A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVEN
August 19, 2020
Meeting begins at 1:00 p.m.
Zoom Video and Call Conference Meeting

TO ATTEND: The Shareholder will be provided with instructions on how to access the call via telephone upon the Shareholder contacting Mutual Administration and requesting the call-in information. Please submit your information, including your name, Unit number, and telephone number, via e-mail at mutualsecretaries@lwsb.com, by no later than 3:00 p.m., 08-18-2020, the business day before, the date of the meeting.

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

1. **SHAREHOLDER COMMENTS (2-3 minutes per shareholder, agenda items only)**

2. **ROLL CALL**

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

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

4. **APPROVAL OF MINUTES**:
   a. Regular Meeting Minutes of June 17, 2020
   b. Organizational Meeting Minutes of July 14, 2020 **(p.3)**

5. **BUILDING INSPECTOR'S REPORT** Mr. Hurtado
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests **(pp.4-6)**
   a. Discuss and vote to approve/deny the 157 – D remodel by Ogan Construction phone poll July 14, 2020. **(p.7)**
   b. Discuss and vote to approve/deny the 150 - G Pergola by AAA Awning **(pp.8-11)**
   c. Discuss and vote to approve/deny the 169 - A Add stack stone Patio Wall by Ogan **(pp.12-13)**
   d. Discuss and vote to approve/deny the 159 – G Patio by Ogan **(p.14)**
   e. Discuss and vote to approve/deny the 163 – A Patio by Mamuscia Construction **(pp.15-16)**
   f. Discuss and vote to approve/deny the 163 D patio gate by Straight Gate Contractor **(pp.17-19)**

6. **CHIEF FINANCIAL OFFICER'S REPORT** Mrs. Fellows

a. Discuss and vote to Approve Monthly Financials **(p.20)**
b. Discuss and vote to Authorize Transfers of Funds for Mutual Seven **(p.21)**

7. **UNFINISHED BUSINESS**

No Unfinished Business

8. **NEW BUSINESS**

a. Approval of Distribution of 2019 Excess Operating Funds **(p.22)**
b. Sign Mutual 7's Code of Conduct and Code of Ethics **(pp.23-25)**
c. Discuss and vote to approve Notice of Intent to Withdraws **(p.26)**
d. Discuss and vote to approve the Property Tax Postponement **(p.27)**
e. Discuss and vote to approve the Appointment Setting Commitment **(p.28)**
f. Discuss and vote to approve/deny maintaining procedure per 7510.07 and the Stock Transfer Office **(p.29)**
g. Discuss and vote to approve/deny releasing of Mutual Board Contact Information **(p. 30)**
h. Discuss and vote to approve/deny Disclosure of "No/Yes/Abstentions" in Mutual Minutes **(p.31)**
i. Discuss having a Laundry Petty Cash for distribution of quarters
j. Appointment of Committee Chairs
k. Discussion of Leave on Absence for Secretary Repassi
l. Discuss Assembly Bill 3182 **(pp.32-36)**

9. **SECRETARY / CORRESPONDENCE** Mrs. Repasi
10. **GRF REPRESENTATIVE** Ms. Rapp
11. **MUTUAL ADMINISTRATION DIRECTOR** Ms. Hopkins
12. **ANNOUNCEMENTS**
    a. Next Meeting September 16, 2020 at 1:00 p.m.
13. **COMMITTEE REPORTS**
14. **DIRECTOR'S COMMENTS**
    a. President Recap on Roofing
15. **SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)**
16. **ADJOURNMENT**
17. **EXECUTIVE SESSION**

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

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVEN
July 14, 2020

The organizational meeting of the board of directors of Seal Beach Mutual Seven was called to order by Acting Chairperson Ms. Hopkins at 10:49 a.m.

Those directors present were Sue Rotter, JoAnn Fellows, Patricia Repasi, Roger Bennett, and Lena Stevens. The Mutual Administration Director, Ms. Hopkins and Mutual Administration Recording Secretary, Ms. Barua were also present.

Ms. Hopkins announced that the purpose of the meeting was to elect officers of the board of directors for the 2020-2021 term of office and to select the day and time of the board's regular monthly meeting.

Ms. Hopkins called for nominations for the office of president. Roger Bennett nominated Sue Rotter for president. There being no further nominations, Sue Rotter was elected to the office of president for the 2020-2021 term of office.

The chair was turned over to newly elected President Sue Rotter, who then called for nominations for the office of vice president. Pat Repasi nominated Roger Bennett for vice president. There being no further nominations, Roger Bennett was elected to the office of vice president for the 2020-2021 term of office.

President Rotter called for nominations for the office of secretary. Lena Stevens nominated Pat Repasi for secretary. There being no further nominations, Pat Repasi was elected to the office of secretary for the 2020-2021 term of office.

President Rotter called for nominations for the office of chief financial officer. President Rotter nominated JoAnn Fellows for chief financial officer. There being no further nominations, JoAnn Fellows was elected to the office of chief financial officer for the 2020-2021 term of office.

President Rotter stated that the 2019 organizational meeting minutes have already been approved.

President Rotter stated that they do not have advisory panel assignments.

The board discussed the monthly meeting location, date, and time. Upon a MOTION duly made by Pat Repasi and seconded by Roger Bennet, it was

> RESOLVED that the Mutual Seven regular monthly board meeting be held on the third Wednesday of the month, in the Administration Building Conference Room A, at 1:00 p.m.

The MOTION passed.

There being no further business, President Rotter adjourned the meeting at 10:53 a.m.

_____

Attest, Patricia Repasi, Secretary
SEAL BEACH MUTUAL SEVEN
rb:07/14/20

DRAFT

MUTUAL: (07) SEVEN

INSPECTOR: George Hurtado

MUTUAL BOARD MEETING DATE: August 19, 2020

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
145A	washer dryer combo	yes	07/07/20	07/30/20	no		M&M
159G	vinyl plank flooring	yes	08/06/20	10/15/20	no		Kary's
158I	patio tile	yes	07/13/20	07/28/20	no		Hadi
157D	remodel throughout unit	yes	07/02/20	10/20/20	no		Ogan
153C	glass wind screen	yes	07/06/20	08/10/20	no		Brother's Glass
163G	bath, kitchen cabinets	yes	07/20/20	10/30/20	no		BJ & Co.
175D	microwave, cabinets	yes	08/02/20	11/01/20	no		Cascarini Construction
171L	heat pump	yes	07/01/20	08/03/20	no		Alpine
168J	heat pump	yes	06/11/20	09/17/20	no		Greenwood
175E	heat pump	yes	08/03/20	09/06/20	no		Alpine
175F	Heat pump	yes	08/07/20	09/06/20	no		Alpine
174B	2nd bath,laundry,cabinets	yes	12/31/19	07/30/20	no		Mamuscia
168L	patio cover	yes	01/12/20	03/20/20	yes		AAA Awnings
159G	windows, door	yes	07/31/20	10/24/20	no		Ogan
161A	ceiling fan, gfi	yes	08/04/20	09/10/20	no		Trade Mark Electric
161A	Heat Pump	yes	06/22/20	09/26/20	no		Greenwood
168H	outdoor carpet	yes	06/05/20	07/10/20	no		Kary's
169K	washer dryer solatube	yes	03/20/20	06/30/20	yes		Roberts
171L	bath kitchen remodel	yes	03/20/20	03/21/21	no		Tri Krown
161E	washer dryer	yes	03/24/20	05/30/20	no		Bruno Alvarez
171L	heat pump	yes	07/01/20	08/03/20	no		Alpine
174B	central air	yes	07/01/20	08/06/20	no		Alpine

MUTUAL: (07) SEVEN **INSPECTOR:** George Hurtado

MUTUAL BOARD MEETING DATE: August 19, 2020

153C	glass wind screen	yes	05/22/20	06/25/20	no		Brother's Glass

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
164E		12/10/19					
160G		07/15/20	07/21/20	07/21/20	07/30/20		
169I		03/16/20	07/29/20	08/06/20			
157D		03/16/20					
175F		01/24/20	08/05/20	08/05/20	07/22/20		
166L		01/21/20					
161L		05/06/20					
167D		02/25/20					
165J		03/23/20					
165I		01/21/20					
162F		03/17/20					
172K		07/10/20	08/05/20	08/06/20			
160B		08/07/20					
145G		08/27/19	08/12/20				
150J		08/13/20					
175E		05/18/20	08/07/20	08/07/20			
159G		05/11/20	07/07/20		07/23/20		

NMI = New Member Inspection **PLI** = Pre-Listing Inspection **NBO** = New Buyer Orientation

FI = Final Inspection **FCOEI** = Final COE Inspection **ROF** = Release of Funds

CONTRACTS

CONTRACTOR	PROJECT
Fenn	termites and pests

MUTUAL: (07) SEVEN

INSPECTOR: George Hurtado

MUTUAL BOARD MEETING DATE: August 19, 2020

Total Landscape	gardening
Empire Pipe	sewer cleaning
Southern Property Fire Protection	service and refill laundry extinguisher
Innovative Cleaning Services	laundry rooms / partitions
Bruno Alvarez	termite and dry rot repairs
National Service	washer dryer maintenance for laundry rooms

APARTMENT VISITS

Various	

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE 157-D REMODEL BY OGAN CONSTRUCTION PHONE POLL JULY 14, 2020 (BUILDING INSPECTORS REPORT, ITEM A)
DATE: AUGUST 19, 2020
CC: FILE

I move to appove the 157-D remodel by Ogan Phone Poll held on July 14, 2020.

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE 150 - G PERGOLA BY AAA AWNING (BUILDING INSPECTORS REPORT, ITEM A)
DATE: AUGUST 19, 2020
CC: FILE

I move to appove to approve/deny the 150 - G Pergola. Work to be done by by AAA Awning at the shareholders expense.

7-150-G

GOLDEN RAIN FOUNDATION
BUILDING PERMIT

Fee: $ 43.25 Permit: # 12373

START DATE 10/15/2020 MUTUAL 07-0000 APT NO 150G

COMPLETION DATE 10/15/2020 TODAY'S DATE 06/25/2020

RESIDENT NAME Monique Pineda ADDRESS 1371 Oakmont Road #150G

NATURE OF ALTERATION:

Install new lattice patio cover width 10' projection 10' ledger to stucco wall 2" X 3" @ 2" spacing. Bottom of ledger 18', color white end cut style-scalloped (2) footings for post.

(Per Building Mutual Standards)

Do not change or add to the above-specified alterations without proper written approval and change order from the Physical Property Office.

NOTICE TO RESIDENT OF AGREEMENT

This represents your official Building Permit. When you receive this permit, place it in a conspicuous location in or at your unit. No alteration may be started until this permit is posted. Do not remove this permit until final inspections are completed.

I, **Monique Pineda** , Owner/Member of the above apartment do hereby agree to bear the expense of the above alterations and, in the event of vacating this apartment, this alteration shall thereupon remain as part of the building.

I agree all work will comply with Foundation and Mutual Corporation policies, regulations and procedures. During my occupancy of this apartment, I will be free to use and enjoy the alteration within the framework of the Occupancy Agreement.

I also agree to be personally responsible for the repair and maintenance of the alteration, and authorize, in the event of my failure to perform, the Mutual Corporation to perform repairs or maintenance upon the alteration even though part of the alteration which has been authorized may be exterior to use interior surfaces of the perimeter walls, floors, and ceiling of the dwelling unit.

Further, I agree that I will personally maintenance the alteration and, in the event of my failure, after reasonable notice from the Mutual Corporation in the event that the Mutual Corporation performs any repairs or maintenance upon the alteration. I will immediate pay the Mutual Corporation upon being billed.

I will, in the event of sale or transfer, obtain the consent of the new owner/member(s) to become responsible for the repair and maintenance of the alteration herein provided.

*** _____ Mutual Director's Signature Date

*** _____ Owner/Member Signature Date

NOTICE TO CONTRACTOR – Contractor performing this work is required to maintain insurance in such amounts as may be deemed adequate by the Physical Property Office, considering the nature of the work which is undertaken. Prior to the issuance of this Building Permit, Certificates of Insurance and Endorsements, together with Contractor's licenses issued by the State of California and the City of Seal Beach, must be filled with the Physical Property Office.

CONTRACTOR MUST CALL PHYSICAL PROPERTY OFFICE FOR INSPECTIONS WHEN JOB IS READY.

City of Seal Beach Permit Required? ___Yes X No Permit #_____

For final inspection, Contractor must call both the Physical Property Office and City of Seal Beach for a joint final inspection. (24 hours' notice is required)

NOTICE: Contractor must furnished copy of City of Seal Beach Permit with Valuation Amount before start of job.
Contractor must furnish Lien Release to Physical Property Office upon completion of alterations.

*** _____ Contractor's Signature Date
AAA Awnings

*** _____ GRF Inspection/Supervisor, Physical Property Office Date

	Approved By	Date		Approved By	Date
BUILDING					
Footing			Landscaping		
Framing			Lock Box w/ key		
Wood Treatment			**ELECTRICAL WORK**		
Shear Panel			Rough Wiring		

AAA Awnings Inc.

Aluminum • Fabric Awnings • Decks • Patio Rooms
91 ACACIA AVE. • GARDEN GROVE, CA 92841
Cont. Lic. No. 832189

(800) 422-6679 • (714) 373-5918 • (714) 898-7060 FAX
Ventura Office
(805) 656-7299 • (805) 339-0046 FAX
Email: aaaawnings@gmail.com
Website www.aaaawningsinc.com

CONTRACT AND SPECIFICATION SHEET

TYPE Lattice Patio DATE 6-15-20 SOLD BY Rick

NAME Monique Pineda CONTACT

ADDRESS 1371 Oakmont ZIP 90740 SPACE NO. 150G

CITY Seal Beach CA PROJECT

HOME CELL 714-675-3141 WORK

E-MAIL APPROX. STARTING DATE 3-5 weeks From Permits

REMARKS	PRICE	
Install new Aluminum Lattice Patio Cover width-10' projection 10' ledger to Stucco wall- 2"x3" @ 2" spacing. Bottom of Ledger 8' Color White end cut style - Scalloped. 2 Footings for post		
Plus All permits billed on Separate work order		

NOTICE

"Under the Mechanics' Lien Law, any contractor, subcontractor, laborer, materialman, or other person who helps to improve your property and is not paid for his labor, services or material, has a right to enforce his claim against your property.

"Under the law, you may protect yourself against such claims by filing, before commencing such work or improvement, an original contract for the work of improvement or a modification thereof, in the office of the County Recorder of the county where the property is situated and requiring that a contractor's payment bond be recorded in such office. Said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment or materials for the work described in said contract."

PURCHASER AGREES TO PAY UNPAID BALANCE AS FOLLOWS

In payment as follows:

1. Deposit 50 % $
2. On Installation $
3. On $
4. On $
5. On $
6. Total (This should match total sale) $

Total	4047	84
Sales Tax	234	94
Permit Fee	42	83
Trip Charge		
Total Sale	4325	61
Deposit	2100	00
Balance	2225	61

By: (Seller) AAA Awnings, Inc. Rick 714-928-8071

Signed (Purchaser) X Date

Signed (Purchaser) M Pineda Date

You are entitled to cancel this agreement before midnight of the third day (excluding Sunday) after the date of your signature. See the Buyer's Right to Cancel contained in the agreement.

A FINANCE CHARGE will be applied to all Past Due Accounts. This **FINANCE CHARGE** is figured on any charge remaining unpaid 25 days after the closing date of the statement on which the charge was first billed.

The **FINANCE CHARGE** is computed on the Total Previous Balance, before any payments or credits, at a Monthly **PERIODIC RATE** of 1½% which is an **ANNUAL PERCENTAGE RATE** of 18%.

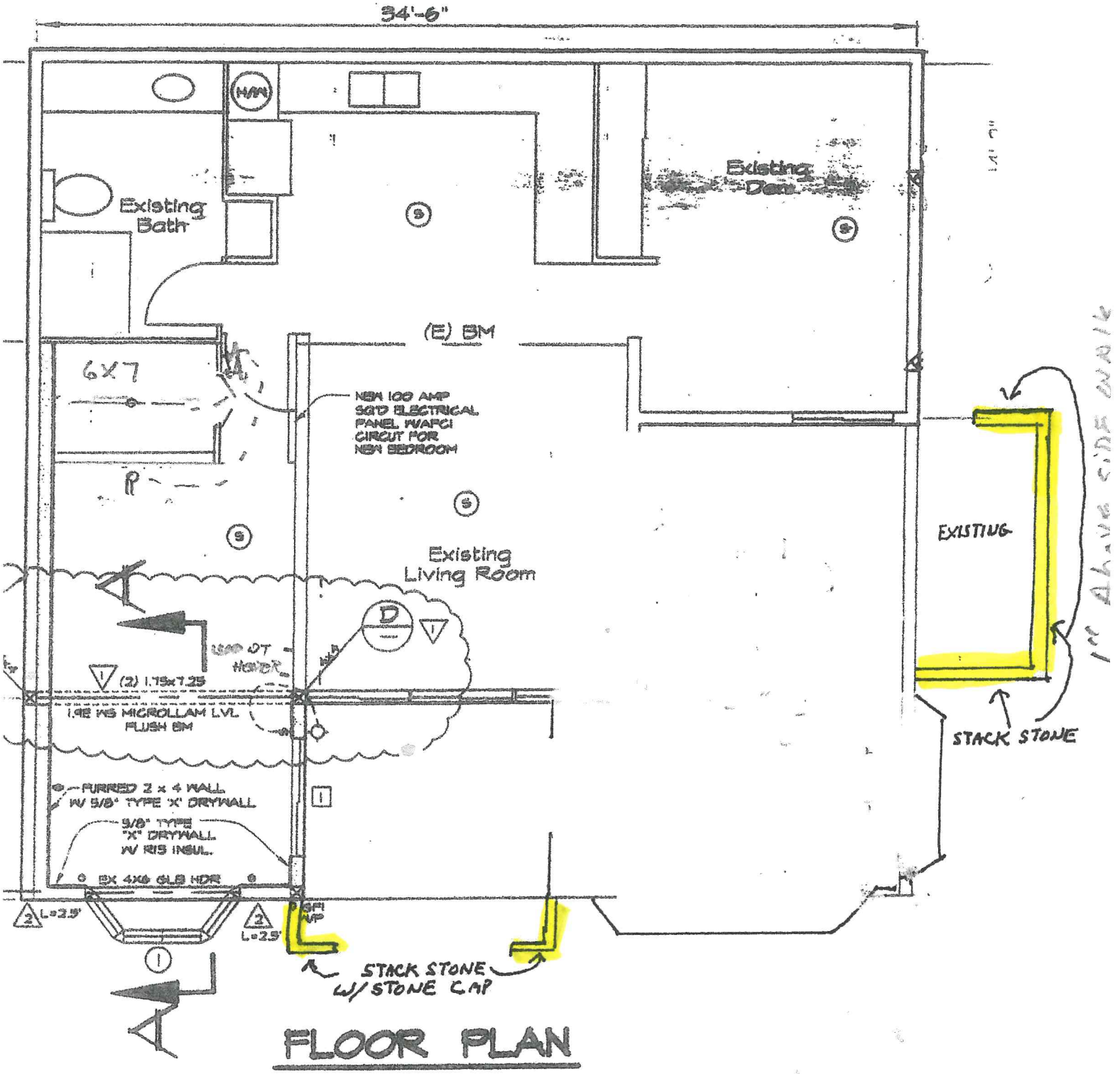
Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY 169 - A TO ADD STACK STONE PATIO WALL BY OGAN CONSTRUCTION (BUILDING INSPECTORS REPORT, ITEM C)
DATE: AUGUST 19, 2020
CC: FILE

I move to appove to approve/deny the 169 - A to add stack stone Patio Wall. Work to be done by Ogan Construction, at the shareholders expense.

7-169-A



FLOOR PLAN

SCALE: 1/4" = 1'-0"

OGAN CONSTRUCTION
12601 Kensington
Los Alamitos, CA 90720

MR + MRS BOB FITZPATRICK
13210 SOUTHPORT 169A
SEAL BEACH CA 90720
MUTUAL 7

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY 165 - G PATIO (BUILDING INSPECTORS REPORT, ITEM D)
DATE: AUGUST 19, 2020
CC: FILE

I move to appove to approve/deny the 165-G Patio. Work to be done by Ogan Construction, at the shareholders expense.

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY 163-A PATIO BY MAMUSCIA (BUILDING INSPECTORS REPORT, ITEM E)
DATE: AUGUST 19, 2020
CC: FILE

I move to appove to approve/deny the 163-A Patio. Work to be done by Mamuscia, at the shareholders expense.

163-A

GOLDEN RAIN FOUNDATION
BUILDING PERMIT

Fee $ 75.00 **Permit: #** 12547

START DATE 08/10/2020 **MUTUAL** 07-0000 **APT NO** 163A

COMPLETION DATE 11/30/2020 **TODAY'S DATE** 07/29/2020

RESIDENT NAME A.E. Higginbotham **ADDRESS** 1271 Kenwood Road #163A

NATURE OF ALTERATION:

Build patio per drawing, approx. 10' wide x 15'ft long, inc. 6" concrete mow strip, concrete patio base with silver and gold flagstone, 3 ft high block wall with tan stackstone on outside, stucco on inside with tan precast caps on top.

(Per Building Mutual Standards)

Do not change or add to the above-specified alterations without proper written approval and change order from the Physical Property Office.

NOTICE TO RESIDENT OF AGREEMENT

This represents your official Building Permit. When you receive this permit, place it in a conspicuous location in or at your unit. No alteration may be started until this permit is posted. Do not remove this permit until final inspections are completed.

I, **A.E. Higginbotham**, Owner/Member of the above apartment do hereby agree to bear the expense of the above alterations and, in the event of vacating this apartment, this alteration shall thereupon remain as part of the building.

I agree all work will comply with Foundation and Mutual Corporation policies, regulations and procedures. During my occupancy of this apartment, I will be free to use and enjoy the alteration within the framework of the Occupancy Agreement.

I also agree to be personally responsible for the repair and maintenance of the alteration, and authorize, in the event of my failure to perform, the Mutual Corporation to perform repairs or maintenance upon the alteration even though part of the alteration which has been authorized may be exterior to use interior surfaces of the perimeter walls, floors, and ceiling of the dwelling unit.

Further, I agree that I will personally maintenance the alteration and, in the event of my failure, after reasonable notice from the Mutual Corporation in the event that the Mutual Corporation performs any repairs or maintenance upon the alteration. I will immediate pay the Mutual Corporation upon being billed.

I will, in the event of sale or transfer, obtain the consent of the new owner/member(s) to become responsible for the repair and maintenance of the alteration herein provided.

*** _____
Mutual Director's Signature Date

*** _____
Owner/Member Signature Date

NOTICE TO CONTRACTOR – Contractor performing this work is required to maintain insurance in such amounts as may be deemed adequate by the Physical Property Office, considering the nature of the work which is undertaken. Prior to the issuance of this Building Permit, Certificates of Insurance and Endorsements, together with Contractor's licenses issued by the State of California and the City of Seal Beach, must be filled with the Physical Property Office.

CONTRACTOR MUST CALL PHYSICAL PROPERTY OFFICE FOR INSPECTIONS WHEN JOB IS READY.

City of Seal Beach Permit Required? __Yes X No Permit #_____

For final inspection, Contractor must call both the Physical Property Office and City of Seal Beach for a joint final inspection. (24 hours' notice is required)

NOTICE: Contractor must furnished copy of City of Seal Beach Permit with Valuation Amount before start of job. Contractor must furnish Lien Release to Physical Property Office upon completion of alterations.

*** _____
Contractor's Signature Date
Mamuscia Construction

*** J Hurlado 7/30/20
GRF Inspection/Supervisor, Physical Property Office Date

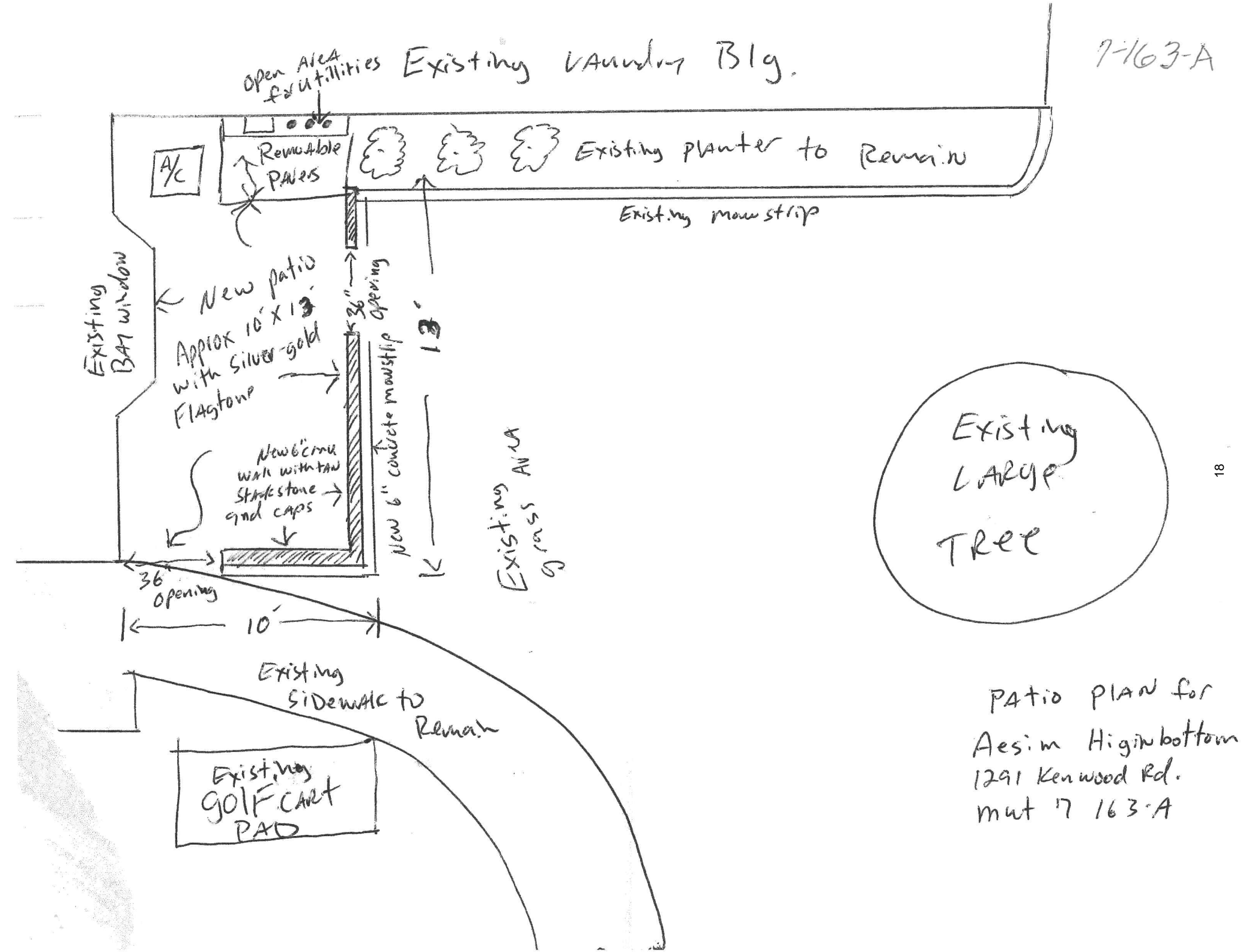
	Approved By	Date		Approved By	Date
BUILDING					
Footing			Landscaping		
Framing			Lock Box w/ key		
Wood Treatment			**ELECTRICAL WORK**		
Shear Panel			Rough Wiring		

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY 163-D PATIO GATE BY STRAIGHT GATE CONTRACTOR (BUILDING INSPECTORS REPORT, ITEM F)
DATE: AUGUST 19, 2020
CC: FILE

I move to appove to approve/deny the 163-D Patio. Work to be done by Straight Gate Contractor, at the shareholders expense.



7-163-A

PATIO PLAN for
Aesim Higinbottom
1291 Kenwood Rd.
mut 17 163-A

Click Here To See More!

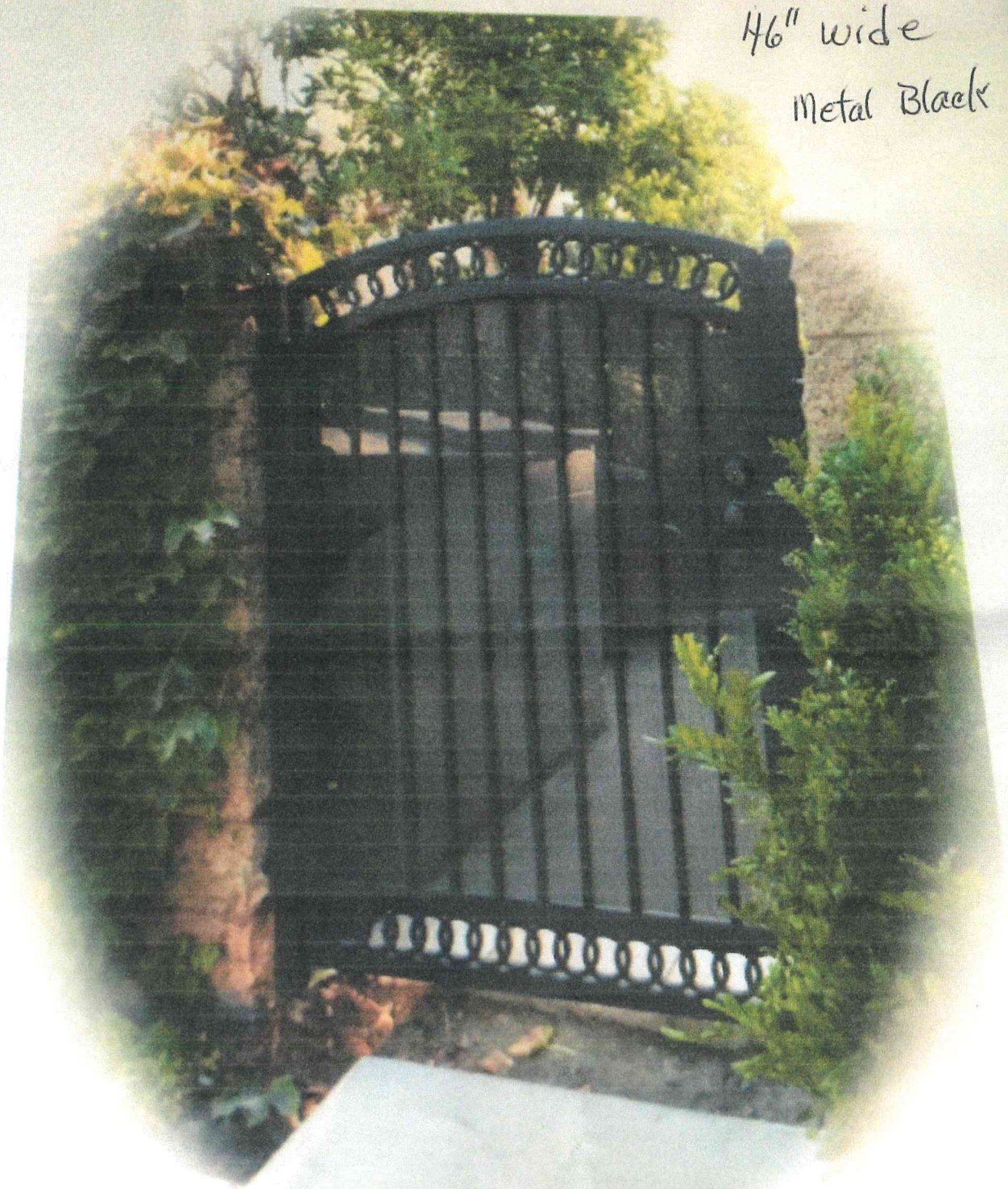
163-D

Iron Walk Gates

5' tall

46" wide

Metal Black



Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE MONTHLY FINANCIAL (CHIEF FINANCIAL OFFICER - ITEM A)
DATE: AUGUST 19, 2020
CC: FILE

I move to acknowledge, that per the requirements of Civil Code Section 5500(a)-(f), a review has been completed of the mutual's reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year's budget, statements prepared by the financial institutions where the mutual has its operating and reserve accounts, income and expense statement for the mutual's operating and reserve accounts, the check registers, the monthly general ledger and delinquent assessment receivable reports for the month of July 2020.

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AUTHORIZE TRANSFERS OF FUNDS FOR MUTUAL SEVEN (CHIEF FINANCIAL OFFICER'S REPORT - ITEM B)
DATE: AUUGUST 19, 2020
CC: FILE

I move to authorize the following transfers of funds per detailed resolutions.

Transfer/ Invoice Date	*Amount*	*Originating/Destination Accounts or Payee*
06/02/2020	$46,684.40	Jordan Roof Company Invoice 14457 & 14458
06/22/2020	$46,695.40	US Bank Restricted Money Market to US Bank Non-Restricted Money Market
07/06/2020	$175,036.96	ACH Direct Debit from multiple shareholders to US Bank Checking
07/06/2020	$87,062.67	US Bank Checking to GRF US Bank Checking
07/07/2020	$63,572.27	US Bank Checking to US Bank Impound
07/21/2020	$20,448.43	US Bank Restricted Money Market to US Bank NonRestricted Money Market
07/17/2020	$50,833.33	US Bank Checking to US Bank Restricted Money Market
07/24/2020	$14,896.00	Total Lanscape Maintenance, Invoice 7135 & 7125 checking # 11247
07/31/2020	$13,000.00	Sale of 161A Castlehead Escrows, check number 034411
07/31/2020	$14,293.80	MJ Jurardo check number 11244
08/01/2020	$14,196.00	Total Landscape Maintenance
08/05/2020	$174,966.62	ACH – Direct Debit from multiple shareholders to US Bank Checking
08/06/2020	$64,133.31	US Bank Checking to US Banking to US Bank Impound
08/07/2020	$101,184.90	US Bank Checking to GRF US Bank Checking

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF DISTRIBUTION OF 2019 EXCESS OPERATING FUNDS (NEW BUSINESS – ITEM A)
DATE: AUGUST 19, 2020
CC: FILE

I move to accept the 2019 GRF ExcessIncome Distribution of $8,534.00 and deposit the funds into the Operating Fund.

Mutual Corporation No. Seven

Board Member Code of Conduct – 2020-2021

The Board Member Code of Conduct has been adopted to guide individual board members in a direction that is best for the organization. Accordingly, individual board members should:

- Understand, power resides with the "Board" not individual board members
- Maintain the confidentiality of executive session information
- Put personal interests aside and advance the best interests of the association
- Respect, abide by, and carry out the decisions of the majority of the board
  - The expertise of individual board members will be used to enhance the board's understanding of issues but will not be substituted for the judgment of the board
- Treat fellow directors, homeowners, management and vendors with respect
- Become familiar with the governing documents
- Be fully prepared for board meetings
  - Engage in board discussions prepared and with an objective, open mind
  - Provide a monthly report to be incorporated with the minutes
  - Allow actions that are required by the governing documents or law
- Monitor appropriately by internal and external reports as well as observation to ensure policies are being met
- Subscribe to the Business Judgment Rule
  - Duties are performed in good faith
  - Duties are performed in a manner believed to be in the best interests of the association
  - Duties are performed with such care, including reasonable inquiry as an ordinary prudent person in a like position would use under similar circumstances
- Maintain current assessment payments and comply with the rules and regulations so as to remain in good standing
- Avoid any conflict of interest
  - If licensed and bidding on a job said board member shall recuse him or herself from discussions and decision

DRAFT

Additionally, the Board as an entity shall:

- Be as open as possible in the process of conducting its business
- Not allow any individual member, managing agent or vendor to be harassed by any individual member of the board or membership
- Allow no officer, individual or board committee to prevent the board from fulfilling its commitments
- Not allow any provision of law or the governing documents to be unfulfilled
- Present a united front for all Board decisions

Signature:_____ Date:_____

Print Name:_____

DRAFT

Mutual Corporation No. Seven

Board Member Code of Ethics – 2020-2021

As a member of the Board of Directors for Seal Beach Mutual No. Seven, I will:

- Be committed to fulfilling the mission and vision of the Association.
- Keep all confidential Board information confidential.
- Present a united front for all Board decisions.
- Focus my efforts on the goals of the Association and not my personal goals.
- At the Direction of the Mutual President serves on a committee and/or task force in a leadership capacity.
- Refrain from using my service on this Board for my own personal advantage or for the advantage of my friends or associates.
- Respect and support the majority decisions of the Board.
- Immediately disclose to the Board any perceived or real conflict of interest as soon as I have knowledge of the potential conflict.
- Approach all Board issues with an open mind, prepared to make the best decisions for everyone involved.
- Do nothing to violate the trust of those who elected or appointed me to the Board or of those we serve.
- Never exercise authority as a Board member except when acting in a board meeting or as I am delegated by the board or its President.
- Continue to maintain the Board member qualifications for the Association.
- Consider myself a trustee of this organization and do my best to ensure that it is well maintained, financially secure; growing and always operating within the best interest of those we serve.

DRAFT

BOARD MEMBER COMMITMENT PLEDGE

I, _____, recognizing the vital responsibility I am undertaking in serving as a member of the Board of Directors of Mutual Seven. I hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations of my role as a Board member.

_____ Date: _____
Signature

_____
Print Name

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY NOTICE OF INTENT TO WITHDRAW AUTHORIZATION (NEW BUSINESS ITEM C)
DATE: AUGUST 19, 2020
CC: MUTUAL FILE

At the July 17, 2019, Board Meeting the Mutual Seven Board of Directors passed the following resolution: *RESOLVED, That Mutual Seven authorizes the Board's President and/or duly appointed Officer, to act on behalf of the Board, to execute the Notice of Intent to Withdraw, effective 2019-2020.*

I move to approve/deny that Mutual Seven authorizes the Board's President and/or duly appointed Officer, to act on behalf of the Board, to execute the Notice of Intent to Withdraw, effective 2020-2021.

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/ DENY PROPERTY TAX POSTPONEMENT APPLICATION (NEW BUSINESS ITEM D)
DATE: AUGUST 19, 2020
CC: MUTUAL FILE

At the July 17, 2019, Board Meeting the Mutual Seven Board of Directors passed the following resolution: *RESOLVED, That Mutual Seven does not support or authorize the signing of the Property Tax Postponement Application from the State of California. The Mutual further authorizes the GRF Finance Department to notify the Board if a shareholder requests a Property Tax statement.*

I move to approve/deny that Mutual Seven does not support or authorize the signing of the Property Tax Postponement Application from the State of California. The Mutual further authorizes the GRF Finance Department to notify the Board if a shareholder requests a Property Tax statement.

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSSS AND VOTE TO APPROVE/DENY APPOINTMENT SETTING COMMITMENT BY MUTUAL BOARD OF DIRECTORS (NEW BUSINESS ITEM E)
DATE: AUGUST 19, 2020
CC: MUTUAL FILE

The GRF staff provides valuable services to all Mutuals, to maintain these valuable services, we are again soliciting all Mutual Board of Directors to help support our united mission. To maintain our collective community for the betterment of all. To facilitate this mission and to help control time, focus and most importantly expense, I take this opportunity to kindly request action from all Mutual Board of Directors to help us support you, so that we may insure all goals and tasks are accomplished in a timely and productive manner.

The following departments require appointments: Mutual Administration, Accounting, Physical Properties, Service Maintenance and Purchasing Department.

Yes, there are emergencies and emergencies can be readily defined as:

- Posing an immediate threat to life, health, property, or environment
- Has already caused loss of life, health detriments, property damage, or environmental damage
- Has a high probability of escalating to cause immediate danger to life, health, property, or environment

In this our commitment to you is:

- Response to all requests for appointments within:
  - If request is made **before** 1 pm (business day), the same day.
  - If request is made **after** 1 pm (business day), the next business day by 10 am

At the JULY 17, 2019 Board Meeting the Board of Directors passed the following resolution:
RESOLVED, that a commitment, by the Board of Directors of Mutual Seven, to help support the unified mission of the collective Mutuals of Leisure World Seal Beach, to ensure appointments are made to meet with GRF staff.

I move to approve/deny, a commitment, by the Board of Directors of Mutual Seven, to help support the unified mission of the collective Mutuals of Leisure World Seal Beach, to ensure appointments are made to meet with GRF staff.

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSSS AND VOTE TO APPROVE/DENY MAINTAINING PROCEDURE PER POLICY 7510.07 AND THE STOCK TRANSFER OFFICE (NEW BUSINESS ITEM F)
DATE: AUGUST 19, 2020
CC: MUTUAL FILE

At the July 17, 2019 Board meeting the Mutual Seven Board of Directors passed the following resolution: *RESOLVED, That according to Policy 7510.07 – Eligibility if there is a questions of financial eligibility, Mutual Seven is NOT to be contacted by the Stock Transfer Office in the event of a non-qualifying issue.*

Per Policy 7510.07 – Eligibility Requirements Section 2, subsection c:

> *c. Projected assessments will be the previous year's assessment (total of carrying charge less any cable charge, less Orange County Property Taxes and Fees), and the addition of the new property tax at 1.2% of the sales price plus Orange County District fees divided by twelve (12) for the new projected monthly assessment. This new figure (Regular Assessment plus Orange County Property Taxes and District Fees) times four (4) will be the monthly income required. This will be verified by the escrow company and the Stock Transfer Office. Stock Transfer shall have the final say in establishing verifiable income/assets.*
>
> *Verification shall be done by the escrow company and the Stock Transfer Office prior to the new buyer interview and prior to the close of escrow (the above verification will not be done by the individual Mutual Director; Directors will not be required to study or understand the financial requirements).*

I move to approve/deny that according to Policy 7510.07 – Eligibility Requirements, if there is a question of financial eligibility; Mutual Seven will or will not be contacted by the Stock Transfer Office in the event of a non-qualifying financial issue, and furthermore to have the Stock Transfer Office follow Policy 7510.07 – Eligibility Requirements.

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY RELEASE OF MUTUAL BOARD CONTACT INFORMATION (NEW BUSINESS ITEM G)
DATE: AUGUST 19,2020
CC: FILE

In the event that contact information is requested from the Mutual Administration Department, on behalf of a different Mutual Board, a Shareholder of a different Mutual, current Mutual Shareholder, the Golden Rain Foundation or a President of a different Mutual, the Mutual Administration Department will need an authorization to release the information requested.

I move to approve that the Mutual Seven Board of Directors will authorize or will not authorize the Mutual Administration Department to release all contact information as requested.

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSSS AND VOTE TO APPROVE/DENY DISCLOSURE OF “NO”, “YES” AND ABSTENTIONS IN MUTUAL MINUTES (NEW BUSINESS ITEM H)
DATE: AUGUST 19, 2020
CC: MUTUAL FILE

If a motion is voted on by a “no” vote, a “yes” vote or an abstention the meeting minutes will need to reflect the vote of the Board of Directors.

I move to approve/deny that the Mutual Seven Board of Directors reflect a “no” vote, a “yes” vote or an abstention in the meeting minutes effective August 2020.

Golden Rain Foundation Golden Rain Foundation Leisure World, Seal Beach

MEMO

TO: MUTUAL BOARDS
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: ASSEMBLY BILL 3182
DATE: AUGUST 11, 2020
CC: FILE, MUTUAL ADMINISTRATION COMMITTEE

Please be advised, that proposed amendments to amend Section 4740 of the Civil Code (AB 3182) were passed by committee and forwarded to the floor. If approved, as written, AB3182 could have substantial impact upon existing policies on renting.

I strongly recommend, that each Mutual should consult with their respective attorney. It is my considered opinion, that AB 3182 applies to all "common interest developments", which includes condominiums (i.e., M17) and stock cooperatives.

Copy of AB3182 attached.

AB-3182 Common interest developments: governing documents: rental or leasing of separate interests. (2019-2020)

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Date Published: 07/27/2020 09:00 PM

AMENDED IN SENATE JULY 27, 2020

AMENDED IN SENATE JULY 15, 2020

AMENDED IN ASSEMBLY MAY 07, 2020

AMENDED IN ASSEMBLY MAY 04, 2020

CALIFORNIA LEGISLATURE— 2019–2020 REGULAR SESSION

ASSEMBLY BILL NO. 3182

Introduced by Assembly Member Ting

February 21, 2020

An act to amend Section 4740 of the Civil Code, relating to common interest developments.

LEGISLATIVE COUNSEL'S DIGEST

AB 3182, as amended, Ting. Common interest developments: governing documents: rental or leasing of separate interests.

Existing law, the Davis-Stirling Common Interest Development Act, defines and regulates common interest developments. Existing law provides that an owner of a separate interest in a common interest development shall not be subject to a provision in a governing document or an amendment to a governing document that prohibits the rental or leasing of any separate interest in that common interest development to a renter, lessee, or tenant unless that governing document, or amendment thereto, was effective before the date the owner acquired title to the owner's separate interest. Existing law permits an owner of a separate interest of a common interest development, despite the above provision, to expressly consent to be subject to a governing document or an amendment to a governing document that prohibits the rental or leasing of any of the separate interests in the common interest development to a renter, lessee, or tenant. Existing law makes these provisions applicable only to a provision in a governing document or a provision in an amendment to a governing document that became effective on or after January 1, 2012.

This bill would *recast those provisions to* instead provide that an owner of a separate interest in a common interest development is not subject to a provision in a governing document or an amendment to a governing document that prohibits, has the effect of prohibiting, or unreasonably restricts the rental or leasing of any of the separate interests, accessory dwelling units, or junior accessory dwelling units in that common interest development to a renter, lessee, or tenant, except as otherwise provided. The bill would specify that ~~the bill's~~ *these* provisions do not prohibit a common interest development from adopting a provision in a governing document that prohibits transient or short-term rentals of 30 days or less or adopting reasonable rental restrictions that have the effect of limiting the total number of rentals to 25% of the separate interests in the common interest development, ~~subject to certain exceptions.~~ *or a higher percentage, subject to certain conditions.*

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 4740 of the Civil Code is amended to read:

4740. (a) Except as otherwise provided in this section, an owner of a separate interest in a common interest development shall not be subject to a provision in a governing document or an amendment to a governing document that prohibits, has the effect of prohibiting, or unreasonably restricts the rental or leasing of any of the separate interests, accessory dwelling units, or junior accessory dwelling units in that common interest development to a renter, lessee, or tenant.

(b) Notwithstanding any other provision of this section, a common interest development is not prohibited from doing either of the following:

(1) Adopting a provision in a ~~government~~ *governing* document that prohibits transient or short-term rental of a separate property interest for a period of 30 days or less.

(2) Adopting reasonable rental restrictions that have the effect of limiting the total number of rentals to 25 percent of the separate interests in the common interest development. ~~An association~~ *A common interest development* may adopt a higher percentage to do any of the following:

(A) Facilitate buyers to qualify for loans insured by the Federal Housing Administration or guaranteed by the Department of Veterans Affairs, the Federal National Mortgage Association, or the Federal Home Loan Mortgage Corporation.

(B) Facilitate ~~association loan financing.~~ *loan financing for the common interest development.*

(C) Facilitate obtaining or maintenance of insurance at industry-recognized community association rates.

(c) For the purposes of this section, an accessory dwelling unit or a junior accessory dwelling unit shall not be construed as a separate interest and shall not be subject to any rental percentage cap in a governing document or an amendment to a governing document.

(d) For purposes of this section, the right to rent or lease the separate interest of an owner shall not be deemed to have terminated if the transfer by the owner of all or part of the separate interest meets at least one of the following conditions:

(1) Pursuant to Section 62 or Section 480.3 of the Revenue and Taxation Code, the transfer is exempt, for purposes of reassessment by the county tax assessor.

(2) Pursuant to subdivision (b) of, solely with respect to probate transfers, or subdivision (e), (f), or (g) of, Section 1102.2, the transfer is exempt from the requirements to prepare and deliver a Real Estate Transfer Disclosure Statement, as set forth in Section 1102.6.

(e) Before an owner rents or leases their separate interest as provided in this section, the owner shall provide the ~~association~~ *common interest development* with verification of the date the owner acquired title to the separate interest and the name and contact information of the prospective tenant or lessee or the prospective tenant's or lessee's representative.

(f) Nothing in this section shall be deemed to revise, alter, or otherwise affect the voting process by which a common interest development adopts or amends its governing documents.