**BUILDING NO:** _____

**BUILDING CAPTAIN'S UNIT:** _____

**PLEASE DO NOT DROP INTO MAIL SLOTS**
**DO NOT LEAVE AT VACANT APARTMENTS**

# MINUTES OF THE REGULAR MONTHLY BOARD MEETING OF THE BOARD OF DIRECTORS SEAL BEACH MUTUAL SEVEN April 19, 2017

The Regular Monthly Board Meeting of the Board of Directors of Seal Beach Mutual Seven was called to order by President Rotter at 1:04 p.m. on Wednesday, April 19, 2017, in Conference Room A of the Administration Building, following shareholder comments and the *Pledge of Allegiance*.

ROLL CALL

| | |
|---|---|
| Present: | President Rotter, Vice President Rogers, Secretary Rettela, Chief Financial Officer Fellows, and Directors Bennett and Hart |
| GRF Representative: | Ms. Rapp |
| Guests: | Seven shareholders of Mutual Seven |
| Staff: | Ms. Hopkins, Mutual Administration Director<br>Ms. Fernandez, Mutual Administration Manager (3:24 p.m.)<br>Mr. Hurtado, Building Inspector<br>Ms. Day, Recording Secretary |

President Rotter welcomed guests and staff to the meeting.

## MINUTES

President Rotter asked if there were any corrections to the March 15, 2017, Regular Monthly minutes. There being no corrections, the minutes were approved as printed.

## CORRESPONDENCE

President Rotter reported one letter was received from a shareholder.

## BUILDING INSPECTOR

Inspector Hurtado updated the Board on activity in the Mutual (attached). In addition, he discussed skylight domes.

## BUILDING INSPECTOR (continued)

The Board members discussed the remodeling plans for Units 166-K and 165-L. Upon a MOTION duly made by Secretary Rettela and seconded by CFO Fellows, it was

> RESOLVED, To approve the permit for Unit 166-K, per plans submitted, minus a built-in fireplace which is not allowed; and the plans submitted for Unit 165-L.

The MOTION passed.

Vice President Rogers made a motion that the Board of Directors adhere to the set agreement requiring contractors to submit plans for remodels two weeks in advance of a Regular Board Meeting. The motion failed due to no second.

Inspector Hurtado left the meeting at 1:45 p.m.

CFO Fellows recommended keeping the Board Meeting on May 17, but only for an Executive Session to discuss/open the Roofing Project bids.

President Rotter reported that she has not heard from the contractor on the Asphalt Project.

## CHIEF FINANCIAL OFFICER'S REPORT

CFO Fellows presented her financial report (attached).

Following a discussion, and upon a MOTION duly made by CFO Fellows and seconded by Secretary Rettela, it was

> RESOLVED, To accept Association Reserves proposal to perform a Reserve Study of Mutual Seven, at $810 per year for the next three (3) years, at a total cost of $2,430.

The MOTION passed.

## UNFINISHED BUSINESS

President Rotter asked for a motion to ratify Policy 7549.07 – Lockout Procedures (attached). Upon a MOTION duly made by President Rotter and seconded by Vice President Rogers, it was

> RESOLVED, To ratify adopted/posted Policy 7549.07 – Lockout Procedures.

The MOTION passed.

## UNFINISHED BUSINESS (continued)

President Rotter asked for a motion to ratify Policy 7465.07 – Skylights & Sola Tubes (attached). Upon a MOTION duly made by President Rotter and seconded by Secretary Rettela, it was

> RESOLVED, To ratify adopted/posted Policy 7465.07 – Skylights & Sola Tubes.

The MOTION passed.

President Rotter asked for a motion to ratify Policy 7405.07 – Floor and Floor Covering Permits (attached). Upon a MOTION duly made by President Rotter and seconded by Vice President Rogers, it was

> RESOLVED, To ratify adopted/posted Policy 7405.07 – Floor and Floor Covering Permits.

The MOTION passed.

President Rotter asked for a motion to ratify Policy 7499.07 – Air Conditioning./HVAC/Heat Pump Units (attached). Upon a MOTION duly made by President Rotter and seconded by Secretary Rettela, it was

> RESOLVED, To ratify amended/posted Policy 7499.07 – Air Conditioning./HVAC/Heat Pump Units.

The MOTION passed.

President Rotter asked for a motion to ratify Policy 7427.07 – Barbeque, Turkey Fryers – Usage and General Safety Precautions (attached). Upon a MOTION duly made by President Rotter and seconded by Vice President Rogers, it was

> RESOLVED, To ratify adopted/posted Policy 7427.07 – Barbeque, Turkey Fryers – Usage and General Safety Precautions.

The MOTION passed.

President Rotter called a break at 2:15 p.m. to 2:30 p.m.

## NEW BUSINESS

Ms. Hopkins and the Board members discussed the Independent Living Disclosure. Upon a MOTION duly made by CFO Fellows and seconded by Vice President Rogers, it was

**NEW BUSINESS (continued)**

> RESOLVED, To send the Independent Living Disclosure to the Mutual attorney for an opinion and whether it should address caregivers, legal liability, etc.

The MOTION passed.

Following further discussion, and upon a MOTION duly made by CFO Fellows and seconded by Vice President Rogers, it was

> RESOLVED, To amend the previous MOTION to include sending Policy 7020 – Approval of Escrows and Policy 7510.07 – Eligibility Requirements to the Mutual attorney for review.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President Rotter and seconded by Director Bennett, it was

> RESOLVED, That in the event of failure of a lighting ballast to the original bedroom/den soffit and kitchen light fixtures, a standard LED light fixture (supplied by the Purchasing Department) shall be installed at the Mutuals cost.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President Rotter and seconded by Director Bennett, it was

> RESOLVED, To cancel the May 17 Regular Board Meeting.

The MOTION passed.

Vice President Rogers discussed Emergency Information and Mutual Responsibilities (attached).

President Rotter stated that a policy on park benches will be discussed at the June 21 Regular Board Meeting.

**MUTUAL ADMINISTRATION DIRECTOR**

Ms. Hopkins passed out a flyer on the Life Options Expo in July and the Leisure World Library (attached).

## GRF REPRESENTATIVE

Ms. Rapp updated the Board on GRF activity (attached).

## PRESIDENT'S REPORT

President Rotter submitted her report (attached).

## VICE PRESIDENT'S REPORT

Vice President Rogers submitted her report (attached)

## SECRETARY'S REPORT

Secretary Rettela submitted her report (attached).

## SHAREHOLDER(S') COMMENTS

Two shareholders made comments.

## ADJOURNMENT

President Rotter adjourned the meeting at 3:26 p.m. and announced there would be an Executive Session following to discuss member issues.

Joyce Rettela

Attest, Joyce Rettela, Secretary
SEAL BEACH MUTUAL SEVEN
cd:4/24/17
Attachments

**NEXT BOARD MEETING: June 21, 2017**
**Administration Building, Conference Room A, at 1:00p.m.**

## RESOLUTIONS IN THE REGULAR MONTHLY MEETING OF APRIL 19, 2017

04-19-17 RESOLVED, To approve the permit for Unit 166-K, per plans submitted, minus a built-in fireplace which is not allowed; and the plans submitted for Unit 165-L.

RESOLVED, To accept Association Reserves proposal to perform a Reserve Study of Mutual Seven, at $810 per year for the next three (3) years, at a total cost of $2,430.

RESOLVED, To ratify adopted/posted Policy 7549.07 – Lockout Procedures.

RESOLVED, To ratify adopted/posted Policy 7465.07 – Skylights & Sola Tubes.

RESOLVED, To ratify adopted/posted Policy 7405.07 – Floor and Floor Covering Permits.

RESOLVED, To ratify amended/posted Policy 7499.07 – Air Conditioning./HVAC/Heat Pump Units.

RESOLVED, To ratify adopted/posted Policy 7427.07 – Barbeque, Turkey Fryers – Usage and General Safety Precautions.

RESOLVED, To send the Independent Living Disclosure to the Mutual attorney for an opinion and whether it should address caregivers, legal liability, etc.

RESOLVED, That in the event of failure of a lighting ballast to the original bedroom/den soffit and kitchen light fixtures, a standard LED light fixture (supplied by the Purchasing Department) shall be installed at the Mutuals cost.

RESOLVED, To cancel the May 17 Regular Board Meeting.

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (07) SEVEN

INSPECTOR: George Hurtado

MUTUAL BOARD MEETING DATE: April 19, 2017

## PERMIT ACTIVITY

| UNIT # | DESCRIPTION OF WORK | GRF/CITY PERMIT | PERMIT ISSUE | COMP. DATE | CHANGE ORDER | RECENT INSPECTION | CONTRACTOR / COMMENTS |
|---|---|---|---|---|---|---|---|
| 161E | carport cabinet | yes | 03/17/17 | 04/30/17 | no | | Mamusia Construction |
| 162F | cart pad | yes | 03/21/17 | 04/24/17 | no | | Johns Landscape |
| 146L | fill in deco blocks | yes | 04/05/17 | 06/20/17 | no | | LW Décor |
| 162D | remodel | yes | 12/15/16 | 03/14/17 | no | | Los Al Builders |
| 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 |
| 147G | floor, washer,dryer,counters | yes | 02/10/17 | 04/14/17 | no | final 3/30/17 | Kang Construction |
| 149E | ADA shower | yes | 02/08/17 | 03/13/17 | no | final 3/1/17 | Nu Kote |

## ESCROW ACTIVITY

| UNIT # | NMI | PLI | NBO | FI | FCOEI | ROF | DOCUMENTS/COMMENTS |
|---|---|---|---|---|---|---|---|
| 156J | | | 03/27/17 | 03/27/17 | 04/06/17 | | |
| 145L | | 01/24/17 | 03/15/17 | 03/23/17 | 04/14/17 | | |
| 153K | 4/6/2017 | | | | | | |
| 175H | | | 03/21/17 | 03/24/17 | 04/05/17 | | |
| 165L | | | 03/16/17 | 03/24/17 | 04/15/17 | | |
| 160K | | | 03/17/17 | 03/22/17 | 04/03/17 | | |
| 166K | | | 03/22/17 | 03/22/17 | 04/03/17 | | |
| 146G | | | 03/20/17 | 03/21/17 | 03/31/17 | | |
| 160H | | 03/20/17 | | | | | |

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 |
| | |
| | |
| | |

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (07) SEVEN

INSPECTOR: George Hurtado

MUTUAL BOARD MEETING DATE: April 19, 2017

## SPECIAL PROJECTS

| CONTRACTOR | PROJECT |
|---|---|
| | roofing - buildings 163,164,165 |
| | carport paving repairs, slurry |
| | Mutual termite inspection - all buildings |

## APARTMENT VISITS

| | |
|---|---|
| 162D | checked appliances |
| 165I | checked shower floor |
| 173H | checked for termites in kitchen |
| 166K | checked faucet and shower head |
| 162A | checked window and grab bar |
| 152F | checked cracked sidewalk |
| 152J | checked for termites at patio |
| 174J | checked garden for erosion |
| 174I | met with shareholder - gate |
| 162F | checked kitchen floor |
| 175H | escrow issues |
| 147G | met with contractor |
| 156G | met with contractor |
| 145L | escrow issues |

various roof leaks, repairs

BOARD OF DIRECTORS MEETING – MUTUAL 7

April 19, 2017

FINANCIALS for the Month ending March 31, 2017:

| | Monthly Actual | Mo. Budget | YTD Actual | YTD Budget |
|---|---|---|---|---|
| Income: | $ 147,169 | $ 147,886 | $ 446,751 | $ 443,658 |
| Expenses: | (146,724) | (147,886) | (432,793) | (443,658) |
| **Income/(Expense): Prior to Depreciation** | $ 445 | $ 0 | $ 13,959 | $ -0- |

Our unrestricted cash for month end is $226,139. Restricted Reserve accounts total $2,519,279 at the end of March 2017:

| | | |
|---|---|---|
| Project Fund Reserve | $ 2,325,839 | (Paint $116,224 - Roofing -$1,975,402 Infrastructure $234,212) |
| Appliance Fund Reserve | $ 56,653 | |
| Emergency Reserve | $ 136,787 | |

The 2016 Year End Financials were distributed this month via our weekly LW newspaper.

We have sent our roofing bid package out to various contractors, and will have a pre- bid meeting on 5/2/17 with these contractors to discuss the bid package. All bids are to be received by 5/16/17, and we will have a special executive board meeting to review these bids.

To date Sue and I have not met with the asphalt contractor about carports 181, 182,and 85. Due to the winter rains the contractor is 4 months behind schedule.

Please remove your car from the carport on car sweeping day. We pay for this service and want to have our carports clean of all debris. Also please dispose of your trash responsibly. Take large items to the dump area by the LW mini farm, and do not overload a dumpster. All items not taken by the trash company are referred to service maintenance to pick up and dispose at a cost to the mutual.

Thank you,
JoAnn Fellows, CFO – Mutual 7

## MUTUAL OPERATIONS

## RESIDENT REGULATIONS

### Lockout Procedures

The following will be in effect for units after the death of a shareholder/owner:

1. Death with Surviving Shareholder/Owner Living in the Unit

   If the death of the shareholder/owner occurred at the unit and a surviving shareholder/owner is living in the unit at the time, a Bereavement Book will be left at the unit by Security.

   If the death of the shareholder/owner occurred outside the unit and a surviving shareholder/owner is living in the unit at the time, a Bereavement Book will be provided by Foundation personnel at the time the death is reported.

2. Death of Sole Owner

   a. Unattended Death

      If death is unattended and the unit is sealed per law enforcement or coroner's order, then no one may access the unit until official next-of-kin determination is made by the coroner's office. Security will leave a Bereavement Book at the unit and place a knob lock on the door. If the door cannot accommodate a knob lock, a plywood sheet shall be affixed over the door. If someone comes forward as Trustee, non-resident co-owner or with other legal authority, Foundation personnel must check with the coroner's office before permitting access to the unit.

   b. Attended Death

      Security will identify on the DOA report those present at the time of death, including family members, hospice workers, caregivers, and other individuals. A Bereavement Book will be left at the unit. If someone present is identified as legal authority of the unit and can provide evidence of same, Security will instruct them to visit the Stock Transfer Office as soon as possible. Security will inform all persons present that no one may stay in the unit overnight without Mutual permission, unless they are a registered caregiver or co-occupant.

      If legal authority is not established at the unit via documentary evidence, all persons present will be asked to leave the unit until legal authority is established at the Stock Transfer Office. From there, the unit will be knob locked or a plywood sheet shall be affixed to the door. The exception to this is if a registered co-occupant or caregiver lives at the unit, or if Mutual permission is obtained.

**MUTUAL OPERATIONS**

**RESIDENT REGULATIONS**

**Lockout Procedures**

3. Reporting of Death to Mutual President

   Shareholder/owner deaths shall be reported to the Mutual President within one (1) to two (2) business days with the following information:

   a. Name of decedent
   b. Date and location of death
   c. Identification of persons present at unit (if any)
   d. Name, relationship and contact information of surviving shareholder/owner (if any)
   e. Name, relationship and contact information of decedent's emergency contacts (if no surviving shareholder/owner is present at the unit)
   f. If legal authority has been established
   g. If/how the unit was secured
   h. If there are any registered co-occupants, caregivers or pets at the unit

**MUTUAL ADOPTION**
**SEVEN:** 04-19-17

## MUTUAL OPERATIONS

## PHYSICAL PROPERTY

### Skylights & Sola Tubes – Mutual Seven

Maintenance of the roofs of residential buildings is defined by Article 11 of the Occupancy Agreement which states that maintenance of the roofs is the responsibility of the Mutual. Skylights or sola tubes may be installed through a contract between the shareholder and a licensed contractor under inspection of the Physical Property Department. All necessary permits must be obtained. The responsibility for maintenance of skylight or sola tube installations requires definition and agreement.

The maximum number of skylights and or sola tubes may not exceed four (4) total in any one unit roof.

Sola tubes are acceptable. The maximum diameter of a sola tube is 14".

A skylight may be placed in any room of the unit when the Mutual Board determines that the attic space, at location of choice, does not inhibit a particular installation. In the kitchen and original bathroom area, a skylight may be 22"x 22" and may have a flared shaft. In other approved locations, the skylight may not exceed 30" x 60".

The diagram shows a typical skylight installation, consisting of a dome to admit light, a wood shaft that extends from the dome down to the interior ceiling in the room, wood curbing for mounting the dome and steel flashing to make the installation watertight.

Responsibilities are as follows:

1. During the warranty period, the contractor is responsible for the entire skylight installation.

2. After the warranty period, the entire skylight or sola tube maintenance is the shareholders responsibility. This includes, but is not limited to the curb, flashings, dome, operating mechanism, shaft, including painting, and ceiling grid. (See Diagram 1)

3. Inspections will be done annually by the GRF Physical Property Department. Notices will be sent to shareholders whose skylights or sola tubes need repairs. If repairs are not made by the shareholder within the specified time on the notice, the Mutual retains the right to have the skylight or sola tube repaired at the shareholder's expense. The shareholder responsibility pertains to all skylights or sola tubes installed regardless of the installation date.

Mutual Seven has defined the following specifications with regard to skylight/sola tubes installations:

## MUTUAL OPERATIONS

## PHYSICAL PROPERTY

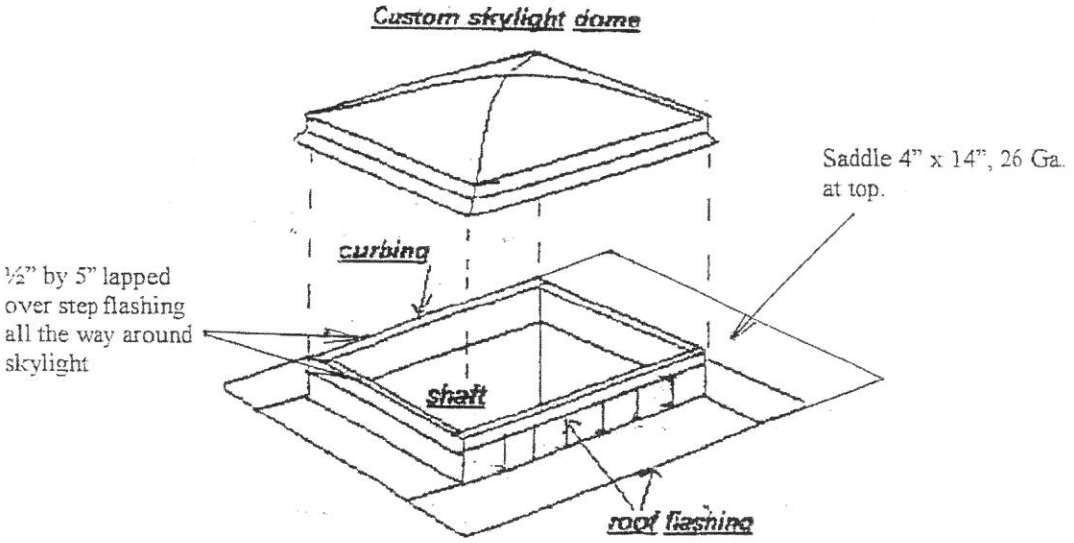
### Skylights & Sola Tubes – Mutual Seven

1. The skylight curbing shall consist of 2" x 6" framing with a minimum 4" rise above the roof sheathing and flashing. (See Diagram 2)

2. Only curb-mounted skylights shall be allowed in the Mutual. Self-flashing skylights are prohibited.

3. Sola tubes shall be installed in accordance with manufacture specification.

## Diagram 1

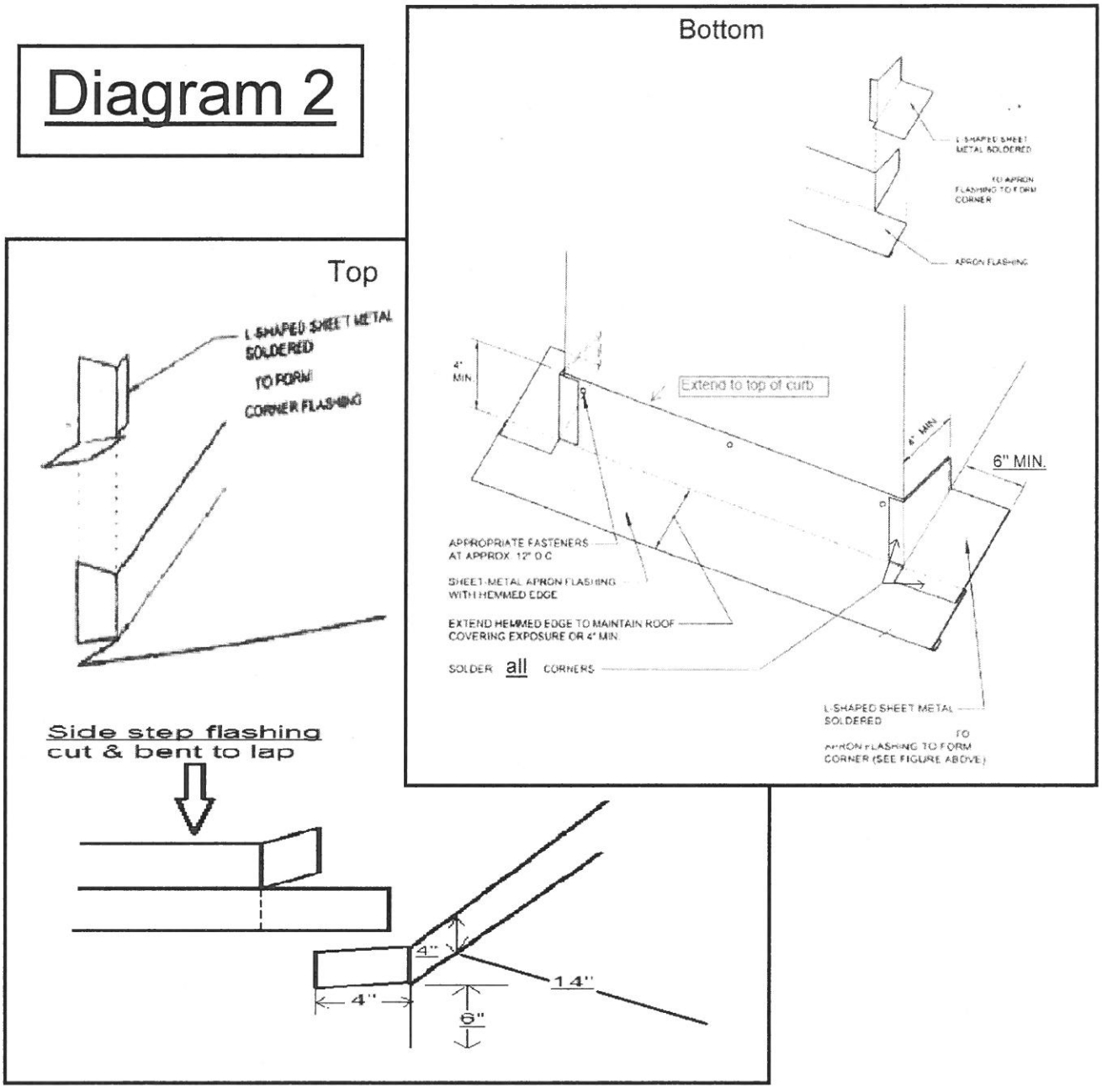


## MUTUAL OPERATIONS

## PHYSICAL PROPERTY

### Skylights & Sola Tubes – Mutual Seven

# Diagram 2




## MUTUAL ADOPTION

SIX: 04-19-17

(Apr 17)

## MUTUAL OPERATIONS

## PHYSICAL PROPERTY

### Flooring and Floor Covering Permits – Mutual Seven

Building Permit – to include wood, tile and stone.

Effective immediately, Mutual Seven requires a GRF Building Permit for all wood, tile, and stone floor installation at shareholder expense.

If original flooring is disturbed, all abatement procedures for asbestos will be required. All testing reports and EPA/AQMD permits will be required as needed. Copies of permits and testing reports shall be filed with GRF flooring permit.

Reason for this requirement includes:

- Assurance that no asbestos contained material is removed or compromised.
- No Mutual property is damaged.
- Interior/exterior patio/porch flooring is appropriate (for example – if tile on patio and interior of the unit – nonskid.
- When any patio flooring is altered the first panel of the entry sidewalk shall be removed and then replaced to the same elevation at new patio floor with appropriate slope to existing remaining entry sidewalk.
- At sale or transfer of the unit when existing patio floor is not same elevation as existing entry sidewalk, the first panel of entry sidewalk must be replaced as noted above at the seller's expense.
- Shareholder understands that Mutual Seven is not responsible for damage to, or failure of, flooring purchased and installed by shareholders.

## MUTUAL ADOPTION

SEVEN: 04-19-17

## MUTUAL OPERATIONS

## PHYSICAL PROPERTY

### Air Conditioning/HVAC/Heat Pump Units - Mutual Seven Only

In order to conform to revised requirements of the City of Seal Beach, the Uniform Building Code, and the regulations of the Physical Property Department of Leisure World, and in accordance with the previous practices of this Mutual, the installation of air conditioning units shall be approved and confirmed as follows:

1. Ducted air conditioning/heat pumps shall be placed in front of an apartment as close to the center as feasible on all inside units. Ducted air conditioning/heat pumps shall be placed on the short side of all corner apartments. All new installations and change outs will require a four-inch-thick poured concrete slab with a composite pad. Size shall not exceed 3.5 ton.

2. Ductless air conditioning/heat pumps shall be placed in front of an apartment within the drip line as close to the center of the apartment as feasible. All new installations and change outs will require a four-inch-thick poured concrete base with a composite pad.

3. All HVAC systems shall follow all current state and local codes. Both GRF and City of Seal Beach permits are required.

4. All new installations shall conform to the current local exterior noise ordinance. A noise suppresser blanket must be installed on each ducted installation around the compressor. The noise level of the air handler in the attic shall not exceed 44 DB.

5. All line sets and condensation lines shall be rodent-proofed. Condensation tie-ins at kitchen sink vent shall be: a) If using PVC pipe, use 1 ½" x ¾" PVC tee with 1 ½" no hub bands with ¼" mesh around pipe. b) If using copper pipe use 1 ½" x ¾" PVC tee with 1 ½" no hub bands. If the apartment is a remodel, run condensation line to washer/dryer hookup or a y-branch tail piece at bath sink.

6. Attic Access: Ducted units only. There must be attic access from the inside of shareholder's apartment (usually in the kitchen or bathroom), or from the outside (for end apartments only), so the unit may be serviced and maintained. If attic access is required, it shall be a minimum 22" x 30"; and the cover shall be a combination of plywood laminated to a 5/8" Type X drywall, with the drywall facing the attic side.

7. Permits are required for all wall heaters. In all construction work where wall heaters replace the original ceiling heat source, a metal conduit or armored cable shall be used for the last six feet of line running from the breaker box to the wall heater(s).

(Apr 17)

**MUTUAL OPERATIONS**

**PHYSICAL PROPERTY**

**Air Conditioning/HVAC/Heat Pump Units - Mutual Seven Only**

8. On the occasion of change of ownership, and with a charge against the seller's escrow:

   A. Existing ducted air conditioning/heat pumps not currently on a concrete base shall be corrected by installing a four-inch-thick poured concrete slab with a composite pad big enough for the unit.

   B. Existing ductless air conditioning/heat pumps not currently on a poured concrete base shall be corrected by installing a four-inch-thick poured concrete slab with a composite pad big enough for the unit. The site will be level and compacted.

   C. Existing heat pumps will be inspected and serviced as needed and condensation drain lines and line sets will be rodent-proofed. Any ducted air conditioning/heat pumps over fifteen years or any ductless air conditioning/heat pumps over twenty years old will be replaced at the seller's expense.

   D. Landscaping or deco block, as per Item 11, will be suggested to the Buyer.

9. All exposed refrigerant lines on the exterior walls of the building shall be covered by a sheet metal cover. All exposed lines (beginning and end) must be covered with sheet metal and/or expandable foam so they are rot-resistant and flame-, insect-, and vermin-proof. Lines must be installed inside the drip line.

10. If the noise level as cited above in Item 4 exceeds either of the two levels, the resident is responsible for having unit(s) repaired at once. If the unit is not repaired by the shareholder, the unit may not be used by the shareholder. If the Mutual repairs the unit, the shareholder will be billed for all expenses. Repair and maintenance of all units will be the responsibility of the shareholder.

11. Deco block, landscape shrubbery, or other type of blind, per Board approval, will be suggested for all new or replacement installations of ducted or ductless air conditioning/heat pump units where space permits and for aesthetic purposes only. The "blind" material used must be of a height and width to conceal the unit.

**MUTUAL ADOPTION**
**SEVEN:** 09-15-06

**AMENDMENTS**
07-18-08, 08-19-15, 04-19-17

(Apr 17)

MUTUAL OPERATIONS

PHYSICAL PROPERTY

## Barbeque, Turkey Fryers – Usage and General Safety Precautions

### Barbeque/Turkey Fryers Usage

1) Propane, butane, charcoal barbeques, turkey fryers, or other type barbeques shall only be used in a location that is at least 10 feet away from all structures. They are permitted to be used on sidewalks and lawns if it is safe to stand on the lawn when using them. After barbequing, the barbeque may be left in place overnight to allow the appliance, charcoal, or oil to cool down.

2) Propane, butane, charcoal barbeques, turkey fryers, or other type barbeques shall not be used under a patio roof due to the possibility of large flare-up flames while cooking.

3) Propane, butane, charcoal barbeques, turkey fryers, or other type barbeques shall never be used inside an apartment for cooking, heating or storage purposes.

### Charcoal Briquettes

If charcoal briquettes are used, a bucket of water must be kept near the barbeque in order to douse the flame if it gets out of control.

In order to prevent possible spontaneous combustion, charcoal briquettes, especially the self-starting type, may not be stored in the sun on the patio.

Charcoal briquettes must be left in the barbecue to cool down before disposing of them. DO NOT place hot charcoal briquettes in trash cans or bins, and ALWAYS make sure that the fire is extinguished before disposing of ashes.

### Turkey Fryer Oil

Oil from turkey fryers must be returned to the original oil container, closed and disposed of in trash bins. Oil cannot be poured in ANY drains including sinks, toilets, and storm drains.

### Barbeque Storage

1) Propane, butane, charcoal barbeques, turkey fryers, or other type barbeques shall be stored on the outside, open patio of apartments, but never stored in an enclosed patio.

2) Propane, butane, charcoal barbeques, turkey fryers, or other type barbeques shall not be stored inside an apartment.

**MUTUAL OPERATIONS**

**PHYSICAL PROPERTY**

**Barbeque, Turkey Fryers – Usage and General Safety Precautions**

3) Propane, butane, or other compressed gas shall not be stored in or on an enclosed patio or inside a unit.

Stand Alone Smokers

Stand Alone smokers are not permitted.

**MUTUAL ADOPTION**
SEVEN: 04-19-17

**AMENDMENT(S)**

(Apr 17)

**Below is important information for all Leisure World members!**

WHAT: Mandatory new ID cards for Seal Beach Leisure World residents.

WHY: Current ID has a Leisure World logo that we are no longer authorized to use.

WHO: All Seal Beach Leisure World residents (members, co-occupants and renters).

WHEN: Mandatory new IDs will be issued according to the schedule below.
**IMPORTANT: Bring your old ID with you – you will be required to turn it in.**

| Date | Mutual | Time |
|---|---|---|
| Monday, May 8 | 2, 10, 16 and 17 | 8 a.m. to 1 p.m. each day |
| Tuesday, May 9 | 3, 4 and 5 | |
| Wednesday, May 10 | 1 and 15 | |
| Thursday, May 11 | 8, 9, 11 and 14 | |
| Friday, May 12 | 6, 7 and 12 | |
| Saturday, May 13 | Make up for all Mutuals | |

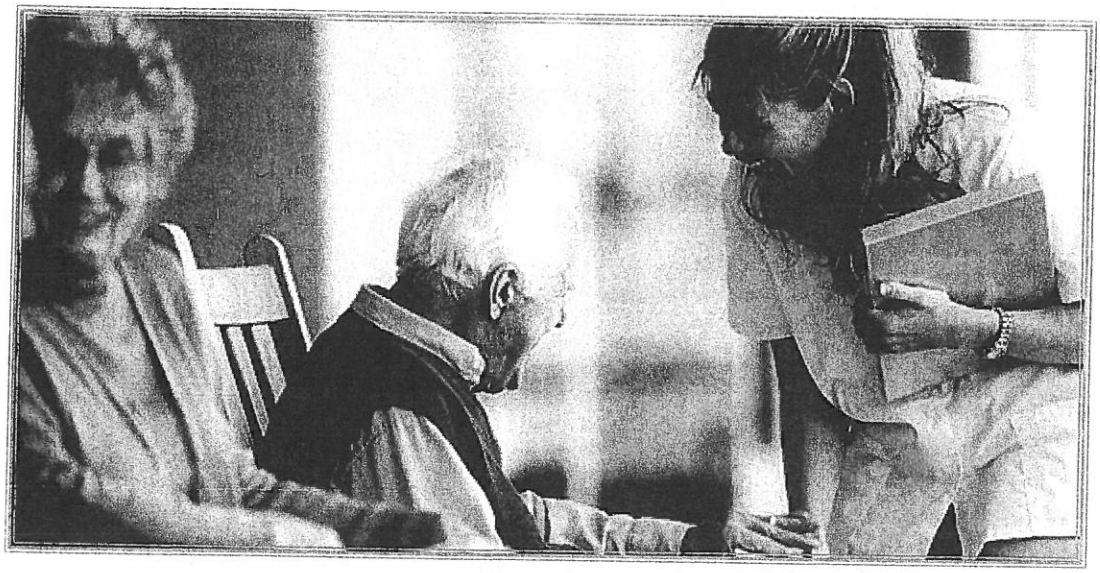
**Please Note:** If you are out of town this week, please go to the Stock Transfer Office upon your return to have your new ID badge issued. If you are physically unable to come to CH6 during this time do not worry. GRF staff will contact you later in May or June to schedule a visit to your home to take your picture and issue your new ID badge.

WHERE: Clubhouse 6 - Additional bus service will be available this week to assist residents in getting to CH6 and home again.

**The LW Weekly Newspaper will have more information and reminders about this event over the next few weeks.**

**Effective May 14, 2017 your current ID will be deactivated and will no longer be accepted at the Administration Building, clubhouses, gym, golf course, library, swimming pool and entrance gates.**

# Live *Your* Life On *Your* Terms



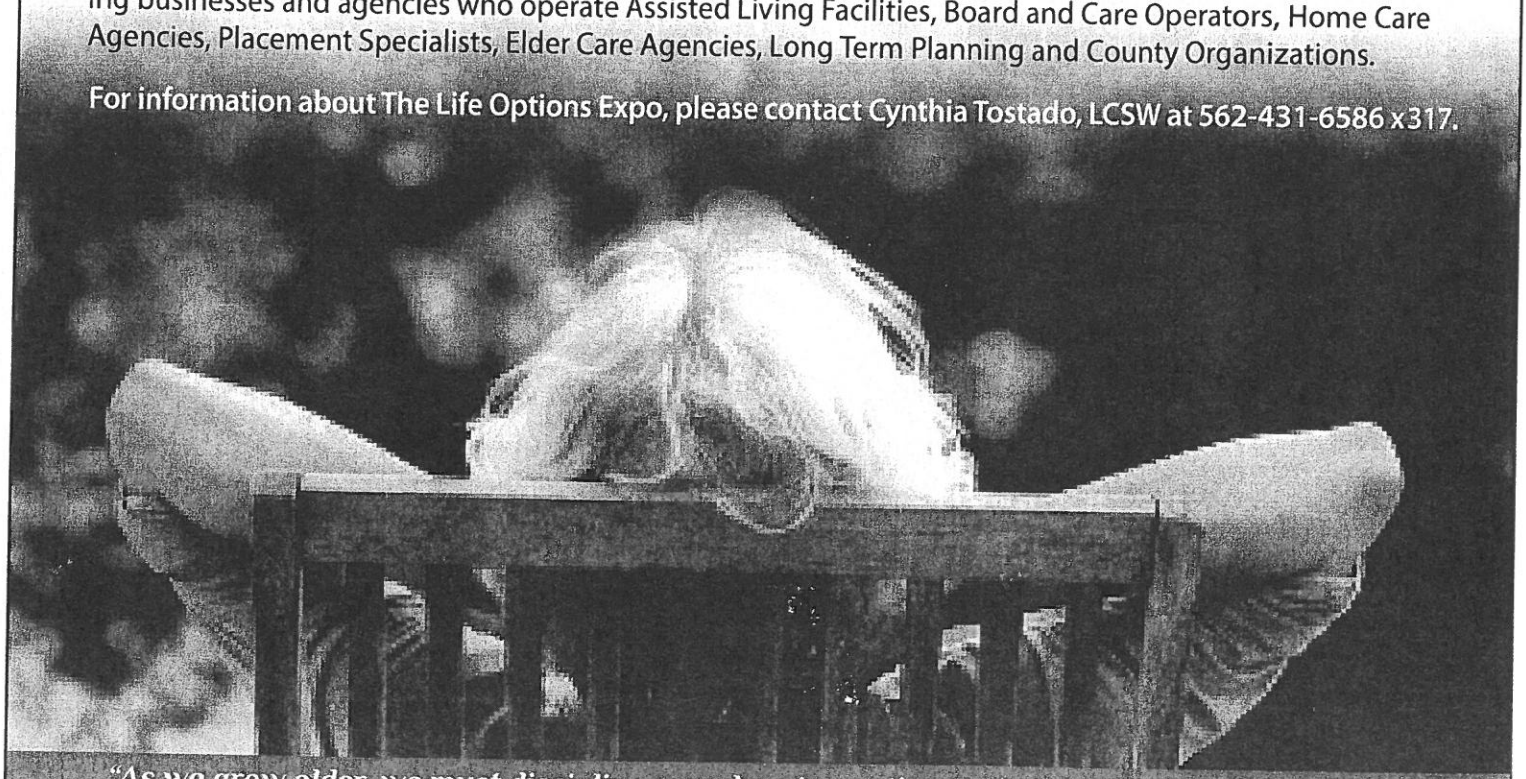
Come find opportunities to enhance your quality of life at
**The Life Options Expo**

Presented by
The Golden Rain Foundation, Leisure World, Seal Beach

Saturday, July 8, 2017
9:00 a.m. - 12:00 p.m.
Clubhouse 2

The community-based expo will provide residents of Leisure World, Seal Beach, with an opportunity to learn about options that are available to enhance your quality of life. Come meet and speak with participating businesses and agencies who operate Assisted Living Facilities, Board and Care Operators, Home Care Agencies, Placement Specialists, Elder Care Agencies, Long Term Planning and County Organizations.

For information about The Life Options Expo, please contact Cynthia Tostado, LCSW at 562-431-6586 x317.



*"As we grow older, we must discipline ourselves to continue expanding, broadening, learning, keeping our minds active and open."* — *Clint Eastwood*

# Mutual Administration Director's Report
# April 2017
# Leisure World Library

The Leisure World Library is located next to the North Gate.

Open Monday through Saturday from 9:30 a.m. to 3:30 p.m.

Telephone number is 562-598-2431.

In 1995, Orange County declared bankruptcy and decided to close public branches of libraries. At that time, Seal Beach had three branches, including the Leisure World branch. When hearing that the Leisure World branch would be closed, the residents came together and decided to purchase the branch and convert it into a private library for resident use.

The Leisure World Library has an average of 300 residents who visit every day, which is roughly 6,000 people a month. The Library has over 36,000 titles and 8 patron computers. It has a staff of nine and over a dozen volunteers to run the daily operation.

The Leisure World Library's collection consists of fiction, non-fiction, audio books, magazines, newspapers, DMV study guides, braille, large print, music, DVDs and Blu-rays.

On-line access can be achieved at www.lwsb.com, click on Library under Directory, and then click on Online-Catalog.

The due date for new books is 1 week/no renewal, regular books is 3 weeks/1 renewal, new media is 3 days/no renewal, and regular media is 1 week/1 renewal.

Services include the use of patron computers Monday through Saturday from 9:30 a.m. to 3:00 p.m., copy machine with a charge of $.10 per copy, and fax machine (sending and receiving) with various fees. The copy machine and fax machine hours are Monday through Saturday from 9:30 a.m. to 3:15 p.m.

The Friends of the Library is located directly across from the Library. Hours are Monday through Saturday from 9:30 a.m. to 3:30 p.m. Their telephone number is 562-596-7735.

The Friends of the Library is a non-profit organization. All donations are tax deductible and the proceeds benefit the Leisure World Library. They invite all shareholders to come down and check out their used book selection.

# APRIL MUTUAL 7 BOARD MEETING

## GRF REPORT

At the GRF Board meeting on March 28th, the Board approved the appointment of Ronde Winkler as the GRF Director for Mutual 10 to fill the vacancy left by the death of Bruce Scheuermann. At this meeting they also merged the Publications and Information Technology standing committees, effective June 2017 and approved the new Service Maintenance wage structure to bring wages into alignment with current standards. Proposed changes to the post office building were also approved. Each standing committee has been reviewing, rewriting or rescinding the policies in their purview and the finished policies were presented to the full Board and approved or sent back to committee for another look.

In May you will be issued a new Leisure World ID card. Over a period of 6 days, each Mutual will have a designated time to come to Clubhouse 6 to receive the new ID card and get a new photograph if necessary. It will be run like the flu clinics with a make up day on Saturday for those who couldn't come at their arranged time. It should take approximately 15 minutes and special buses will be scheduled to bring you to the Clubhouse.

The Strategic Planning ad hoc Committee has been working on fine tuning the 10 Year Plan for planned projects. Along with the Reserve Study, this plan helps us budget for necessary improvements. A new company, Association Reserves, Inc., was approved for budget years 2018-2020.

It's Election Season again so remember to thank your Mutual Directors for all of the time they volunteer to make Mutual 7 a great place to live.

Kathy Rapp
GRF Representative
Mutual 7

Mutual 7 Board Meeting
April 19, 2917
President's Report

New GRF ID Cards: Issuing new ID cards is long overdue. There has been an article in LW News the last several weeks so I won't give all the reasons we need new cards. Mutual 7's scheduled time at Clubhouse 6 is FRIDAY, MAY 12. I have had some calls from those who are not going to be here that day. If you are not living here May 12th you will be able to come in the gate with your car sticker then go to Stock Transfer and get your new ID card. If you live here but Friday, May 12th is impossible to get to Clubhouse 6 you can go any day that week to get your card and go to the table labeled OTHER as the Mutual 7 tables will only be there on Friday. There are a few Shareholders who have aged in place and are bed ridden and later someone will come to your apartment to take your picture and give you a new card. We will get thru this it will just take a little patience.

Speaking of patience, let's look at the laundry rooms and being courteous. It seems things go in waves around here and this month has been the time for laundry room complaints. Not that the machines are not working but calls to Directors about SHARING, NOT BEING COURTEOUS AND ACTING LIKE ADULTS.

The washer takes about 30 minutes per wash cycle. So when you start your machine go home set your timer for 30 minutes and then go back and put your clothes in the dryer. Most loads will be dry in 40 minutes so set the dryer for 40 minutes and again set your timer for 40 minutes. If you go visit neighbors while doing your laundry get a Dollar Tree timer and take it with you. I know these sounds like instructions to a child but there has been childish behavior at the laundry rooms. If washers are left for long periods of time some of you empty them and in the process drag wet clothes across the floor and get them dirt, or pile dry clothes on the table and half on the floor.

We have the cheapest and closest laundry rooms anywhere. Directors are very busy calling in repairs and working on the new roofs, asphalt, water pipes projects, up-dating GRF records and attending meetings. If you use the laundry rooms please be courteous to others and have a little patience. Directors are not kindergarten playground supervisors. If you read our new candidate for the Board, Chris Moore's, bio letter she said her career went from diapers to depends. Let's not revert to childish behavior. This should be worked out between Shareholders and not by your busy directors. Treat your neighbors as you would like to be treated. Talk to the offenders, I bet you can work it out.

Hope to see you at your annual meeting and many board meetings this coming year. Sue

April 19, 2017 Vice President, Building Captain and Emergency Information Chair Report

As directors, we get a lot of questions about services here at Leisure World so today I've put together some suggestions that might help. For example, HICAP specializes in issues like finding the Medicare program that best fits your personal needs and how to change from one plan to another. Under certain circumstances, you can also get information on a food stamps program and assistance with your utilities. You can find it in Clubhouse 5 on the first floor in the vicinity of the Café. It is open Monday through Thursday from 9AM until noon. Assistance in multiple languages can be arranged. The phone is 562-472-0275. Email at HICAP_coaoc.org.

HICAP is part of the Council on Aging offers additional programs such as helping low income Medicare eligible seniors to identify and apply for additional benefit programs; educating seniors about financial fraud and abuse; providing a publication called ANSWERS which is packed with valuable information on such issues as caregiving, healthcare resources, community services, etc.

If you sign up, Edison can advise you of a planned power outage and information as to when an unplanned outage can reasonably be restored. This can be vitally important for those who rely on oxygen or mechanical ventilation. You may contact SCE Customer Service at 1-800-655-4555 or pick up an application at Security or call Eloy Gomez at 562-431-6586 (Ext 356) for a Medical Baseline Application. Please note: Neither GRF nor any of the mutuals can supply electrical power or generators during a power outage.

You may also wish to register your cell phone with AlertOC to receive emergency notifications at https://alertoc.bbcportal.com or call Eloy for an application.

Take the Disaster First Aid class. Learn how to protect your loved ones and neighbors from "the 3 killers". The next class is offered June 24 and after that not until September 23. This is a quick 6-hour class and Mutual 7 will reimburse you the $22 registration fee upon proof of completion. You are responsible for yourself in a disaster. If it is bad enough, Police and Fire will be assigned other priorities so learn what you can do to help. Register with Geneva Potepan at 562-430-4748 or email to mom4rascal@aol.com .

Take a look at your flashlight. Does it need new batteries? Check out the GRF Purchasing Department for the 10-day Duro Lantern. Ted and I bought one and used it during the recent power outage. It was great.

Replace your old fire extinguisher. Get a new one and learn how to use it. With proof of purchase (no more than one per household per year) Mutual 7 will reimburse you $20 toward the purchase of a new fire extinguisher.

Prepare for the Mutual 7 Fire and Safety Inspection in June. Now is a good time to give mementos to the kids, donate items you no longer use and get rid of clutter. It is almost summer. Drain standing water to keep mosquitos from breeding. Break out the sunscreen. Take some time to relax in the shade and enjoy this marvelous community we call home.

See you at the Annual Meeting.

Jana Rogers

Questions, comments email me at janahiker97@gmail.com.

Joyce Rettela, Director, buildings 159-164, 562-431-7080 April 19, 2017

**Mutual 7 Secretary, Social Events Coordinator**

**Laundry Room bulletin boards are for Mutual and GRF information. If you would like a copy of anything posted, please call me and I will bring it to you. I even have extra minutes and updated director lists.**

**During June the Annual Fire/Safety Inspection is going to be held**. The Fire/Safety Inspector and a director will visit your unit. The inspector will be looking for safety issues like combustibles stored in your oven or too many cords plugged into one outlet. The director will ask you things like do you have a pet, a caregiver, or an original water heater among other questions. You do not have to be home. Once the entire mutual is checked and the results are tabulated, the directors hope to follow up and encourage those who have not registered their pets or caregiver to do so.

**Social Events Report**

By the time you read these minutes the April 24 eat out at Mimi's will be a thing of the past. I hope many of you were able to join your neighbors for a delicious lunch.

**Our next activity** is the Mu 7 Annual Spring Cleaning Swap-Meet

**Thursday May 11, 8:30-1:00** at the grass area on Northwood between buildings 164 and 165. Call Sandra Dedubovay 598-6561 for information. No reservations needed.

## Mutual 7 Annual Meeting, Friday, May 19 in Clubhouse 4.

**9:00-10:00 Come early to socialize and enjoy coffee, tea, pastries and fruit**

**10:00 Annual Shareholder Meeting and Election**

**SAVE THESE DATES**

**Mu 7 Annual Picnic-Saturday, July 8, Clubhouse 1 picnic area**

**Mu 7 Holiday Party-Thursday, December 21, Clubhouse 4**

If you are interested in helping to plan our eat outs or other socials give Joyce a call and come to our planning meetings. Our planning group of Roger, Carol R., Carol F., Aletta and Peggy meets for about one hour once a month.

# Mutual 7

# Annual Shareholder Meeting

# &

# Election

## Friday, May 19

## 9:00 am

## Clubhouse 4

*Come for coffee, tea, pastries and fruit at 9:00 am*

## Meeting at 10:00 am

# Mutual 7

# Spring Cleaning Swap-Meet

**Thursday, May 11**

**8:30-1:00**

grass area on Northwood

between buildings 164 & 165

(between St. Andrews & Southport)

## OPEN TO THE PUBLIC

**Mu 7 shareholders, bring your tables, chairs and treasures to sell-sell-sell.**

**No reservations needed.**

**Information, call Sandra Dedubovay 598-6561**

Mutual 7 Board Meeting
April 19, 2017
Landscape Report: Sue Rotter, JoAnn Fellows, Dennis Fellows

Not much to report. The grass is green, the flowers are starting to bloom, and the fertilizer and per-emergent was applied, without even a call to Total. They just did what we contracted them to do and on time. They have applied two sprayings for the weeds in the lawn and will continue looking for the weeds that were hiding.

We have two dead flowering plum trees that will be removed. Their life time is about 20 years. We are also having some of the over four inch diameter trees in a few flower beds removed to preserve the structure of our buildings. Per the garden policy, flower beds trees cannot be over four inches in diameter.

I think most of the flower bed requests are taken care of within a day or so. However some of the extras take a little longer. We have talked to Bill about a few little things that need attention. Again, call the landscape committee if you have any request or questions about landscaping.

We are fortunate to have a green belt by almost every apartment. On one of my walks I met a new Shareholder who said how much he liked living here and how he enjoys sitting on this patio just looking at the grass and all the animals. We both left over an acre of yardwork for life in Leisure World. We are very happy with the gardeners.

Here's to a beautiful spring and a fun summer watching the grass grow.