

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL TWO**  
**Administration Building Conference Room, 9:00 a.m.**  
**February 16, 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. Kranda, Building Inspector  
Mrs. Aquino, Recording Secretary
4. APPROVAL OF MINUTES: **Regular Monthly Meeting of January 19, 2017**  
**Special (Agenda) Meeting of February 6, 2017**
5. SHAREHOLDER COMMENTS (2-3 minutes)
6. BUILDING INSPECTOR'S REPORT Mr. Kranda
7. GRF REPRESENTATIVE'S Ms. Snowden, Mr. Pratt
8. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
10. OLD BUSINESS –
  - a. Ratify Policy 7595.2 – Surveillance Cameras Ms. Keller
  - b. Ratify Policy 7415.2 – Patio Regulations Ms. Keller
  - c. Painting Report / Resolution Mrs. Esslinger
  - d. Roofing Report Ms. Baker
  - e. Reserve Study Walk – 2/13/17 Ms. Baker
11. NEW BUSINESS –
  - a. Randy MacLaren's Resignation Mr. Knebel
  - b. Election Information 3/13/17 – 4/10/17 and 6/9/17 Ms. Baker
  - c. Town Hall for Election 3/27/17 at 7:00 p.m. Mrs. Esslinger
  - d. May Board Meeting at 9:00 a.m. and 7:00 p.m. [Election Information] Ms. Baker
  - e. Move Excess 2016 Budget to Infrastructure Ms. Sporcich
  - f. PEP Meeting – Emergency Report Dr. Fabian

**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: March 16, 2017 at 9:00 a.m.**  
**Mutual Administration Building Conference Room A**

**MINUTES OF AN SPECIAL MEETING OF THE  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL TWO  
February 6, 2017**

In accordance with the Corporation Bylaws, and pursuant to 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 9:40 a.m. in Physical Properties Conference Room

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

The purpose of the meeting was to go over the agenda for the upcoming February 16, 2017, Board Meeting.

The meeting was adjourned at 10:20 a.m.

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Attest  
Ken Knebel, Secretary  
SEAL BEACH MUTUAL TWO

Ka:2/9/17

**MUTUAL OPERATIONS****SHAREHOLDER REGULATIONS****DRAFT POLICY - ADOPT****Surveillance Cameras – Mutual Two**

Installation of Surveillance Cameras: No shareholder may install a camera or make any other alteration to the Cooperative's property. Accordingly, no cameras may be installed on the exterior of a building or anywhere outside the boundaries of a unit. Shareholders may place cameras inside their unit windows, subject to the following restrictions:

- A. No camera may be trained or focused on the interior of another unit, on another unit's front door, or anywhere else other shareholders have a reasonable expectation of privacy.
- B. The use of cameras for surveillance or security purposes is done at the installing shareholder's own risk and such shareholders understand that cameras may serve as a deterrent, but may not actually prevent crime.
- C. Allowing shareholders to install cameras within their own units, in no way implies any responsibility whatsoever on the part of the Cooperative. The Cooperative shall not be held liable, or otherwise responsible, for damaged property, illegal activity, and/or risk to life or limb, or any safety or security problems. All residents and their guests are encouraged to provide their own security measures and take safety precautions as necessary, subject to the limitations set forth in the Cooperative's governing documents. Each shareholder is responsible for providing their own insurance coverage in the case of criminal activity, property damage, and/or liability.

**MUTUAL ADOPTION:****AMENDMENT(S)**TWO:      **\*date\*****(date ratified)**

**MUTUAL OPERATIONS****BOARD REVISED DRAFT – AMENDMENT****PHYSICAL PROPERTY****Patio Regulations – Mutual Two**

~~The patio area must be kept with a clear path for emergency personnel to access.~~

~~The patio area must not be cluttered with storage boxes of any kind. All storage boxes, tools, and garage-type merchandise must be properly stored in a closet or cupboard.~~

~~The patio area is not to be used to hang or dry clothes.~~

**This policy has been developed to enhance the enjoyment of living in Mutual Two by setting and enforcing standards for open and enclosed patios. It is the responsibility of the Mutual and its shareholders to manage the appearance and safety of patios by respecting approved standards.**

**Patio Use and Maintenance:****1. Maintenance of patios is the responsibility of shareholders;****2. Emergency Egress - Windows and Walkways:**

- a) **All patio window spaces, both inside and out must be kept clear for emergency exit and entrance;**
- b) **A clear path of at least four (4) feet must be maintained from the entrance of the patio to the entry door of the unit;**
- c) **Walkway must have a clean, unobstructed pathway; including potted plants.**

**3. Emergency Egress – Doors:**

**No patio addition may have a door that locks. Only doors with direct entry into the unit may have locks, i.e., front door or sliding glass door leading directly into the unit from the patio. A door outside in the patio without direct access into the unit is not considered an entry door. To clarify, there can be no door locked before arriving to the front door of the unit. Any lock on a patio door must be removed or the Mutual will remove it at the shareholder's expense;**

4. **Any object which contributes to uncleanliness or impeded passage for emergency personnel and equipment, and may lead to unhealthy or dangerous conditions to shareholders, must be corrected by the shareholder. If such items are not removed, the Mutual will do so at the shareholder's expense;**

(Board approved draft 1-19-17)

MUTUAL OPERATIONS**BOARD REVISED DRAFT – AMENDMENT**PHYSICAL PROPERTYPatio Regulations – Mutual Two

5. Inspection: Patios will be periodically inspected by a Building Inspector assigned by the GRF Physical Property Department;
6. Storage – Open Patios: After the initial 30-day move-in period, the following items may not be stored or placed on open patios:
  - a) Any type of food, including birdseed, dog or cat food except in airtight containers and do not leave pet dishes with food on the patio;
  - b) Cardboard boxes;
  - c) Charcoal or highly flammable items, old newspapers, magazines, etc.,(unless stored in approved containers). Gasoline-operated equipment or gas cans, flammable chemicals;
  - d) Laundry hung for airing or drying;
  - e) Non-working refrigerators or freezers;
  - f) On ungated patios: Unattended pets or pets in permanent outdoor kennels or caged (including birds);
  - g) Spas or hot tubs, indoor upholstered furniture.
7. Patio Décor:
  - a) Screens, panels, or drapes to block the sun must be of outdoor fire retardant fabric and must be maintained;
  - b) Obscene objects hanging or stationary are prohibited.
8. Prohibited Activities:
  - a) Any workshop causing noise, odor, unsightliness, and/or unhealthy conditions. Be guided by the “occasional hobby-oriented” activity rather than an ongoing business or any activity considered to be a nuisance to neighbors. Contact the Board by sending a letter to the Secretary for information and guidance;

(Board approved draft 1-19-17)

**MUTUAL OPERATIONS****BOARD REVISED DRAFT – AMENDMENT****PHYSICAL PROPERTY****Patio Regulations – Mutual Two**

- b) Converting an open patio into a storeroom is prohibited.
9. Patio Size - Mutual building permits are required for any alteration to patios. A patio may not be increased by expanding outwards into the garden/common area. Patios may be reduced in size by:
- a) Construction of patio closets require a Mutual building permit;
- b) Adding pre-assembled cabinets/sheds;
- c) By expanding the interior rooms of the unit outward into the patio space.
10. Patio Floor: Outdoor carpeting is permitted. Any permanent resurfacing of the patio floor requires a GRF building permit. Flooring installed without a permit may be removed by the Mutual at the shareholder's expense.
11. Enclosed patios:
- a) A permit from the Physical Property Department is required for any construction to a patio;
- b) An enclosed patio may not function as a bedroom, kitchen, or storage closet;
- c) Any item not appropriate to a patio will be removed by the shareholder or by the Mutual at the shareholder's expense.
12. Enclosed Patios Acceptable Items:
- a) Refrigerator or freezer in working condition plugged directly into wall socket only;
- b) A washer or a dryer or stacking washer and dryer installed inside a patio storage cabinet;
- c) A permit must be obtained for the installation of these appliances, and all codes relating to electrical and, if applicable, plumbing and ventilation must be adhered to.

(Board approved draft 1-19-17)

MUTUAL OPERATIONS

**BOARD REVISED DRAFT – AMENDMENT**

PHYSICAL PROPERTY

Patio Regulations – Mutual Two

MUTUAL ADOPTION

AMENDMENT(S)

TWO: 05-16-13

\*date after posting period\*

DRAFT