

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWO
May 17, 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
 - Ms. Pandit, Recording Secretary
5. APPROVAL OF MINUTES:
 - Regular Meeting Minutes of April 19, 2018**
 - Special (Agenda) Meeting Minutes of May 7, 2018 (p. 3)**
6. BUILDING INSPECTOR'S REPORT Mr. Jones
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (handout)
7. GRF Representative(s) Mr. Pratt & Ms. Snowden
8. **UNFINISHED BUSINESS**
 - a. Amend Policy 7531.02 – Inspection of Vacant, Unoccupied or Seasonal – Use Units (p. 5-6) Ms. Jacquelin
9. **NEW BUSINESS**
 - a. Painting of Green Curbs to Gray (p. 7-8) Ms. Keller
 - b. Removal of 19 Tree Roots (p. 9-13) Mrs. Esslinger
 - c. Annual Reserve Study (p. 15) Mr. Brooks
 - d. Acceptance of Tree Inventory Bid (p. 17) Mrs. Esslinger
 - e. Laundry Room Breaker Box Inspections (p. 19) Mrs. Nugent
 - f. Storage Unit for J&J Landscaping at Carports 25-30 (p. 21) Ms. Naret
 - g. Cancel June Monthly Meeting (p. 23)
 - h. Refreshments for Annual Meeting (p. 25)
- STAFF SECRETARY BREAK 11:00 a.m.**
10. SECRETARY / CORRESPONDENCE Ms. Baker

(Thursday, May 10, 2018 sp)

11. CHIEF FINANCIAL OFFICERS REPORT
a. Reinvestment of CD for \$100,000 (p. 27) 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 June 21, 2018 at 9:00 a.m.
Administration Building Conference Room A**

(Thursday, May 10, 2018 sp)

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

5/7/18

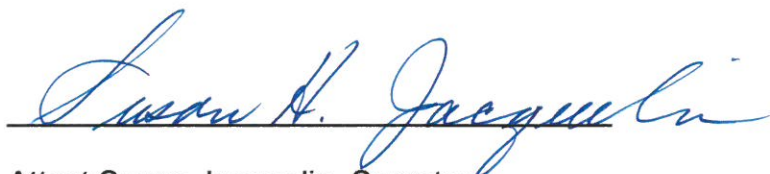
In accordance with the Corporation Bylaws, and pursuant to posted due notice to the Shareholders, a special Meeting of the Board of Directors of Seal Beach Mutual Two was called to order by President Baker at 9:10 am in CH-5 Boardroom B Meeting Room.

Those Directors present were: President Baker, Vice President Esslinger, CFO Brooks, Secretary Jacquelin, and Directors Keller, Nugent, MacLaren and Naret. Three Shareholders were present.

The purpose of the meeting was to prepare the agenda for the May 17, 2018 regular Monthly Board Meeting.

No votes were taken at this meeting.

The meeting was adjourned at 10:20 am.

A handwritten signature in blue ink that reads "Susan A. Jacquelin". The signature is written in a cursive style and is positioned above a horizontal line.

Attest Susan Jacquelin, Secretary
Seal Beach Mutual Two

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Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: AMEND POLICY 7531.02 – INSPECTION OF VACANT, UNOCCUPIED OR SEASONAL – USE UNITS (UNFINISHED BUSINESS ITEM A)
DATE: MAY 17, 2018
CC: MUTUAL FILE

On April 19, 2018, the Mutual Board of Directors voted to adopt Policy 7531.02 – Inspection of Vacant, Unoccupied or Seasonal – Use Units.

On May 17, 2018, the Mutual Board of Directors will discuss further amending Policy 7531.02 – Inspection of Vacant, Unoccupied or Seasonal – Use Units (attached).

I move to further amend and repost 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 four months by a Physical Property Inspector and a Mutual Director. ~~assigned to the inspection.~~ **The purpose is to check the integrity of the interior structure and the plumbing and electrical systems.** Inspections shall be conducted during the months of January, May and September, or as determined by the Mutual. The inspection in May 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 who will set an appointment with the Director 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

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: PAINTING OF GREEN CURBS TO GRAY (NEW BUSINESS ITEM A)
DATE: MAY 17, 2018
CC: MUTUAL FILE

On May 17, 2018, the Board of Directors will vote to have the Mutual Two Curbs painted from Green to Gray by Service Maintenance (see attached).

I move to approve / deny to have Service Maintenance repaint the Mutual Two curbs from Green to Gray, at a cost not to exceed \$ 12,000. Funds to be taken from the Infrastructure Reserve.

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Start a new one

Teri Sarton

LOL. Myrna has been informed, so we're good there. Good job, Director Gadget...

Peggy Keller

Sleep well. Director Gadget

Ruben G. Gonzalez

to me, Teri

Good Morning Ms. Keller,

Disclaimer; Please note this is an ESTIMATE only any unforeseen ite

ESTIMATE to paint green zones with gray in mutual 2 approx. 3,600

Labor \$8,736.00

Materials \$800.00

Total \$ 9,536.00

Thank You

Ruben Gonzalez

Facilities Manager

Golden Rain Foundation

PO Box 2069, Seal Beach, CA 90740



Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: REMOVAL OF 19 TREE ROOTS (NEW BUSINESS ITEM B)
DATE: MAY 17, 2018
CC: MUTUAL FILE

On May 17, 2018, the Board of Directors will discuss the removal of Nineteen Tree Roots (see attached).

I move to approve / deny the removal of Nineteen Mutual Two Tree Roots with work to be done by _____, at a cost not to exceed _____, and authorize the President to sign the contract. Funds to be taken from _____.



April 18, 2018

Contract Number: 172139

ARBOR CARE PROPOSAL AND CONTRACT

Andre Landscape Service, Inc. hereinafter referred to as ALS, Inc. agrees to perform arbor care services for

MUTUAL NO. 2 CORPORATION SEAL BEACH CA

Outlined below are the services and terms for the proposed arbor care work to be performed. ALS, Inc. shall furnish all necessary labor, supervision, equipment, tools, transportation, permits, city licenses, liability insurance, workers' compensation insurance, and all employees shall be appropriately uniformed in the performance of these specifications.

Arbor Care work shall be performed according to ANSI A300 industry standards for tree care, unless otherwise noted

TYPE OF TREE WORK	QTY	TREE TYPE	PRICE	2018
Grind stump down 6" below	18	Stump @ Staging area	\$1,800.00	X
TOTAL: \$ 1,800.00				

OBJECTIVES AND SPECIFICATIONS

It is agreed by and between ALS, Inc. and the authorizing party (client and/or client's agent) that the following provisions are made as part of this contract.

Terms of Payment: The Client/Owner/Association and/or authorizing party shall pay ALS, Inc. after service has been performed the total sum of **\$1,800.00** for the faithful performance of the service herein required of ALS, Inc. ALS, Inc. agrees to accept said sum as the full payment for any and all material supplied and services rendered by ALS, Inc. **Please note our terms are Due Upon Receipt.** A service charge of 2% or \$25.00 whichever is greater will be applied to your invoice if your payment is not received within 30 days from the date on the invoice.

Returned Check Fee: There will be a \$25.00 fee charged for all checks returned to our office for non-sufficient funds.

Insurance: ALS, Inc. warrants that it is insured for liability resulting from injury to person(s) or property and that all employees are covered by Workers' Compensation as required by law. Certificates of coverage are available upon request.

Safety: ALS, Inc. warrants that all arboricultural operations will follow the latest version of the ANSI Z133.1 industry safety standards. The authorizing party agrees not to enter the work area during arboricultural operations unless authorized by the crew leader on-site.

Completion of Contract: ALS, Inc. agrees to do its best to meet any agreed upon performance dates, but shall not be liable in damages or otherwise for delays because of inclement weather, labor, or any other cause beyond its control; nor shall the customer be relieved of completion for delays.

Cancellation Fee: ALS, Inc. kindly requests that the authorizing party provide at least 24 hours advance notice of any full or partial work cancellation. If a crew has been dispatched to the job site, the customer will be assessed a mobilization fee of \$125.00 for incurred expenses.

Tree Ownership: The authorizing party warrants that all trees listed are located on the customer's property, and, if not, that the authorizing party has received full permission from the owner to allow ALS, Inc. to perform the specified work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify ALS, Inc. for any damages or costs incurred from the result thereof.

Concealed Contingencies: Any additional work or equipment required to complete the work, caused by the authorizing party's failure to make known or caused by previously known foreign material in the trunk, the branches, underground, or any other condition not apparent in estimating the work specified, shall be paid for by the customer on a time and material basis. ALS, Inc. is not responsible for damages to underground sprinklers, drain lines, invisible fences, or underground cables unless the system(s) are adequately and accurately mapped by the authorizing party and a copy is presented before or at the time the work is performed.

Stump Removal: Unless specified in the proposal, stump removal is not included in the price quoted. Grindings from stump removal are not hauled away unless specified in this proposal. Surface and subsurface roots beyond the stump are not removed unless specified in this proposal.

Clean-up: Clean up shall include removing wood, brush and clippings, and raking of the entire area affected by the specified work, unless otherwise noted on this proposal.

Lawn Repair: ALS, Inc. will attempt to minimize all disturbances to the customer's lawn. Lawn repairs are not included in the contract price, unless otherwise noted on this proposal.

ANSI A300 Tree Care Standard Definitions: The following definitions apply to specifications detailed in this proposal.
clean: Selective pruning to remove one or more of the following parts: dead, diseased, and/or broken branches. Unless noted otherwise on this proposal, all cleaning will be of branches 1 inch diameter or greater throughout the entire crown.
crown: The leaves and branches of a tree measured from the lowest branch on the trunk to the top of the tree.
leader: A dominant or co-dominant, upright stem. **raise:** Selective pruning to provide vertical clearance.
reduce: Selective pruning to decrease height and/or spread by removing specified branches.
restore: Selective pruning to improve the structure, form, and appearance of trees that have been severely headed, vandalized, or damaged.
thin: Selective pruning to reduce density of live branches, usually by removing entire branches.
vista pruning: Selective pruning to allow a specific view, usually by creating view "windows" through the tree's crown.

Acceptance of this proposal: The above prices, specifications and conditions are hereby accepted. ALS, Inc. is authorized to do the work as specified. Payment will be made as outlined above.

ANDRE LANDSCAPE SERVICE, INC.
P.O. Box 1333
Azusa, CA 91702
Phone: (626) 339-8003
Fax: (626) 915-7262

MUTUAL No 2 CORPORATION
c/o Golden Rain Foundation
PO Box 2069
Seal Beach CA 90740
P: 562-431-6586, F: 562-431-5316
Attn: Sandy Esslinger
sandy.esslinger@gmail.com

BY: Noah Ly

By: _____
PRINT NAME:

SIGNATURE: _____

SIGNATURE: _____

Date: 04/18/2018

DATE: _____



J & J
Landscaping
Lic# 790032

ESTIMATE

(562) 650-1511
CD_Juventud@yahoo.com

11535 Belcher St.,
Norwalk, CA 90650

Attention:
Mutual No. 2
Golden Rain Foundation
P.O. Box 2069
Seal Beach, CA 90740
Date: 5/6/18

Project Title: Mutual No. 2
Invoice Number: 10088

Description	Quantity	Unit Price	Cost
Grind 18 trunks	1		
Labor and materials		Total	\$ 900

Thank you for choosing J & J Landscaping!



J & J
Landscaping
Lic# 790032

ESTIMATE

(562) 650-1511
CD_Juventud@yahoo.com

11535 Belcher St.,
Norwalk, CA 90650

Attention:
Mutual No. 2
Golden Rain Foundation
P.O. Box 2069
Seal Beach, CA 90740
Date: 5/6/18

Project Title: Mutual No. 2
Invoice Number: 10089

Description	Quantity	Unit Price	Cost
Remove a root building #2 apartment A	1		
Labor and materials		Total	\$ 150

Thank you for choosing J & J Landscaping!

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Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: ANNUAL RESERVE STUDY (NEW BUSINESS ITEM C)
DATE: MAY 17, 2018
CC: MUTUAL FILE

At the May 17, 2018 Regular Meeting, the Board will discuss the Annual Reserve Study for Mutual Two.

I move to approve / deny the Annual Reserve Study at a cost not to exceed \$2,740, with work to be done by_____. Funds to be taken from_____.

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Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: ACCEPTANCE OF TREE INVENTORY BID (NEW BUSINESS ITEM D)
DATE: MAY 17, 2018
CC: MUTUAL FILE

On May 17, 2018, the Board of Directors will vote to accept the Tree Inventory Bid.

*I move to accept the Tree Inventory Bid, at a cost not to exceed \$ _____
with work to be done by _____, and authorize the President to
sign the Contract. Funds to be taken from _____.*

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Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: LAUNDRY ROOM BREAKER BOX INSPECTIONS (NEW BUSINESS ITEM E)
DATE: MAY 17, 2018
CC: MUTUAL FILE

On May 17, 2018, the Board of Directors will discuss the inspection of the Mutual Two Laundry Room Breakers.

I move to approve / deny the Mutual Two Laundry Room Breaker Box Inspections, with work to be done by _____, at a cost not to exceed \$ _____. Funds to be taken from _____.

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Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: STORAGE UNIT FOR J&J LANDSCAPING AT CARPORTS 25-30 (NEW BUSINESS ITEM F)
DATE: MAY 17, 2018
CC: MUTUAL FILE

On May 17, 2018, the Board of Directors will discuss the approval of the Storage Unit for J&J Landscaping at Carports 25-30.

I move to approve / deny the Storage Unit for J&J Landscaping at Carports 25-30.

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Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: CANCEL JUNE MONTHLY BOARD MEETING (NEW BUSINESS ITEM G)
DATE: MAY 17, 2018
CC: MUTUAL FILE

On May 17, 2018, the Board of Directors will vote to cancel the Mutual Two June Regular Meeting due to the Shareholders Annual Meeting being held on June 8, 2018.

I move to cancel the Mutual Two Regular Meeting of June 21, 2018, due to the Annual Shareholders Meeting.

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Mutual Corporation No. Two

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: REFRESHMENTS FOR ANNUAL MEETING (NEW BUSINESS ITEM H)
DATE: MAY 17, 2018
CC: MUTUAL FILE

I move to approve / deny that refreshments be purchased for the Annual Meeting at a cost not to exceed \$100.

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Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: REINVESTMENT OF CD FOR \$100,000.00 (CHIEF FINANCIAL OFFICER'S REPORT ITEM A)
DATE: MAY 19, 2018
CC: MUTUAL FILE

On May 17, 2018, the Board of Directors will discuss the reinvestment of one CD valued at \$100,000.

I move to approve / deny the reinvestment of one CD's at a total of \$100,000.