

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL SEVEN**  
**Wednesday, December 20, 2017**  
**1:00 p.m.**

1. SHAREHOLDER(S') COMMENTS
2. CALL TO ORDER / PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. INTRODUCTION OF GUEST 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 November 15, 2017**  
**Special Meeting of November 29, 2017 (p. 2-3)**
6. CORRESPONDENCE Ms. Rettela
7. BUILDING INSPECTOR'S REPORT (p. 4) Mr. Hurtado
  - a. Discuss maintenance contract
  - b. Not allow Cole Services from Mutual Seven (p. 5)
8. ROOFING PROJECT UPDATE
  - a. Final Inspection Buildings 165, 164, 163
  - b. Roof Evaluation Report
9. RE-PIPE:
  - a. Contract approval California Re-pipe Specialist (p. 6)
  - b. Contract approval Environmental Remediation Contractors (ERC) (p. 7)
10. CHIEF FINANCIAL OFFICER'S REPORT Mrs. Fellows
11. UNFINISHED BUSINESS
  - a. Ratify amended/posted Policy 7507.07-Golf Cart/Cart Pad (p. 8-12)
12. NEW BUSINESS
  - a. Architectural Standards/Patio Roof Committee Mr. Bennett
  - b. Tow letter to Shareholders Mrs. Rogers
  - c. Discuss Adopting Policy 7707.07- Apartment Pre-Sale Clean-up and rescind Policy 7707- Apartment Pre-Sale Clean-up (p. 13-17)
13. GRF REPRESENTATIVE'S REPORT Ms. Rapp
14. MUTUAL ADMINISTRATION DIRECTOR'S REPORT Ms. Hopkins
15. DIRECTOR'S REPORTS

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

16. SHAREHOLDER(S') COMMENTS
17. ANNOUNCEMENTS
  - a. All pet owners need to renew their pet registration at Stock Transfer in January.
18. EXECUTIVE SESSION- (member issues)
19. ADJOURNMENT

**STAFF WILL LEAVE THE MEETING BY 4:10 P.M.**  
**NEXT MEETING: WEDNESDAY, January 17, 2018, at 1:00 p.m.**

**MINUTES OF THE SPECIAL WORK STUDY MEETING  
OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL SEVEN  
November 29, 2017**

A Special Work Study Meeting of the Board of Directors of Seal Beach Mutual Seven was called to order by President Rotter at 1:00 p.m. on Wednesday, November 29, 2017 in Building 5, Conference Room C.

Those members present were: President Rotter, Vice President Rogers, CFO Fellows, Secretary Rettela, and Director Bennett. Director Moore was absent. Also present were David Rudge, Project Coordinator/Building Inspector and Shane Reed, California Repipe Specialist Specs.

The purpose of the meeting was to discuss the repiping of water lines, Policy 7502.07 – Carport Regulations, Policy 7584.07 – Mutual and Street Parking, Policy 7582.07 – Towing Vehicles, Empire Pipe Cleaning Contract, and Air Quality Monitors-Purple Air.

Following a discussion, and upon a MOTION duly made by CFO Fellows and seconded by Director Bennett, it was

RESOLVED, To have Physical Property work up a contract with California Repipe Specialist for the repiping of seven buildings.

The MOTION passed.

The Board discussed amending Policy 7502.07 – Carport Regulations. Upon a MOTION duly made by CFO Fellows and seconded by President Rotter, it was

RESOLVED, To amend Policy 7502.07 – Carport Regulations on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

The Board discussed amending Policy 7584.07 – Mutual and Street Parking. Upon a MOTION duly made by Vice President Rogers and seconded by Director Bennett, it was

RESOLVED, To amend 7584.07 – Mutual and Street Parking on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

The Board discussed adopting Policy 7582.07 – Towing Vehicles. Upon a MOTION duly made by CFO Fellows and seconded by Vice President Rogers, it was

RESOLVED, To adopt Policy 7582.07 – Towing Vehicles on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

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

RESOLVED, To approve the Air Quality Monitors by Purple Air.

The MOTION passed.

President Rotter adjourned the meeting at 3:30 p.m. and announced there would be an Executive Session.

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Attest

Joyce Rettela, Secretary  
SEAL BEACH MUTUAL SEVEN  
ka:12/12/17

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(07) SEVEN**

INSPECTOR: **George Hurtado**

MUTUAL BOARD MEETING DATE: **DECEMBER 20, 2017** October

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
148B	walk in tub	yes	08/23/17	12/12/18	no		Buenos Construction
172I	slider, gate, fill blocks	yes	09/19/17	11/13/17	no		Bergkvist
167K	carport cabinet	yes	10/16/17	12/01/17	no		Mike Banfield
150K	plank flooring	yes	10/16/17	11/30/17	no		Kary's Carpet
166B	windows, doors	yes	10/18/17	12/13/17	no		Hadi Construction
172I	awning	yes	925/17	11/30/17	no		AAA Awnings
164C	carport cabinet	yes	10/15/17	11/25/17	no		Mike Banfield
166K	carport cabinet	yes	12/01/17	01/15/18	no		Mike Banfield
175C	heatpump	yes	11/20/17	02/28/18	no		Greenwood
167L	carport cabinet	yes	11/20/17	01/01/18	no		Mike Banfield
153F	cart pad	yes	11/09/17	11/22/17	no		Johns Landscape
152J	washer/ dryer	yes	10/31/17	12/11/17	no		Bergkvist

## ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
176L		12/06/17					
145F		10/20/17	11/09/17	11/17/17	11/30/17		
170B		11/21/17					

**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
Jordan Roofing	Roofs ( 163,164,165 )

## SPECIAL PROJECTS

CONTRACTOR	PROJECT
Jordan Roofing	roofing - buildings 163,164,165

## APARTMENT VISITS

Various

# *Mutual Corporation No. Seven*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** NOT ALLOW COLE SERVICES FROM MUTUAL SEVEN (BUILDING INSPECTOR'S REPORT, ITEM B)  
**DATE:** DECEMBER 20, 2017  
**CC:** MUTUAL FILE

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I move to not allow Cole Services from Mutual Seven.

# *Mutual Corporation No. Seven*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** CONTRACT APPROVAL CALIFORNIA REPIPE SPECIALIST  
(RE-PIPE ITEM A)  
**DATE:** DECEMBER 20, 2017  
**CC:** MUTUAL FILE

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I move to approve the contract with California Repipe Specialist at a cost not to exceed \$ \_\_\_\_\_, and authorize the President to sign the contract.

# *Mutual Corporation No. Seven*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** CONTRACT APPROVAL ENVIRONMENTAL REMEDIATION CONTRACTORS  
(ERC) (RE-PIPE ITEM B)  
**DATE:** DECEMBER 20, 2017  
**CC:** MUTUAL FILE

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I move to approve the contract with Environmental Remediation Contractors (ERC) at a cost not to exceed \$\_\_\_\_\_, and authorize the President to sign the contract.

# *Mutual Corporation No. Seven*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** RATIFY AMENDED/POSTED POLICY 7507.07– GOLF CART/CART PAD  
(UNFINISHED BUSINESS ITEM A)  
**DATE:** DECEMBER 20, 2017  
**CC:** MUTUAL FILE

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I move to ratify amended/posted Policy 7507.07– Golf Cart/Cart Pad.



MUTUAL OPERATIONS**AMENDED DRAFT****RESIDENT REGULATIONS****Electric Cart Pad Golf Cart/Cart Pad – Mutual Seven Only**

1. ~~A temporary parking or charging pad may be adjacent to an apartment using the following guidelines:~~
  - a. ~~The temporary parking or charging pad shall be constructed of interlocking pavers only. The Mutual Board of Directors will consider, on a case by case basis (photos must be submitted showing the complete surrounding area), the use of interlocking pavers:~~
    - 1) ~~The location of the parking or charging pad must be approved by the Mutual and the GRF Physical Property Department.~~
    - 2) ~~Specifications for the installation of a parking or charging pad may be obtained in the GRF Physical Property Department.~~
    - 3) ~~The parking or charging pad shall not exceed 5' in width.~~
  - b. ~~The cost of installing and maintaining a parking or charging pad will be at the resident's expense.~~
  - c. ~~The parking or charging pad shall be removed upon the resale or transfer of the share of stock, at the resident seller's expense, unless the buyer wants the parking or charging pad to remain and agrees to such in writing.~~
  - d. ~~Permission must be obtained from the Board of Directors, in writing, before a temporary parking or charging pad may be installed.~~
  - e. ~~A permit must be obtained from the GRF Physical Property Department before a temporary parking or charging pad is installed.~~
2. ~~Any modifications to the existing sprinkler system that are required as a result of the installation of an approved parking or charging pad shall be at the resident's expense. Such modifications shall be done by the Mutual's contracted landscaper.~~
3. ~~Upon approval of this policy by the Board of Directors, pouring a concrete slab for parking or charging an electric cart will no longer be permitted on Mutual property.~~

MUTUAL OPERATIONS**AMENDED DRAFT**RESIDENT REGULATIONSElectric Cart Pad Golf Cart/Cart Pad – Mutual Seven Only

Mutual Seven has developed the following guidelines in response to the use of golf carts.

1. Golf cart drivers must obey all rules of the road per California Vehicle Code (CVC).
2. Pedestrians always have the right of way.
3. All accidents including property damage must be reported to Security/SBPD.
4. All golf carts must be registered with Security and display a Leisure World Seal Beach (LWSB) sticker and Security-assigned number.
5. Golf carts may be driven only by the registered owner or his designee. Minors are not allowed to drive any motorized vehicle within Mutual Seven.
6. The Mutual Seven Shareholder is responsible for any SBPD / GRF Security fines or tickets issued to their guest when that guest brings a golf cart into Mutual Seven.

A. Gas Golf Carts

Gasoline powered golf carts are allowed on the Trust and Mutual Seven streets around the carports and in the Mutual 7 carports.

Gasoline powered golf carts are prohibited from using Mutual Seven sidewalks. Exceptions shall be limited to the following:

1. Emergency medical vehicles.
2. Service vehicles designated for sidewalk use belonging to the Golden Rain Foundation: maintenance, physical properties, contractors or vendors doing business with shareholders or corporations (such as newspaper carriers or realtors showing property to prospective members.)

B. Electric Golf Carts/Golf Cart Pad

1. To accommodate shareholders with electric golf carts, Board permission must be obtained to install a temporary parking/charging pad adjacent to the apartment per the following guidelines:

- a. Only Board approved electric golf carts will be granted such a pad.
- b. Shareholders shall have already purchased or be in possession of the electric cart prior to Board approval.
- c. The Mutual Board must approve on a case by case basis the location of the golf cart pad. Photos must be submitted showing the complete area. Upon

(draft created 10-18-17 JR)

MUTUAL OPERATIONS**AMENDED DRAFT**

## RESIDENT REGULATIONS

Electric Cart Pad Golf Cart/Cart Pad – Mutual Seven Only

Board approval, a permit must be obtained from the GRF Physical Property Department.

d. The pad shall be constructed of interlocking pavers according to the attached specification diagram. Concrete slabs and turf stones are not permitted.

e. The pad shall not exceed 5' in width. A 5-inch concrete edge restraint is required.

f. Specifications for the pad may be obtained from the GRF Physical Property Department.

g. The Shareholder will be financially responsible for all installation and maintenance costs. Any modifications to the Mutual's sprinkler system that are required as a result of the installation shall be done by the Mutual's contracted landscaper at Shareholder expense.

h. Any cart pad that does not meet current policy must be removed upon sale or transfer of the share of stock at seller expense. A pad that meets current policy may remain if the buyer intends to get an electric golf cart, wants the pad to remain and agrees in writing to maintain it.

2. The Shareholder agrees to the following conditions of use:

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 so as to interfere with the required 36 "entry into or the exit from any apartment.

3. The Shareholder may request that an electrical outlet be installed, by permit, in the carport for the purpose of charging the electric cart. Please be aware that electric circuits are only active at night when carport lights are on. Following are guidelines for that option:

a. This installation will be entirely at Shareholder expense. Installation, maintenance and removal of the electric circuit is allowed ONLY by an approved licensed contractor.

b. The contractor and permit request must be approved by the BOD before construction will commence.

(draft created 10-18-17 JR)

MUTUAL OPERATIONS**AMENDED DRAFT**

## RESIDENT REGULATIONS

Electric Cart Pad Golf Cart/Cart Pad – Mutual Seven Only

- c. Only two (2) such outlets are allowed on one electric supply circuit. (See Policy 7502.07 – Carport Regulations).
- d. A flat, monthly charge will be paid by the Shareholder to the Mutual Seven accounts. Shareholder will be billed on annual basis. Failure to comply with timely payments will result in the circuit being disconnected at the Shareholder's expense. The Mutual reserves the right to adjust the monthly charge.
- e. Upon sale or transfer of the share of stock, the electrical outlet will be removed by a licensed approved contractor at Shareholder expense and the carport will be returned to its original condition.

MUTUAL ADOPTION

SEVEN: 06-20-08

AMENDMENT

03-20-09, 09-18-09

# *Mutual Corporation No. Seven*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS ADOPTING POLICY 7707.07- APARTMENT PRE-SALE CLEAN-UP  
AND RESCIND POLICY 7707- APARTMENT PRE-SALE CLEAN UP (NEW  
BUSINESS ITEM C)  
**DATE:** DECEMBER 20, 2017  
**CC:** MUTUAL FILE

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I move to adopt Policy 7707.07- Apartment Pre-Sale Clean-Up and Rescind Policy 7707-  
Apartment Pre-Sale Clean-Up on a preliminary basis until the 30-day posting period is  
completed.

MUTUAL OPERATIONS

**ADOPT DRAFT**

**PHYSICAL PROPERTY**

**Apartment Pre-Sale Cleanup**

The following information is provided to all relatives, heirs, or Trustees of an estate who will be involved with the disposition of a Leisure world apartment upon the resident's demise and/or sale of the apartment.

1. If the apartment is to be sold, a "Notice of Intention to Withdraw" must be filed with the Stock Transfer Office in the Administration Building. This form can be obtained from your realtor or escrow company.
2. For the disposal of trash, use the trash bins located at the ends of the carports. All trash must be completely contained within these trash bins. Discarded items may not be left outside the trash bins. For large items that cannot be contained within these trash bins, a large dumpster is located in the garden area at the northwest corner of Leisure World on Nassau Street (behind Mutual Nine). Contact a Director of the Mutual for assistance if you are unfamiliar with the area (a list of Directors can be found in the laundry room).
3. Televisions and such, paint and other combustibles or chemicals may not be placed in any trash dumpster within Leisure World. Items of this type and liquids containing hazardous materials must be disposed of at a hazardous waste facility. Contact: Huntington Beach Hazardous Waste Collection Center at (714) 847-3581 for information (on Nichols Street, west of Beach Boulevard and south of Warner Avenue), or the Orange County Integrated Waste Management Department at (714) 834-6752.
4. Refrigerator must be emptied and washed inside and out, be turned off, and the doors propped open to vent and dry the interior. **If the refrigerator doors are not propped open, the refrigerator must be left on.**
5. All food products must be removed from the cupboards and disposed of properly. Mutual Four: All food products must be removed from the apartment.
6. Cook top must be cleaned, and grease or drippings removed from under the burners. Exhaust filter must be thoroughly washed, or replaced. Replacement filters may be obtained through the Golden Rain Foundation Purchasing Department located at the west end of Golden Rain Road.
7. Oven must be cleaned, and the grates and broiler pan/cover thoroughly washed.
8. Kitchen and bathroom countertops, sinks, tub, shower enclosures and toilets must be thoroughly cleaned.
9. Interior surfaces in apartment are to be cleaned, and the carpet vacuumed.

**MUTUAL OPERATIONS**

**ADOPT DRAFT**

**PHYSICAL PROPERTY**

**Apartment Pre-Sale Cleanup**

10. Trash must be removed from the apartment and patio area to avoid attracting bugs and/or rodents.
11. Only patio furniture may be left on the patio during this interim period.
12. Electricity must be left on during the sale period to allow the electric smoke detector system to remain operational.
13. Carport storage locker must be cleaned out and left unlocked.
14. *Patio and screen doors may be only one locking door from habitual space to exterior leading to open space. The main door may have a non-locking screen door. No security doors are permitted and will be removed at the sale of all apartments at the seller expense. Patios with sliding doors are not permitted by the city of Seal Beach and will be removed at the time of sale at the seller's expense.*
15. *Louvered windows are prohibited. Any replacement windows must be double paneled. All louvered windows will be removed and replaced with current city code windows at the time of sale at the seller's expense. No windows may be constructed on existing deco block. Any window constructed on patios must meet all current city regulations for habitual space construction. All windows, either glass or plexiglass, constructed on deco blocks will be removed at time of sale at the seller's expense*
16. *Deco blocks may not have any solid material behind them, including but not limited to wood, plywood, hardy board, fiberglass or plexiglass.*
17. *No patio storage cabinet may be constructed using the deco block wall as one wall of the cabinet. All cabinets must meet city regulations for habitual space construction. All patio cabinet using deco block as one wall of a cabinet will be removed at the time of sale at the seller's expense*
18. *All patio outdoor carpet that is stained, torn or worn will be removed and replaced with earth tone browns or grays carpet or have surface polished to remove all glue from concrete. All surface of the patio must be one elevation with no uneven surface.*
19. For additional assistance or information, please contact a Board member.

**MUTUAL ADOPTION**

SEVEN:

(draft created on 12-13-17 ka)

MUTUAL OPERATIONS**RESCIND MUTUAL SEVEN****PHYSICAL PROPERTY****Apartment Pre-Sale Cleanup**

The following information is provided to all relatives, heirs, or Trustees of an estate who will be involved with the disposition of a Leisure world apartment upon the resident's demise and/or sale of the apartment.

1. If the apartment is to be sold, a "Notice of Intention to Withdraw" must be filed with the Stock Transfer Office in the Administration Building. This form can be obtained from your realtor or escrow company.
2. For the disposal of trash, use the trash bins located at the ends of the carports. All trash must be completely contained within these trash bins. Discarded items may not be left outside the trash bins. For large items that cannot be contained within these trash bins, a large dumpster is located in the garden area at the northwest corner of Leisure World on Nassau Street (behind Mutual Nine). Contact a Director of the Mutual for assistance if you are unfamiliar with the area (a list of Directors can be found in the laundry room).
3. Televisions and such, paint and other combustibles or chemicals may not be placed in any trash dumpster within Leisure World. Items of this type and liquids containing hazardous materials must be disposed of at a hazardous waste facility. Contact: Huntington Beach Hazardous Waste Collection Center at (714) 847-3581 for information (on Nichols Street, west of Beach Boulevard and south of Warner Avenue), or the Orange County Integrated Waste Management Department at (714) 834-6752.
4. Refrigerator must be emptied and washed inside and out, be turned off, and the doors propped open to vent and dry the interior. **If the refrigerator doors are not propped open, the refrigerator must be left on.**
5. All food products must be removed from the cupboards and disposed of properly. Mutual Four: All food products must be removed from the apartment.
6. Cook top must be cleaned, and grease or drippings removed from under the burners. Exhaust filter must be thoroughly washed, or replaced. Replacement filters may be obtained through the Golden Rain Foundation Purchasing Department located at the west end of Golden Rain Road.
7. Oven must be cleaned, and the grates and broiler pan/cover thoroughly washed.
8. Kitchen and bathroom countertops, sinks, tub, shower enclosures and toilets must be

(Jan 05)



**MUTUAL OPERATIONS**

**RESCIND MUTUAL SEVEN**

**PHYSICAL PROPERTY**

**Apartment Pre-Sale Cleanup**

thoroughly cleaned.

- 9. Interior surfaces in apartment are to be cleaned, and the carpet vacuumed.
- 10. Trash must be removed from the apartment and patio area to avoid attracting bugs and/or rodents.
- 11. Only patio furniture may be left on the patio during this interim period.
- 12. Electricity must be left on during the sale period to allow the electric smoke detector system to remain operational.
- 13. Carport storage locker must be cleaned out and left unlocked.
- 14. For additional assistance or information, please contact a Board member.

**MUTUAL ADOPTION**

ONE:	27 Jan 05	NINE:	11 Oct 04
TWO:	18 Nov 04	TEN:	27 Oct 04
THREE	10 Dec 04	ELEVEN:	18 Nov 04
FOUR:	03 Jan 05	TWELVE:	12 Nov 04
FIVE:	20 Oct 04	FOURTEEN:	26 Oct 04
SIX:	26 Oct 04	FIFTEEN:	18 Oct 04
SEVEN:	15 Oct 04	SIXTEEN:	16 Nov 04
EIGHT:	25 Oct 04	SEVENTEEN:	Not Applicable