

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWO
Administration Building Conference Room, 1:00 p.m.
October 20, 2016

1. CALL TO ORDER, *Pledge of Allegiance*
2. ROLL CALL
3. GRF REPRESENTATIVES, GUEST(S), AND STAFF INTRODUCTION:
Ms. Snowden, GRF Representative / Mr. Pratt, GRF Representative
Ms. Hopkins, Mutual Administration Director
Ms. Miller, Finance Director
Mr. Guerrero, Security Chief
Mr. Kranda, Building Inspector
Mrs. Aquino, Recording Secretary
4. APPROVAL OF MINUTES: **Regular Monthly Meeting of September 15, 2016**
Special Meeting of August 8, 2016 (page 2)
5. SHAREHOLDER COMMENTS (2-3 minutes)
6. BUILDING INSPECTOR'S REPORT (pages 3-5) Mr. Kranda
7. GRF REPRESENTATIVE'S Ms. Snowden, Mr. Pratt
8. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
9. **GUEST SPEAKER – Presentation of Mutual 2017 Budget and NSBN Letter** **Ms. Miller**
10. OLD BUSINESS –
 - a. Carport 28 containers Mrs. Esslinger
 - b. Ratify phone poll – bus bench Ms. Baker
 - c. Roofing update Mr. MacLaren
 - d. Painting update – sample walls Mr. MacLaren
 - e. Pot Luck – November 28th Dr. Naret
 - f. Carport inspections Mr. Konier
 - g. Speed bumps – 19-24-27 Mrs. Esslinger
11. NEW BUSINESS –
 - a. Unit 57-F – Brazilian pepper tree Ms. Baker
 - b. Unit 15-A – step through and roofing items Ms. Baker
 - c. Reserve Study decision Ms. Baker
 - d. Website Committee Mrs. Esslinger
 - e. Sprinkler valve covers Mrs. Esslinger
 - f. Laundry room water heater pump Mrs. Esslinger
 - g. Unit 44-A extension Ms. Baker
 - h. Reinvest 3 CDs – 2 at \$200,000 and 1 at \$100,000
 - i. Discuss Policy 7582 – Towing Vehicles (pages 6-9) Mr. Guerrero

STAFF BREAK (TIME TO BE DETERMINED BY PRESIDENT)

12. CHIEF FINANCIAL OFFICER'S REPORT Ms. Sporcich
13. DIRECTOR(S') COMMENTS Board
14. ADJOURNMENT
15. EXECUTIVE SESSION (legal, member, shareholder issues as required)

(STAFF WILL LEAVE THE MEETING BY 12:10 p.m.)

NEXT MEETING: NOVEMBER 17, 2016, at 9:00 a.m.
Mutual Administration Building Conference Room A

MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWO
August 8, 2016

In accordance with the Corporation Bylaws, and pursuant to posted due notice to the Directors, a special Meeting of the Board of Directors of Seal Beach Mutual Two was called to order by President Baker at 9:02 a.m. in Board Room B.

Those Directors present were: President Baker, VP Esslinger, Secretary Knebel, CFO Sporich and Directors Keller, Naret, and MacLaren. Directors Fabian and Konier were absent.


There were 4 Shareholders also present.

The purpose of the meeting was to go over the proposed budget for 2017. Each line item was discussed and reasons for the amount were given. The end result was the Mutual's increase with the GRF increase was \$5.54.

Another topic was that the Project Reserve Contribution for Emergency which had been Zero should be raised to \$1.00. This brought the new amount to \$6.54.

In conclusion, this is the budget to be presented to the Board at its September meeting.

The meeting was adjourned at 11:36 a.m.



Attest Ken Knebel, Secretary
SEAL BEACH MUTUAL TWO

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (02) TWO

INSPECTOR: Eric Kranda

MUTUAL BOARD MEETING DATE: **October 20, 2016**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
3D	appliance	y		07/16/16		open	bergkvist
9F	ac	y		09/16/16		open	greenwood
10B	ac	y		12/16/16		open	greenwood
11A	ac	y		12/16/16		open	greenwood
13A	carpet	n		09/16/16		open	bixby
14H	remodel	y		09/16/16		nailing	hadi
19G	refinish	n		09/16/16		open	nukote
26K	washer/dryer	y		10/16/16		nailing	roberts
28G	remodel	y		10/16/16		nailing	kress
33L	ac	y		12/16/16		open	greenwood
43F	remodel	y		12/16/16		combo	alpha
43F	ac	y		12/16/16		open	yes
46H	refinish	n		10/16/16		final	nukote
47L	remodel	y		10/16/16		final	peek
51E	ac	y		10/16/16		open	supreme
52D	refinish	n		07/16/16		open	nukote
53C	ac	y		08/16/16		open	alpine
56G	ac	y		11/16/16		open	greenwood
53G	ac	y		10/16/16		final	alpine
57A	cabinet	n		09/16/16		open	j and j
60D	remodel	n		10/16/16		open	nationwide
61H	washer/dryer	y		10/16/16		underground	los al
71H	remodel	y		12/16/16		underground	mccoy

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(02) TWO**

INSPECTOR: **Eric Kranda**

MUTUAL BOARD MEETING DATE: **October 20,2016**

ESCROW ACTIVITY									
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS		
2J			X	10/03/16	10/13/16				
4L			X	X	X				
11B			X	X	X				
16J		X							
29L	13-Oct								
33D		X							
42E			X						
42F									
48C			X	X	09/19/16				
58F			09/20/16	X	X				
61J		X							
64i			X	09/26/16	10/16/16				

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation
FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (02) TWO

INSPECTOR: Eric Kranda

MUTUAL BOARD MEETING DATE: October 20, 2016

CONTRACTS	
CONTRACTOR	PROJECT
Andres	sprinkler valve renovation project
Bergkvist	ahead of roofers with termite/dryrot and closing patios
Roofing Standards	completing 40 and 15
	Owens Corning 18,20,23 meeting on Oct 24
	step through at building 15
	moving to 53, 57, 60.
Hutton	contract signed areas selected for paint samples
	Building 1-24 scheduled beginning of next year
	exterior inspection of patios and gardens with directors
Fencing Pros	Building 29 fence between buildings to be installed end of month

SPECIAL PROJECTS	
CONTRACTOR	PROJECT
Contractor space next to carport 30	Fencing with containers
Jurado	speed bump quote
Maintenance	heat pumps removed from laundries
Skylight inspections	Buildings 41-53 final list. Reinspections next month

MUTUAL OPERATIONS**AMENDMENT DRAFT POLICY****RESIDENT SHAREHOLDER REGULATIONS****Towing Vehicles – All Mutuals Except Twelve**

A towing program is hereby established which permits the Security Department **Mutual** to remove and store vehicles parked on Mutual property that are inoperable, abandoned, blocking a fire lane or are parked in such a manner as to constitute a hazard **that are in violation of Mutual Policy**. The authority for this action is contained in Section 22658(a) of the California Vehicle Code (CVC) – **Authority to Remove Vehicles**.

In conformance with the CVC **Vehicle Code**, an appropriate sign **signage** will be posted at both entrance gates warning all **community entrance gates advising all** who enter Leisure World that it is private property and unauthorized or illegally parked vehicles will be towed away at the vehicle owner's expense, **per California Vehicle Code Section 22658(a)**. **The phone numbers to the Seal Beach Police Department and towing company are also listed on the signage.**

A. Abandoned or Inoperable Vehicles

Prior to removing an abandoned or inoperable vehicle, the Security Department will:

1. Attach a 72-hour warning notice to the vehicle advising of the violation and intent to tow.
2. After a 72-hour follow-up is made, a registered letter will be sent advising the registered and legal owner of the intent to tow the vehicle away in 10 days if not moved. (See attached form letter.)
3. Before any vehicle is towed, Security personnel will contact the Seal Beach Police Department advising them of intention to tow. They will describe the circumstances and the vehicle, including license plate number, the towing company and at which location the vehicle will be stored.
4. A California Highway Patrol Form 180, Storage Report, will be completed by Security personnel at that time.
5. A tow truck will be called to remove the vehicle and store it at the designated tow storage facility.
6. The Security Department will maintain a current log of all towing transactions in order to provide registered owners information concerning stored vehicles.

(Draft created 09-12-16 Jaime)
(Updated on 9/29/16 Jaime/jl)

MUTUAL OPERATIONS**AMENDMENT DRAFT POLICY****RESIDENT SHAREHOLDER REGULATIONS****Towing Vehicles – All Mutuals Except Twelve****A. Tow Procedure – Immediate Action**

Security Department will advise the Mutual Board when vehicles are in violation and may require immediate action/removal:

- 1. Violation of Mutual Policy related to safety/access/flammable materials**
- 2. Violation of the Fire Lane Regulation CVC 22953(b).**
- 3. Violation of the Fire Hydrant Regulation (Mutual Policy).**

If approval is received from the Mutual, the Security Department will notify the tow towing company to respond and meet the designated Mutual representatives. A private property towing form will need to be signed by a Mutual representative authorizing the tow towing company to remove and store the vehicle.

B. Other Vehicles

~~(Mutual Six only – Vehicles not belonging to Mutual Six residents or Mutual Six visitors will get a Notice to Tow in 96 hours when parked on Mutual Six property.)~~

~~Immediate action will be taken to tow vehicles when they are:~~

- ~~1. Parked in such a manner as to constitute a hazard.~~
- ~~2. Blocking a fire lane.~~

~~The Golden Rain Foundation and Mutual No. _____ liability ceases when the towing service removes the vehicle from Leisure World property.~~

(Draft created 09-12-16 Jaime)
(Updated on 9/29/16 Jaime/jl)

MUTUAL OPERATIONS**AMENDMENT DRAFT POLICY****RESIDENT SHAREHOLDER REGULATIONS****Towing Vehicles – All Mutuals Except Twelve****B. Tow Procedure:**

1. Attach a 96-hour warning notice to the vehicle, informing the vehicle owner of the violation and intent to tow upon non-compliance. A copy of the 96-hour warning notice will be provided to the Mutual Administration Department for processing.
2. If required by Mutual Policy, a registered letter will be sent advising informing the registered owner (per GRF Records) of the intent to tow the vehicle away after receipt of the letter if is not moved. The registered letter signed receipt will be returned to the Mutual Administration Department by mail. It serves as confirmation of the vehicle owner' receipt of the letter and initiates the period to comply. The Mutual Policy will determine how many days after receipt of the letter the violator has to comply.
3. After the 96-hour period, the Security Department will check for compliance and report their findings back to the Mutual Administration Department.
4. If the Mutual approval to remove the vehicle is received after upon confirming non-compliance to the 96-hour tow notice and/or receipt of the registered letter, a tow truck will be called appointed to remove and store the vehicle.
5. The Security Department will maintain a current log of all towing transactions in order to direct vehicle owners to the appropriate tow towing company.

MUTUAL OPERATIONS**AMENDMENT DRAFT POLICY****RESIDENT SHAREHOLDER REGULATIONS****Towing Vehicles – All Mutuals Except Twelve****MUTUAL ADOPTION****AMENDED****RESCINDED**

ONE:	07-23-87		
TWO:	07-16-87		(See Policy 7582.2)-Feb 2016
THREE:	07-10-87		
FOUR:	07-06-87		
FIVE:	05-20-87		
SIX:	07-24-87	05-30-14	
SEVEN:	07-17-87		
EIGHT:	06-22-87		
NINE:	07-13-87		Rescinded on 09-12-16
TEN:	06-24-87		
ELEVEN:	06-18-87		
TWELVE:	07-09-87		(See Policy 7582.12)-May 2016
FOURTEEN:	07-24-87		
FIFTEEN:	05-18-87		
SIXTEEN:	06-15-87		
SEVENTEEN:	06-02-87		

(Draft created 09-12-16 Jaime)
 (Updated on 9/29/16 Jaime/jl)