

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWO
Administration Building Conference Room A, at 9:00 a.m.
August 17, 2017

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
 Mr. Alvarez, Building Inspector
 Mrs. Aquino, Recording Secretary
4. APPROVAL OF MINUTES: **Regular Monthly Meeting of July 20, 2017**
 Special (agenda) Meeting of July 11, 2017 (page 2)
5. SHAREHOLDER COMMENTS (2-3 minutes)
6. BUILDING INSPECTOR'S REPORT (pages 3-7) Mr. Alvarez
7. GRF REPRESENTATIVE'S Ms. Snowden, Mr. Pratt
8. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
9. OLD BUSINESS –
 - a. Glossary of Terms Ms. Baker
 - b. Painting report Mrs. Esslinger
 - c. Roofing report Ms. Baker
 - d. Physical Properties Report Mrs. Esslinger
 - e. GFCI outlets for all laundry rooms–Reports Mrs. Esslinger
 - f. Laundry Room 4 – L-side landscape Mrs. Esslinger
 - g. Bylaws Committee Ms. Baker
 - h. Eligibility Requirements for buying (Global) Ms. Baker
10. NEW BUSINESS –
 - a. Trees – Bldgs 15/16, 8 & 3 Mrs. Esslinger
 - b. Discussion Policy 7507.02 – Electric Cart Pad (pages 7-8) Ms. Keller
 - c. Discussion Policy 7585.02 – Governing Document Compliance Corrective Measures and Fines Ms. Keller
 - d. Discussion Policy – 7425.02 – Landscape Areas, Trees, and Shrubs (pages 9-17) Ms. Keller
 - e. Shareholders Picnic – September 14, 2017, at 5 p.m. Dr. Naret
 - f. Permission to go for bids for gardening contract Mrs. Esslinger
 - g. Approval of plans for 61–A expansion Mrs. Esslinger

STAFF BREAK (TIME TO BE DETERMINED BY PRESIDENT)

11. CHIEF FINANCIAL OFFICER'S REPORT Mr. Brooks
 - a. Reinvestment of 2 CD's at \$200,000 each
12. DIRECTOR(S)' COMMENTS Board
13. ADJOURNMENT
14. EXECUTIVE SESSION (legal, member, shareholder issues as required)

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

NEXT MEETING: SEPTEMBER 21, 2017

MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWO
7/11/2017

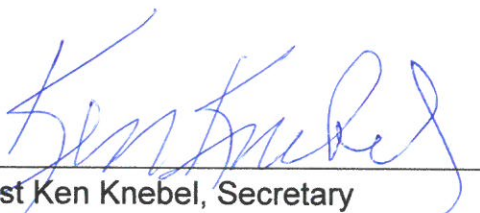
In accordance with the Corporation Bylaws, and pursuant to posted due notice to the Directors, a special Meeting of the Board of Directors of Seal Beach Mutual Two was called to order by President Baker at 10:00 a.m. in Board Room B Meeting Room.

Those Directors present were: President Baker, VP Esslinger, Secretary Knebel, CFO Brooks, Directors Keller, Naret, Sporcich, and Moore. Director MacLaren was absent. Also attending were 2 Shareholders.

The purpose of the meeting was to prepare the agenda for the July 20th meeting.

There was no voting action during the meeting.

The meeting was adjourned at 11:20 a.m.



Attest Ken Knebel, Secretary
SEAL BEACH MUTUAL TWO

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL (02) TWO

INSPECTOR: **BRUNO ALVAREZ**

DATE: August 17 2017

Print Date: 6/8/2017

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
7-A	REMODEL	BOTH	05/11/17	09/25/17	NO	NONE	GAMBOA CONSTRUCTION
3-A	E/Z ACCESS TUB	BOTH	05/10/17	06/10/17	NO	NONE	NUKOTE
3-B	SOLAR TUBE	BOTH	05/19/17	06/25/17	NO	NONE	BRIGHTER CONCEPTS
3-G	CART PAD	GRF	08/14/17	09/22/17	NO	NONE	JOHNS LANDSCAPE
6-I	AC INSTALL	BOTH	06/06/17	07/06/17	NO	NONE	ALPHINE
6-I	CARPORT CABINET	GRF	06/28/17	08/05/17	NO	NONE	HANDIMAN
6I	E/Z ACCESS TUB	BOTH	05/15/17	06/15/17	NO	NONE	NUKOTE
6-L	REMODEL	BOTH	10/18/16	12/28/17	YES	NONE	LOS AL BLDRS
8-J	WASHER/DRYER	BOTH	06/13/17	08/30/17	NO	NONE	ALPHA MASTER
9-F	FILL DECOBLOCK	GRF	04/17/17	05/31/17	NO	NONE	BERGKVIST
10-D	REMOVE DECO BLOCK	GRF	04/03/17	07/01/17	NO	NONE	TAPPEN
12-K	REMODEL	BOTH	04/03/17	06/15/17	NO	FRAMING/ELECTRICAL	OGAN
12-K	REMODEL	BOTH	04/03/17	06/15/17	NO	DRYWALL 5/08/17	OGAN
12-K	REMODEL	BOTH	04/03/17	06/15/17	NO	LATHING 05/10/17	OGAN
12-L	REPLACE WINDOW	GRF	06/13/17	07/20/17	NO	NONE	SWENMAN
13-B	FLOORING	GRF	07/30/17	08/30/17	NO	NONE	KARYS CARPETS
13-K	HEAT PUMP	BOTH	06/26/17	08/06/17	NO	NONE	ALPHINE
14-A	PATIO REPLACE	BOTH	05/25/17	06/25/17	NO	NONE	MJ JURADO
14-G	STORAGE DOOR	GRF	08/01/17	08/31/17	NO	NONE	HANDIMAN
15-A	EZ ACCESS TUBE	BOTH	05/18/17	07/19/17	NO	NONE	NUKOTE
15-D	CARPET	GRF	04/05/17	06/05/17	NO	NONE	BIXBY PLAZA CARPETS
15-E	CABINET INSTALL	BOTH	05/10/17	06/05/17	NO	NONE	SANDPOINT BUILDERS
16-B	HEAT PUMP	BOTH	06/12/17	09/30/17	NO	NONE	GREENWOOD
16-C	FLOORING	GRF	07/11/17	08/24/17	NO	NONE	NATONWIDE PAINTING
17-D	HVAC	BOTH	06/19/20	09/30/17	NO	NONE	GREENWOOD
18-H	BATH REMODEL	BOTH	04/20/17	07/15/17	NO	HOLD	CAL BATH AND KITCHEN
18-H	FLOORING	GRF	07/14/17	08/25/17	NO	NONE	FAMILY FLOOR
20-D	HEAT PUMP	BOTH	06/12/17	09/30/17	NO	NONE	GREENWOOD
21-K	HEAT PUMP	BOTH	05/22/17	06/22/17	NO	NONE	ALPHINE
23-K	CELING FAN INSTALL	GRF	04/11/17	05/11/17	NO	NONE	BERGIN ELECTRIC
24-J	REPLACE WASH/DRY	BOTH	08/10/17	09/10/17	NO	NONE	NORWALK/LM PLUMBING
24-H	REMODEL	BOTH	08/30/17	01/31/17	NO	NONE	MAMUSCIA CONSTRUCTION
24-K	REMOVE ASBESTOSS	BOTH	06/13/17	07/25/17	NO	NONE	UNIVERSAL ABATEMENT
24-K	RENOVATION	BOTH	07/24/17	10/20/17	NO	NONE	LW DÉCOR
24-K	LAMINATE & BASEBOA	GRF	05/15/17	06/15/17	NO	NONE	LW DÉCOR
27-J	HEAT PUMP	BOTH	08/03/17	09/03/17	NO	NONE	ALPINE
28-A	INSTAL WATER HEATER	BOTH	04/11/17	05/11/17	NO	NONE	BUENOS CONSTRUCTION
29-G	INSTAL WASH/DRYER	BOTH	08/10/17	09/10/17	NO	NONE	NORWALK/LM PLUMBING
30-H	WASHER/DRYER	BOTH	04/20/17	10/15/17	NO	R. PLUMBING 05/10/17	L.W. DÉCOR
30-H	FLOORING	GRF	06/19/17	07/28/17	NO	NONE	KARYS CARPETS
30-H	MICROWAVE	BOTH	02/25/17	06/30/17	NO	NONE	RDF
30-H	REPL. FAUCET	GRF	08/07/17	09/07/17	NO	NONE	DCS ENTERPRISES
31-G	INSTALL CARPET	GRF	08/14/17	09/14/17	NO	NONE	BIXBY PLAZA CARPETS
31-I	HEAT PUMP	BOTH	08/10/17	10/12/17	NO	NONE	GREENWOOD
31-I	WASHER/DRYER	BOTH	06/10/17	08/10/17	NO	NONE	AC&R
32-E	REMODEL	BOTH	06/12/17	09/30/17	NO	NONE	BJ+CO
32-K	WASHER/DRYER	BOTH	04/20/17	06/01/17	NO	NONE	BERGKVIST
33-D	FLOORING	BOTH	06/13/17	07/22/17	NO	NONE	MAMUSCIA CONSTRUCTION
33-D	WASHER/DRYER	BOTH	05/20/17	07/05/17	NO	NONE	BERGKVIST
33-D	INSTALL DOOR	BOTH	05/25/17	07/25/17	NO	NONE	MAMUSCIA CONSTRUCTION
35-K	CARPORT CABINET	GRF	08/30/17	09/30/17	NO	NONE	HANDIMAN
37-G	REMODEL	BOTH	03/20/17	11/30/17	NO	NONE	ALPHA MASTER BLDRS
38-A	KITCHEN REMODEL	BOTH	07/05/17	08/31/17	NO	NONE	BERGKVIST
40-B	CARPET INSTALL	GRF	60/10/17	07/10/17	NO	NONE	LACEYS CARPETS
41-K	E/Z ACCESS TUB	GRF	04/11/17	05/11/17	NO	NONE	NUKOTE
42 F	WINDOW REPLACEM.	BOTH	07/10/17	07/24/17	NO	NONE	BODIES GLASS

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL (02) TWO

INSPECTOR: **BRUNO ALVAREZ**

DATE: **August 17 2017**

Print Date: 6/8/2017

45-I	KITCH. REMD.ADD BAT	BOTH	08/14/17	11/03/17	NO	NONE	PENA CONSTRUCTION
46-A	FLOORING	GRF	07/30/17	08/30/17	NO	NONE	KARYS CARPETS
46-A	ASBESTOS ABATEMEN	GRF	07/31/17	09/22/17	NO	NONE	UNIVERSAL ABATEMENT
46-A	WINDOWS	GRF	08/10/17	09/10/17	NO	NONE	SWENMAN
46-C	WASHER/DRYER	BOTH	06/23/17	09/10/17	NO	NONE	JC KRESS
46-G	HEAT PUMP	BOTH	08/14/17	10/20/17	NO	NONE	GREENWOOD
46-J	BATH REMODEL	BOTH	06/10/17	08/10/17	NO	NONE	BUENOS CONSTRUCTION
49-H	WINDOW REPLACEM.	GRF	06/22/17	07/31/17	NO	NONE	LOS AL BUILDER
50-K	WASHER/DRYER	BOTH	04/25/17	06/20/17	NO	NONE	LOS AL BUILDER
54-D	100 AMP ELECT. DISH	BOTH	05/18/17	06/25/17	NO	NONE	LOS AL BUILDER
54-L	VINYL FLOOR	GRF	06/05/17	07/05/17	NO	NONE	GUNDERSON
55-I	HEAT PUMP	BOTH	07/27/17	08/27/17	NO	NONE	ALPINE
56-H	WINDOW REPLACEM.	GRF	05/30/17	06/30/17	NO	NONE	SWENMAN
57-E	WINDOW/DOOR	GRF	05/01/17	06/01/17	NO	NONE	CALIFORNI/ ENERGY
57-I	CARPORT CABINET	GRF	08/15/17	09/15/17	NO	NONE	HANDIMAN
58-G	CONCRETE IN PATIO	GRF	04/30/17	07/30/17	NO	NONE	MJ JURADO
59-L	REMODEL	BOTH	07/12/17	11/10/17	NO	NONE	LOS AL
60-J	REMOVE DECO BLOCK	GRF	06/13/17	08/11/17	NO	NONE	BERGKIST
61-I	FLOORING	GRF	07/28/17	08/28/17	NO	NONE	KARYS CARPETS
61-J	INSTALL GATE	GRF	04/25/17	05/20/17	NO	NONE	MJ JURADO
61-K	E/Z ACCESS TUB	BOTH	05/15/17	06/15/17	NO	NONE	NUKOTE
62-A	REMODEL	BOTH	08/20/17	02/02/18	NO	NONE	ALPHA MASTER
63-D	BLOCK WALL	GRF	04/20/17	05/20/17	NO	NONE	RESIDENT
64-B	WATER DAMAGE REP.	GRF	06/10/17	06/25/17	NO	NONE	LW DÉCOR
64-B	HEAT PUMP	BOTH	06/12/17	09/30/17	NO	NONE	GREENWOOD
64-D	EZ ACCESS TUBE	BOTH	08/16/17	09/16/17	NO	NONE	NUKOTE
64-F	SOLAR TUBE	BOTH	05/25/17	06/25/17	NO	NONE	BRIGHTER CONCEPTS
65-G	HEAT PUMP	BOTH	07/11/17	08/18/17	NO	NONE	YES REMODELING
67-B	BLOCK WALL	GRF	08/05/17	08/25/17	NO	NONE	HANDIMAN
67-B	FILL DECOBLOCK	GRF	07/10/17	08/31/17	NO	NONE	HANDIMAN
67-B	SIDE WALK	GRF	06/23/17	08/16/17	NO	NONE	HANDIMAN
67-H	WASHER/DRYER	BOTH	03/23/17	05/20/17	NO	NONE	PENA CONSTRUCTION
67-H	REMODEL	BOTH	03/30/17	05/30/17	NO	ROUGH	PENA
71-H	ROOM ADDITION	BOTH	04/15/16	06/17/17	YES	NAILING 1/10/17	REAL MCCOY
71-J	HEAT PUMP	BOTH	05/22/17	08/22/17	NO	NONE	GREENWOOD

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL (02) TWO

INSPECTOR: **BRUNO ALVAREZ**

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ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
1-D							
2-C			06/05/17				
2-L		07/03/17	07/03/17				
3-D		03/28/16					
3-G		10/21/16	02/14/17	03/03/17	03/14/17		
5-J		12/14/16	03/02/17	03/03/17	03/14/17		
6-H		07/17/17					
7-B		02/15/17	02/28/17	03/03/17	03/14/17		
10-I		10/01/15					
12-F		01/23/17	08/04/17	08/07/17			
13-A		03/08/17	05/05/17	05/18/17	06/02/17		
13-B		03/22/17	05/01/17	05/12/17	05/26/17		
13-F		09/03/15					
17-D			05/23/17				
17-I		04/14/17	04/25/17	04/27/17	05/11/17		
21 F		03/29/17	04/13/17	04/20/17	05/04/17		
20-B		05/12/17					
20-C		02/09/17	03/06/17	03/06/17	03/16/17		
24-F		06/19/17					
27-J		07/03/17					
28-F		04/14/17	05/19/17				
28-G			05/22/17				
31-G		07/18/17					
31-I		03/14/17		05/12/17	05/26/17		
33-D		10/07/16	03/21/17	04/12/17	04/13/17		
33-E		07/19/17					
34-G		07/03/17					
35-J		11/02/16	03/17/17	03/23/17	04/04/17		
36-C		07/17/17					
36-J		07/17/17					
38-L		01/23/17					
41-L		07/03/17					
43-B		04/29/17	07/05/17				
43-F			05/22/17				
46-A			05/25/17				
48-L		02/27/15					
49-H		02/15/17	03/03/17	03/03/17	03/14/17		
53-L		06/16/15					
54-K		07/03/17	07/24/17				
54-L		04/05/17	04/28/17	05/02/17			
56-F		04/14/17					
59-L		02/15/17					
59-B		08/29/16	03/07/17	03/15/17	03/27/17		
62-A		04/14/17					
63-I		02/27/17	03/23/17	03/29/17			
66-H		02/15/17	03/11/17	03/11/17	03/21/17		
68-J	4/6/2017	11/24/15					
66-K		11/24/15					
69-E		01/27/17	03/01/17	03/10/17	03/20/17		
69-F		10/27/15					
70-F		05/26/16					
71-C		01/23/17	02/17/17	02/24/17	03/08/17		
72-C		08/16/16	03/09/17	03/10/17	03/22/17		

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: **BRUNO ALVAREZ**

DATE: **August 17 2017**

Print Date: 6/8/2017

CONTRACTS	
CONTRACTOR	PROJECT
ANDRE LANDSCAPING 05/31/2018	
FENN CONTRACT	TERMITES, PEST, AND BAIT STATIONS
BERGKVIST GOOD UNTIL 12/31/18	TERMITE AND DRYROT REPAIRS

SPECIAL PROJECTS	
CONTRACTOR	PROJECT
ROOFING STANDARDS	COMPLETED 62,44,45
KRESS	COMPLETED 62,44,45
GRECO	ATTIC DOORS
HUTTON	PAINTING IS GOING GREAT BLDG. 39

MUTUAL OPERATIONS**RESIDENT REGULATIONS****Golf Carts, other Electric Carts, and Associated Parking Pads Regulations – Mutual Two**

1. Shareholders must obtain approval and follow established guidelines for the installation and use of any electric cart or scooter and any necessary pad used for parking and recharging of carts and scooters.
 - a. Such pads shall not be considered a permanent change to the property but shall remain a “non-standard” change. Any parking or charging pad shall be removed upon the resale or transfer of the applicable share of stock at the seller’s expense, unless the buyer wants the pad to remain and agrees to such in writing with an agreement they will have a golf cart within 30 days.
 - b. The shareholder must contact the Physical Property Department to obtain a permit which must be obtained prior to the start of any construction. Minimum width will be five feet (5’), maximum width of any cart pad will be six feet (6’). Materials allowed: concrete, decorative pavers and decorative stone. Decorative pavers and stone must have a three-inch (3”) concrete buffer on each side incorporated into the maximum width of six feet (6’) for the cart pad.
 - c. By obtaining a permit for the cart pad, the Board is giving the shareholder a temporary easement for the exclusive use of a portion of the common area. A cart pad is for parking and charging of electric golf carts. The area cannot be utilized for any use other than charging and parking a golf cart or scooter. If there is no golf cart, the property is to be returned at the expense of the shareholder to the grassy area since it is common property. The cart pad may not be used as an outdoor patio. There will be no plants, furniture or decorations of any kind on the pad. The exception would be if the cart pad is an extension of the garden. If the plants on the cart pad fall within the garden area, they will be acceptable, as long as they do not interfere with any space required for any golf cart or scooter using the pad. Notices of violations will be given for any infraction. After three (3) violations, the temporary variance will be revoked. At the shareholder’s expense, the cart pad will be removed and returned to common area.

Before obtaining the permit, the shareholder will sign a recordable agreement agreeing to all the terms and conditions required to obtain said permit.

Note that when a shareholder moves in, they are assigned one carport space. If shareholders have more than one car or have a golf cart or scooter, they may rent or use another shareholder’s carport space if both agree and they have signed the Carport Usage/Rental Agreement. It must be recorded at the Stock Transfer Office to be valid. -Unauthorized use of any empty carport space may result in the vehicle/golf cart/scooter being towed at the expense of the owner of the vehicle.

(May 15)

MUTUAL OPERATIONS**RESIDENT REGULATIONS****Golf Carts, other Electric Carts, and Associated Parking Pads Regulations – Mutual Two**

- d. All costs related to this installation shall be borne by the shareholder, including any modifications to the existing sprinkler system which must be performed by the Mutual's contracted landscaper or other Mutual-approved contractor.
2. Shareholders may park any electric vehicle, including automobiles in their assigned carport space.

No charging of electric carts, cars or scooters is allowed in carport. Presently, there are a few carports that do have electrical outlets for that purpose. However, as these units are sold, the electrical outlet will be removed. If you presently have an electrical outlet, you will be charged a monthly fee for the additional electricity.

3. Golf carts or scooters are not permitted on grass areas at any time. Our lawns have underground sprinklers that could be damaged. Any cart damaging a sprinkler would result in the owner being responsible for any damage.

Shareholders who own oversized golf carts or LSVs (low speed vehicle) that are designed to carry more than four people must park these vehicles on the street or in the carport.

MUTUAL ADOPTION

TWO: 09-19-13

AMENDMENTS

03-20-14, 05-21-15

(May 15)

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Landscape Areas, Trees, and Shrubs – Mutual Two

MISSION STATEMENT

This policy is adopted to enhance the enjoyment of the Mutual Two living style by setting and enforcing standards for Mutual Two landscaping.

This policy outlines the shared responsibilities of Mutual Two and its shareholders. The Landscape Committee is entrusted with the management of landscaping including the responsibility for inspections and enforcement of this policy.

If all shareholders follow the policy as outlined below, the landscape areas will display what most shareholders would consider an appealing appearance of Mutual Two, a benefit for all as a good place to live and an enhancement of property values in the event of resale.

Resident Garden Areas

The area extending 24 or 36 inches from the exterior wall of the unit is set aside for the shareholder's garden. The sides of the corner apartments shall have a 48-inch limit. At the time of sale or transfer of stock, the Mutual will review the area and decide whether those areas which have been extended beyond these limits will be returned to the 36 or 48 inches or leave as extended.

1. Trees may not be cut down until a certified arborist provides a report to the Landscape Chair and Board of Directors, for approval, on those showing signs of stress, disease, invasive roots or could possibly cause property damage. Older, larger trees should be checked on-site by an arborist yearly. When called for, second opinions must be done by an outside, independent California certified arborist. All reports must be written advising the Board of Directors that the tree is diseased or the roots are invasive to buildings and that the roots cannot be cut back without killing the tree.
2. Shareholders may plant greenery of their choice from the list of Mutual approved plants. Plants with invasive root growth that could potentially damage the Mutual structures and walkways are prohibited. Vines are not permitted to climb on any structures. If a trellis is used, it must be free-standing and be kept eighteen (18) inches below the eaves. All plants must be trimmed back twelve (12) inches from building walls. Shrubs shall not block windows, electric meters, or neighbors' views.

Trees may not be planted in garden areas, except in tubs, and they must be kept eighteen (18) inches below the eaves. Plants must be cut back so as not to extend over the garden line, in all cases. Removal of any offending growth will be done by the Mutual at the shareholder's expense.

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Landscape Areas, Trees, and Shrubs – Mutual Two

3. Fertilization and plant pest control within the garden area are the responsibility of the shareholder. Watering the garden area is also the responsibility of the shareholder. At the shareholder's expense, sprinklers may be added within the garden area. Maintenance of sprinklers will be at the shareholder's expense.
4. Potted plants are not permitted on entrance walkways; nor can they inhibit the 36-inch entry requirement. Further, potted plants are not permitted on top of, or hung from Padmount transformers, nor on telephone vaults or walk lights. Cement pavers must be under all pots containing trees or large plants.
5. Free-standing objects are permitted in the garden area only.
6. After cleaning garden areas or raking leaves, shareholders should place the leaves or debris in the proper trash bins.
7. At the time of escrow or transfer of stock to a new owner, the Mutual Inspector and the Mutual Director will signify any plants, shrubs or trees that need to be removed. The cost of such removal will be the expense of the seller or transferee of ownership.
8. Planting will be in accordance with the current Mutual Two Gardening Policy. If the new owner wishes to do the planting, it will at their expense.
9. Laundry Rooms: The areas next to the laundry rooms are an extension of the Mutual's lawn areas. These lawn areas are not for shareholders' use. If a shareholder infringes upon this area, the Gardening Committee may request that the shareholder remove such infringements at the shareholder's expense. When the corner unit changes ownership, the Committee will review any deviations or variances to the Gardening Policy.

Shareholders may design a garden area with slight curves to enhance their garden area. First, shareholders must submit a plan and drawing of the proposed garden area to the Board of Directors prior to the work being done. If approved, the plan and drawing will go into a file for that unit and be grandfathered in, so that the garden area does not have to be returned to its original configuration if the shareholder sells his or her share of stock.

DONATING TREES

The Garden Committee wants shareholders to know that donations of trees to enhance our Mutual's appearance are greatly appreciated. Trees are one thing that all shareholders enjoy and want to maintain. They provide shade, and improve and enrich our living spaces in Mutual 2. The Garden Committee welcomes all tree donations.

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Landscape Areas, Trees, and Shrubs – Mutual Two

If you would like to donate a tree, the procedure is very simple:

1. Present a proposal to the Garden Committee of what type of tree you want to donate, it's size and where you would like it planted;
2. If your request meets the criteria set forth by the Garden Committee, the proposal will be presented to the Board of Directors;
3. A vote will be taken at the monthly Board Meeting. Once approved, the tree can be ordered then planted.

I. GARDEN AREAS

Every shareholder is allowed the privilege of a flower bed area in front of his/her apartment. Existing flower beds range in width from 24" to 36" and cannot exceed 36" in front; side gardens cannot exceed 48".

Front and side gardens may not be used as storage areas. Items such as garden soil, empty pots, garden tools, potting tables, cabinets, scaffolding, shelving, bikes, kayaks and/or surf boards are prohibited in front and side gardens. Also, do not block unit windows. However, a box with earthquake material is okay.

II. FLOWER BED USE AND MAINTENANCE

Shareholders are expected to maintain their flower bed areas to enhance the Mutual and be aesthetically appealing to the appearance of the Mutual. If a shareholder does not adhere to the requirements of the landscape policy, the Mutual will advise the shareholder, in writing, of the problem to be corrected.

1. All fertilization and plant pest control within the flower bed are the responsibility of shareholders at their expense. Pesticide application requires careful attention to prevent endangerment to other shareholders as well as to beneficial insects.
2. Flower beds are cultivated, weeded, and trimmed by contracted landscapers every six (6) weeks. Shareholders who desire to do the work themselves may alert the landscapers by placing red flags within the flower bed. Flags are available from gardeners.
3. Landscapers are instructed to remove weeds from all flower bed areas, including Baby's Tears, wild mint, ivies, and plants of the spiderwort family. These plants can spread onto the lawns or invading neighboring gardens.

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4. In no instance are plants of any sort permitted to become entwined, lay upon, or in any manner touch a roof, an exposed beam, or any portion of a structure, including gutters, as these conditions invite termites, rats and mice.

Any plant materials in the flowerbed whose roots are damaging the building structure, walkways, lawn area, or retaining wall must be removed at the expense of the shareholder and the damages repaired at their expense.

Plants not already trimmed to acceptable standards of one foot (12 inches) from the building and decorative blocks, and 24 inches from the eaves, will be cut back at shareholder's expense when the structure is painted or repaired.

5. Entrance walkways, from the sidewalk to the structure/porch, must be kept free always of potted plants and all other impediments, including electric carts. Nothing that will in any way impede the full use of the 36" wide walkway and entry from the sidewalk to the entrance onto the porch is permitted to remain on the walkway. Plant materials must not extend outside the flower bed limits over scallop borders, walkways, turf areas, or into neighboring flower beds.
6. Any potted plants placed in the flower bed areas must be in decorative pots – they may not be left in nursery containers. Potted plants are to be kept trimmed and in a healthy state. The flower beds are to be kept in an attractive state to avoid an overabundance of plants that can be an eyesore and attract spiders, bugs, and rodents.
7. If a flower bed is deemed to be an eyesore by the Landscape Committee and provides hiding places for spiders and rodents, then the shareholder will be asked, in writing, to clean it out. If the shareholder does not clean out the "overgrown" flower bed and/or overabundance of potted plants, then the Mutual will do it. The shareholder will not be reimbursed for any plants, pottery, containers or non-authorized "items" in the flower bed.

III. TURF AREAS

1. Turf areas are described as the ground areas located outside the apartment's flower bed area. The Mutual is responsible for the maintenance of this area. Laundry room planters are a part of the Mutual's landscape/lawn property – they are not for shareholders' use. If a shareholder infringes upon this area, the Mutual will ask the shareholder to remove such infringements. If the shareholder does not remove them, the Mutual will have the infringements removed with no compensation to the shareholder.
2. Shareholders are not permitted to install, maintain, remove, or relocate plants or any other landscaping materials, in the turf areas, around trees, irrigation corners on green belts, or around light poles. Any plants or other landscaping material that is placed in a turf area

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by a shareholder may be removed at shareholder's expense. Directors have the authority to authorize such removal.

3. Shareholders are not permitted to install, relocate, or adjust turf area sprinklers. Shareholders are not permitted to hand-water turf areas except for areas inadequately irrigated by the sprinkler systems.
4. The Mutual will not plant or replace trees in the Mutual turf areas unless there is an eight (8) foot clearance from the entrance walkway and an eight (8) foot clearance from the sidewalk, or an eight (8) foot radius.
5. Temporary use of turf areas by shareholders requires prior written approval by a Director (examples could be a picnic, party, moving, construction material storage, holiday decorations, etc.)
6. Lamp posts may not be decorated or have anything attached to them.

IV. APPROVED AND PROHIBITED PLANTS

1. The list of only approved plants is shown below. If a shareholder has a question about a plant that does not appear on the approved list, the shareholder needs to contact the Landscape/Garden Director for clarification and to obtain written approval from the Director prior to planting. If planted without prior written approval, the Mutual will remove, at its discretion, the offending plant(s) at the shareholder's expense.

Approved Plants List:

Day Lily (yellow)	Mandevilla Splendens
Hidcote Lavendula Angustifolia	Camellia
Salvia Leucantha – Santa Barbara Sage	Azalea
Nandina- Gulfstream	Pittosportum – M. Channon
Duranta Repens	Nandia – Gulfstream
Raphiolepis – Pink Lady	Hidcote Lavendula Agustifolia
Heather	Succulents or Drought resistant plants

Approved Plants List:

Agapanthus	Escallonia	Holly Family	Juniper Shrubs
Ajuga	Flax	Hydrangea	Roses
Fuchsia	India Hawthorn	Lily of the Nile	Chrysanthemum
Dahlia	Verbena	Mirror Plant	Heavenly Bamboo
St. John's Wort	Gardenia	Lily of the Valley	Star Jasmine
Hibiscus	Liriope	Pyracantha	Cape Honeysuckle

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Geraniums Marigolds Impatiens Wax Begonia Vinca

Perennial Flowers do well in our climate and soil. Young plants need protection from rabbits.

All vegetables and fruit may be grown in pots within the shareholder's designated flower bed area ONLY. Pots may not be placed on walkways, sidewalks, or anywhere that will impede emergency access. Pots containing vegetables and trees may be placed on shareholder's patio. If placed in the flower bed, pot must be on a paver large enough to prevent roots from going into the ground.

The following **flowers or plants may not be planted in garden areas**. Additional prohibited flowers or plants may, in the future, be added to this list by the Board of Directors.

Asparagus Fern	Cactus (large)	Ivy	Wild Mint
Baby Tears	Citrus of any kind	Spiderwort	Plastic Plants
Bamboo	Fruit of any kind	Trees of any kind	Vegetables
Bird of Paradise	Ficus	Most Palms	Elephant Ears

Any tree or plant will be removed if deemed by the gardener or Physical Property Inspectors to have roots that will cause damage to the sewers or infrastructure.

FRUITS AND VEGETABLES

Land in the 1.8-acre Mini Farms is set aside in Leisure World for vegetable planting. Call Community Facilities (ext. 398) for information.

PLANTING TREE WELLS

The Mutual Two Board of Directors is granting its shareholders permission to plant and landscape tree wells in their own greenbelts according to Policy 7425.2, dated May 2013. Below are general guidelines which are to be followed. Any questions should be directed to the Chair of the Gardening Committee.

Before a tree well can be landscaped, a drawing, complete with all materials to be used must be submitted to the Gardening Committee for prior approval. Once approved, the gardener will be notified to enlarge the area to be used for the well. Upon completion, it is the shareholder's responsibility to maintain the well. All materials purchased and used for the project, as well as the cost of maintaining the tree well, will be at the expense of the shareholder. Mutual Two will only assume the cost of creating the well.

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Only organic material may be used. No statuary or fencing of any kind around or in the tree well will be allowed. Additionally, no pots of any kind will be allowed in or around the tree well. For example, a tree well can be done completely in decorative rock without plants if desired. It can also have different colors and kinds of rock and mulch in the same well.

Drought-tolerant plants are preferred since watering will be manual and the responsibility of the shareholder. **No topsoil is to be used at the base of the tree.**

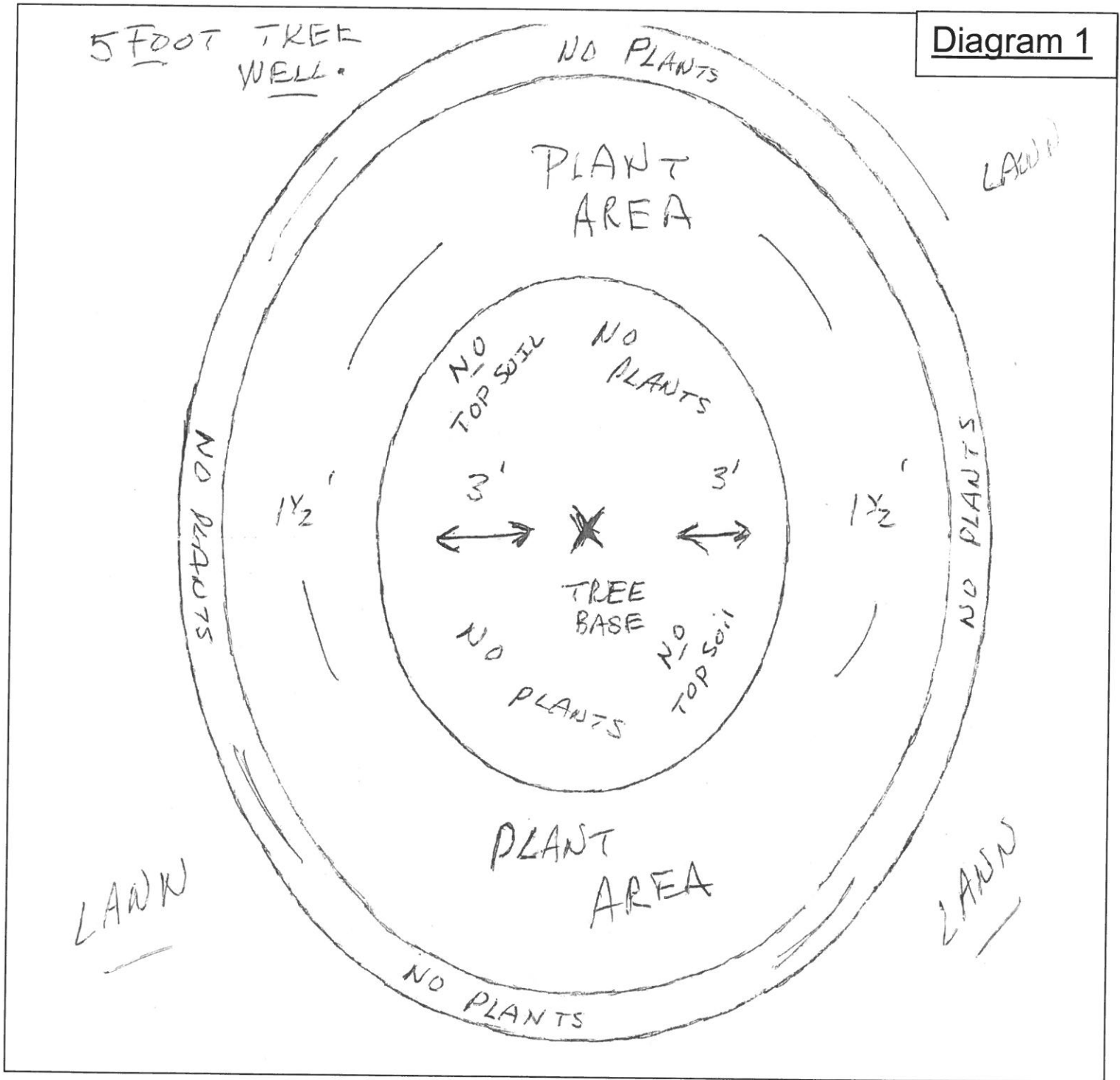
Check Policy 7425.2 for the complete list of approved plants and ground cover. Around the tree base some suggested types of cover are lava rock, pea gravel, beach rock, river rock, and other landscaping rocks and all forms of mulches and decorative bark.

The goal of the Gardening Committee is to give shareholders many choices for enhancing the beauty of their green belt area with creative plantings in the tree well areas. However, to maintain our beautiful trees and help prevent them from dying, certain rules must be followed. For example – the tree needs to breathe at the base so from the base to about three (3) feet out, nothing is to be planted. Rocks and mulches are allowed for the trees to hold in the little amount of water they are allowed due to drought regulations.

See Diagram 1 & 2 for sample dimensions of a tree well below –

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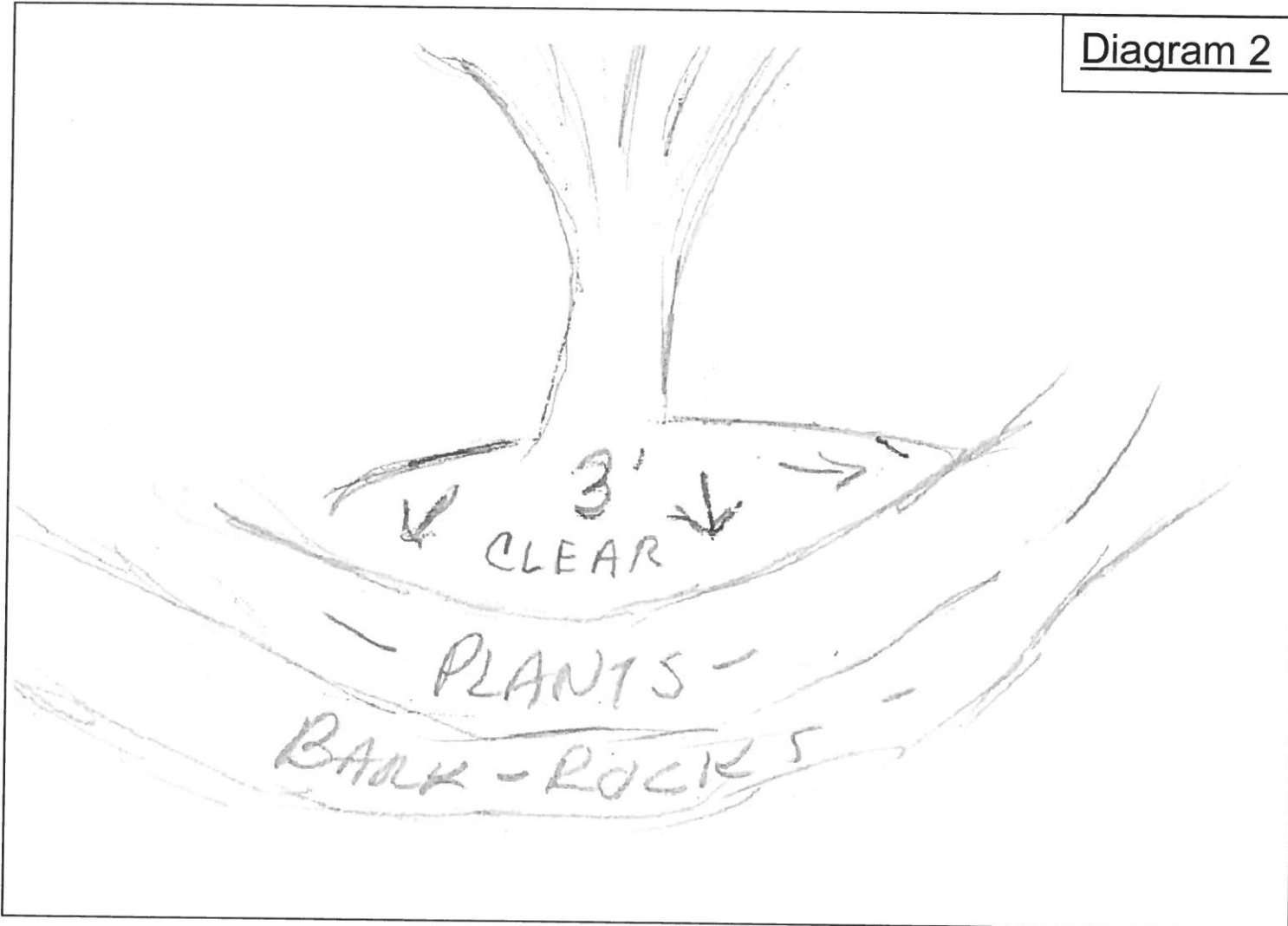


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Diagram 2



MUTUAL ADOPTION

TWO: 10-17-91

AMENDMENT(S)

3-18-04; 10-21-04; 5-16-13; 11-19-15; 01-19-17, 04-20-17