

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVEN
Wednesday, June 21, 2017
1:00 p.m.

1. SHAREHOLDER(S)' COMMENTS
2. CALL TO ORDER / PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. INTRODUCTION OF GUESTS AND STAFF:
 - Ms. Rapp, GRF Representative
 - Ms. Hopkins, Mutual Administration Director
 - Mr. Hurtado, Building Inspector
 - Mrs. Aquino, Recording Secretary
5. APPROVAL OF MINUTES: **Regular Meeting of April 19, 2017**
Organizational Meeting of May 19, 2017 (page 3)
6. CORRESPONDENCE Ms. Rettela
7. BUILDING INSPECTOR'S REPORT (**pages4-5**) Mr. Hurtado
 - a. Patio plans for Unit 170-G
8. Roofing Project update
9. Asphalt Carports 181, 182, 85, 86, 87, 88, 89
 - a. Trenching at asphalt future solar site
10. CHIEF FINANCIAL OFFICER'S REPORT Mrs. Fellows
 - a. Reserve Study
12. UNFINISHED BUSINESS
 - a. Independent Living Disclosures/amend or rescind Policy 7020 – Approval of Escrow (pages 6-8)
 - b. Emergency Information / Schedule Special Meeting – radios Mrs. Rogers
13. NEW BUSINESS –
 - a. Ratify phone poll vote taken on 4/24/17 regarding 3-day notice/HO6 Insurance
 - b. Rescind resolution dated January 18, 2017, regarding the Notice of Intent to Withdraw (**page 9**)
 - c. Fenn Pest Control/Termite Proposal 2017-2019 (**page 10**)
 - d. Policy Update Committee:
 - a. Policy 7557.07 – Caregivers (pages 11-12)
 - b. Policy 7591.07 – Unmanned Aerial Flight Vehicles (Drones) (page13)
 - c. Policy 7502.07 – Carport Regulations (pages 14-18)
 - d. Policy 7584.07 – Mutual and Street Parking (pages 19-20)
 - e. Policy 7506.07 – Sidewalk Traffic (pages 21-22)
 - f. Policy 7507.07 – Electric Cart Pad (page 23)
 - g. Policy on Park Benches – discussion
 - e. 2018 Budget Planning Projects (**page 24**)
 - f. Resolution to maintain procedure per Policy 7510 and Stock Transfer Office (**page 25**)

(STAFF BREAK (TIME TO BE DETERMINED BY PRESIDENT))

14. MUTUAL ADMINISTRATION DIRECTOR'S REPORT Ms. Hopkins
15. GRF REPRESENTATIVE'S COMMENTS Ms. Rapp
16. DIRECTOR(S)' COMMENTS
17. SHAREHOLDER(S)' COMMENTS
18. ANNOUNCEMENTS
19. ADJOURNMENT
20. EXECUTIVE SESSION – (member issues)

STAFF WILL LEAVE THE MEETING BY 4:10 P.M.

**NEXT MEETING: WEDNESDAY, JULY 19, 2017, at 1:00 p.m.
ADMINISTRATION BUILDING-CONFERENCE ROOM A**

ka:6/14/17

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVEN
May 19, 2017**

The Organizational Meeting of the Board of Directors of Seal Beach Mutual Seven was called to order by Acting Chairperson Ms. Hopkins at 10:54 a.m.

Those Directors present were: Sue Rotter, Jana Rodgers, JoAnn Fellows, Joyce Rettela, Roger Bennett, and Chris Moore. The Mutual Administration Director, Ms. Hopkins; Mutual Administration Manager, Ms. Fernandez; and Mutual Administration Secretary, Ms. Dailey were also present.

Ms. Hopkins announced that the purpose of the meeting was to elect officers of the Board of Directors for the 2017-2018 term of office and to select the day and time of the Board's Regular Monthly Meeting.

Ms. Hopkins called for nominations for the office of President. Ms. Fellows nominated Mrs. Rotter for President. There being no further nominations, Mrs. Rotter was elected to the office of President for the 2017-2018 term of office.

The chair was turned over to newly-elected President Rotter, who then called for nominations for the office of Vice President. President Rotter nominated Mrs. Rodgers for Vice President. There being no further nominations, Mrs. Rodgers was elected to the office of Vice President for the 2017-2018 term of office.

The President called for nominations for the office of Secretary. Mrs. Rodgers nominated Ms. Rettela for Secretary. There being no further nominations, Ms. Rettela was elected to the office of Secretary for the 2017-2018 term of office.

The President called for nominations for the office of Chief Financial Officer. Ms. Rettela nominated Mrs. Fellows for Chief Financial Officer. There being no further nominations, Mrs. Fellows was elected to the office of Chief Financial Officer for the 2017-2018 term of office.

President Rotter appointed Mr. Bennett as Physical Property Committee Chair, Ms. Moore as Landscape Committee Chair, Ms. Rettela as Laundry Room Chair, Mrs. Rodgers as Emergency Preparedness Chair, and Building Captains.


President Rotter stated that the previous year's Organizational Meeting minutes have already been approved.

The Board discussed the time of the Regular Monthly Board Meetings. Upon a MOTION duly made by Ms. Rettela and seconded by Mrs. Rodgers, it was

RESOLVED, That the Regular Monthly Board Meeting remain on the fourth Wednesday of the month, in the Administration Building Conference Room A, with the time of the meeting starting at 1:00 p.m..

The MOTION passed.

There being no further business, President Rotter adjourned the meeting at 11:02 a.m.



Attest, Joyce Rettela, Secretary
SEAL BEACH MUTUAL SEVEN
cad:5/19/17

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(07) SEVEN**

INSPECTOR: **George Hurtado**

MUTUAL BOARD MEETING DATE: **June 21, 2017**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
146L	fill in deco blocks	yes	04/05/17	06/20/17	no		LW Décor
162D	remodel	yes	12/15/16	06/30/17	yes		Los Al Builders
165L	heat pump	yes	04/14/17	06/21/17	no		Yes A/C
165L	remodel	yes	04/14/17	09/14/17	no		Kang Construction
165I	ADA shower	yes	04/06/17	05/26/17	no		Nu Kote
166K	entry door, washer/dryer, cabs	yes	04/07/17	09/15/17	no		ACR Construction
152I	patio tile	yes	04/05/17	05/11/17	no		Kary's Carpet
155I	wood fence	yes	04/17/17	05/25/17	no		Mamuscia Construction
159E	ADA shower	yes	04/24/17	05/18/17	no		Nu Kote
153E	heat pump	yes	06/12/17	10/03/17	no		Greenwood
154A	awnings	yes	06/12/17	07/15/17	no		AAA Awnings
145F	remodel	yes	05/08/17	10/05/17	no		Kress
149K	patio tile	yes	05/01/17	06/08/17	no		Westby 4 Homes
155E	vinyl planking	yes	05/08/17	05/17/17	no		Bixby Plaza
150H	patio tile	yes	05/15/17	06/20/17	no		Karys Carpet

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
145K		06/14/17					
159J			05/30/17	06/01/17	06/13/17		
166B			06/07/17	06/12/17			
153A		05/22/17					

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
Fenn	termites and pests
Total Landscape	gardening
Empire Pipe	sewer cleaning
Innovative Cleaning Services	laundry rooms / partitions
So Cal Fire Protection	fire extinguishers
Jordan Roofing	Roofs (163,164,165)

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (07) SEVEN

INSPECTOR: George Hurtado

MUTUAL BOARD MEETING DATE: June 21, 2017

SPECIAL PROJECTS

CONTRACTOR	PROJECT
Jordan Roofing	roofing - buildings 163,164,165
?	carport paving repairs, slurry

APARTMENT VISITS

Various

SEAL BEACH LEISURE WORLD
An Active Adult Community

To: Providing Physician _____ Patient: _____

Seal Beach Leisure World is an "**Active Adult Community**" offering the best in co-op and condominium housing for persons fifty-five years of age or older. Active adult housing should not be confused with an assisted living or a skilled nursing facility.

Active Adult Community: *Persons who purchase the right to reside in a Mutual apartment or condominium: (1) Direct their own lives; 2) Are independent and 3) Must be able to handle their own affairs.*

In accordance with Mutual Policy 7510, Eligibility Requirements, item (3), "prospective applicants for ownership and residency should have reasonably good health for a person of his or her age and be able to live independently as evidenced in the form of a letter provided by the applicant's treating physician on the physician's letterhead stationery. (Including National Provider Identification (NPI)).

Reasonably good health may be described in part as an applicant's ability to: (Please check)

~~Dress self with weather appropriate clothing~~

~~Maintain a clean, safe, living environment~~

~~Bathe (shower) & maintain personal hygiene~~

~~Shop, prepare meals, or eat out.~~

~~Medicate self when necessary~~

~~Take care of personal finances~~

if physician declares patient can comply with each of the above conditions, the Mutual will consider this as part of the qualification for residency in the community.

If you have any question please call Seal Beach Leisure World, Stock Transfer Office at: (562) 431-6586, ex. 346, 347 or 348 for assistance.

Notwithstanding any of the forgoing, both federal and California law prohibits, among other things, discrimination against people with disabilities, and nothing herein shall be construed to prevent a Prospective Purchaser with a disability otherwise qualifying for membership.

I understand that Seal Beach Leisure World is an **Active Adult Community**.

Providing Physician's Signature _____ NPI# _____ Date _____

Note: Only one patient per page will be accepted

Please Attach Your Patient's Letter of Eligibility on letterhead with NPI.

Seal Beach Leisure World

An Active Adult Community

To: Prospective Purchasers: ~~Providing Physicians~~

Seal Beach Leisure World is an "Active Adult Community" offering the best in co-op and condominium housing for persons fifty-five years of age or older. This style of active adult housing should not to be confused with an assisted living or a skilled nursing facility. No health care services, such as living assistance or medical assistance, are provided by the Golden Rain Foundation and/or the respective Mutuals. ~~A prospective purchaser of a Leisure World Mutual Share of Stock need only determine what their personal needs are.~~

Assisted Living: Assisted Living facilities offer personalized supportive services and assistance with day-to-day living needs. Meals, snacks, housekeeping, physical fitness, laundry and 24-hour trained staff members are all provided under the umbrella of assisted-living services. These are not services provided at Seal Beach Leisure World. SEAL BEACH LEISURE WORLD IS NOT AN ASSISTED LIVING FACILITY OR RESIDENCE.

Active Adult Community: In Seal Beach Leisure World you can be as active as you choose to be. There are many recreational opportunities. Members who purchase the right to reside in a Mutual apartment direct their own lives and are independent and able to handle their own affairs without the assistance of the independent Mutual Corporations and/or Golden Rain Foundation.

~~In accordance with Mutual Policy 7510, Eligibility Requirements, item (3),~~ It is recommended that prospective applicants for ownership and residency should have reasonably good health for a person of his/or her age and be able to live independently as evidenced in the form of a letter provided by the applicant's treating physician on the physician's letterhead stationery.

Reasonably good health may be described in part as an applicant's ability to:

- Dress self with weather-appropriate clothing.
- Maintain a clean, safe living environment. a
- * Able to shop and prepare meals, or eat out.
- Able to medicate self when necessary.
- Able to take care of personal finances.

Choosing an active adult community is a decision which should be made with the assistance of loved ones, professional healthcare physicians, legal advisors and others. Please allow us to answer any questions you might have regarding qualification for residency in this community. You may contact Seal Beach Leisure World, Stock Transfer Office at: (562) 431-6586, ex. 346, 347 or 348 for assistance.

Notwithstanding any of the forgoing, both federal and California law prohibits, among other things, discrimination against people with disabilities, and nothing herein shall be construed to prevent a Prospective Purchaser with a disability otherwise qualifying for membership.

I have read and understand that Seal Beach Leisure World *is not* an assisted living facility:

Print Patient/Prospective Purchaser's Name:

~~X~~ Providing Physician's Signature
S:\Forms\FORM Active Living Disclosures.docx

Date:

MUTUAL OPERATIONS**Approval of Escrows – All Mutuals Except Two, Five, Nine, and Ten**

RESOLUTION:

WHEREAS, Article V, Section 2, of the bylaws vests power in the Board of Directors to accept or reject all applications for membership and admission to occupancy of a dwelling unit in the cooperative housing project, and

WHEREAS, a system utilizing questionnaires and a medical examination has been instituted to expedite determination that the potential buyer meets all established criteria, with the responsibility for operation of said system resting on paid employees of the Foundation and Health Care Center, and

WHEREAS, it is necessary that escrow papers be signed in a timely manner but calling special meetings of the Board to accept or reject each application in escrow would prove cumbersome,

NOW, THEREFORE BE IT RESOLVED, THAT

1. The President of this Corporation is appointed and empowered to act in behalf of the Board in signing various document in escrow that are necessary to accept or reject potential members of the Corporations.
2. Should the President be absent or otherwise unable to perform, then any officer of this Corporation shall be empowered to sign such papers on behalf of the Board.

MUTUAL ADOPTIONS

ONE	12-07-72	
TWO		(See Policy 7020.2)
THREE	11-20-72	
FOUR	12-04-72	
FIVE	11-15-72	(See Policy 7020.05) Dec 2016
SIX	12-08-72	
SEVEN	11-17-72	
EIGHT	11-27-72	
NINE		(See Policy 7020.9)
TEN	11-30-72	(See Policy 7020.2)
TWELVE	11-09-72	
ELEVEN	11-16-72	
FOURTEEN	11-10-72	
FIFTEEN	11-20-72	
SIXTEEN	12-14-72	

(Dec 16)

Resolution dated January 18, 2017

RESOLVED, To refer the Notice of Intent to Withdraw to the Mutual attorney for review as quickly as possible.

RESCIND

ANNUAL TERMITE INSPECTION 3 YEAR TOTALS

MUTUAL	FENN (2013-2016)	FENN 2017	FENN 2018	FENN 2019	FENN 2017-2019 3 YEAR TOTAL
1	\$10,776.47	\$12,941.00	\$13,588.05	\$14,267.45	\$40,796.50
2	\$11,031.86	\$13,250.00	\$13,912.50	\$14,608.13	\$41,770.63
3	\$5,515.92	\$6,624.00	\$6,955.20	\$7,302.96	\$20,882.16
4	\$5,056.26	\$6,072.00	\$6,375.60	\$6,694.38	\$19,141.98
5	\$6,282.02	\$7,544.00	\$7,921.20	\$8,317.26	\$23,782.46
6	\$5,209.48	\$6,256.00	\$6,568.80	\$6,897.24	\$19,722.04
7	\$4,903.04	\$5,888.00	\$6,182.40	\$6,491.52	\$18,561.92
8	\$4,443.38	\$5,336.00	\$5,602.80	\$5,882.94	\$16,821.74
9	\$4,903.04	\$5,888.00	\$6,182.40	\$6,491.52	\$18,561.92
10	\$3,524.06	\$4,232.00	\$4,443.60	\$4,665.78	\$13,341.38
11	\$3,983.72	\$4,784.00	\$5,023.20	\$5,274.36	\$15,081.56
12	\$5,771.26	\$6,937.00	\$7,283.85	\$7,648.04	\$21,868.89
14	\$4,187.96	\$5,036.00	\$5,287.80	\$5,552.19	\$15,875.99
15	\$6,409.78	\$7,703.00	\$8,088.15	\$8,492.56	\$24,283.71
16	\$766.10	\$920.00	\$966.00	\$1,014.30	\$2,900.30
17	\$1,608.81	\$1,935.00	\$2,031.75	\$2,133.34	\$6,100.09

PEST CONTROL PER CALL

LOCATION	FENN 2013-2016	FENN 2017	FENN 2018	FENN 2019
Per Unit	\$13.00	\$15.00	\$15.00	\$15.00
Laundry	\$6.00	\$6.00	\$6.00	\$6.00
Building Perimeter	\$37.00	\$37.00	\$37.00	\$37.00
Dusting Attic	\$35.00	\$35.00	\$35.00	\$35.00
Carport	\$40.00	\$40.00	\$40.00	\$40.00

MUTUAL OPERATIONS**RESIDENT REGULATIONS****DRAFT****Caregivers- Mutual Seven Only****1.Licensing Requirements**

- a. In order to work as a caregiver in Mutual Seven, caregiver ~~must~~ **should** have a valid Seal Beach Business License or work for an agency with a valid Seal Beach Business License, per Seal Beach City Ordinance 1435. ~~A copy of the license must be in the possession of caregiver at all times.~~

Exemption: A family member (of a shareholder) who is acting in the capacity of a caregiver is exempt from possessing a business license, but must apply and receive a caregiver's pass and badge.

- b. A caregiver working in Mutual Seven must have a valid driver's license if driving a vehicle into Leisure World.

2. Pass and Badge Requirements

- a. All caregivers, whether working as a family member, as an individual, or through an agency, must apply and receive a caregiver's pass and clear badge holder through the Golden Rain Foundation Stock Transfer Office.

- 1) The pass must be renewed every six months.
- 2) The pass must be worn in clear sight at all times.
- 3) Passes or badge holders may not be transferred or lent to anyone.

3. Use of Laundry Facilities

- a. Part-time caregivers may use laundry facilities for shareholder's laundry only. Part-time caregivers who use Mutual laundry facilities for their personal or family use will be permanently barred from Leisure World.
- b. Caregivers who are 24-hour live-ins may use washers and dryers for their personal use, but may not use the washers and dryers for other family members or friends.
- c. Washers and dryers are to be cleaned after every use.
- d. Only two washers and dryers may be used at a time.
- e. Washed items are not allowed to be hung on patios.

MUTUAL OPERATIONS**RESIDENT REGULATIONS****DRAFT****Caregivers- Mutual Seven Only**

~~f. Part-time caregivers who use Mutual laundry facilities for their personal or family use will be permanently barred from Leisure World.~~

4. General Requirements

- a. **A Doctor's note stating that a full or part-time caregiver is needed. If fulltime 24/7 care is needed, that must be included in the Doctor's note. It must be an original, not a photocopy.**
- b. Caregiver must cease any noise that could be considered disruptive after 10 p.m., i.e., no loud televisions, radios, or talking, so as not to disturb the quiet enjoyment of neighbors.
- c. Caregivers are not allowed to bring family members or friends to the apartment.
- d. Caregivers are not allowed to bring pets into Leisure World.
- e. Caregivers are not allowed to use community facilities, including laundry facilities, unless caregiver is a 24-hour live-in.

5. Parking Regulations

- a. If shareholder does not have a vehicle, caregiver may use the carport space for their own vehicle after obtaining a temporary parking pass through the Stock Transfer Office.
- b. The temporary parking pass must be clearly displayed on dashboard of caregiver's vehicle at all times.

MUTUAL ADOPTION:
SEVEN:

MUTUAL OPERATIONS**DRAFT POLICY FOR ADOPTION****SHAREHOLDER REGULATIONS****Unmanned Aerial Flight Vehicles (Drones) – Mutual Seven**

Seal Beach Mutual Seven is a cooperative housing project consisting of 32 residential buildings, containing 384 units of apartments, and is the owner of all the community facilities within that Mutual area consisting of the apartment buildings, laundry rooms, streets, common sidewalks, landscape areas, carports and ways of ingress and egress into said facilities.

In order to protect the safety and privacy of the shareholders of Mutual Seven, the recreational flight of drone aircraft is prohibited over any and all Mutual Seven property.

The following are the only circumstances under which drone aircraft may operate in the air over Mutual Seven property:

1. In the event of an emergency, so declared by either local, state or federal authority, or by a duly authorized officer of the Golden Rain Foundation, or the Executive Director of the Golden Rain Foundation, or an officer of the Mutual Seven Board of Directors.
2. A commercial drone flight, at the invitation of the Mutual Seven Board of Directors, for purposes determined on a situation-by-situation basis to be necessary and beneficial to the shareholders of Mutual Seven. Under such circumstances, appropriate documentation of the qualifications of those doing the piloting, and proof of an appropriate level of liability insurance will be required.

Any violation of this resolution shall be considered a trespass, and the Leisure World Security staff will be called upon to bring such trespass to an end. This resolution does not authorize the use of force and violence by any Security personnel at this project for the accomplishment of this end, said correction to be by peaceful means or with the aid and assistance of the Police Department or Law Enforcement Agency properly deemed to be contacted. Notice of said prohibition of such activity shall be posted on signs placed about the perimeter of Mutual Seven property.

MUTUAL ADOPTION

SEVEN: *date*

(Draft created on 12/14/16)

RESIDENT REGULATIONS

DRAFT

Carport Regulations – Mutual Seven

A. Carport Use

1. Carports are for the use of Mutual Seven Shareholders and Registered Co-occupant. Use by anyone else is prohibited. Passenger vehicles are to be parked heading in, and shall be licensed and insured in compliance with California Department of Motor Vehicles regulations. They shall also exhibit a current and valid Leisure World identification decal issued by the Golden Rain Foundation and have current DMV registration tags.

2. The rear of the vehicle registered to park in the carport space, or any vehicle parked there, must not extend beyond the drip line of the carport roof. The area outside the drip line is a common walkway area and must remain clear.

3. Carports are to be used for parking of self-propelled land vehicles in operating condition. Any stored items in the carports must be completely contained in the carport cabinets. except as stated in Section A, Paragraph 7.

4. ~~Current fire regulations~~ Mutual Seven prohibits the storage of fuel, oil or any combustible material in the carport areas. No Storage of propane tanks are allowed in the carports (see Policy 7427.207 – Barbecue Usage). Upon discovery of any combustible materials in the carport area the Mutual is authorized to have them removed immediately.

5. Carport space may not be rented to, used by, or exchanged with anyone who is not a verified Mutual Seven Shareholder/Resident. All rental or use agreements must be registered with Stock Transfer. However, the carport assignee may allow temporary short-term parking (30-day intervals) for a vehicle used by a houseguest with Mutual Board approval and all applicable permits.

6. Mechanical repairs of vehicles in carports are not permitted except for minor maintenance such as jumping of a battery, tire changing, checking oil or water, changing wiper blades or windshield repair. Adding or changing of oil or any engine fluids is not permitted. Painting of vehicles in mutual Seven carports is not permitted.

~~6—7.~~ A maximum of three of the following items are allowed in front of the car in the shareholder's assigned or rented space: two bicycles or tricycles, in operating condition, a grocery cart/hand cart, a ladder/step stool for access to storage and a non-propane barbecue. A kayak or two-wheeled bicycle may also be hung over a vehicle using bicycle hooks or an approved pulley system (at shareholder's risk). Any damage from this type of storage is the responsibility of the shareholder. Vehicles such as motorcycles, mopeds, gas or electric carts require separate parking accommodations. Bicycles and tricycles may not be parked between self-propelled land vehicles in adjacent carport spaces due to infringement. ~~Upon another occupant's vehicle space. A grocery cart/hand cart and a ladder or step stool for access to storage is allowed in front of the car.~~

RESIDENT REGULATIONS

DRAFT

Carport Regulations – Mutual Seven

8. Washing vehicles in the carports is prohibited. Resident's vehicles can be washed at the facility provided at Clubhouse Two.

9. The floor space may NOT be used as a storage area, whether free-standing or in any type of container. Boats or trailers of any size or kind may not be parked in the carport.

~~7~~ **10. Any damages sustained to the carport are the responsibility of the assigned shareholder. Shareholder is responsible for any damages incurred by renters.**

11. At each inspection of the carports by the Mutual Board Representative, a notice will be given to any shareholder whose carport space is found in violation of this policy. Improperly stored material must be removed within ten (10) days or the material will be removed at the shareholder's expense.

12. Any vehicle that is not compliant with these rules may be towed at the owner's expense as specified in CVC 22658. See Mutual Towing Policy 7582.07.

B. Carport Maintenance

~~1. In accordance with Seal Beach Municipal Code 9.20.010, Any vehicle leaking oil, gasoline, engine fluids, anti-freeze, or any other hazardous material is prohibited from parking in a Mutual Seven carport or on a Mutual Seven street or driveway. To prevent contamination of city storm drains, leaking vehicles may be towed.~~

~~2. Carports Shareholders are responsible to maintain the carport shall be maintained by the shareholder by removing unsightly oil or emissions spots.~~

~~a. Shareholders must shall remove all oil spots upon discovery. of the oil spill. If shareholder fails to remove the spot, the shareholder shall be notified of the spill and be given five (5) business days to have it the spill cleaned up. If the shareholder does not remove the spot spill, the Mutual Corporation shall have it the spill removed at the expense of the shareholder, and billed to the unit.~~

~~b. Shareholders may request or use any professional oil removal group of their own. or may request that Mutual Seven commission the removal and authorize charging the fees to their unit at any time, with or without notification to remove. If the leak is not repaired, any future removals will be at the Shareholder's cost and may be without notice.~~

3. Any vehicle that is not compliant with these rules may be towed at the owner's expense. See Mutual 7 Towing Policy 7582.07.

C. Carport Assignments

RESIDENT REGULATIONS

DRAFT

Carport Regulations – Mutual Seven

1. Carport assignments are controlled by the Mutual Corporation and a record of assignments is kept in the Stock Transfer Office of the Golden Rain Foundation.
2. Shareholders desiring to change carport assignments must obtain approval of the Mutual Board of Directors so that the change can be recorded in the Stock Transfer Office.
3. The request for carport re-assignment, if approved, is only temporary and is valid only so long as both participating parties agree to the temporary change. Either party may withdraw from the agreement at any time provided the Mutual Board of Directors is notified. The Mutual Corporation, at all times and at its discretion, retains the authority to revoke and cancel temporary change of carport assignments. The re-assignment of carport spaces, herein provided, will automatically become null and void in the event of a sale of the stock representing either unit, with absolutely no exceptions to the rules herein provided.

D. Golf Carts – Electric/Gas

The following Guidelines have been developed in response to the use of electric golf carts in Mutual No. Seven. See Policy Policies 7506.07 – Sidewalk Traffic Restriction, 7507.07 Electric/Gas Cart , and 7507.07 Electric Cart Pad Mutual 7 only.

In addition, the following accommodation may be available in your carport.

~~1. To accommodate shareholders, permission must be obtained to have a charging pad installed adjacent to the apartment at the shareholder's expense. See Policy 7507.7, Electric Cart Pad.~~

1. An electrical outlet may be installed, by permit, in the carport for the purpose of charging an electric cart. Only two (2) electric outlets are allowed on one electric supply circuit. Electric circuits are only active at night when carport lights are on. The approved contractor will tap into the existing lighting circuit and install a box and a switch in the locker and an approved outlet box outside the locker. All materials will be painted to match the garage space.

2. Maintenance of the electrical circuit is allowed only by an approved contractor at the Shareholder's expense. ~~responsibility~~

3. A flat, monthly charge of \$15 for electric usage will be paid by the shareholder to Golden Rain Foundation/Mutual Seven accounts. Shareholder will be billed on an annual basis for the electrical usage. Failure to comply with timely payments will result in the circuit being disconnected at the Shareholder's expense. ~~Periodically, the Mutual will monitor the outlet use for any changes in the flat-rate estimate.~~

RESIDENT REGULATIONS

DRAFT

Carport Regulations – Mutual Seven

~~3. Maintenance of the electrical circuit is the shareholder's responsibility. Failure to comply with timely payments will result in the circuit being disconnected at the shareholder's expense.~~ **4. Upon resale At sale or transfer of the share of stock, the electrical outlet will be removed by approved contractor at Shareholder's expense.** ~~it is the responsibility of the shareholder, at his or her expense, to remove the electrical circuit and return the carport to its original condition, if the new buyer does not want the circuit.~~

4. Regulations for electric carts:

- ~~a. Electric carts cannot be parked on a walkway while being charged.~~
- ~~b. Electric cords for charging cannot be placed across any walkway.~~
- ~~c. Electric carts cannot be parked in such a way as to interfere with the entry into or the exit from an apartment.~~
- ~~4. Gasoline powered golf carts may not be parked or stored on cart pads or walkways by resident/shareholders' units. See Policy 7506.7 – Sidewalk Traffic Restrictions.~~
- 5. The Mutual encourages all shareholders to park any and all vehicles in carports as much as possible, and obtain carport space and use for each vehicle they operate.

E. Secondary Carport Storage Cabinets

1. Shareholders are permitted to have a secondary carport storage cabinet installed beneath their existing cabinet with the approval of a Mutual Seven Director, approval of a Mutual Seven Inspector, and a permit from the GRF Physical Property Department before the cabinets are built and installed. **Shareholder's vehicle and any future vehicles must fit within the carport drip line. Secondary carport storage cabinets are only to be constructed by a Mutual Seven approved contractor and after detailed plans have been presented to and approved by the Mutual Building Inspector, and the Board. Contractors must use block construction to prevent rodent habitation. If a storage cabinet is built without approval and/or permit, then the cabinet must be removed or brought into compliance** at the shareholder's expense.

- 2. Shareholders must use a standard design approved by Mutual Seven.
- 3. The dimensions of the lower, secondary cabinet must conform to the dimensions of the upper cabinet. The lower cabinet doors must align with the doors of the upper cabinet. The depth of the lower, secondary storage cabinet must not exceed the depth of the concrete berm. Width must not exceed the width of the upper storage cabinet.
- 4. The exterior paint and hardware must match the existing upper cabinet.

RESIDENT REGULATIONS

DRAFT

Carport Regulations – Mutual Seven

5. Shareholders are responsible for maintaining and repairing any damage to any of the carport cabinets.
6. Secondary cabinets are a non-standard addition. If a subsequent owner does not want the cabinet, the seller must remove the secondary storage cabinet and restore the area to original condition, all at the seller's (shareholder's) expense.
7. No electricity ~~will~~ may be installed inside secondary cabinets.

DRAFT

MUTUAL ADOPTION

SEVEN:

MUTUAL OPERATIONS**DRAFT****SHAREHOLDER REGULATIONS****Mutual and Street Parking – Mutual Seven Only**

RESOLVED, That notwithstanding previous Board action:

1. Shareholders, caregivers, visitors, contractors, vendors, and delivery persons shall obey all traffic control devices including STOP signs, speed limits, and NO PARKING signs. Drivers shall be licensed by the State to operate the type of vehicle they are driving if the State would require a license to operate the vehicle on all public streets/highways. Vehicles shall have a current registration and license if the State would require a registration and license to operate the vehicle on all public streets/highways.
2. All shareholders, caregivers, visitors, contractors, vendors, and delivery persons shall obey all curb markings: red, no parking, yellow, loading and unloading, and green, limited time parking. No double-parking is permitted.
3. All accidents (including property damage) shall be reported to Security and/or the Seal Beach Police.
4. Parking around the perimeter of the carports is for guest/contractor vehicles, except recreational vehicles. Contractors/vendors physically working in Mutual Seven may park from 8:00 a.m. to 5:00 p.m., Monday through Friday, with NO overnight or weekend parking (exceptions by Director approval only). Shareholder vehicles may park in this area for a maximum of three days, except for the night before and the day of carport cleaning, the afternoon and night of street sweeping, and the morning after street sweeping.
5. Shareholders are permitted to use bicycles, tricycles, golf carts, and other motorized (electric or gasoline) devices of less than 1,500 pounds, except motorcycles, on the Mutual sidewalks. Pedestrians have the right-of-way and shall be yielded to. Motorcycles are not permitted on Mutual sidewalks, lawn/turf areas, or patio areas and not within any apartment. Bicycles, tricycles, golf carts, other motorized devices of less than 1,500 pounds, and Maintenance service vehicles may be parked on the main sidewalk but not on the entry sidewalk for short periods of time. They shall not be parked so that they deny emergency access. All other vehicles may not park with any portion of the vehicle on a sidewalk or curb. Any damage caused by violation of this resolution will be the responsibility of the person causing the damage or their sponsor/employer. Parking for more than four (4) hours requires that they be parked in the carport or on a parking pad at the apartment that has been approved by the Mutual.
6. Visitors may not park their RVs or motor home around the perimeter of the carports. They must park on a Trust street or in a parking lot authorized by GRF for that purpose. Trailers must remain attached to a motor vehicle at all times.

(Draft created 11/10/15 pw)

MUTUAL OPERATIONS**DRAFT****SHAREHOLDER REGULATIONS****Mutual and Street Parking – Mutual Seven Only**

7. Recreational vehicles may only park around the perimeter of the carports for a maximum of three days per month for loading and unloading.
8. Repairing or washing vehicles in carports or around the perimeter of the carports is prohibited.
9. No recreational vehicle may be parked on any curb or walk, nor any place that any other vehicle may not park legally, nor may any hose or electric cord be passed to such vehicle across any walkway or roadway, nor may anything be discharged from any recreational vehicle onto any ground, pavement or into any open container.
10. When, in their judgment, the parking of any recreational vehicle on a Trust street overnight might create a hazard or definite inconvenience to neighbors, the Security force may require the owner of such vehicle to park it in the west section of the parking lot next to Clubhouse Four.
11. Shareholders or visitors desiring to use the parking facility in the parking lot west of Clubhouse Four may do so for a period not to exceed fourteen (14) days. The same provisions apply to all vehicles parking in that lot: the name of the owner of the vehicle and the telephone number of the shareholder host in the case of visitors, must be conspicuously posted in the right front window of the trailer or the windshield of the motor vehicle. In all cases, the Security force must be notified of such parking immediately.
12. Parking on the curb or sidewalk by any motor vehicle or trailer is prohibited at all times, other than certain GRF vehicles and golf carts for a short period of time.

MUTUAL ADOPTION

SEVEN:

(Draft created 11/10/15 pw)

MUTUAL OPERATIONS**DRAFT****RESIDENT REGULATIONS****Sidewalk Traffic Restriction– Mutual Seven Only**

1.Shareholders are permitted to use bicycles, tricycles, electric golf carts and other motorized electric devices of less than 1,500 pounds on Mutual 7 sidewalks.

2.Motorcycles, gasoline powered golf carts and any other gasoline-powered vehicles are prohibited on sidewalks in this Mutual **Seven**. Exceptions shall be limited to the following:

- a. Emergency medical vehicles belonging to the Leisure World Health Care Center.
- b. Service vehicles designated for sidewalk use belonging to the Golden Rain Foundation.
- c. Service vehicles designated for sidewalk use belonging to contractors or vendors doing business with residents or corporations (such as newspaper carriers).

3.NO child under the age of 18 will be allowed to drive any motorized electric vehicle within Mutual Seven.

4. All electric carts (scooters, power chairs, two-seaters, and similar vehicles) driven by shareholders must not exceed a wheelbase of 68 inches and a width of 48 inches, or 8.5-inch-wide inflatable tires.

5. Anyone operating a power vehicle on Mutual sidewalks must stop for pedestrian traffic. **Pedestrians have the right-of-way.** Stopped vehicles are always to be as close as possible to the right side of the sidewalk.

6. Any vehicle issued a Vehicle Identification Number (VIN) by its manufacturer, or one that fulfills all of the requirements of the State of California that would allow the vehicle to be licensed for highway operation, is prohibited on sidewalks in Mutual Seven and must be parked in an authorized parking space.

7. Electric carts cannot be parked ~~on a walkway or breezeway and should not be parked~~ in such a way as to interfere with the entry into or the exit from the apartment.

8. Parking of electric carts for more than four (4) hours requires that they be parked in the carport, or the street or on a parking pad at the apartment that has been approved by the Mutual.

See Policy 7507.07 Electric Cart Pad.

MUTUAL OPERATIONS

DRAFT

RESIDENT REGULATIONS

Sidewalk Traffic Restriction– Mutual Seven Only

9. Bicycles, tricycles, golf carts, other motorized devices of less than 1,500 pounds, and Maintenance service vehicles may be parked on the common sidewalk for short periods of time. They shall not be parked so that they deny emergency access. Any damage caused by the vehicles will be the responsibility of the person causing the damage or the host Shareholder, sponsor/employer.

10. Electric cords for charging cannot be placed across any walkway.

~~10. If eligible, shareholder must obtain all approvals to install a cart pad from sidewalk to residence. Shareholder is responsible for all costs. See Policy 7507.7, Electric Cart Pad.~~

DRAFT

MUTUAL ADOPTION

SEVEN:

MUTUAL OPERATIONS**DRAFT****RESIDENT REGULATIONS****Electric Cart Policy–Mutual Seven Only**

A.

Electric Carts

The following guidelines have been developed in response to the use of electric carts in Mutual No. Seven.

1. To accommodate shareholders, permission may be obtained to have a charging pad installed adjacent to the apartment at the resident's expense.

- a. Electric carts cannot be parked on a walkway while being charged.
- b. Electric cords for charging cannot be placed across any walkway.
- c. Electric carts cannot be parked in such a way as to interfere with the entry into or the exit from an apartment.

1. An electrical outlet may be installed, by permit, in the carport for the purpose of charging an electric cart. Only two (2) electric outlets are allowed on one electric supply circuit. Electric circuits are only active at night when carport lights are on. The approved contractor will tap into the existing lighting circuit and install a box and a switch in the locker and an approved outlet box outside the locker. All materials will be painted to match the garage space.

2. Maintenance of the electrical circuit is **only allowed by approved contractor at Shareholder's expense.** ~~the shareholder's responsibility. Failure to comply with timely payments will result in the circuit being disconnected at the shareholder's expense.~~

3. A flat, monthly charge of \$15 for electric usage will be paid by the shareholder to Golden Rain Foundation/Mutual **Seven** accounts. Shareholder will be billed on an annual basis for the electrical usage. **Failure to comply with timely payments will result in the circuit being disconnected at the shareholder's expense.** Periodically, the Mutual will monitor the outlet use for any changes in the flat-rate estimate.

4. Upon resale or transfer of the share of stock, it is the responsibility of the shareholder, at his or her expense, to remove the electrical circuit and return the carport to its original condition, if the new buyer does not want the circuit.

5. The Mutual encourages all shareholders to park any and all vehicles in carports as much as possible, and obtain carport space and use for each vehicle they operate.

B. Electric Cart Pad See Policy 7507.07

MUTUAL ADOPTION**SEVEN:**



MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: 2018 BUDGET PLANNING, PROJECTS
DATE: MAY 4, 2017
CC: FILE

We will be beginning our 2018 budget process in June, in order to insure we have appropriate staffing levels to serve your Mutual needs, by July 28, 2017, I respectfully request an estimate of major projects (roofing, re-piping, sewer etc.) your Mutual is considering for the remainder of 2017 as well as activity planning for 2018.

With your Board approval, I would like to request this as an agenda item for your May/June meeting, as well as your July Board meeting, to allow time for your review and consideration by both your existing Board, as well as the newly elected Board.

I sincerely thank each Board in advance, as the information provided is critical to ensure proper levels of services to your Mutual.

MOTION:

RESOLVED, That according to Policy 7510.____, if there is a question of financial eligibility, Mutual _____ is NOT to be contacted by the Stock Transfer Office in the event of a non-qualifying financial issue.