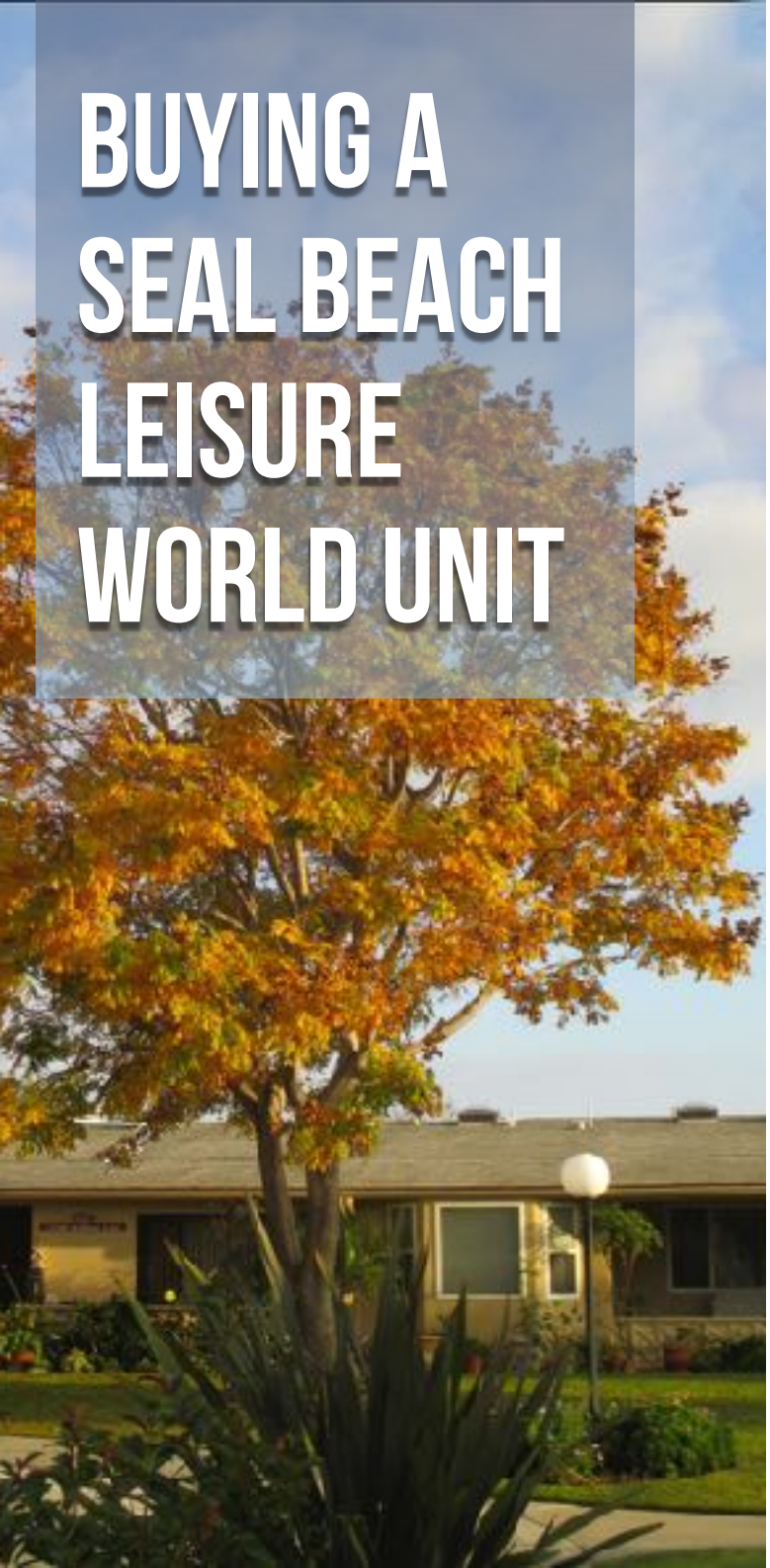
1.1. A final inspection is conducted **10 business days** prior to the close of escrow.
1.2. If the required work has not been completed by the seller, the inspector contracts and schedules the work to be completed prior to the close of escrow. **The seller can no longer do any repairs.**
1.3. The cost will be deducted from the seller's Repair Deposit (RD). The RD amount varies from Mutual to Mutual.

2. CLOSE OF ESCROW:

Seller's costs for required repairs are compiled and sent to the Golden Rain Foundation Finance Department to be paid from the seller's RD. The remaining balance is refunded to the seller generally within 45 to 60 days after the close of escrow.

3. SALE BY TRUST OR ESTATE:

Contact the **Stock Transfer Office** at 562-431-6586 ext. 347.



BUYING A SEAL BEACH LEISURE WORLD UNIT

1. BUYER QUALIFICATIONS:

1.1. 55 years of age or older (some exceptions)
1.2. Meet financial requirements (these vary from Mutual to Mutual)
1.3. Each person pays a one-time, non-refundable, Amenities fee to Golden Rain Foundation (GRF) for use of Trust property.
Link to GRF Amenities Fee:
http://www.lwsb.com/wp-content/uploads/2015/07/5061-31-Fees.pdf
1.4. For current eligibility requirements, fees and monthly assessments visit www.lwsb.com website. Check under each Mutual for eligibility requirements. See Page 8.

2. UNITS IN MUTUALS 1-12 AND 14-16:

2.1. Buyer is purchasing a share of stock in a Stock Cooperative with rights of occupancy in that unit. **Buyer owns stock, not the unit.**
2.2. This purchase is cash only. No mortgage is permitted.
2.3. Buyer becomes a stockholder, not an owner.

3. UNITS IN MUTUAL 17:

3.1. Buyer is purchasing a condominium (Grant Deed).
3.2. Mortgages are permitted.
3.3. Buyer becomes the owner of the unit.

4. FINANCIAL QUALIFICATION PROCESS:

4.1. Mutual Boards have sole authority to set and change Mutual Financial Qualification Requirements.
4.2. Mutual Financial Qualification Requirements Policy is located on lwsb.com (Policy 7510).
4.3. Stock Transfer Office will verify financial qualifications packet for compliance with Mutual Policy. The Stock Transfer Office has **no authority to approve applications that do not comply with Mutual Policy.**

5. BUYER ORIENTATION MEETING:

5.1. A Buyer Orientation is required at least 10 business days prior to the close of Escrow.
5.2. The meeting is generally conducted by the Mutual President and / or a Mutual Director with the buyer and Mutual Building Inspector in attendance.
5.3. The meeting includes a review of the PLI report, Mutual rules and expectations.
5.4. The meeting will take approximately 1 to 2 hours.
5.5. Mutual 6 requires check for orientation fee prior to the meeting.

6. COMPARISON CHART:

See attached table for additional comparisons of Stock Cooperatives and Condominiums.

MUTUAL ELIGIBILITY REQUIREMENT POLICIES. WWW.LWSB.COM

7510.01 Eligibility Requirements MU 01
7510.02 Eligibility Requirements MU 02
7510.03 Eligibility Requirements MU 03
7510.04 Eligibility Requirements MU 04
7510.05 Eligibility Requirements MU 05
7510.06 Eligibility Requirements MU 06
7510.07 Eligibility Requirements MU 07
7510.08 Eligibility Requirements MU 08
7510.09 Eligibility Requirements MU 09
7510.10 Eligibility Requirements MU 10
7510.11 Eligibility Requirements MU 11
7510.12 Eligibility Requirements MU 12
7510.14 Eligibility Requirements MU 14
7510.15 Eligibility Requirements MU 15
7510.16 Eligibility Requirements MU 16
7510.17 Eligibility Requirements MU 17

MONTHLY ASSESSMENTS

http://www.lwsb.com/welcome/monthly-fees/

COMPARISON CHART

STOCK COOPERATIVES: MUTUALS 1-12 AND 14-16	CONDOMINIUM: MUTUAL 17 ONLY
DIFFERENCES	
The Mutual owns the property which allows you to occupy the unit. All improvements require Mutual approval.	You own the Condominium (Grant Deed issued)
Occupancy Agreement	Covenants, Conditions, and Restrictions (CC&Rs)
No Mortgage Purchase price paid in full	Mortgage is possible
No Reverse Mortgage	Reverse Mortgage possible on an approved building
No lease or rental allowed	Lease is allowed with restrictions
SIMILARITIES	
Each unit is all electric. No gas is available. Visitor limited to maximum of 60 days, per 12 month period. Mutual approval required for improvements. Must use GRF vetted contractors. Permits required for most work. One-time, non-refundable amenities fee. Pets allowed, with some restrictions. Co-Occupants must be approved by Mutual.	

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY PHONE POLL CONDUCTED ON MAY 31,2019 REGARDING REMOVAL OF TREES (UNFINISHED BUSINESS ITEM B)
DATE: JUNE 10, 2019
CC: FILE

On May 31, 2019 the mutual president conducted a phone poll. The purpose of this phone poll was to approve the proposal provided by Pinnacle Landscape Management, Inc. for the removal of seven (7) trees.

I move to ratify the phone poll conducted on May 31, 2019 to approve the proposal submitted by Pinnacle Landscape Management, Inc. for the removal of following seven (7) trees; Alder (1) [large] at Bldg. #230–F, Alders(4) [medium] at the North Wall Mulberry (1) [small] at the North Wall (removal), and Carrotwood (1) [large], at Bldg. #218–D, at a cost not to exceed $8,000 and authorize the President to sign the necessary documentation. Funds to be taken from Landscaping Maintenance Extras. Further that this phone poll conducted on May 31, 2019 shall reflect the vote of Director Turner to approve the removal of two (2) emergency trees, at a cost of $3,900.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS

FROM: MUTUAL ADMINISTRATION

SUBJECT: DISCUSS AND VOTE TO RATIFY PHONE POLL CONDUCTED ON APRIL 29, 2019 REGARDING REPAIR/REPLACEMENT OF SEWERE LINE AT ABUILDING 237 (UNFINISHED BUSINESS ITEM C)

DATE: JUNE 10, 2019

CC: FILE

On April 29, 2019 the mutual president conducted a phone poll. The purpose of this phone poll was to approve the repair/and or replace the sewer line at Building 237.

I move to ratify the phone poll conducted on April 29, 2019 to approve the repair/and or replacement of the sewer line at Building 237, at a cost not to exceed $68,000, with work to be completed by A1 Total Service Plumbing, and authorize the president to sign the necessary documentation.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS ITEM A)
DATE: JUNE 10, 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 months of April and May 2019.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: ACCEPTANCE OF RESIGNATION OF MUTUAL NINE DIRECTOR
DATE: JUNE 10, 2019
CC: FILE

On May 30, 2019 Willard Michlin resigned as a director for the 2019–2020 term of office.

I move to accept, with regret, the resignation of Mutual Nine director Willard Michlin effective immediately.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: ACCEPTANCE AND APPOINTMENT OF MUTUAL NINE DIRECTOR (NEW BUSINESS ITEM C)
DATE: JUNE 10, 2019
CC: FILE

On May 30, 2019 Willard Michlin resigned as a director for the 2019–2020 term of office.

On June 10, 2019 the mutual board of directors will appoint a new Mutual Nine director.

I move to appoint,_____ to the Mutual Nine board of directors for the remaining 2019-2020 term of office.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: PARCEL AND COMMITTEE APPOINTMENTS FOR THE 2019–2020 TERM (NEW BUSINESS ITEM D)
DATE: JUNE 10, 2019
CC: FILE

Parcels 39, 42 and 43 are currently vacant. At the June 10, 2019 board of directors meeting the vacant parcels of will be assigned.

PARCEL NO. 45
Beth Mayer (2019-2020)
PRESIDENT

PARCEL NO.40
Bob Walz (2019-2020)
VICE PRESIDENT

PARCEL NO. 44
Marjorie Dodero (2019-2020)
SECRETARY

PARCEL NO. 41
Diane McFadden (2019-2020)
CHIEF FINANCIAL OFFICE

PARCEL NO.42
VACANT

PARCEL NO. 43
VACANT

PARCEL NO. 39
VACANT

Parcel Assignments:

PARCEL NO.42

PARCEL NO. 43

PARCEL NO. 39

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: COMMITTEE APPOINTMENTS FOR THE 2019-2020 TERM (NEW BUSINESS ITEM E)
DATE: JUNE 10, 2019
CC: FILE

The following committee assignments are for the 2019-2020 term of office;

Physical Property –
_____ (chair)
_____,
_____

Landscaping –
_____ (chair)
_____,
_____

Special Projects –
_____ (chair)
_____,
_____

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY STREAMLINING PERMIT APPROVAL (NEW BUSINESS ITEM F)
DATE: JUNE 10, 2019
CC: FILE

I move to approve/deny that any basic work that is within policy, i.e.: windows, washer/dryer, dishwashers, and lower carport storage, that will require a permit, must have the approval and sign off by the Building Inspector , the Physical Property Chair and the President. Further any permit submitted for large remodels, deviations from rules and regulations and/or compliance with California Law must be submitted to the Board for approval.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY OBTAINING BIDS FOR ABRORISTS CONSULTATION (NEW BUSINESS ITEM G)
DATE: JUNE 10, 2019
CC: FILE

I move to approve/deny that the Physical Property department and GRF Inspector obtain three (3) bids from certified arborists to consult on the health of trees and treat where needed.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY REESTABLISHING BUILDING LIAISONS (NEW BUSINESS ITEM H)
DATE: JUNE 10, 2019
CC: FILE

I move to approve/deny reestablishing Mutual Nine Building Liaisons for 2019-2020 term, and further that all Building Liaisons will report to their parcel director and adhere to the following; no personal data is to be shared, this includes, health, age, race, sexual orientation or personal data of any kind. Further all Building Liaisons are to assist their Parcel Directors in distribution of Mutual information, report of vacant units and safety issues, for their specific parcel.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY ESTABLISHING POINT OF CONTACT FOR MUTUAL BUSINESS (NEW BUSINESS ITEM I)
DATE: JUNE 10, 2019
CC: FILE

I move to approve/deny that the Mutual President and the following Mutual Nine Directors be the point of contact for ALL mutual related business for 2019-2020 term of office; Roseman Law, APC – President Mayer, Finance and Accounting – CFO McFadden, Mutual Administration and Administration –Secretary Dodero, Physical Property – Physical Property Chair, Landscaping – Chair

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE EXPENDITURE FOR LEGAL COUNSEL (NEW BUSINESS ITEM J)
DATE: JUNE 10, 2019
CC: FILE

I move to approve/deny that the expenditure for legal counsel at a cost not to exceed $2,500.