A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVEN
September 19, 2018
Meeting begins at 1:00 p.m.
Administration Building Conference Room A

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. SHAREHOLDER COMMENTS **(2-3 minutes per shareholder)**

3. ROLL CALL

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

   Ms. Rapp, GRF Representative
   Ms. Hopkins, Mutual Administration Director
   Mr. Hurtado, Building Inspector
   Ms. Villalobos, Recording Secretary

5. APPROVAL OF MINUTES:
   Regular Meeting Minutes of August 15, 2018

6. BUILDING INSPECTOR'S REPORT Mr. Hurtado
   Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests **(p.3)**

   a. Discuss and vote to approve/deny the remodel at Unit 163–G **(p. 4)**
   b. Discuss and vote to approve/deny the remodel at Unit 168–L **(p. 5)**
   c. Discuss and vote to approve/deny the remodel at Unit 156–H **(p. 6)**
   d. Discuss and vote to approve/deny the change order for Unit 156–J **(p. 7)**
   e. Discuss and vote to approve/deny the pergola on patio for Unit 169–A **(p. 8)**
   f. Discuss and vote to approve/deny the pergola on patio for Unit 170–G **(p. 9)**
   g. Update on Roofing Report
   h. Discuss and schedule Fire Inspection pre-meeting

7. **UNFINISHED BUSINESS**
   a. Discuss and vote to adopt Policy 7541 – Co-Occupants, Qualified Permanent Residents and Health Care Providers **(p. 10-11)**
   b. Discuss and vote to ratify amended/posted Policy 7415.07 – Patio Regulations **(p. 12-19)**
   c. Discuss and vote to ratify amended/posted Policy 7493.07 – Patio Roof Covers **(p. 20-21)**

8. **NEW BUSINESS**
   a. Discuss and vote to approve/deny repair of Attic Water Lines **(p. 22)**
   b. Discuss and vote to approve the New Cell Phone 161 Solar System **(p.23)**
   c. Discuss Smoke Detector Battery replacement

(9/14/18cv)

NEW BUSINESS (continued)

d. Discuss and vote to approve/deny amount of additional guest passes for 2019 (p.24)

STAFF BREAK BY 3:00 p.m.

9.	SECRETARY / CORRESPONDENCE	Ms. Rettela
10.	CHIEF FINANCIAL OFFICERS REPORT	Mrs. Fellows
11.	GRF REPRESENTATIVE	Ms. Rapp
12.	MUTUAL ADMINISTRATION DIRECTOR	Ms. Hopkins

13. ANNOUNCEMENTS
    a. NEXT MEETING WEDNESDAY, October 17, 2018, in the Administration Building, Conference Room A, at 1:00 p.m.

14. COMMITTEE REPORTS
    a. Emergency Information — Ms. Jaffe
       i. Shakeout
    b. Laundry Rooms — Ms. Rettela
    c. Landscape — Ms. Moore

15. DIRECTORS' COMMENTS

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

17. ADJOURNMENT

18. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 4:00 p.m.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (07) SEVEN

INSPECTOR: George Hurtado

MUTUAL BOARD MEETING DATE: September 19, 2018

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
156J	remodel	yes	04/16/18	12/31/18	no		Mamuscia
150E	countertops,ceilings	yes	06/04/18	08/31/18	no		Roberts
154A	heat pump	yes	07/02/18	10/16/18	no		Greenwood
159A	Kitchen Cabinets	yes	07/10/18	11/15/18	no		Mamuscia
151K	carport cabinet	yes	07/16/18	08/15/18	no		Imagination Unlimited
154H	cart pad	yes	07/31/18	09/06/18	no		Anguiano
164G	vinyl plank flooring	yes	08/03/18	09/05/18	no		Kary's carpet
159F	central air	yes	08/03/18	12/15/18	no		Greenwood
147G	solar tube	yes	08/20/18	09/14/18	no		MP Construction
176L	washer dryer, countertops	yes	08/17/18	10/31/18	no		Roberts
164E	heat pump	yes	08/21/18	10/14/18	no		Alpine
155C	solatube	yes	08/30/18	09/30/18	no		Solatube Home
170G	patio cover	yes	09/10/18	11/06/18	no		AAA Awnings
156H	lvrm, bdrm ext. 1/2 bath	yes	09/11/18	01/31/18	no		MP Construction
169A	patio cover	yes	09/10/18	11/03/18	no		AAA Awnings
154G	heat pump	yes	06/29/18	10/09/18	no		Greenwood
167I	dishwasher,windows	yes	06/08/18	10/05/18	no		Bergkvist

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
145K		07/09/18					
176L			07/03/18	07/03/18			
156H			07/26/18				
149C		08/29/18					
160L		09/13/18					
150J	7/24/2018						

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	buildings 155, 156, 157, 159, 170, 171
Bruno Alvarez	Termite and dry rot repairs
Cal Repipe	Re-pipe project

SPECIAL PROJECTS

CONTRACTOR	PROJECT

APARTMENT VISITS

Various apartment visits

Mutual Corporation No. Seven

MEMO

TO:	MUTUAL BOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	DISCUSS AND VOTE TO APPROVE/DENY THE REMODEL AT UNIT 163-G (BUILDING INSPECTOR REPORT ITEM A)
DATE:	SEPTEMBER 19, 2018
CC:	MUTUAL FILE

I move to approve/deny the remodel at Unit 163-G, per plans submitted with work to be completed by BJ & Company.

Mutual Corporation No. Seven

MEMO

TO:	MUTUAL BOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	DISCUSS AND VOTE TO APPROVE/DENY THE REMODEL AT UNIT 168-L (BUILDING INSPECTOR REPORT ITEM B)
DATE:	SEPTEMBER 19, 2018
CC:	MUTUAL FILE

I move to approve/deny the remodel at Unit 168-L, per plans submitted with work to be completed by Robert's Construction.

Mutual Corporation No. Seven

MEMO

TO:	MUTUAL BOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	DISCUSS AND VOTE TO APPROVE/DENY THE REMODEL AT UNIT 156-H (BUILDING INSPECTOR REPORT ITEM C)
DATE:	SEPTEMBER 19, 2018
CC:	MUTUAL FILE

I move to approve/deny the remodel at Unit 156-H, per plans submitted with work to be completed by MP Construction.

Mutual Corporation No. Seven

MEMO

TO:	MUTUAL BOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	DISCUSS AND VOTE TO APPROVE/DENY THE CHANGE ORDER FOR UNIT 156-J (BUILDING INSPECTOR REPORT ITEM D)
DATE:	SEPTEMBER 19, 2018
CC:	MUTUAL FILE

I move to approve/deny the change order for Unit 156-J, per the dates approved on September 15, 2018, with work to be completed by Mumuscia.

Mutual Corporation No. Seven

MEMO

TO:	MUTUAL BOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	DISCUSS AND VOTE TO APPROVE/DENY PERGOLA ON PATIO FOR UNIT 169–A (BUILDING INSPECTOR REPORT ITEM F)
DATE:	SEPTEMBER 19, 2018
CC:	MUTUAL FILE

I move to approve/deny the pergola on patio for Unit 169-A, per plans submitted. Work to be completed by AAA Awning.

Mutual Corporation No. Seven

MEMO

TO:	MUTUAL BOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	DISCUSS AND VOTE TO APPROVE/DENY PERGOLA ON PATIO FOR UNIT 170–G (BUILDING INSPECTOR REPORT ITEM F)
DATE:	SEPTEMBER 19, 2018
CC:	MUTUAL FILE

I move to approve/deny the pergola on patio for Unit 170-G, per plans submitted. Work to be completed by AAA Awning.

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ADOPT POLICY 7541- CO-OCCUPANTS, QUALIFIED PERMANENT RESIDENTS AND HEALTH CARE PROVIDERS (UNFINISHED BUSINESS ITEM A)
DATE: SEPTEMBER 19, 2018
CC: MUTUAL FILE

At the August 15, 2018, Board Meeting, it was the consensus of the Board of Directors to postpone the adoption of Policy 7541 – Co-Occupants, Qualified Permanent Residents and Health Care Providers pending further research.

At the September 19, 2018, the Board of Directors will vote to adopt Policy 7541 – Co-Occupants, Qualified Permanent Residents and Health Care Providers.

I move to adopt Policy 7541 – Co-Occupants, Qualified Permanent Residents and Health Care Providers on a preliminary basis until the 30–day posting period is completed.

MUTUAL OPERATIONS

DRAFT

RESIDENT REGULATIONS

Co-Occupants, Qualified Permanent Residents and Health Care Providers

The community facilities of the Golden Rain Foundation are maintained for the use of members of Leisure World Seal Beach with the following exceptions:

1. Co-Occupants

   a. Senior citizens, as defined in California Civil Code Section ~~51.3 (c)(1)~~ **51.3 (b)(1)**, who are not members but are approved by the Mutuals to reside with a stockholder, shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenities Fee listed in Policy 5061-31. (Forms 9001 and 9002)

   b. In order to comply with section 51.3 of the California Civil Code, the following classes of citizens may reside in Leisure World Seal Beach.

      i.) Is 55 years of age or older
      ii.) Has completed the Co-Occupant Application
      iii.) Has written authorization from the Mutual President, or any Mutual Officer so designated by the Mutual President, to reside in the dwelling unit.
      iv.) Has paid the required Amenities Fee to the Golden Rain Foundation

2. Qualified Permanent Residents

   a. Persons who are not senior citizens as defined in California Civil Code Section ~~51.3(c)(1)~~ **51.3(b)(1)**, who can present proof that they are eligible to be classified as Qualified Permanent Residents under California Civil Code Section ~~51.3(c)2),~~ **51.3(b)(2)**, shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenities Fee listed in Policy 5061-31. (Forms 9003 and 9004)

3. Health Care Providers

   a. Permitted health care residents, as defined in California Civil Code Section ~~51.3(c)(6)~~ **51.3(B)(7),** shall be required to obtain a Caregiver Pass and are not entitled to use any of the community facilities. The administration shall furnish each Mutual a monthly report of those health care providers residing in the Mutual.

(draft created on 7-30-18 ka)
(draft further amended on 8-29-18 ka)

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY AMENDED/POSTED POLICY 7415.07- PATIO REGULATIONS (UNFINISHED BUSINESS ITEM B)
DATE: SEPTEMBER 19, 2018
CC: MUTUAL FILE

At the August 15, 2018 Board Meeting, the Board of Directors amended Policy 7415.07 -Patio Regulations.

The 30-day posting requirement has been met and on September 19, 2018, the Board of Directors will vote to ratify the amended/posted Policy 7415.07– Patio Regulations (attached).

I move to ratify amended/posted Policy 7415.07 – Patio Regulations.

MUTUAL OPERATIONS

AMEND

PHYSICAL PROPERTY

Patio Regulations – Mutual Seven

A. Patio Regulations

This policy has been developed in an effort to improve the appearance of the community and enhance property values. Also addressed is the need to meet applicable fire codes and the safety of each family. If followed, this policy will help keep pets from roaming and discourage rodents and other animals from entering patios.

1. Windows that may be needed as a secondary egress in the case of fire or other emergency shall not be blocked on either side. A clear path to the entry door of at least 36 inches shall be maintained to allow access for gurneys.

2. Only furniture that is designed for patios may be placed on a patio. Interior upholstered furniture is prohibited as this may become a rodent habitat.

3. A clean refrigerator or freezer in good working condition plugged directly into the patio outlet is permitted.

4. If a pet can escape from a patio, then the pet must be on a leash while on the patio.

5. Approved attachments to Deco Block:

a. New, clear Plexiglas is permitted if it is installed beginning at the third row from the bottom to ensure that water or moisture from the irrigation of garden areas doesn't get trapped between the Plexiglas (or other product) and the block wall as this will cause deterioration of the block.

b. White lattice is acceptable on the interior of the patio.

c. Only vinyl-coated wire mesh is permitted on the interior of the patio.

d. Deco Block may be filled in not more than three blocks high with cement by a qualified mason or by the Golden Rain Foundation Service Maintenance Department. It must be smoothed and painted the color of the stucco walls.

All attachments other than cement must be removed at the time of painting at shareholder's expense.

The following items shall not be stored on the patio:

(draft created on 8-6-18 ka)
(further amended on 8-20-18 sr/ka)

MUTUAL OPERATIONS

AMEND

PHYSICAL PROPERTY

Patio Regulations – Mutual Seven

1. Any type of cardboard container (new move-ins are provided a grace period of up to 30 days, after which all moving boxes must be eliminated).

2. Highly flammable items, including newspapers, charcoal, magazines, paper or plastic bags, or any type of loose tarp.

3. Laundry hung for airing or drying. Instead, use the laundry room clotheslines that are provided for this purpose.

4. Gasoline-operated equipment or gas cans.

5. Electric tools on a permanent basis.

6. Exposed shelving, either free-standing or affixed to the exterior wall, except those used for decorative purposes, which must be kept neat and clean.

Note: Policy 7427.7 allows only one barbeque to be stored on open patios.

B. Patio Extension Regulations

The purpose of this policy is to give shareholders a choice to construct a new patio extension into the area outside the original footprint of their unit. Before submitting plans for a new patio extension, please read this policy thoroughly.

Patio extensions are defined as cement or paved roofless deck areas adjoining your unit. All requests for new patio extensions must adhere to this policy or otherwise will be denied.

Note: Policy 7493.7 prohibits roof covers on patio extensions.

1. New patio extensions may be allowed on a case by case basis. Due to the asymmetrical configuration of the Mutual 7 lots, they will be site specific. Patio size may be approximately 100 square feet of usable area and be constructed of concrete, pavers, flagstone, brick, or other like materials.

2. Patio deck materials must be slip resistant and approved by Physical Properties. Grading will follow the existing slope of the lawn unless the patio incorporates an enclosure wall. All patio decks will provide the appropriate drainage.

(draft created on 8-6-18 ka)
(further amended on 8-20-18 sr/ka)

DRAFT

MUTUAL OPERATIONS

AMEND

PHYSICAL PROPERTY

Patio Regulations – Mutual Seven

7. No construction of any kind shall be commenced, erected or maintained until the plans and specifications showing the size, color, shape, height, materials, and location of the patio extension are submitted to, and approved in writing, by the Mutual Seven Board of Directors. All construction must be done by a licensed and approved Leisure World contractor.

8. Any application to construct a patio extension must be submitted to the Mutual 7 President ten (10) working days prior to the Monthly Board Meeting in order for the application to be placed on the agenda and to allow directors time to review it. Further, a completed Agreement to Patio Regulations (filled out and signed by each shareholder) AND proof of $300,000 liability insurance must be submitted before any consideration by the Board of Directors.

9. Patios will not interfere with access to in-ground electrical wiring, communication utilities, above ground transformers, air conditioners, or attic entrance areas. The plan layout must describe access to all the above items.

10. Only a few pieces of outdoor patio furniture and accessories may be placed on the patio deck. Typical items not approved for patio extensions are, but not limited to, portable heaters, portable fire pits, tiki torches, refrigerators, freezers, etc. Clutter and non-patio items are prohibited and must be removed per Mutual Seven Policy 7415.7. Violators will be notified in writing when out of compliance. **The encroached patio will have no more than one patio umbrella. The umbrella will not cover any sidewalk areas considered common area or entry sidewalks to a shareholder's unit.**

11. A 5 inch cement mowing strip is required where the patio is adjacent to a grass area.

12. Patio extensions are non-standard additions to a unit and all costs associated with construction, maintenance, repair, etc., will be borne by the shareholder requesting the patio extension. When the unit is sold or transferred to another shareholder, the new shareholder will become responsible for the patio extension.

13. It is incumbent upon the shareholder to maintain $300,000 liability insurance for new patio extensions, as described in #8 of the Agreement to Patio Regulations.

C. Patio Enclosure Walls (End Units)

1. a. An enclosure wall may be added to new patio extensions on end units only. Enclosure walls can be constructed of brick, flagstone, slump stone, stack stone, or similar

(draft created on 8-6-18 ka)
(further amended on 8-20-18 sr/ka)

decorative masonry building materials. All walls will incorporate the appropriate drainage features.

b. An enclosure wall of at least 24 inches in height must be constructed in all cases where there is a drop of any distance from the patio to the sidewalk.

2. Walls may also be constructed of concrete block and surfaced with stucco the same color as the building. Electrical outlets, lighting and plumbing are prohibited on patio extension walls.

3. Enclosure walls may be constructed on top of existing retainer walls providing the retainer wall has a cement foundation. The method of construction must incorporate rebar and ensure a stable structure. Drawings of the enclosure wall must be submitted to City of Seal Beach and Physical Properties.

4. Colors will be in earth tones of browns, beiges, grays or similar earth tone shades. All walls will include masonry caps in the same or contrasting earth tone colors.

5. When an adjacent neighbor's wall already exists, the newly constructed wall will complement the existing wall.

6. Wall heights including the cap will be no more than 35 inches high measured from the patio deck. Potted plants on walls adjacent to the sidewalk are prohibited.

7. All patio wall enclosures must include a minimum 3 foot egress as an intergral part of the patio wall design. Access openings through walls will meet emergency egress and safety codes for disabled/wheelchair shareholders/members and paramedic gurneys when applicable.

8. Access openings may include gates as an integral part of the patio design. Gates must meet all safety/fire department codes and regulations. Gates must be non-locking and made of wood or wrought iron. Gate colors will compliment the patio walls. Wood gates must be protected from insect infestation and treated with Tim-Bor professional insecticide or equivalent. Gates are to be primed and painted.

9. Walls and gates are non-standard additions to a unit and all costs associated with construction, maintenance, repair, etc., will be borne by the shareholder requesting the patio extension. When the unit is sold or transferred to another shareholder, the new shareholder will become responsible for the decorative wall and gate.

(draft created on 8-6-18 ka)
(further amended on 8-20-18 sr/ka)

DRAFT

MUTUAL OPERATIONS

AMEND

PHYSICAL PROPERTY

Patio Regulations – Mutual Seven

D. PERGOLA PATIO ADDITIONS (END UNITS ONLY)

1. a. The addition of a pergola to an existing permitted end unit patio or a newly constructed end unit patio must meet all the existing Mutual 7 regulations as stated in the Mutual 7 Patio Policy 7415.07. Pergolas are not permitted on interior patios: units B – E and H – K.

   b. Prior to any Mutual approval, construction, materials used and all structural mounting must meet all City of Seal Beach building codes and GRF Physical Properties Department requirements.

   c. Plans for the proposed pergola must be submitted to the Mutual 7 Board of Directors along with a detailed architectural rendering by a contractor who is licensed, insured and approved by the GRF Physical Properties Department and Mutual 7 Board.

   d. The pergola must be site specific, determined by the Mutual Board on a case by case basis to be blended into the aesthetic plan of the total existing area.

   e. No electric outlets are to be installed or incorporated on the pergola.

   f. No electric overhead fans, misters, extension cords or lights may be used on the pergola.

   g. No coverings of any type may be placed on the rafters of the pergola, including all solid materials, screens or shade cloth of any type.

   h. No permanent screening may be used on the pergola, including framed screens, or any hanging roll-up blinds, vertical blinds or curtains of any materials.

   i. Hanging pots or decorations hung from any part of the pergola are limited and must have Board approval.

2. a. The pergola may be constructed on an existing or newly constructed patio with or without patio enclosed walls. The existing support areas of the patio must meet all City of Seal Beach building code requirements of cement foundation to support the structure safely with proper mountings and footings. Vertical supports must be anchored to patio floor and not be outside the patio footprint. All existing patios must have been constructed with rebar enforced floor tied into the foundation of the building and a monolithic pour.

(draft created on 8-6-18 ka)
(further amended on 8-20-18 sr/ka)

MUTUAL OPERATIONS

AMEND

PHYSICAL PROPERTY

Patio Regulations – Mutual Seven

b. The pergola's top surface of the structure must be below all building end rafter to allow access to the eaves of the building. No portion of the pergola may encroach into the attic access area at the ends of the building.

c. No wood, wood composite or other materials requiring painting may be used in the construction of the pergola.

3. a. It is the total responsibility of the shareholder to maintain the appearance of the pergola. The shareholder must provide cleaning of the pergola to insure that all debris and accumulated dirt is removed to assure the original clean appearance of the pergola.

b. Any time the Mutual paints the building the shareholder will be financially responsible for all additional costs incurred by the painting contractor's need to provide extra care or materials to paint around the pergola.

c. When routine maintenance of any area around the pergola is required and additional care or materials including removal of part or entire structure are required to make the repairs the additional cost will be borne by the shareholder,(i.e., yearly dry rot and termite repairs.)

d. It is the total responsibility of the shareholder to carry the proper liability insurance as stated in the Mutual Patio Policy 7415.07.

e. Upon sale of the unit, if the new buyer does not choose to sign the legal agreement to carry the liability insurance and abide by all the terms of the Patio Policy 7415.07 or if the new buyer does not want the pergola, the structure must be removed and any damage to the building or patio must be repaired to its original condition, with the total cost to be borne by the seller or the seller's estate.

4. a. All cost associated with the pergola must be borne by the Shareholder.

b. Mutual 7 shall not be held liable for any damage to the existing structure, patio, pergola or Mutual property caused by the addition of the

MUTUAL ADOPTION		AMENDMENTS
SEVEN:	11-11-05	06-18-10, 01-18-12, 08-18-15; 09-21-16

(draft created on 8-6-18 ka)
(further amended on 8-20-18 sr/ka)

MUTUAL OPERATIONS

AMEND

PHYSICAL PROPERTY

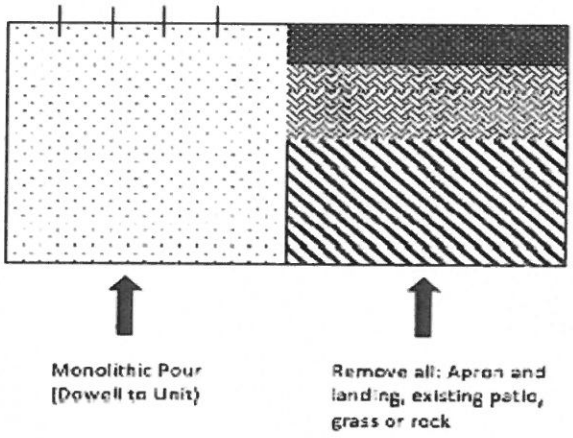
Patio Regulations – Mutual Seven

3. Access to the patio area may be through patio doors or a path connecting to the front door walkway.

4. a. Allowances may be made for non-usable area due to obstructions. Examples of obstructions are: air conditioners, transformers, utility trenches, and irrigation valves. Colors will be in earth tones of browns, beiges, grays, red brick, or similar earth tone shades.

   b. A "monolithic pour" is required to mitigate concrete movement and improve structural integrity. Any existing apron, landing, or patio slab will be removed. In each joint where new concrete is placed against old, the area of contact will be dowelled. The entire patio will be reinforced with rebar or welded wire. The patio cannot be poured until approved by Physical Properties Department. (See Diagram 1)

Diagram 1



5. Permits are required to insure that all modifications and improvements meet City codes, Leisure World and Mutual policies. Permits required by the Physical Property Department and the city of Seal Beach are the responsibility of the shareholder and contractor.

6. Before the permit is issued, detailed specifications and plans for all additions and changes must be submitted to the GRF Physical Property Department for review and then reviewed and approved by the Mutual Board of Directors. The plan will include the relocation of utilities and irrigation systems.

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY AMENDED/POSTED POLICY 7493.07- PATIO ROOF COVERS (UNFINISHED BUSINESS ITEM C)
DATE: SEPTEMBER 19, 2018
CC: MUTUAL FILE

At the August 15, 2018 Board Meeting, the Board of Directors amended Policy 7493.07 -Patio Roof Covers .

The 30-day posting requirement has been met and on September 19, 2018, the Board of Directors will vote to rarify the amended/posted Policy 7493.07– Patio Roof Covers (attached).

I move to ratify amended/posted Policy 7493.07 – Patio Roof Covers.

MUTUAL OPERATIONS

AMEND

PHYSICAL PROPERTY

Patio Roof Covers

~~Any patio that encroaches onto Mutual common area is prohibited from having a roof of any type: solid, open slats, lattice, Pergola, awnings of any type, etc. The encroached patio will have no more than one patio umbrella. The umbrella will not cover any sidewalk areas considered common area or entry sidewalks to a shareholder's unit~~. No structures of any type will be built or installed on the extended patio **except for pergola as designated in the Patio Policy 7415.07**. No manual operating or motorized extension awnings will be allowed or attached to any part of the building or patio. ~~Patio umbrellas' size and style need Board approval.~~

DRAFT

ADOPTION DATE **AMENDMENTS**

SEVEN: 03-16-16

(draft created on 8-20-18 sr/ka)

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE APPROVE/DENY REPAIR OF ATTIC WATER LINES (NEW BUSINESS ITEM A)
DATE: SEPTEMBER 19, 2018
CC: MUTUAL FILE

On August 15, 2018, the Board of Directors passed the following resolution: *RESOLVED, To approve that Mutual Seven authorizes Service Maintenance to inspect and repair attic water lines at Units 152 through 166 as needed, with any major repairs to be reported to the Mutual, at a cost not to exceed the standard Service Maintenance Fee of $42 per hour and authorize the President to sign the contract.*

At the September 19, 2018 Board Meeting the Board of Directors will discuss and vote to authorize Service Maintenance one hour plus one regular hour of overtime per building to complete the Attice Water Line Project.

I move to approve/deny to authorize Service Maintenance one regular hour plus the addition of one overtime hour to complete the Attic Water Line Project.

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE APPROVE THE NEW CELL PHONE 161 SOLAR SYSTEM (NEW BUSINESS ITEM B)
DATE: SEPTEMBER 19, 2018
CC: MUTUAL FILE

I move to approve/deny the new cell phone for 161 Solar System, at a cost not to exceed $500.

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY AMOUNT OF ADDITIONAL GUEST PASSES FOR 2019 (NEW BUSINESS ITEM D)
DATE: SEPTEMBER 19, 2018
CC: MUTUAL FILE

At the September 20, 2017, Board meeting the Mutual Board of Directors passed the following resolution: *RESOLVED, To authorize the GRF Executive Director/ Mutual Administration Director to issue FOUR (4) ADDITIONAL Guest Passes, in accordance with GRF Policy 5536.1-33. Each guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of guest passes issue noting the Shareholder/Member name as responsible party for the Guest, effective 2017-2018.*

In accordance with GRF Policy 5536.1-33, up to four (4) additional guest passes may be issued to a Shareholder/Member per Policy terms and conditions. The GRF Executive Director and Mutual Administration Director, as agents for the Mutual Board, do hereby seek approval to issue up to four (4) Guest Passes or a lesser number of Guest Passes, as duly approved by the Mutual Board.

I move to authorize the GRF Executive Director and/or the Mutual Administration Director to issue _____ ADDITIONAL Guest Passes, in accordance with GRF Policy 5536.1-33. Each Guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of Guest Passes issued noting the Shareholder/Member name as responsible party for the Guest, effective 2019.

Date Board Approved: _____, 2018

Signature: _____, Print Name: _____
Board President or Secretary