

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWO
February 15, 2018
Meeting begins at 9:00 a.m.
Administration Building Conference Room A

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. SHAREHOLDER COMMENTS (2-3 minutes per shareholder agenda items only)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):
 - Mr. Pratt, GRF Representative
 - Ms. Snowden, GRF Representative
 - Ms. Hopkins, Mutual Administration Director
 - Mr. Jones, Building Inspector
 - Mrs. Aquino, Recording Secretary
5. APPROVAL OF MINUTES:
 - Regular Meeting Minutes of January 18, 2018**
 - Special (Agenda) Meeting Minutes of February 5, 2018 (p.3)**
6. BUILDING INSPECTOR'S REPORT Mr. Jones
 Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 5-10)
7. GRF Representative(s) Mr. Pratt & Ms. Snowden
8. **UNFINISHED BUSINESS**
 - a. Rescind resolution dated January 18, 2018 (p. 11) Mrs. Esslinger
 - b. Update on roofing project Ms. Baker
 - c. Update on Building 67 A/F Mrs. Esslinger
 - d. Update on Sprinkler Controllers Mrs. Esslinger
 - e. Update on Tree Installation Mrs. Esslinger
9. **NEW BUSINESS**
 - a. Amend Policy 7425.02 Landscape Areas Trees and Shrubs Mr. Brooks

(p. 13-26)
 - b. Request Bids for software to track inventory and assessment of all Mutual Two trees (p. 27) Ms. Baker
 - c. Preventative Maintenance for Laundry Rooms (p. 29) Mrs. Nugent
 - d. Empty Unit Inspection Ms. Keller
 - e. Select company for design of Westminster Wall area (p. 31) Mrs. Esslinger
 - f. Re-Stucco walls at Carport ends (p. 33) Mrs. Esslinger
 - g. Approve Mutual 2 Matters yearly expense (p. 35) Ms. Keller
 - h. Approve cost of Map Satellite Image for Mutual Two (p. 37) Mr. Brooks

(Friday, February 09, 2018 ka)

STAFF SECRETARY BREAK 11:00 a.m.

- | | | |
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| 10. | SECRETARY / CORRESPONDENCE | Ms. Baker |
| 11. | CHIEF FINANCIAL OFFICERS REPORT
a. Reinvestment of CD's (p. 39) | Mr. Brooks |
| 12. | MUTUAL ADMINISTRATION DIRECTOR | Ms. Hopkins |
| 13. | ANNOUNCEMENTS | |
| 14. | COMMITTEE REPORTS | |
| 15. | DIRECTORS' COMMENTS | |
| 16. | SHAREHOLDER(S)' COMMENTS (2-3 MINUTES) | |
| 17. | ADJOURNMENT | |
| 18. | EXECUTIVE SESSION | |

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

**NEXT MEETING February 15, 2018 at 9:00 a.m.
Administration Building Conference Room A**

**MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWO
2/5/18**

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 9:10 a.m. in Board Room B Meeting Room.

Those Directors present were: President Baker, VP Esslinger, CFO Brooks, Directors Naret, Keller, MacLaren, and Nugent. Secretary Jacquelin and Director Sporcich were absent.

The purpose of the meeting was to prepare the agenda for the February 18, 2018 regular monthly meeting.

No votes were taken at this meeting.

The Meeting was adjourned at 10:10 a.m.

Attest Myrna Baker, President
SEAL BEACH MUTUAL TWO

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INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL (02) TWO

INSPECTOR: **RAY JONES**

DATE:

FEBRUARY 15, 2018

Print Date: 11/8/2016

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
2C	CARPET INSTALL	GRF	04/11/17	05/11/17	NO		KARIS CARPETS
1-E	CARPET INSTALL	NO	09/19/17	11/28/17	NO	NONE	BIXBY PLAZA CARPETS
2-D	WINDOW INSTALL	BOTH	01/08/18	02/17/18	NO	NONE	SWENMAN
2-G	REMODEL	BOTH	01/10/18	10/01/18	NO	NONE	HWANG J&S CONST.
2-J	WINDOWS	BOTH	09/05/17	10/20/17	NO	NONE	AMERICAN VISION WIND.
2-L	WINDO/COUNTER TOPS	BOTH	10/30/17	12/06/17	NO	NONE	SWENMAN
7-A	REMODEL	BOTH	05/11/17	09/25/17	NO	08/16/17 DRYWALL NAIL	GAMBOA CONSTRUCTION
3-A	E/Z ACCESS TUB	BOTH	05/10/17	06/10/17	NO	NONE	NUKOTE
7A	ABATEMENT	BOTH	04/21/17	04/26/17	NO	NONE	GAMBOA CONSTRUCTION
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	08/20/17 FINAL	LOS AL BLDRS
8-J	WASHER/DRYER	BOTH	06/13/17	08/30/17	NO	08/18/17 FINAL	ALPHA MASTER
9-F	FILL DECOBLOCK	GRF	04/17/17	05/31/17	NO	NONE	BERGKVIST
10-D	REMOVE DECO BLOCKS	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-K	REMODEL	BOTH	03/11/17	06/15/17	NO	08/17/17 FINAL	OGAN
12-L	REPLACE WINDOW	GRF	06/13/17	07/20/17	NO	07/17/17 FINAL	SWENMAN
13-B	FLOORING	GRF	07/30/17	08/30/17	NO	08/18/17 FINAL	KARYS CARPETS
2-L	FLOORING	GRF	12/01/17	01/11/18	NO	NOT HOME 1/19/18	KARIS CARPETS
3-G	AWNING	GRF	12/01/17	01/15/18	NO	NONE ON FILE	AAA AWNING
5-A	INSTALL CARPET	GRF	10/16/17	11/30/17	NO	FINAL 11/08/17	KARIS CARPETS
3-G	WINDOWS	BOTH	12/15/17	01/26/18	NO	NONE	SWENMAN
6-L	CARPORT CABINET	GRF	10/17/17	12/25/17	NO	NONE	LOS AL BLDRS
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
15-F	CARPET	GRF	08/15/17	09/15/17	NO	08/16/17 FINAL	KARYS CARPETS
11-L	REF.DOOR,REP.WINW.	GRF	12/14/17	01/20/18	NO	NONE	LW DÉCOR
12-F	GOLF CART PAD	GRF	01/03/18	03/16/18	NO	NONE	FRANKS GARDENING
13-D	HEAT PUMP	BOTH	12/05/17	03/18/18	NO	NONE	GREENWOOD
3 G	WINDOWS	BOTH	12/26/17	01/26/18	NO	NONE	SWENMAN
14-G	WINDOW INSTALL	BOTH	11/17/17	12/13/17	NO	NONE	LW DÉCOR
15-I	EZ ACCESS TUBE	BOTH	09/07/17	10/27/17	NO	NONE	NUKOTE
16-B	HEAT PUMP	BOTH	06/12/17	09/30/17	NO	08/30/17 FINAL	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	FINAL 8/28/17	GREENWOOD

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL (02) TWO

INSPECTOR: **RAY JONES**

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18-H	BATH REMODEL	BOTH	04/20/17	07/15/17	NO	HOLD	CAL BATH AND KITCHEN
18H	CARPET INSTALL	GRF	04/17/17	04/17/17	NO	NONE	FAMILY FLOOR
17-D	FRONT DOOR	BOTH	10/02/17	11/10/17	NO	FINAL 10/31/17	SWENMAN
17-E	EZ ACCESS TUBE	BOTH	08/31/17	10/07/17	NO	FINAL 10/31/17	NUKOTE
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	CEILING FAN INSTALL	GRF	04/11/17	05/11/17	NO	NONE	BERGIN ELECTRIC
17-I	BATH REMODEL	BOTH	11/15/17	01/30/18	NO	LATH/DRYWALL	JC KRESS
19-G	WASHER/DRYER	BOTH	11/27/17	01/22/18	NO	ROUGH 01/12/18	OGAN
22-E	BATH REMODEL	GRF	11/20/17	02/28/18	NO	NONE	WESTBY4HOMES
24-E	CARPORT CABINET	GRF	12/06/17	01/18/18	NO	NONE	HANDIMAN
24-F	REMODEL	BOTH	08/21/17	03/12/18	NO	ROUGH 09/29/17	JC KRESS
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	MICROWAVE	BOTH	11/17/17	10/20/17	NO	NONE	LW DÉCOR
24-K	COUNTER TOP	BOTH	10/09/17	11/22/17	NO	NONE	OGAN
24-K	RENOVATION	BOTH	07/24/17	10/20/17	NO	08/16/17 FINAL	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	08/15/17 FINAL	ALPINE
28-A	INSTAL WATER HEATER	BOTH	04/11/17	05/11/17	NO	NONE	BUENOS CONSTRUCTION
35J	CARPET INSTALL	GRF	04/25/17	05/07/17	NO	NONE	GUNDERSON
28-H	GOLF CART PAD	GRF	05/22/17	06/30/17	NO	NONE	JOHNS LANDSCAPE
29 D	C/P CABINET	GRF	01/02/18	02/02/18	NO	NONE	
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	09/01/17 FINAL	DCS ENTERPRISES
29-G	REPLACE WASH/DRY	BOTH	08/10/17	09/10/17	NO	NONE	NORWALK/LM PLUMBING
28-F	BATH REMODEL	BOTH	12/26/17	04/24/18	NO	NONE	LOS AL BLDRS
28 K	KITCHEN REMODEL	BOTH	01/29/18	02/28/18	NO	NONE	SWENMAN
30-K	CARPORT CABINET	GRF	09/13/17	10/20/17	NO	FINAL 10/10/17	HANDIMAN
31-G	INSTALL CARPET	GRF	08/14/17	09/14/17	NO	NONE	BIXBY PLAZA CARPETS
30-L	HEAT PUMP	BOTH	11/07/17	12/20/17	NO	COLOR CORRECTION	ALPINE
31-I	HEAT PUMP	BOTH	08/10/17	10/12/17	NO	FINAL 09/11/17	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
31-C	HEAT PUMP	BOTH	12/15/17	02/03/18	NO	FIANL 01/12/18	ALPINE
35-A	INST.SECURITY DOOR	GRF	12/27/17	01/16/18	NO	FINAL 01/19/18	HANDYMAN
35-A	CARPORT CABINET	GRF	12/27/17	02/07/18	NO	NONE	HANDYMAN
35-B	PATIO CARPET	GRF	10/13/17	11/20/17	NO	NONE	BIXBY PLAZA FLOORING
35-C	EZ ACCESS TUBE	BOTH	12/01/17	02/08/18	NO	NONE	NUKOTE
35-E	OUTDOOR CARPET	GRF	11/15/17	11/29/17	NO	NONE	BIXBY PLAZA FLOORING
35-H	FLOORING	GRF	10/18/17	11/25/17	NO	NONE	KARYS CARPETS

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL (02) TWO

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35-H	SK.LT/KIT.RM./W&D	BOTH	10/26/17	12/20/17	NO	NONE ON FILE	M&M CONST
35-K	CARPORT CABINET	GRF	08/30/17	09/30/17	NO	NONE	HANDIMAN
38-A	KITCHEN REMODEL	BOTH	07/05/17	08/31/17	NO	FINAL 08/23/17	BERGKVIST
38-E	WINDOW/PATIO	BOTH	08/21/17	10/30/17	NO	FINAL 10/31/17	KANGS CONST
39-G	FLOORING ENTIRE/UNIT	BOTH	08/24/17	10/15/17	NO	FINAL 09/20/17	NATIONWIDE PAINT
40-B	CARPET INSTALL	GRF	06/10/17	07/10/17	NO	NONE	LACEYS CARPETS
38-B	FLOORING	GRF	01/08/18	02/16/18	NO	NONE	KARYS CARPETS
40-F	WINDOW REPLACEM.	BOTH	10/10/17	11/20/17	NO	NONE	BODIES GLASS
40-F	FLOORING	GRF	10/02/17	11/09/17	NO	NONE	BIXBY PLAZA FLOORING
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	FINAL 08/18/17	BODIES GLASS
44-K	HEATING AND AIR	BOTH	04/17/17	07/17/17	NO	NONE	GREENWOOD
44-K	E/Z ACCESS TUB	GRF	05/11/17	06/11/17	NO	NONE	NUKOTE
48C	E/Z ACCESS TUB	GRF	04/24/17	05/24/17	NO	5/8/2017 FINAL	NUKOTE
43-B	BATH REMODEL	BOTH	08/21/17	09/28/17	NO	FINAL 09/20/17	GAMBOA CONSTRUCTION
44-B	HEAT PUMP	BOTH	01/05/18	02/15/18	NO	NONE	ALPINE
44-H	HEAT PUMP	BOTH	01/10/18	02/04/18	NO	NONE	OGAN
45-I	KITCH. REMD.ADD BATH	BOTH	08/14/17	11/03/17	YES	FINAL 11/01/17	PENA CONSTRUCTION
46-A	FLOORING	GRF	07/30/17	08/30/17	NO	FINAL 8/29/17	KARYS CARPETS
46-A	ASBESTOS ABATEMENT	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
45-L	REMODEL	BOTH	01/11/18	04/01/18	NO	NONE	OGAN
46-B	WINDOW/COUNTERTOP	BOTH	12/13/17	04/30/18	NO	NONE	MAMUSCIA CONST.
46 A	WINDOWS	BOTH	08/10/17	09/10/17	NO	NONE ON FILE	SWENMAN
46-G	HEAT PUMP	BOTH	08/14/17	10/20/17	NO	FINAL 09/11/17	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
51L	CART PAD	GRF	05/10/17	05/25/17	NO	NONE	FRANKS GARDENING
47-B	WASHER/DRYER	BOTH	10/10/17	11/20/17	NO	NONE	JC KRESS
48-A	WINDOW REPLACEM.	BOTH	09/28/17	12/09/17	NO	NONE	BODIES GLASS
48-F	HEAT PUMP	BOTH	09/13/17	11/11/17	NO	FINAL 11/08/17	ALPINE
49-I	RESURFACE PATIO	GRF	10/30/17	03/01/18	NO	FINAL 11/17/17	STONEWAYS
49-H	HEAT PUMP	BOTH	09/11/17	12/28/17	NO	FINAL 10/17/2017	GREENWOOD
51 F	HEATPUMP	BOTH	10/06/17	12/05/17	NO	SEE RED TAG 2/1/18	GREENWOOD
51-F	HEAT PUMP	BOTH	09/28/17	12/05/17	NO	NONE	GREENLEAF HEAT&AIR
52-F	WINDOW REPLACEM.	BOTH	08/28/17	09/28/17	NO	NONE	BODIES GLASS
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
52-G	INSULATION/DOORS	BOTH	01/04/18	02/26/18	NO	DRYALL 2/5/18	MP CONSTRUCTION
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	CALIFORNIA ENRGY
57-A	KIT/ COUNTERTOP	BOTH	10/10/17	12/05/17	NO	NONE	WESTBY4HOMES
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
57-A	INSTALL VINYL FENCE	GRF	11/20/17	01/19/18	NO	NONE	CGR CONSTRUCTION
60-A	FLOORING	GRF	09/11/17	10/20/17	NO	FINAL 10/31/17	KARYS CARPETS

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60-J	HVAC	BOTH	09/05/17	12/18/17	NO	FINAL 10/31/17	GREENWOOD
60-J	REMOVE DECO BLOCKS	GRF	06/13/17	08/11/17	NO	NONE	BERGKIST
59 L	FULL REMODEL	BOTH	08/07/17	11/10/17	NO	NONE ON FILE	LOS AL BUILDER
61-I	FLOORING	GRF	07/28/17	08/28/17	NO	08/22/17	KARYS CARPETS
61-J	INSTALL GATE	GRF	04/25/17	05/20/17	NO	NONE	MJ JURADO
61J	FLOORING ENTIRE UNIT	GRF	04/04/17	04/30/17	NO	NONE	FAMILY FLOOR
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
61-L	HVAC	BOTH	01/02/18	03/16/18	NO	NONE	GREENWOOD
62-A	HEAT PUMP	BOTH	10/10/17	12/30/17	NO	NONE	YES REMODELING
62-A	REMODEL	BOTH	07/28/17	02/02/18	NO	INT LATH 11/20/17	ALPHA MASTER
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
64 F	SOLA TUBE	BOTH	05/25/17	07/20/17	NO	NONE	BRIGTER CONCEPTS
63-K	WINDOW REPLACEM.	BOTH	12/01/17	01/15/18	NO	NONE	LW DÉCOR
65-K	FLOORING	GRF	01/05/18	03/16/18	NO	NONE	GUNDERSON
66-B	REMOVE DECO BLOCKS	GRF	12/11/17	12/30/17	NO	NONE	HANDIMAN
67-B	WINDOW REPLACEM.	BOTH	09/25/17	12/06/17	NO	NONE	BODIES GLASS
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	INSTALL TMP. GLASS	GRF	10/13/17	11/25/17	NO	NONE	BODIES GLASS
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
8-H	REMODEL	GRF	12/20/16	03/25/17	NO	NAILING 02/01/17	KANGS CONST
17I	CARPET	GRF	03/01/17	03/30/17	NO	NONE	KARYS CARPETS
19G	COUNTERTOP	GRF	03/20/17	04/15/17	NO	NONE	SWENMAN
8-K	REFINISH	GRF	01/23/17	02/28/17	NO	FINAL	NUKOTE
10-A	HEAT PUMP	GRF	01/31/17	03/15/17	NO	FINAL	GREENWOOD
10-I	PATIO WORK	GRF	01/31/17	02/25/17	NO	FINAL	BERGKVIST
10-G	HEAT PUMP	BOTH	02/23/17	05/23/17	NO	FINAL	GREENWOOD
11-B	FLOORING	GRF	10/18/16	11/30/16	NO	FINAL	KARYS CARPETS
13-G	REMODEL	BOTH	10/18/16	12/30/16	NO	FINAL	LOS AL BUILDERS
27-H	FRONT DOOR	BOTH	04/03/17	05/05/17	NO	NONE	BERGKVIST
24-K	WINDOWS	BOTH	01/19/17	04/30/17	YES	NONE	SEAPORT
33-L	SOLAR TUBE	GRF	03/15/17	04/15/17	NO	NONE	ROOFING STANDARDS
34-G	FLOORING	GRF	01/29/17	03/10/17	NO	NONE	KARYS CARPETS
42-B	SHOWER CUT	BOTH	03/20/17	04/20/17	NO	FINAL	NUKOTE
38-A	REFINISH	GRF	01/27/17	02/25/17	NO	FINAL	NUKOTE
14-G	ENTRY DOOR	BOTH	10/24/16	11/11/16	NO	FINAL	BATE CONST
16-J	CARPETQ	GRF	11/30/16	12/30/16	NO	FINAL 12/02	KARYS CARPETS
17-K	HEAT PUMP	GRF	12/30/16	01/30/17	NO	FINAL 01/19/17	ALPINE
23-D	HEAT PUMP	BOTH	10/17/16	01/30/17	NO	FINAL 1/12/17	GREENWOOD
23-D	REFINISH	GRF	10/17/16	12/30/16	NO	FINAL	NUKOTE
37K	WASHER/DRYER	BOTH	10/17/16	12/30/16	NO	FINAL	BERGKVIST
40-A	SKYLIGHTS	BOTH	08/15/16	11/30/16	YES	FINAL 12/29/16	M AND M CONST

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL (02) TWO

INSPECTOR: **RAY JONES**

DATE: **FEBRUARY 15, 2018**

Print Date: 11/8/2016

43-F	REMODEL	BOTH	06/24/16	12/24/16	YES	FINAL 02/01/17	ALPHA MASTER
43-F	HEAT PUMP	BOTH	09/15/16	12/15/16	NO	FINAL	YES
45-E	REFINISH	GRF	01/23/17	02/28/17	NO	FINAL	NUKOTE
47-I	CARPET	BOTH	12/30/16	01/30/17	NO	FINAL	KARYS CARPETS
44-A	ROOM ADDITION	BOTH	11/10/16	01/20/16	NO	FINAL	OGAN
49-D	CARPET	GRF	03/25/17	04/20/17	NO	FINAL	
49-K	REMODEL	BOTH	12/16/16	03/13/16	NO	LATH 02/16/17	LOS AL BUILDERS
51-E	HEAT PUMP	BOTH	09/13/16	10/13/16	NO	FINAL	SUPREME ACE MECHANICAL
59-I	SHOWER CUT	BOTH	03/28/17	04/28/17	NO	FINAL	NUKOTE
56-H	HEAT PUMP	BOTH	02/01/17	04/20/17	NO	FINAL	GREENWOOD
63-L	CART PARD	GRF	02/01/17	02/27/17	NO	FINAL	JOHNS LANDSCAPE
64-I	SKYLIGHTS	BOTH	12/01/16	02/28/17	NO	NONE	M&M CONST
70 J	HEATPUMP	BOTH	02/20/18	04/20/18	NO	NA	GREENWOOD
53-G	ENTRY DOOR	BOTH	11/05/16	12/05/16	NO	LATH 11/17/16	SWENMAN
58-G	HEAT PUMP	BOTH	12/30/16	01/31/17	NO	FINAL 1/13/17	GREENWOOD
63-F	HEAT PUMP	BOTH	11/07/16	12/07/16	NO	FINAL 11/16/16	ALPINE
66-C	WINDOWS	BOTH	01/27/17	03/30/17	YES	NONE	RD
67-H	REMODEL	BOTH	03/30/17	05/30/17	NO	ROUGH	PENA
69-H	SOLAR TUBE	GRF	02/02/17	03/30/17	NO	NONE	ROOFING STANDARDS
71-H	ROOM ADDITION	BOTH	04/15/16	06/17/17	YES	NAILING 1/10/17	REAL MCCOY
71-H	ROOM ADDITION	BOTH	04/15/16	12/15/16	NO	06/20/16 SHEAR	REAL MCCOY
72-G	PATIO REMODEL	GRF	11/01/16	12/02/16	NO	FINAL 11/17/16	GARY HANDYMAN
69-E	SOLATUBE	BOTH	11/01/17	12/30/17	NO	NONE	BRIGHTER CONCEPTS
71-J	HEAT PUMP	BOTH	05/22/17	08/22/17	NO	NONE	GREENWOOD
72-G	INSTALL GLASS PATIO	BOTH	12/15/17	01/10/18	NO	NONE ON FILE	BROTHERS GLASS.

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
3-B		07/13/16	11/30/16	12/20/16	12/30/16		
55 f		02/08/18					
9 L		12/06/17					
10 B		10/05/17	1/16/18 1/30/18				
10 I		01/17/18					
11 D		12/28/17					
13 F		01/17/18					
18 B							
19 F		01/17/18					
20 A		01/17/18					
23 L		12/28/17					
24 F		01/17/18					
37 G		12/28/17					
38 G		12/28/17					
52 L		12/06/17	01/02/18	01/05/18	01/19/18		
55 I		01/17/18					
63 C		12/28/17					

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RESCIND RESOLUTION DATED JANUARY 18, 2018 RE: TREE TRIMMING
(UNFINISHED BUSINESS ITEM A)
DATE: FEBRUARY 15, 2018
CC: MUTUAL FILE

On January 18, 2018, the Mutual Board of Directors voted on the below resolution: *RESOLVED, That the attached tree list be approved for tree trimming for the year 2017-2018, and be submitted following this meeting to Physical Properties so that bid requests may be sent to at least five (5) other tree trimming companies for sealed bids to be returned by the February Meeting.*

On February 15, 2018, the Mutual Board of Directors will vote to rescind this resolution.

I move to rescind the resolution dated January 18, 2018, stated as follows; RESOLVED, That the attached tree list be approved for tree trimming for the year 2017-2018, and be submitted following this meeting to Physical Properties so that bid requests may be sent to at least five (5) other tree trimming companies for sealed bids to be returned by the February Meeting.

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Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: AMEND POLICY 7425.02 – LANDSCAPE AREAS TREES AND SHRUBS
(NEW BUSINESS ITEM A)
DATE: FEBRUARY 15, 2018
CC: MUTUAL FILE

On October 17, 1991, the Mutual Two Board of Directors adopted Policy 7425.02 – Landscape Areas Trees and Shrubs.

On February 15, 2018, the Mutual Board of Directors will vote to amend this Policy.

I move to amend Policy 7425.02 – Landscape Areas Trees and Shrubs on a preliminary basis until the 30 – day posting period is completed.

MUTUAL OPERATIONS

AMENDED DRAFT

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 **members**. The Landscape Committee is entrusted with the management of landscaping including the responsibility for inspections and enforcement of this policy.

If all shareholders **members** follow the policy as outlined below, the landscape areas will display what most shareholders **members** 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 **members** 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 **Members** 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 **and twelve (12) inches from the building**. All plants must be trimmed back twelve (12) inches from building walls. Shrubs shall not block windows, electric meters, or neighbors' views. **Going forward, effective with ratification of this policy.**

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 **members** expense.

MUTUAL OPERATIONS**AMENDED DRAFT****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 **members** expense, sprinklers may be added within the garden area. Maintenance of sprinklers will be at the shareholder's **members** 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 **members** 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 **Members** may design a garden area with slight curves **within 36 to 48 inches** to enhance their garden area. First, shareholders **members** 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 **member** sells his or her share of stock.

MUTUAL OPERATIONS

AMENDED DRAFT

PHYSICAL PROPERTYLandscape Areas, Trees, and Shrubs – Mutual TwoDONATING 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.~~

~~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 **member** 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 **allowed**.

II. FLOWER BED USE AND MAINTENANCE

Shareholders **Members** 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 **member** does not adhere to the requirements of the landscape policy, the Mutual will advise the shareholder **member**, 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 **members and their pets**, as well as to beneficial insects.

MUTUAL OPERATIONS

AMENDED DRAFT

PHYSICAL PROPERTYLandscape Areas, Trees, and Shrubs – Mutual Two

2. Flower beds are cultivated, weeded, and trimmed by contracted landscapers every six (6) weeks. ~~Shareholders~~ **Members** 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.
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~~ **member** 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~~ eighteen (18) from the eaves, will be cut back at ~~shareholder's~~ **members** 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. Members are allowed to have "stackable gardens." However, the garden must have approved plants and must be kept twelve (12) inches from the building wall and may not go above the decorative fence or be twenty-four (24) inches high from the ground. Plants may not be stacked on the block walls.

MUTUAL OPERATIONS

AMENDED DRAFT

PHYSICAL PROPERTYLandscape Areas, Trees, and Shrubs – Mutual Two

~~78.~~ 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 member will be asked, in writing, to clean it out. If the shareholder member does not clean out the “overgrown” flower bed and/or overabundance of potted plants, then the Mutual will do it. The shareholder member will not be reimbursed for any plants, pottery, containers or non-authorized “items” in the flower bed.

9. The list of approved plants is shown below. If a member has a question about a plant that does not appear on the approved list, the member 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 member’s expense.

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 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.~~

MUTUAL OPERATIONS

AMENDED DRAFT

PHYSICAL PROPERTYLandscape Areas, Trees, and Shrubs – Mutual Two**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	Pittosporum – M. Channon
Duranta Repens	Nandia – Gulfstream
Raphiolepis – Pink Lady	Hidcote Lavendula Agustifolia
Heather	Succulents or Drought resistant plants

Approved Plants: List:**Approved Plants**

A sampling of approved plants for Mutual 2 Member gardens. If you are interested in a plant not listed, please contact the Landscape/Garden Chairperson to check viability. Perennial and Annual 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 member's designated flowerbed 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 member's patio. If placed in the flowerbed, pot must be on a paver large enough to prevent roots from going into the ground.

<u>Common Names</u>	<u>Botanical Names (Latin Names)</u>
<u>Daylily</u>	<u>Hemerocallis,</u>
<u>Mexican Sage</u>	<u>Salvia Leucantha 'Santa Barbara'</u>
<u>Nandia "Gulfstream"</u>	<u>Nandina domestica 'Gulfstream'</u>
<u>Marjorie Channon Pittosporum</u>	<u>Pittosporum tenuifolium 'Marjorie Channon'</u>
<u>Nandina – Gulfstream</u>	<u>Nandina domestica 'Gulfstream'</u>
<u>Duranta</u>	<u>Duranta spp.</u>
<u>Raphilolepis – pink lady</u>	<u>Raphiolepis indica 'Pink Lady'</u>
<u>Heather (Mexican heather)</u>	<u>Cuphea hyssopifolia</u>

MUTUAL OPERATIONS

AMENDED DRAFT

PHYSICAL PROPERTYLandscape Areas, Trees, and Shrubs – Mutual Two

<u>Agapanthus (common)</u>	<u>Agapanthus spp.</u>
<u>Holly Family</u>	<u>Ilex spp.</u>
<u>Fuchsia</u>	<u>Fuchsia magellanica</u>
<u>Hydrangea</u>	<u>Hydrangea macrophylla</u>
<u>Roses</u>	<u>Rosa spp.</u>
<u>Lily of the Nile</u>	<u>Agapanthus africanus</u>
<u>Verbena</u>	<u>Verbena spp.</u>
<u>Heavenly Bamboo</u>	<u>Nandina domestica</u>
<u>Lirioppe</u>	<u>Lirioppe muscari</u>
<u>Pyracantha</u>	<u>Pyracantha coccinea</u>
<u>Cape Honeysuckle</u>	<u>Tecomaria capensis</u>
<u>Hot Lips Sage</u>	<u>Salvia microphylla 'Hot Lips'</u>
<u>Lantana Little Lucky</u>	<u>Lantana camara 'Little Lucky'</u>
<u>Heaven's Breath</u>	<u>Coleonema pulchellum (Pink Breath of Heaven)</u>
<u>Blonde Ambition</u>	<u>Bouteloua gracilis 'Blonde Ambition'</u>
<u>Statice Plant</u>	<u>Limonium perezii</u>
<u>Carrissa 'Green Carpet</u>	<u>Carissa macrocarpa</u>
<u>Echeveria</u>	<u>Echiveria spp.</u>
<u>Aloe</u>	<u>Aloe spp.</u>
<u>Kniphofia (Red Hot Poker)</u>	<u>Kniphofia uvaria</u>
<u>Carex (Foothill Sedge)</u>	<u>Carex tumulicola</u>
<u>Pennisetium Fairy Tails</u>	<u>Pennisetum 'Fairy Tails'</u>
<u>Pink Muhlygrass</u>	<u>Muhlenbergia capillaris</u>
<u>Euonymus Variegated</u>	<u>Euonymus variegata</u>

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	Lirioppe	Pyracantha	Cape Honeysuckle

Annual and Perennial FloweringCommon Names Botanical Names (Latin Names)

<u>Impatiens (New Guinea)</u>	<u>Impatiens hawkeri,</u>
<u>Vinca,</u>	<u>Catheranthus roseus</u>

MUTUAL OPERATIONS

AMENDED DRAFT

PHYSICAL PROPERTYLandscape Areas, Trees, and Shrubs – Mutual TwoDrought Tolerant Plants and SucculentsNon-Approved Plants

The following flowers, plants or trees may not be planted in garden areas effective July 20, 2017. However, they may be planted in pots and placed on the patio or in the garden on pavers. Additional prohibited flowers or plants may, in the future, be added to this list by the Board of Directors.

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.

DRAFT

MUTUAL OPERATIONS

AMENDED DRAFT

PHYSICAL PROPERTY

Landscape Areas, Trees, and Shrubs – Mutual Two

Common Names Botanical Names (Latin Names)

Asparagus Fern (Myer’s Asparagus) Asparagus densiflorus, ‘Myers’

Cactus (Large) Cactus spp.

Ivy Hedera helix

Wild Mint Mentha arvensis

Baby Tears Soleirolia soleirolii

Citrus of any kind Citrus spp.

Spiderwort Tradescantia virginiana

Bamboo Bambusa vulgaris

Fruit of any kind

Trees of any kind

Vegetables

Bird of Paradise Strelitzia reginae

Ficus Ficus spp.

Palms

Elephant Ears Colocasia esculenta

Firestick Plant Euphorbia tirucalli

Plastic Plants & Flowers

Split Leaf Philodendron.

Jade

Annual and Perennial Flowering Plants:

~~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~~

MUTUAL OPERATIONS

AMENDED DRAFT

PHYSICAL PROPERTYLandscape Areas, Trees, and Shrubs – Mutual Two

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 and to be put on a waiting list.

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.

DONATING TREES

The Garden Committee wants members to know that donations of trees to enhance our Mutual's appearance are greatly appreciated. Trees are one thing that all members 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.

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.

MUTUAL OPERATIONS**AMENDED DRAFT****PHYSICAL PROPERTY****Landscape Areas, Trees, and Shrubs – Mutual Two****PLANTING TREE WELLS**

The Mutual Two Board of Directors is granting its shareholders **members** 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 **members** 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 **member**. Mutual Two will only assume the cost of creating the well.

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 **member**. **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 **member** 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 –

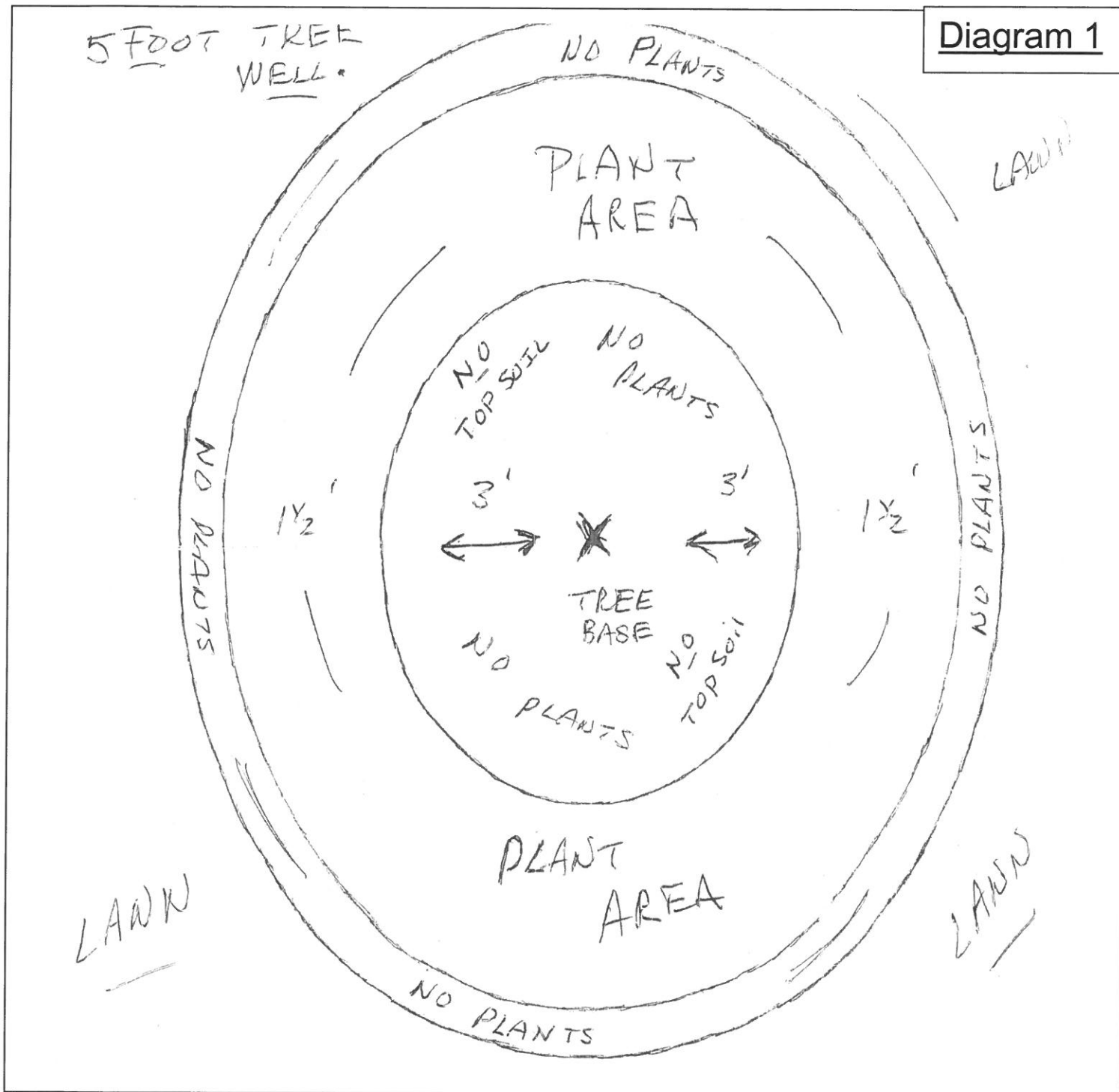
MUTUAL OPERATIONS

AMENDED DRAFT

PHYSICAL PROPERTY

Landscape Areas, Trees, and Shrubs – Mutual Two

Diagram 1



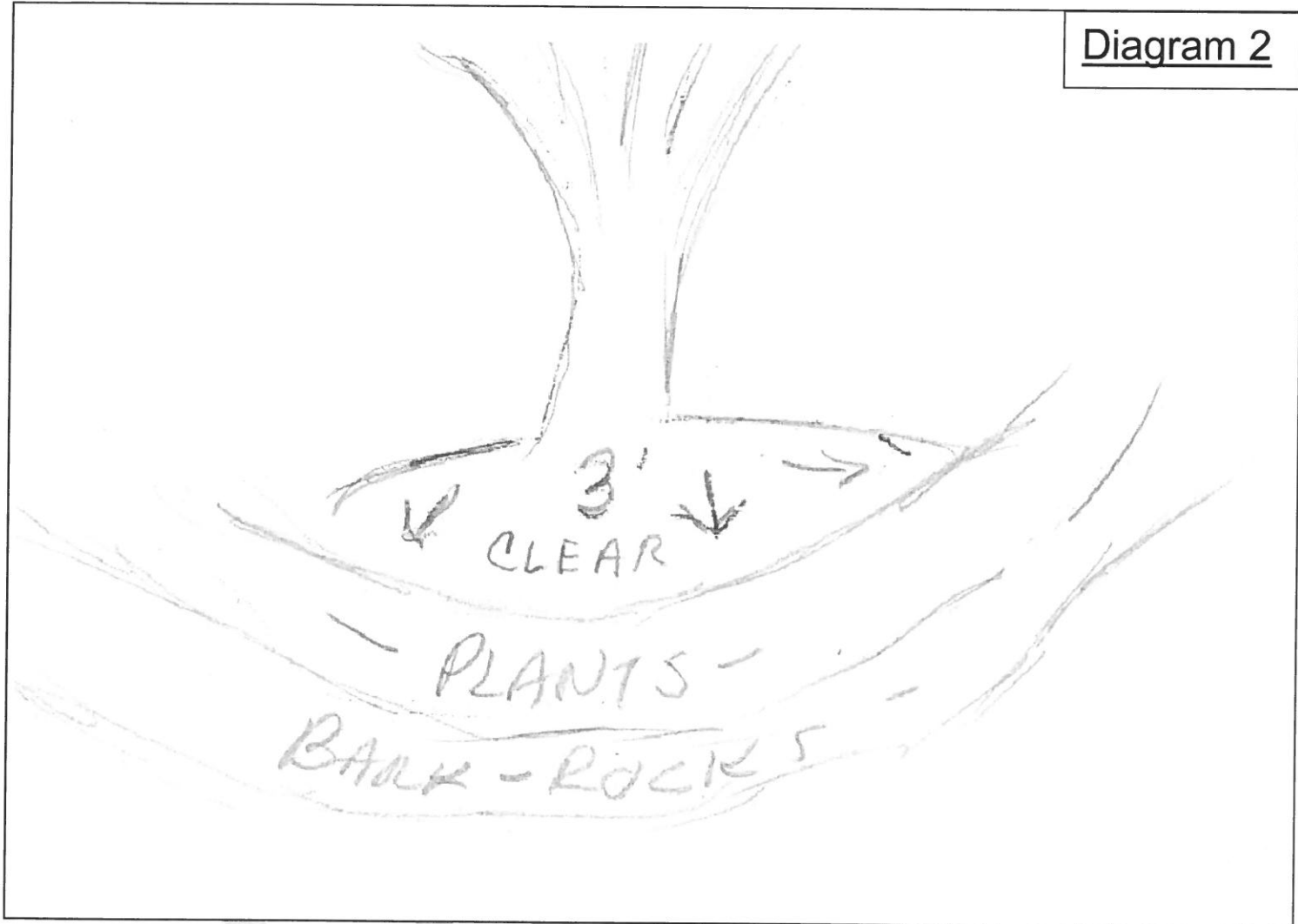
MUTUAL OPERATIONS

AMENDED DRAFT

PHYSICAL PROPERTY

Landscape Areas, Trees, and Shrubs – Mutual Two

Diagram 2



MUTUAL ADOPTION

AMENDMENT(S)

TWO: 10-17-91

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

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: REQUEST BIDS FOR SOFTWARE TO TRACK INVENTORY AND
ASSESSMENT OF ALL MUTUAL TWO TREES (NEW BUSINESS ITEM B)
DATE: FEBRUARY 15, 2018
CC: MUTUAL FILE

The Mutual Board of Directors intends to enter into a contract with a qualified and responsible firm to purchase software to track the inventory and assessment of all Mutual Two trees.

I move to approve / deny to go out for bid to purchase software to track the inventory the assessment of all Mutual Two trees.

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Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: PREVENTATIVE MAINTENANCE FOR LAUNDRY ROOMS
(NEW BUSINESS ITEM C)
DATE: FEBRUARY 15, 2018
CC: MUTUAL FILE

The Mutual Board has obtained a quote from the GRF Service Maintenance Department for preventative maintenance for Laundry rooms.

I move to approve / deny the quote from the GRF Service Maintenance Department for preventative maintenance for the Mutual Two Laundry Rooms, at a cost of \$241 for each Laundry Room, for at total cost not to exceed \$4,000, funds to be taken from the Infrastructure Reserves, and authorize the President to sign the contract.

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Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: SELECT COMPANY FOR DESIGN OF WESTMINSTER WALL AREA
(NEW BUSINESS ITEM E)
DATE: FEBRUARY 15, 2018
CC: MUTUAL FILE

The Mutual Board has received a quote from three companies for the design of the Westminster Wall area.

Star Landscape & Exterior Designs, Inc. – \$500
Centeno's Landscaping Company, Inc. – \$750
Alford's English Gardens, Inc. – 7,500

I move to approve / deny the quote from Star Landscape & Exterior Designs, Inc. at a cost not to exceed \$500, and authorize the President to sign the contract.

I move to approve / deny the quote from Centeno's Landscaping Company, Inc., at a cost not to exceed \$750, and authorize the President to sign the contract.

I move to approve / deny the quote from Alford's English Gardens, Inc., at a cost not to exceed \$7,500, and authorize the President to sign the contract.

A quote from BrightView Landscaping has not been received yet.

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Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RE-STUCCO WALLS AT CARPORT ENDS (NEW BUSINESS ITEM F)
DATE: FEBRUARY 15, 2018
CC: MUTUAL FILE

The Mutual Board has received a proposal from Bruno H. Alvarez, General Contractor, to remove and dispose 2x8, attached to the Carport walls by the trash bin areas, to clean up the area , patch holes and spray the stucco texture to match the existing color.

I move to approve / deny the quote from Bruno H. Alvarez, General Contractor, to re-stucco walls at the ends of the carport walls by removing and disposing of the 2x8, cleaning up the area, patching holes and spraying the stucco texture to match the existing color of the Carport walls, at a cost not to exceed \$12,000, funds to be taken from Infrastructure Reserves, and authorize the President to sign the contract.

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Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVE MUTUAL 2 MATTERS YEARLY EXPENSE
(NEW BUSINESS ITEM G)
DATE: FEBRUARY 15, 2018
CC: MUTUAL FILE

Mutual 2 Matters is the monthly newsletter that is presented to the Shareholder(s) of Mutual Two.

I move to approve / deny the mutual expense for Mutual 2 Matters, at a cost not to exceed \$1,000 for the 2018 year.

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Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVE THE COST OF MAP SATELLITE IMAGE FOR MUTUAL TWO
(NEW BUSINESS ITEM H)
DATE: FEBRUARY 15, 2018
CC: MUTUAL FILE

The Mutual Two Board of Directors would like to provide a satellite map that may used for bid specifications, references by the Board of Directors, and Landscape Committee. The map will be provided in high resolution digital format, and may be used in Mutual documents and printing.

I move to approve / deny to have a GPS Consultant prepare an aerial map of Mutual Two annotated with Building Numbers, Streets and features of Mutual Two, at a cost not exceed \$225.

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Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: REINVESTMENT OF CD'S
(CHIEF FINANCIAL OFFICERS REPORT ITEM A)
DATE: FEBRUARY 15, 2018
CC: MUTUAL FILE

I move to approve / deny to reinvest \$600,000 in proceeds from four (4) CD's, that have matured, in laddered CD's at available rates. These investments will be in the amount of \$250,000 or less.