A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NINE
January 11, 2021
Meeting begins at 9:00 a.m.
Zoom Video and Conference Call

TO ATTEND: The Shareholder will be provided with instructions on how to access the call via telephone or via video upon the Shareholder contacting his or her parcel director and requesting the login information.

TO PROVIDE COMMENTS DURING MEETING: In order to make a comment during the open Shareholder forum, the Shareholder must (i) notify their parcel director of their intent to speak during Shareholder open forum, or (ii) submit their information, including their name, Unit number, and telephone number, via e-mail at mutualsecretaries@lwsb.com, by no later than 3:00 p.m., the business day before the date of the meeting.

1. CALL TO ORDER
2. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
   a. Note: Shareholders that have informed Mutual Administration or Directors they would like to comment during the meeting will be able to speak. Please see above.
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

   Mr. Dodero, GRF Representative
   Ms. Hopkins, Mutual Administration Director
   Mr. Rodriguez, Building Inspector
   Ms. Barua, Portfolio Specialist
   Ms. Givehand, Recording Secretary

5. APPROVAL OF MINUTES:
   a. **Regular Monthly Meeting Minutes of December 14, 2020**
6. BUILDING INSPECTOR'S REPORT Mr. Rodriguez
   Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests **(pp.3-4)**
   a. Discuss and vote to approve MJ Jurado to install a patio at 225F. **(pp.5-6)**
   b. Discuss and vote to approve Mamuscia Construction to install a patio at 206F. **(pp. 7-9)**
7. GRF REPRESENTATIVE Mr. Dodero
8. **UNFINISHED BUSINESS**
   a. No Unfinished Business
9. **NEW BUSINESS**
   a. Consent Calendar **(p. 10)**
   b. Approval of Mutual Monthly Finances **(p.11)**
   c. Discuss and vote to authorize the Finance department to open a money market account at US Bank **(p.12)**
   d. Discus and vote to accept resignation of Margie Dodero at Parcel 44 **(p.13)**

e. Discuss and vote to approve the appoint shareholder, Dr. Diane Gruber for Parcel 44 for Mutual 9 Board of Director **(p.14)**
f. Discuss and vote to approve Dr. Diane Gruber as Secretary of Mutual 09 Board of Directors **(p. 15)**
g. Discuss and vote to amend Policy 09-7493-01 Awnings **(pp.16-18)**
h. Discuss and vote to accept the contract with Pinnacle for the restoration of the sprinkler system Foxburg **(p.19)**
i. Discuss and vote to approve a tree recommended by George Meadows, arborist from Pinnacle (**p.20)**
j. Discuss and vote to approve legal fees Occupancy Addendum Agreement, Rental Policy, Fine Policy and Revised Occupancy Agreement **(p.21)**
k. Discuss and vote to approve charges to the potential landlord for all fees incurred by the Mutual with regards to legal fees incurred by the Mutual for the Occupancy Agreement Addendum and additional costs to initiate the landlord/tenant process. **(p.22)**
l. Discuss and vote to appoint Committee Members for Sewer Camera Project **(p. 23)**

Discussions are when time permits

m. Orientation Package for tenant/landlord
n. Laundry Rooms/equipment – lint cleaning, large items
o. Laundry room locks for bathrooms

10. SECRETARY / CORRESPONDENCE — Mrs. Dodero

11. CHIEF FINANCIAL OFFICERS REPORT — Mrs. McFadden

12. MUTUAL ADMINISTRATION DIRECTOR — Ms. Hopkins

13. ANNOUNCEMENTS

NEXT REGULAR MEETING: Monday, February 8, 2021 at 9:00 a.m., via Zoom Video and Call Conference Meeting

14. COMMITTEE REPORTS

15. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)

16. DIRECTORS' COMMENTS

17. ADJOURNMENT

18. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 12:00 P.M.

INSPECTORS REPORT 2020							
MUTUAL:	NO. 9					INSPECTOR:	Victor Rodriguez
MUTUAL BOARD MEETING DATE:		JANUARY 11TH, 2021					
PERMIT ACTIVITY							
UNIT/BLDG	DESCRIPTION OF WORK	GRF/CITY PERMITS	PERMIT ISSUE	COMP DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
206F	REPLACE ENTRY DOOR	GRF	12/16/20	03/10/21	NO		RYDEN CONSTRUCTION
210D	HEAT PUMP/ CONCRETE BASE	BOTH	10/12/20	01/22/21	NO	FINAL 11/23/20	GREENWOOD
210K	COUNTER TOP	BOTH	08/03/20	11/30/20	NO	FINAL 12/08/20	LW DÉCOR
211B	FLOORING (CARPET)	GRF	10/29/20	11/30/20	NO	FINAL 11/13/20	KARYS CARPETS
211E	FLOORING INSIDE AND PATIO	BOTH	09/25/20	10/12/20	YES	FINAL 12/08/20	COLONIAL CARPET CO.
216G	COUNTER TOP,PAINT,MICROWAVE	BOTH	10/12/20	01/31/21	NO	FINAL 12/16/20	LOS AL BUILDERS
216H	SHOWER CUTDOWN	BOTH	12/03/20	01/07/21	NO	FINAL 12/17/20	NUKOTE
217F	PATIO 120SQ.FT. AND 34FTX30" WALL	GRF	11/09/20	02/05/21	NO		JOHN M. BERGKVIST
218K	HEAT PUMP/ CONCRETE BASE	BOTH	12/04/20	03/09/21	NO		GREENWOOD
222K	SHOWER CUTDOWN	BOTH	12/03/20	01/09/21	NO	FINAL 1/05/21	NUKOTE
223E	INSTALL SKYLIGHT	BOTH	08/12/20	09/30/20	NO	FINAL 11/13/20	M & M CONSTRUCTION & SKYLIGHTS
224A	INSTALL CEILING FAN	BOTH	11/23/20	12/23/20	NO	WAITING OF CHANGE ORDER	LOS AL BUILDERS
229G	INSTALL DISHWASHER	BOTH	10/26/20	12/30/20	NO	FINAL 11/16/20	ALPHA MASTER
232E	CEILING FAN AT PATIO, VANIY LIGHT AND FLOORING	BOTH	09/21/20	12/04/20	YES	FINAL 12/04/20	CAL CUSTOM INT.
235J	SHOWER CUTDOWN	GRF	12/17/20	12/29/20	NO	WAITING OF CHANGE ORDER	CAL BATH
235J	HEAT PUMP	BOTH	09/18/20	12/30/20	NO	WAITING OF CHANGE ORDER	GREEN WOOD
235J	SLING DOOR AND WINDOWS	BOTH	12/10/20	02/22/21	NO		SEAPORT WINDOWS & DOOR
235L	CENTRAL HEATING A/C	BOTH	12/28/20	04/04/21			GREEN WOOD
236H	AWNINGS	GRF	08/25/20	11/30/20	NO	FINAL 12/11/20	AAA AWNINGS
237C	HEAT PUMP	BOTH	08/26/20	12/01/20	NO	FINAL 12/8/2020	GREEN WOOD
237G	HEAT PUMP	BOTH	10/21/20	01/28/21	NO	FINAL 12/23/20	GREEN WOOD
	blue color indicates roofs that have been completed and to let contractors know that only Roofing Standards can penetrate the roof on any project						

ESCROW ACTIVITY

UNIT #	DOCUMENTS/COMMENTS	PLI	NBO	FI	FCOEI	ROF	NMI
207D		02/12/20					
211B		09/15/20					
212 H		06/12/19	11/05/20				
213A		12/15/20	12/29/20	01/05/21			
218K		04/29/20	11/18/20	11/24/20	12/08/20	12/21/20	
222I		08/04/20					
223G		02/05/20					
225G		10/30/20					
226L		02/26/20	12/07/20	12/10/20			
228K		12/15/20					
234H		11/17/20					
235A		08/13/20					
235J		08/12/20	11/04/20	10/28/20	11/12/20	01/04/21	
237F		02/06/20					

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

CONTRACTS

PINNACLE	JULY 1ST 2018-JUNE 30TH 2021
FENN BAIT STATION	JULY 1ST 2020- JUNE 30TH 2023
EMPIRE PIPE CLEANING	YEARLY
FENN PEST CONTROL	JUN 1,2020- MAY 31,2023

SPECIAL PROJECTS

CONTRACTOR	DESCRIPTION OF WORK
9-225f	7.5X28 PATIO TOTAL 210sqft.
9-206f	7.5x24 PATIO TOTAL 180sqft.

VISITS

UNITS	REASON
9-227i	Check for paint
9-236A	Check garden area
9-222L	Talk to shareholder
9-213F	Check carport cabinet
9-228-H	Check cooktop
9-211G	Check toilet
9-221E	Check downspout
9-230I	Check Internet cable
9-219L	Check Refrigerator
9-222K	Check Roof leak
9-224D	Check for termites

Mutual Corporation No. Nine

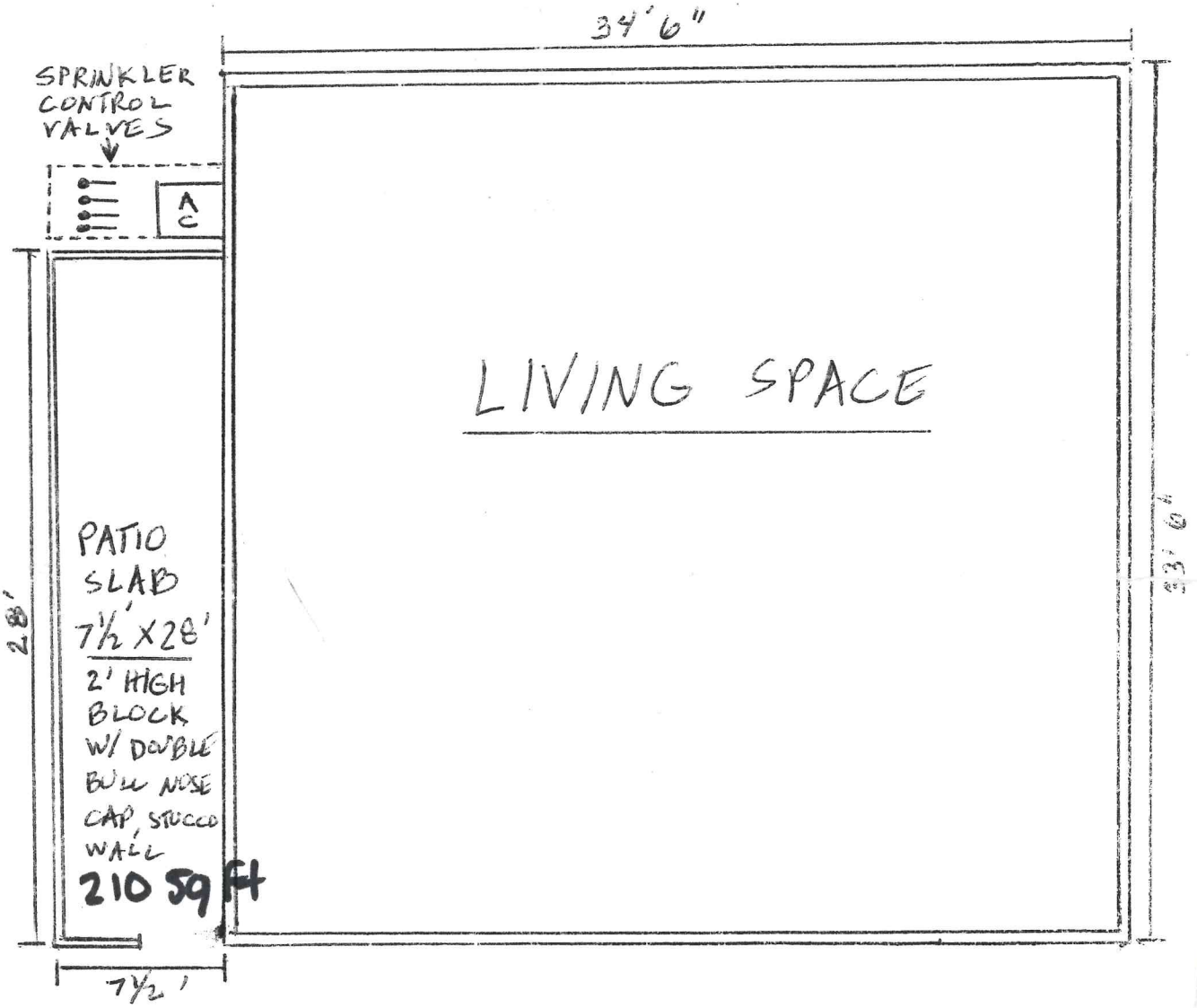
MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE MJ JURADO TO INSTALL A PATIO AT 225F (BUILDING INSPECTORS REPORT, ITEM A)
DATE: JANUARY 11, 2021
CC: FILE

I move to approve MJ Jurado to install a patio at 225f, with the dimensions being 7.5 x 28 for at total of 210 squarefeet. Work to be done at the shareholders expense.

9-225F

PATIO PLAN



ALBERTO & GLADYS COMIA
13020 OAK HILLS DR. # 225F
SEAL BEACH, CA. 90740-3245
(805) 816-2057

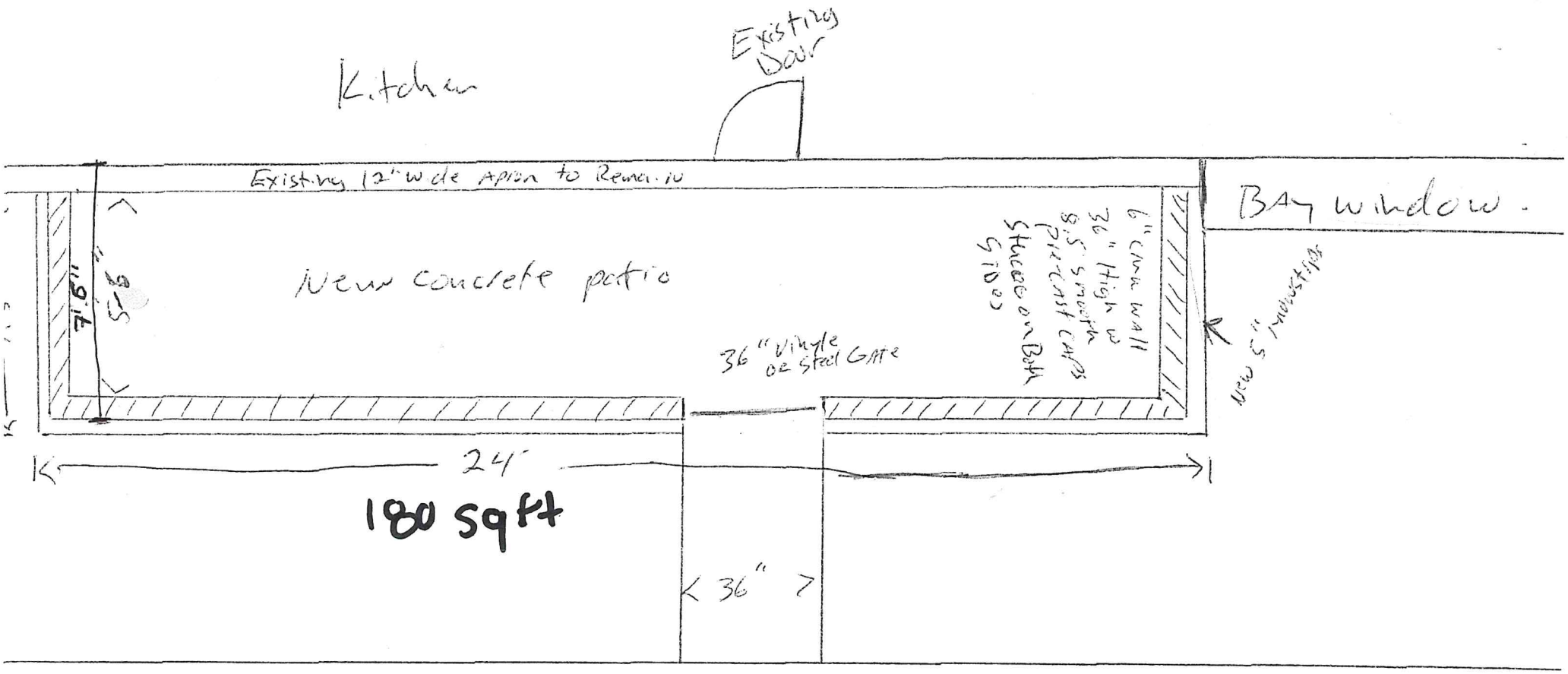
Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE MAMUSCIA CONSTRUCTION TO INSTALL A PATIO AT 206F. (BUILDING INSPECTORS REPORT, ITEM B)
DATE: JANUARY 11, 2021
CC: FILE

I move to approve Mamuscia Construction to install a patio at 206f, with the dimensions being 7.5 x 24 for at total of 180 squarefeet. Work to be done at the shareholders expense.

Existing
Sharon Morgan
13241 El Dorado
mut 9-206-F



GRF SiDe WAlK

SHARON MORGAN
13241 ELDORADO D

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AUTHORIZE TRANSFERS OF FUNDS FOR MUTUAL NINE (NEW BUSINESS, ITEM A)
DATE: JANUARY 11, 2021
CC: MUTUAL FILE

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

Transfer/ Invoice Date	*Amount*	*Originating/Destination Accounts or Payee*
12/07/2020	$164,997.39	ACH – Direct Debit from multiple shareholders to US Bank Checking
12/07/2020	$129,085.63	US Bank Checking to GRF – US Bank Checking
12/08/2020	$19,718.19	US Bank Restricted Money Market to US Bank Non-Restricted Money Market
12/08/2020	$59,804.11	US Bank Checking to US Bank Impound
12/22/2020	$30,000.00	US Bank Non-Restricted Money Market to US Bank Checking
12/23/2020	$44,213.74	US Bank Checking to US Bank Restricted Money Market
12/31/2020	$11,000.00	Sale of 218K, Citywide Escrow, check number 545713

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM B)
DATE: JANAURY 11, 2021
CC: 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 December 2020.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AUTHORIZE THE FINANCE DEPARTMENT TO OPEN A MONEY MARKET ACCOUNT AT US BANK (NEW BUSINESS, ITEM C)
DATE: JANUARY 11, 2021
CC: FILE

I move to authorize the Finance Department to open a money market account at US Bank in the name of Seal Beach Mutual Nine in Trust for previous owner 09-207K-30.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ACCEPT RESIGNATION OF MARGIE DODERO AT PARECEL 44 (NEW BUSINESS, ITEM D)
DATE: JANUARY 11, 2021
CC: FILE

I move to accept the resignation of Margie Dodero from the Mutual 9 Board of Directors.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE DR. DIANE GRUBER AS SECRETARY FOR MUTUAL 9 BOARD OF DIRECTORS (NEW BUSINESS, ITEM F)
DATE: JANUARY 11, 2021
CC: FILE

I move to approve Dr. Diane Gruber as Secretary of Mutual Nine Board of Directors, for the remaining 2020-2021 term of office.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND POLICY 09-7493-01 AWNINGS (NEW BUSINESS, ITEM G)
DATE: JANAURY 11, 2021
CC: FILE

I move to amend Policy 09-7493-01 Awnings on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next schedule meeting and take effect if the Board receives no comments.

MUTUAL OPERATIONS

PHYSICAL PROPERTY

AWNINGS

1. Awnings may be allowed on a case-by-case basis. Due to the asymmetrical configuration of the Mutual 9 lots, they will be site specific. The awning will fit the window size for shade**.**

2. Allowance may be made in area that is not obstructing a neighbor's view, trees, plants, etc.

3. The awning will not encroach any further than the property line or 60" from the wall of the building or the allowance of common area of the garden or encroach on the neighbor's unit.

4. The awning will be of a material like canvas that will attach to the stucco/wall of the unit. **The canvas awning may be fixed or retractable and all plans for exterior awnings must be submitted to and approved by the Mutual Board. It must meet the standards and approval of the Physical Property Department prior to installation.**

5. Over window will be based on window and size. Awning may be attached to fascia/stucco. There will be no attachment to the roof.

6. The color scheme submitted will be similar to other canvas awnings and compliment/blend with the colors of the mutual buildings and board approved.

7. All installed awnings will be considered as allowed, at the time of transfer of title or sale of a unit with an awning and the buyer must agree to manage, maintain, and insure or it shall be removed at the seller's cost. The new buyer/transferee must sign the agreement provided by the mutual.

8. The inspector will submit in writing to the board at least two weeks prior to regularly scheduled board meeting. The plans must be drawn and easily understood.

9. All awning maintenance and upkeep will be the shareholder's responsibility. The shareholder is responsible for constant upkeep. If this is not done, the Mutual will require removal of the awning at the shareholder's expense or will be removed by the mutual and charge the shareholder.

10. Any damage to Mutual buildings from an awning will be repaired at shareholder's expense.

11. All installed awnings will be considered allowed. In the event of the sale or transfer of the unit, if the new shareholder wants to retain the awning, they will have to sign an agreement stating that they agree to the above restrictions. If the new shareholder does not want the awning, it would be the responsibility of the seller to remove the awning and fix/repair the building to the original at their expense.

12. Awnings will require a GRF permit and be installed by a licensed approved GRF contractor and approved by the board.

MUTUAL OPERATIONS

PHYSICAL PROPERTY

AWNINGS

Document History

Adopted:	10-12-2020	Action

Keywords:

37

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ACCEPT THE CONTRACT WITH PINNACLE FOR THE RESTORATION OF THE SPRINKLER SYSTEM ON FOXBURG (NEW BUSINESS, ITEM H)
DATE: JANUARY 11, 2021
CC: FILE

I move to accept the contract with Pinnacle for the restoration of the sprinkler system on Foxburg at a cost not to exceed $3,238.00. Funds to come from Infrastructure Reserves and authorize the President to sign the contract.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE A TREE RECOMMENDED BY GEORGE MEADOWS, ARBORIST FROM PINNACLE (NEW BUSINESS, ITEM I)
DATE: JANUARY 11, 2021
CC: FILE

I move to approve to plant a Brachychiton Populneus, **common name bottle tree** in the common area near Building 227. Work to be done by Nelson's Nursery at the shareholder's expense.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE LEGAL FEES FOR OCCUPANCY ADDENDUM AGREEMENT, RENTAL POLICY, FINE POLICY AND REVISED OCCUPANCY AGREEMENT (NEW BUSINESS, ITEM J)
DATE: JANUARY 11, 2021
CC: FILE

I move to approve legal fees paid to Roseman Law, APC for Occupancy Addendum Agreement, Rental Policy, Fine Policy and Revised Occupancy Agreement at a cost not to exceed $6,000.00 Funds to come from Legal Fees and authorize the President to the necessary documentation.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE CHARGES TO THE POTENTIAL LANDLORD FOR ALL FEES INCURRED BY THE MUTUAL WITH REGARDS TO LEGAL FEES INCURRED BY THE MUTUAL FOR THE OCCUPANCY AGREEMENT ADDENDUM AND ADDITIONAL COSTS TO INITIATE THE LANDLORD/TENANT PROCESS (NEW BUSINESS, ITEM K)
DATE: JANUARY 11, 2021
CC: FILE

I move to approve a $500.00 charge to the potential landlord for all fees incurred by the mutual with regards to legal fees, costs to initiate Addendum to the Occupancy Agreement and any other additional costs to initiate the landlord/tenant process including any mutual fees and additional $500.00 for landlord tenant orientation.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPOINT COMMITTEE MEMBERS FOR SEWER CAMERA PROJECT (NEW BUSINESS, ITEM L)
DATE: JANUARY 11, 2021
CC: FILE

I move to appoint _____, _____, _____

as Committee Members for Sewer Camera Project.