

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL TWO**  
**April 19, 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. Gonzalez, Facilities Manager
  - Mr. Jones, Building Inspector
  - Ms. Pandit, Recording Secretary
5. APPROVAL OF MINUTES:
  - Regular Meeting Minutes of March 15, 2018**
  - Special Meeting Minutes of March 2, 2018 (p. 3)**
6. BUILDING INSPECTOR'S REPORT Mr. Jones  
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (handout)
7. **Guest Speaker – Facilities Manager** **Mr. Gonzalez**
  - a. Inspection of Breaker Boxes (p. 5)
8. GRF REPRESENTATIVES(S) Mr. Pratt & Ms. Snowden
9. **UNFINISHED BUSINESS**
  - a. Ratify Policy 7425.02 – Landscape Areas, Trees, and Shrubs Mrs. Esslinger  
(p. 7-21)
  - b. Ratify rescinded posted Policy 7550 – Dual Ownership (p. 23-24) Mrs. Esslinger
10. **NEW BUSINESS**
  - a. Repainting of Green Curbs to Gray (p. 25) Ms. Keller
  - b. Discuss considering making some Driveways one way (p. 27) Mrs. Nugent
  - c. Discuss changing Dryer Coin Slots to \$0.25 cents (p. 29) Mrs. Nugent
  - d. Bulk Cable Service Agreement-Superwire (p. 31-32) Ms. Baker
  - e. Discuss adopting 7531.02 – Inspection of Vacant, Unoccupied, Seasonal – Use Units (p. 33-34) Ms. Jacquelin

(Friday, April 13, 2018 sp)

- f. Replace Entry Walkways at Building 10 and Driveway at Carport 21 (p. 35-36) -Mrs. Nugent
- g. Remove and Replace Concrete Sidewalk at Building 15 (p. 37-38) Mrs. Nugent
- h. Emergency preparedness donation to Emergency Buddy System (p. 39) Ms. Baker
- i. Discuss Letter to GRF Board regarding Security (p.41-42) Ms. Keller
- j. Discuss selection of Landscape Company Ms. Esslinger
- k. Shareholder Statement to Vote Cumulatively (p. 43)
- l. Appoint Observers of the 2018 - 2020 Mutual Two Annual Election (p. 45)
- m. Emergency Information Council (p. 47)

**STAFF SECRETARY BREAK 11:00 a.m.**

- 11. SECRETARY / CORRESPONDENCE Ms. Jacquelin
- 12. CHIEF FINANCIAL OFFICERS REPORT Mr. Brooks
  - a. Discuss Allocation of 2017 GRF Excess Income (p. 49)
  - b. Reinvestment of Two CD's for \$300,000.00 (p. 51)
  - c. Transfer of 2017 excess budget (p. 53)
- 13. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
- 14. ANNOUNCEMENTS
- 15. COMMITTEE REPORTS
- 16. DIRECTORS' COMMENTS
- 17. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
- 18. ADJOURNMENT
- 19. EXECUTIVE SESSION

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

**NEXT MEETING May 17, 2018 at 9:00 a.m.  
Administration Building Conference Room A**

MINUTES OF A SPECIAL MEETING OF THE  
BOARD OF THE DIRECTORS  
SEAL BEACH MUTUAL TWO

3/2/18

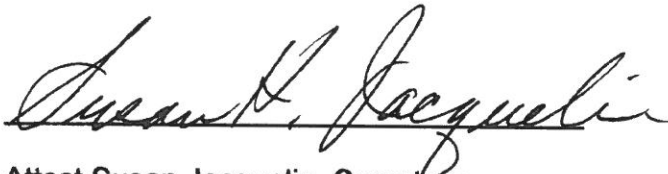
In accordance with the Corporation Bylaws, and pursuant to posted due notice to the Directors, a special Meeting of the Board of Directors of Seal Beach Mutual Two was called to order by President Baker at 9:15 am in Boardroom B Meeting Room.

Those Directors present were: President Baker, Secretary Jacquelin, and Directors Keller and Sporcich. Two Shareholders were present.

The purpose of the meeting was to prepare the agenda for the March 15, 2018 regular monthly Board meeting.

No votes were taken at this meeting.

The meeting was adjourned at 10:20 am.

A handwritten signature in cursive script, reading "Susan H. Jacquelin", written over a horizontal line.

Attest Susan Jacquelin, Secretary  
Seal Beach Mutual Two

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# *Mutual Corporation No. Two*

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## MEMO

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**TO:** MUTUAL TWO BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** INSPECTION OF BREAKER BOXES (GUEST SPEAKER ITEM A)  
**DATE:** APRIL 19, 2018  
**CC:** MUTUAL FILE

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The Physical Property Committee has found that the Breaker Boxes inside of the Mutual Two Shareholder Apartments need inspections and repair as needed. There are three different breakers in each box. Once the Inspections are completed and repairs have been made, the breaker boxes should last for a substantial amount of time. Based upon the information available, Mr. Gonzalez, Maintenance Manager, will advise the board accordingly from his observations.

***I move to have Service Maintenance inspect each breaker box found inside of Shareholder's Apartments and repair as needed.***

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# *Mutual Corporation No. Two*

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## MEMO

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**TO:** MUTUAL TWO BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** RATIFY AMENDED POSTED POLICY 7425.02 – LANDSCAPE AREAS, TREES, AND SHRUBS (UNFINISHED BUSINESS ITEM A)  
**DATE:** APRIL 19, 2018  
**CC:** MUTUAL FILE

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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 voted to amend Policy 7425.02 – Landscape Areas, Tree, and Shrubs (attached) and the 30 – day posting period has been met.

***I move to ratify amended/posted Policy 7425.02 – Landscape Areas, Trees, and Shrubs.***

## MUTUAL OPERATIONS

## AMENDED DRAFT

PHYSICAL PROPERTYLandscape 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~~ member's. The Landscape Committee is entrusted with the management of landscaping including the responsibility for inspections and enforcement of this policy.

If all ~~shareholders~~ member's follow the policy as outlined below, the landscape areas will display what most ~~shareholders~~ member's would consider an appealing appearance of Mutual Two, a benefit for all as an attractive ~~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~~ member'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 Board 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~~ Member's 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

## MUTUAL OPERATIONS

## AMENDED DRAFT

PHYSICAL PROPERTYLandscape Areas, Trees, and Shrubs – Mutual Two

line, in all cases. Removal of any offending growth will be done by the Mutual at the shareholder's Member's expense.

3. Fertilization and plant pest control within the garden area are the responsibility of the shareholder member. Watering the garden area is also the responsibility of the shareholder member. At the shareholder's member's expense, sprinklers may be added within the garden area. Maintenance of sprinklers will be at the shareholder's member'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 Member's 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 Member's may design a garden area with slight curves within 36 to 48 inches to enhance their garden area. First, shareholders Member's 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 PROPERTY

### Landscape Areas, Trees, and Shrubs – Mutual Two

#### 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.~~

~~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 **Member's** 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 **member's** at their expense. Pesticide application requires careful attention to prevent endangerment to other shareholders **member's 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~~ **Member's** 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) inches** from the eaves, will be cut back at ~~shareholder's~~ **member'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. Member's 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:**

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

**Approved Plants: List:****Approved Plants**

**This is 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.

<b><u>Common Names</u></b>	<b><u>Botanical Names (Latin Names)</u></b>
<b><u>Daylily</u></b>	<b><u>Hemerocallis,</u></b>
<b><u>Mexican Sage</u></b>	<b><u>Salvia Leucantha 'Santa Barbara'</u></b>
<b><u>Nandia "Gulfstream"</u></b>	<b><u>Nandina domestica 'Gulfstream'</u></b>
<b><u>Marjorie Channon Pittosporum</u></b>	<b><u>Pittosporum tenuifolium 'Marjorie Channon'</u></b>
<b><u>Nandina – Gulfstream</u></b>	<b><u>Nandina domestica 'Gulfstream'</u></b>
<b><u>Duranta</u></b>	<b><u>Duranta spp.</u></b>

## MUTUAL OPERATIONS

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PHYSICAL PROPERTYLandscape Areas, Trees, and Shrubs – Mutual Two

<u>Raphiolepis – pink lady</u>	<u>Raphiolepis indica ‘Pink Lady’</u>
<u>Heather (Mexican heather)</u>	<u>Cuphea hyssopifolia</u>
<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>Liriope</u>	<u>Liriope 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>Pennisetum 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	Liriope	Pyracantha	Cape Honeysuckle

Annual and Perennial FloweringCommon NamesBotanical Names (Latin Names)

(draft created on 02-06-18 ka/pk)  
(draft updated on 02-20-18 ka/tb)



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~~

## MUTUAL OPERATIONS

## AMENDED DRAFT

PHYSICAL PROPERTYLandscape Areas, Trees, and Shrubs – Mutual Two

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 **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 Member's to know that donations of trees to enhance our Mutual's appearance are greatly appreciated. Trees are one thing that all Member's 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~~ **member's** 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~~ **member'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~~ **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's** 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 **in the well** 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 –**



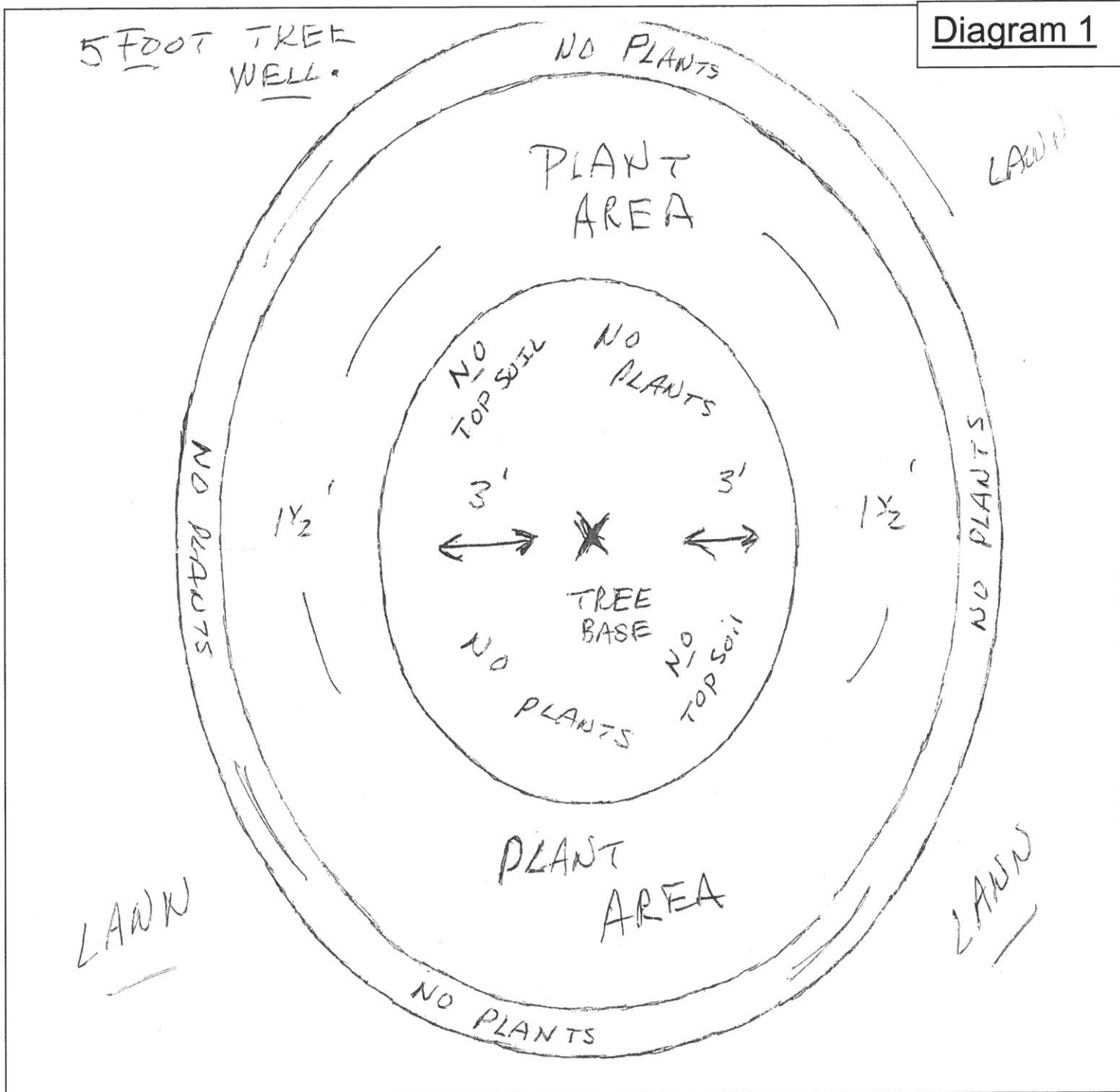
MUTUAL OPERATIONS

AMENDED DRAFT

PHYSICAL PROPERTY

Landscape Areas, Trees, and Shrubs – Mutual Two

Diagram 1



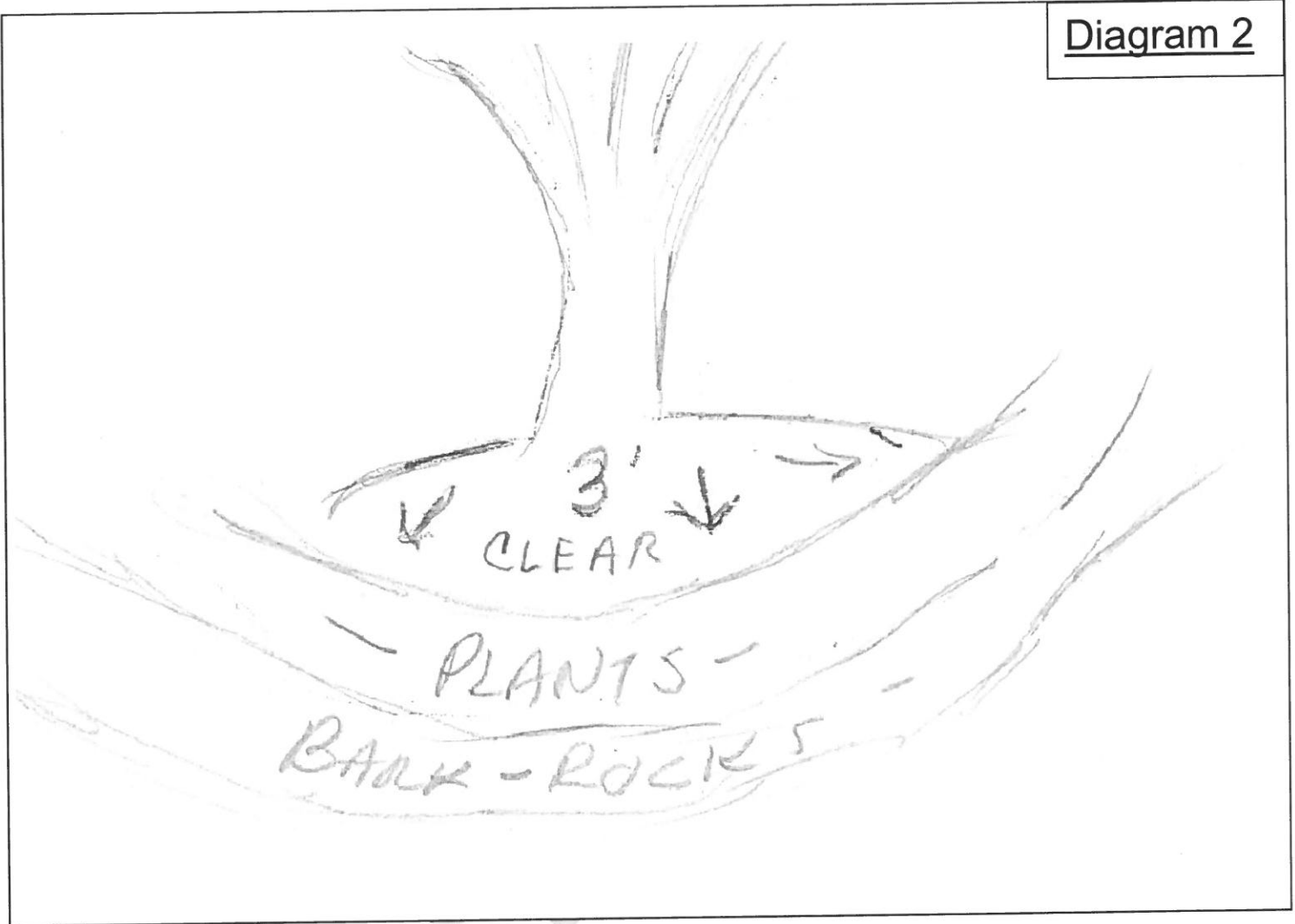
MUTUAL OPERATIONS

AMENDED DRAFT

PHYSICAL PROPERTY

Landscape Areas, Trees, and Shrubs – Mutual Two

Diagram 2





**MUTUAL OPERATIONS****AMENDED DRAFT****PHYSICAL PROPERTY****Landscape Areas, Trees, and Shrubs – Mutual Two****III TURF AREAS**

**1. Turf areas are described as the ground areas located outside the apartment's flowerbed 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 Member's' use. If a member infringes upon this area, the Mutual will ask the member to remove such infringements. If the member does not remove them, the Mutual will have the infringements removed with no compensation to the member.**

**2. Member's 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 member may be removed at member's expense. Directors have the authority to authorize such removal.**

**3. Member's are not permitted to install, relocate, or adjust turf area sprinklers. Member's 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 residents 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 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

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# *Mutual Corporation No. Two*

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## MEMO

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**TO:** MUTUAL TWO BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** RESCIND POSTED POLICY 7550 - DUAL OWNERSHIP  
(UNFINISHED BUSINESS ITEM B)  
**DATE:** APRIL 19, 2018  
**CC:** MUTUAL FILE

---

In June 1967, the Mutual Two Board of Directors adopted Policy 7550 – Dual Ownership.

On March 15, 2018, the Mutual Board of Directors voted to rescind Policy 7550 - Dual Ownership. (attached) and the 30 – day posting period has been met.

***I move to ratify rescinded/posted Policy 7550 - Dual Ownership.***

**MUTUAL OPERATIONS****RESCIND MUTUAL TWO****RESIDENT REGULATIONS****Dual Ownership    Except Mutual Fourteen**

FHA recognizes that in some instances dual ownership can be justified and arranged on a reasonable and sound basis.

A member can change to another unit for legitimate reasons if:

- a. The Mutuals involved are agreeable to such an arrangement;
- b. The member agrees to be responsible for paying full carrying charges on both units until he has sold the vacated or to-be vacated unit, and;
- c. The member demonstrates his ability to meet the dual financial obligations involved.

Policing these requirements should be left with the Mutuals involved and management.

<b><u>Mutual</u></b>	<b><u>Rescinded</u></b>
<b>Fourteen</b>	<b>02-20-18</b>

FHA Letter: 26 Jun 67

(Feb 18)

# *Mutual Corporation No. Two*

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## MEMO

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**TO:** MUTUAL TWO BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** REPAINTING OF GREEN CURBS TO GRAY (NEW BUSINESS ITEM A)  
**DATE:** APRIL 19, 2018  
**CC:** MUTUAL FILE

---

On April 19, 2018, the Board of Directors will vote to have the Mutual Two curbs painted from Green to Gray by Service Maintenance.

***I move to approve / deny to have Service Maintenance repaint the Mutual Two curbs from Green to Gray, at a cost not to exceed \$ \_\_\_\_\_, and authorize the president to sign the contract.***

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# *Mutual Corporation No. Two*

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## MEMO

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**TO:** MUTUAL TWO BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS CONSIDERING MAKING SOME DRIVEWAYS ONE WAY  
(NEW BUSINESS ITEM B)  
**DATE:** APRIL 19, 2018  
**CC:** MUTUAL FILE

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On April 19, 2018, the Board of Directors will vote to consider making some Driveways one way.

*I move to approve / deny to make driveways located at \_\_\_\_\_ one way.*

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# *Mutual Corporation No. Two*

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## MEMO

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**TO:** MUTUAL TWO BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS CHANGING DRYER COIN SLOTS TO \$0.25 CENTS.  
(NEW BUSINESS ITEM C)  
**DATE:** APRIL 19, 2018  
**CC:** MUTUAL FILE

---

On April 19, 2018, the Board of Directors will discuss changing Dryer coin slots to \$0.25 cents

*I move to approve / deny to change Dryer coin slots to \$0.25 cents.*

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# Mutual Corporation No. Two

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** BULK CABLE SERVICE AGREEMENT – SUPERWIRE (NEW BUSINESS ITEM D)  
**DATE:** APRIL 19, 2018  
**CC:** MUTUAL FILE

---

At the April 5, 2018, Presidents Council, Executive Director Randy Ankeny, discussed the Bulk Cable Service Agreement with Superwire. Mr. Ankeny has respectfully requested that each Mutual Board authorize GRF to seek and negotiate as directed and on behalf of the combined Mutuels a new bulk cable agreement. Of note: such action by the Mutuels require unanimous consent, as preliminary research on cable providers, note exclusive rights.

Please be advised, on February 18, 2019, the agreement between GRF and Superwire will terminate and action is requested by each Mutual Board as follows.

**Resolution to authorize GRF to negotiate a mutually beneficial bulk cable service agreement:**

**WHEREAS**, GOLDEN RAIN FOUNDATION (hereinafter "GRF") through its volunteer Board of Directors, is responsible for management, control and administration of a residential common interest development (the "Project"), under the Declaration of Trust ("Trust"), which grants the Foundation the authority to manage and govern trust property and community facilities, all within what is known as Seal Beach Leisure World, consisting of sixteen (16) Mutuels (hereinafter the "Mutuels");

**WHEREAS**, notwithstanding the foregoing, GRF is not a housing provider, and neither owns or operates any housing for the residents in the Project;

**WHEREAS**, each Mutual in Seal Beach Leisure World, is its own fully-functioning association with its own Occupancy Agreements, Bylaws, Rules, Resolutions and Policies. Mutual Boards direct GRF to take action on their behalf pursuant to the Management Agreements between GRF and each Mutual, and pursuant to applicable law;

**WHEREAS**, the Management Agreements between GRF and each Mutual state that GRF has the duty to "operate and maintain the Project according to the highest standards achievable consistent with the overall plan of the [Mutual] and the interests of the consenting parties...GRF shall be expected to perform such other acts and deeds as are reasonable, necessary and proper in the discharge of its duties under this Agreement." (Management Agreement, FOURTH, Section (m) (Mutuels 1-11; 14-15; 17); FOURTH (o) (Mutual 12); FOURTH (n) (Mutual 16));

**Resolution to authorize GRF to negotiate a mutually beneficial bulk cable service agreement (continued):**

**WHEREAS**, the Management Agreements between GRF and each Mutual state that GRF has a duty to "Take such action as may be necessary to comply promptly with any and all orders or requirements affecting the premises placed thereon by any federal, state, county, or municipal authority having jurisdiction thereover." (Management Agreement, FOURTH, Section (f) (Mutuals 1-11; 14-15; 17); FOURTH, Section (g) (Mutuals 12, 16));

**WHEREAS**, the agreement between GRF and Superwire Telecom, Inc, shall expire on February 18, 2019;

**WHEREAS**, negotiations for any bulk cable services will require the joint and unanimous consent of all Mutuals to authorize GRF to negotiate a bulk cable service agreement for a period not to exceed five (5) years;

**NOW, THEREFORE**, be resolved that the following Resolution is adopted by the Board of Directors:

The officers and staff of GRF are hereby authorized on behalf of the Mutual to negotiate a mutually beneficial bulk cable service agreement for a period not to exceed (5) years. Such authorization is contingent upon the collective approval of all Mutual Boards.



# Mutual Corporation No. Two

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## MEMO

---

**TO:** MUTUAL TWO BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS ADOPTING POLICY 7531.02 – INSPECTION OF VACANT, UNOCCUPIED, OR SEASONAL – USE UNITS  
(NEW BUSINESS ITEM E)  
**DATE:** APRIL 19, 2018  
**CC:** MUTUAL FILE

---

On April 19, 2018, the Board of Directors will discuss adopting Policy 7531.02 – Inspection of Vacant, Unoccupied, or Seasonal – Use Units (attached).

***I move to adopt Policy 7531.02 – Inspection of Vacant, Unoccupied, or Seasonal – Use Units on a preliminary basis until the 30-day posting period is completed.***

**MUTUAL OPERATIONS****ADOPT DRAFT****RESIDENT REGULATIONS****Inspection of Vacant, Unoccupied or Seasonal-Use Units – Mutual Two**

Any vacant, unoccupied or seasonal-use unit in Mutual Two shall be inspected every three months by a Physical Property Inspectors and a Mutual Director assigned to the Inspection. Inspections shall be conducted during the months of April, and October, or as determined by the Mutual. The inspection in April may be waived during the years in which fire/safety inspections are conducted.

The Mutual shall provide a list of vacant, unoccupied or seasonal-use units to the Physical Property Inspectors and set an appointment with the Inspector(s) for the inspection. Mutual Directors are encouraged to talk to Building Captains to update the list of units to be inspected.

The inspection of vacant units for sale will not be posted. The inspection for unoccupied and seasonal-use units will be posted at least 24 hours prior to the inspection by the Inspectors. Letters for posting are available through the Physical Property Office.

During the inspection, if any violations are found that are the responsibility of the shareholder, the shareholder must effect the repairs, maintenance or replacements as needed within the timeframe specified. In accordance with the Occupancy Agreement, Section 11(c), Repairs, if the shareholder fails to effect the repairs, maintenance or replacements in a manner satisfactory to the Mutual, the Mutual may do so and add the cost thereof to the shareholder's next monthly carrying charge payment.

**MUTUAL****ADOPTION**

TWO:

# *Mutual Corporation No. Two*

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## MEMO

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**TO:** MUTUAL TWO BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** REPLACE ENTRY WALKWAYS AT BUILDING 10 AND DRIVEWAY AT  
CARPORT 21  
(NEW BUSINESS ITEM F)  
**DATE:** APRIL 19, 2018  
**CC:** MUTUAL FILE

---

M.J. Jurado has submitted a proposal (attached) to remove and replace concrete Walkways at Building 10, in addition to removing existing concrete at Carport 21.

***I move to approve / deny the proposal submitted by MJ Jurado to remove and replace the concrete Walkways at Building 10, in addition to the removal of the existing concrete at Carport 21.***



Ph: (714) 397-0143  
 Fax: (714) 827-2110

Lic.# 987670

# Proposal

Date	Estimate #
4/11/2018	17-0404

ATTN:

Leisure World/Mutual 2  
 Att: Ray Jones  
 P.O. Box 2069  
 Seal Beach, CA 90740

Project			
Mutual 2 Concrete Walkways & Carport 21			
Description	Qty	Rate	Total
Concrete Walkways Remove & Replace - Locations : 10L , 10K , 10 H& I .	144	9.25	1,332.00
Concrete Sidewalk Remove And Replace , Located At Building 15 G-J 912 SF. @ 9.25\$ Total Cost \$8,436.00 1/3GRF \$2,783.88 2/3 Mutual2 \$5,567.76.	1	5,567.76	5,567.76
Carport 21 - Remove Existing Asphalt & Construct New 8" Concrete with #4 Rebar 24" O.C. .	3,596	9.25	33,263.00

\*Exclusions: Demo grading, water, permits, surveys, approved plans, soils tech, inspections, underground utilities that may be damaged during excavation, all work or items furnished by others.

We can schedule this work to meet your production requirements. Thank you for your consideration. We trust we can be of service.  
 Michael J. Jurado

<b>Total</b>	<b>\$40,162.76</b>
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Approved By: \_\_\_\_\_

Date: \_\_\_\_\_



# *Mutual Corporation No. Two*

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## MEMO

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**TO:** MUTUAL TWO BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** REMOVE AND REPLACE CONCRETE SIDEWALK AT BUILDING 15  
(NEW BUSINESS ITEM G)  
**DATE:** APRIL 19, 2018  
**CC:** MUTUAL FILE

---

MJ Jurado has submitted a proposal (attached) to remove and replace the concrete sidewalk at Building 15. The cost reflected will be split with GRF.

***I move to approve / deny the proposal submitted by MJ Jurado to remove and replace the concrete sidewalk at Building 15.***



Ph: (714) 397-0143  
 Fax: (714) 827-2110

Lic.# 987670

# Proposal

Date	Estimate #
4/11/2018	17-0404

ATTN:

Leisure World/Mutual 2  
 Att: Ray Jones  
 P.O. Box 2069  
 Seal Beach, CA 90740

Project			
Mutual 2 Concrete Wakways & Carport 21			
Description	Qty	Rate	Total
Concrete Walkways Remove & Replace - Locations : 10L , 10K , 10 H& I .	144	9.25	1,332.00
Concrete Sidewalk Remove And Replace , Located At Building 15 G-J 912 SF. @ 9.25\$ Total Cost \$8,436.00 1/3GRF \$2,783.88 2/3 Mutual2 \$5,567.76.	1	5,567.76	5,567.76
Carport 21 - Remove Existing Asphalt & Construct New 8" Concrete with #4 Rebar 24" O.C. .	3,596	9.25	33,263.00
<p>*Exclusions: Demo grading, water, permits, surveys, approved plans, soils tech, inspections, underground utilities that may be damaged during excavation, all work or items furnished by others.</p> <p>We can schedule this work to meet your production requirements. Thank you for your consideration. We trust we can be of service.            Michael J. Jurado</p>			<p><b>Total</b> \$40,162.76</p>

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

# *Mutual Corporation No. Two*

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## MEMO

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**TO:** MUTUAL TWO BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** EMERGENCY PREPAREDNESS DONATION TO EMERGENCY BUDDY SYSTEM (NEW BUSINESS ITEM H)  
**DATE:** APRIL 19, 2018  
**CC:** MUTUAL FILE

---

The Board of Directors has agreed to not be a part of the Emergency Preparedness but have agreed to donate an additional \$1000.00 for supplies to the Shareholders in Mutual Two that have formed the Emergency Buddy System

***I move to approve / deny to have that the Mutual Two Board of Directors donate an additional \$1,000.00 to the Emergency Buddy System.***

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# *Mutual Corporation No. Two*

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## MEMO

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**TO:** MUTUAL TWO BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS LETTER TO GRF BOARD REGARDING SECURITY  
(NEW BUSINESS ITEM I)  
**DATE:** APRIL 19, 2018  
**CC:** MUTUAL FILE

---

Due to recent reports of vandalism and break-ins, the Mutual Two Board of Directors have composed a letter (attached) to the GRF in efforts to better secure the Mutual Two perimeter.

***I move to approve / deny to have the Board of Directors address the GRF in efforts to better secure the Mutual Two perimeter and maintain security.***

# Seal Beach Mutual No. Two

To Whom It May Concern:

It has come to our attention that a serious breach due to vandalism occurred in Mutual 2 adjacent to building 72. Two shareholders reported break-ins who live near the Westminster Wall. After inspection by physical property co-chairs Teri Nugent and Peggy Keller, accompanied by Ruben Gonzalez, Facilities Manager, immediate action was taken to repair the fence, that provided access to entering Mutual 2.

There is a decorative block wall covered in ivy that does not provide any security, nor did it ever. The only perimeter fence by bldg. 72 is the chain link one provided by the Orange County Flood Control District. Mutual 2 feels that the GRF needs to secure this property with a cinder block wall of the same quality as the perimeter wall. We feel that the OCFCD has not maintained this chain link fence and there is evidence of this lack of maintenance throughout the area at the back of Mutual 2 by the channel. There is evidence of people spending time in the channel with lots of graffiti, beer bottles, trash, cigarette butts, etc. Several disheveled persons with backpacks have been seen wandering around this part of Mutual 2. The only place they could have come in from is the breach in the OCFCD fence.

It is our opinion that this is a serious matter that needs to be addressed not unlike what is happening in the RV lot regarding OCFCD's responsibility to maintain the fence there, as well. Please advise the Mutual 2 board of solutions regarding this matter.

Respectfully,

Mutual 2 Board of Directors:

Myrna Baker

Sandy Esslinger

Travis Brooks

Susan Jacquelin

Peggy Keller

Teri Nugent

Holly MacLaren

Laura Sporcich

Shirley Naret



# *Mutual Corporation No. Two*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** SHAREHOLDER STATEMENT TO VOTE CUMULATIVELY (NEW BUSINESS  
ITEM K)  
**DATE:** APRIL 19, 2018  
**CC:** MUTUAL FILE

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Per the Mutuals' Bylaws Article IV, Section 7, I (**please state your first and last name**), shareholder of Mutual Four, intend to vote cumulatively for the election of Directors for the 2018-2019 term of office.

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# Mutual Corporation No. Two

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPOINT OBSERVERS OF THE 2018–2020 MUTUAL TWO ANNUAL ELECTION (NEW BUSINESS ITEM L)  
**DATE:** APRIL 19, 2018  
**CC:** MUTUAL FILE

---

In accordance with Policy 7210 – Annual Elections (attached), Item 4, subsection b, as follows

b. Observers of the Election Appointed By the Board of Directors

*There shall be three (3) observers of the election appointed by the Mutual Board of Directors 90 days before the annual meeting day. The Board may also appoint alternative observers of the election. The observers of the election may appoint and oversee additional assistant observers of the election in any number deemed to be reasonable by the Mutual Board of Directors.*

The Mutual Two Board of Directors appoint the following shareholders as observers of the 2018 – 2019 Annual Election

1. \_\_\_\_\_, Unit \_\_\_\_\_
2. \_\_\_\_\_, Unit \_\_\_\_\_
3. \_\_\_\_\_, Unit \_\_\_\_\_

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March 16, 2018

To All Mutual Boards of Directors,

It is understood that the Golden Rain Foundation and/or any Mutual Board of Directors do not have responsibility to provide supplies or emergency services to residents of Leisure World in the event of a disaster.

It is therefore important for every resident to become informed on what to do to be ready for such an occurrence and not expect that help will be available.

The Emergency Information Council (EIC) are members/residents of mutuals in Leisure World who meet and gather information on disaster preparedness to help spread the word and encourage everyone to be proactive in self-sufficiency.

The council is asking your support in this effort by requesting a representative from your mutual to attend the monthly EIC meetings. The benefit of participation would be the increased awareness of personal responsibility in this area and steps that can be taken by each of us to help ourselves.

Respectfully,

Kathy Almeida  
EIC Chairperson  
M1.kalmeida@yahoo.com

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# *Mutual Corporation No. Two*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** ALLOCATION OF 2017 GRF EXCESS INCOME (CHIEF FINANCIAL OFFICERS REPORT ITEM A)  
**DATE:** APRIL 19, 2018  
**CC:** MUTUAL FILE

---

On March 27, 2018, the Golden Rain Foundation passed a motion to distribute its 2017 excess income of to all the Mutual Corporations. The funds will be distributed based on a pro-rata basis and will be included in the monthly settlement amount on April 5, 2018.

***I move to accept the 2017 GRF excess income distribution of \$16,752 and to deposit the funds into the Operating Fund.***

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# *Mutual Corporation No. Two*

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## MEMO

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**TO:** MUTUAL TWO BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** REINVESTMENT OF TWO CD'S FOR \$300,000.00 (CHIEF FINANCIAL OFFICER'S REPORT ITEM B)  
**DATE:** APRIL 19, 2018  
**CC:** MUTUAL FILE

---

On April 19, 2018, the Board of Directors will discuss the reinvestment of Two CDs. The first CD from March 2, 2018, valued at \$200,000, and the second from March 28, 2018 valued, at \$100,000.

***I move to approve / deny the reinvestment of two CD's at a total of \$300,000.***



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# *Mutual Corporation No. Two*

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## MEMO

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**TO:** MUTUAL TWO BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** TRANSFER OF 2017 EXCESS BUDGET (CHIEF FINANCIAL OFFICER'S REPORT ITEM C)  
**DATE:** APRIL 19, 2018  
**CC:** MUTUAL FILE

---

On April 19, 2018, the Board of Directors will discuss moving excess funds from the Mutual Two budget of \$61,273.00 to be placed in the Contingency Operating Equity.

***I move to approve / deny the transfer of the Mutual Two 2017 Excess Funds, in the amount of \$61, 273 to the Contingency Operating Equity.***