

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWO
August 16, 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. Villalobos, Recording Secretary

5. APPROVAL OF MINUTES:
Regular Meeting Minutes of July 19, 2018
Special (agenda) Meeting Minutes of August 8, 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. Discuss and vote to approve/deny Standard Operating Protocols for Mutual Two (p. 4-11) Mr. Brooks
 - b. Discuss and vote to approve/deny Service Maintenance repair the sump pump at Building 29 (p. 12) Mrs. Nugent
 - c. Discuss and vote to approve/deny the Greco Design Contract (p. 13) Mrs. Nugent
 - d. Discuss Dryer fee (\$.25 for 45 minutes) Mrs. MacLaren
9. **NEW BUSINESS**
 - a. Discuss and vote to adopt Policy 7583.02 Limitation of Vehicles (p. 14-15) Mrs. Esslinger
 - b. Discuss and vote to amend Policy 7582.02 – Towing Vehicles (p. 16-18) Ms. Keller
 - c. Discuss and vote to approve/deny expense for updates to laundry rooms (p. 19) Mrs. Esslinger
 - d. Discuss and review Policy 7585.02 - Governing Document Compliance Corrective Measures and Fines (p. 20-21) Mrs. Esslinger

(8-10-18 ka)

NEW BUSINESS (continued)

- e. Discuss and vote to approve/deny Service Maintenance to paint loading zones (p. 22) Mrs. Nugent
- f. Discuss and vote to adopt Policy 7490.pb.02 Payment and Performance Bond Policy (p. 23-24) Ms. Keller
- g. Discuss email address and phone number supplied by GRF Mrs. Esslinger
- h. Discuss and vote to adopt Policy 7541 – Co-occupants, Qualified Permanent Residents and Health Care Providers (p. 25-40) Ms. Keller
- i. Discuss and vote to approve/deny Mr. C's towing agreement for 2018-2019 (p. 41) Mrs. Esslinger
- j. Contractor Ban (p. 42) Mrs. Nugent
- k. Discuss and vote to approve/deny MJ Jurado Inc. proposal for sidewalk repairs (p. 43) Mrs. Nugent
- l. Discuss and vote to approve/deny the application of mulch at Westminster wall (p. 44) Dr. Naret
- m. Discuss and vote to approve/deny the sprinkler proposal from J & J Landscaping (p. 45)
- n. Discuss and vote to amend Policy 7510.02 – Eligibility Requirements (p. 46-50) Mrs. Esslinger
- o. Discuss and approve/deny Service Maintenance to paint handrails (p. 51) Mrs. Nugent

STAFF BREAK BY 11:00 a.m.

- 10. SECRETARY / CORRESPONDENCE Ms. Keller
- 11. CHIEF FINANCIAL OFFICERS REPORT Mr. Brooks
- 12. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
- 13. ANNOUNCEMENTS
NEXT MEETING September 20, 2018 at 9:00 a.m.
Administration Building Conference Room A
- 14. COMMITTEE REPORTS
 - a. Landscape Dr. Naret
 - b. Physical Property Mrs. Nugent
 - c. ADRC Mr. Brooks
 - d. Mutual Beautification Dr. Harris
 - d. Town Hall Meeting Ms. Keller
 - f. Social Ms. Sporcich
 - g. Mutual Signs Ms. Keller
- 15. DIRECTORS' COMMENTS
- 16. SHAREHOLDER(S)' COMMENTS 2-3 MINUTES
- 17. ADJOURNMENT
- 18. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 12:00 p.m.

(8-10-18 ka)

MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS

SEAL BEACH MUTUAL TWO

8/6/18

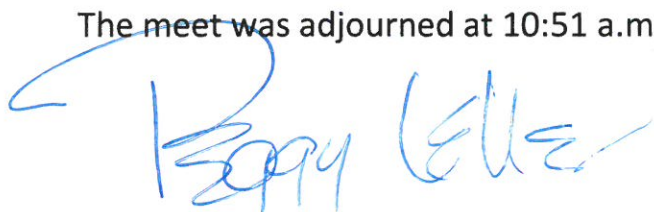
In accordance with the Corporation Bylaws, and pursuant to posted due notice of the Shareholders, a special Meeting of the Board of Directors of Seal Beach was called to order by President Esslinger at 9:05 a.m. in CH-5 Boardroom B Meeting Room.

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

The purpose of the meeting was to prepare the agenda for the August 16, 2018 regular Monthly Board Meeting.

No votes were taken at the meeting.

The meet was adjourned at 10:51 a.m.



Attest Peggy Keller, Secretary
Seal Beach Mutual Two

Mutual Corporation No. Two

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE STANDARD OPERATING PROTOCOLS (UNFINISHED BUSINESS ITEM A)
DATE: AUGUST 16, 2018
CC: MUTUAL FILE

I move to approve/deny the standard operating protocols for the Mutual Two Board of Directors 2018-2019 term of office.

Mutual Two

Agenda Item Board Report

Meeting Date: August 16, 2018

Recommendation

The Executive Committee recommends the board adopt the attached resolution setting certain standard operating protocols for the board year.

Background

There are Mutual Board requirements dictated by the by-laws, prior resolutions and policies. Throughout the year, certain items come up and questions are raised about board activities such as committee responsibilities or financial operations. In order to document certain common issues, some mutual boards adopt a similar annual board resolution.

Description

The proposed resolution brings together in one place the requirements of certain common practices and processes. The resolution has been reviewed by our attorney and does not establish new policy or modify any existing policy. It is a resolution that summarizes some issues and activities for clarity with reference to the implementing policy, by-law section or prior resolution.

MUTUAL TWO BOARD OF DIRECTORS

STANDARD OPERATING PROTOCOLS - 2018- 2019 TERM

Whereas Director and Officer responsibilities are defined in the Bylaws of Mutual Two Seal Beach;

Whereas the Board of Directors wishes to adopt the general guidelines laid out in the Mutual Corporation Board of Directors Reference Guidelines as revised August 8, 2016 and presented to President's Council on July 6, 2017.

Whereas the Board of Directors wishes to comply with the "open meeting" requirements of the Davis-Sterling and Brown Acts.

Whereas the President appoints advisory only committees from among the membership of Mutual Two. (By-Law Article VI Section 4).

And,

Whereas the Board of Directors seeks to set defined processes and standards for conducting certain Mutual Two Board of Directors business,

It is hereby resolved:

For the board term July 1, 2018 through June 30, 2019, the following procedures and processes shall apply.

Open Meeting Compliance

The board shall not take action on any item of business outside of a board meeting." (Civ. Code §4910(a).) All meetings shall be properly noticed in advance by posting in the mutual laundry rooms.

Board meetings are defined by the Davis-Stirling Act as a gathering of a majority of directors (five or more) at the same time and place to "hear, discuss, or deliberate upon any item of business that is within the authority of the board." (Civ. Code §4090.)

Some exceptions to the open meeting and noticing requirements are:

- A conference or similar gathering open to the public (e.g. GRF meeting, City meeting, community event, etc.). (Gov. Code §11122.5(c)(2))
- A purely social or ceremonial occasion (e.g. potluck, party, etc.) (§11122.5(c)(5))
- An open and noticed *committee* meeting provided board members who are not members of the committee attend only as observers. (§11122.5(c)(6));
- A closed Executive Committee meeting composed of less than a quorum (four or less) of directors.

Board Committees

Committees of the Board are established by resolution of a quorum of the whole Board. (By-Law Article V Section 14.) Committees shall be composed of two or more members of the Board, and shall have such powers of the Board as may be expressly delegated to it by resolution of the Board of Director.

The Board President recommends members and leaders for Board committees. The President, as ex officio member, may choose whether to participate in committee proceedings and, if the Board so resolves, in committee leadership.

Membership Advisory Committees

The President has the power to appoint committees from among the membership at his/her discretion to assist in the conduct of the affairs of the corporation. (By-Law Article VI, Section 4). Final decision-making may not be delegated and remains the responsibility of the Board.

Physical Property and Landscape Committee Authority and Responsibility

The Board maintains authority and responsibility for decisions on the merits of any Physical Property or Landscape work beyond the basic or routine.

1. The committee's job is to gather facts and advise the Board.
2. The Board's job is to make informed decisions.
3. The President's job is to formalize the actions for Board's agenda and consideration.

The Landscape Committee and the GRF Building Inspector may coordinate directly with the Landscape Supervisor on routine care, repairs and special projects.

Committee members as well as other Board members monitor contractors, both Mutual and shareholder. All potential policy violations are reported to the Mutual's Building Inspector and President for assessment and board review.

The President will maintain a list of contract or shareholder issues and report to the Board in Executive Session. Attorney referral and enforcement issues are decided by the board in Executive Session.

Emergency Spending Authorization

All expenditures are normally approved by the board through the annual budget. Budget changes and contracts for execution of budgeted projects must also be approved by a majority vote of the full Board, except for emergencies within the limits set below.

Emergency contracts or other expenditures to preserve and protect Mutual property and the welfare of shareholders may be approved up the following limits¹:

- President: \$10,000
- Vice-President: \$ 5,000
- Other Directors: \$ 500

Such emergency expenditures must still be approved by the full board at the next regularly scheduled meeting.

Escrow Expense Authorization

The President or the President's designee and the Physical Property Inspector determine what work needs to be done on apartments in escrow, inside and garden - whether at seller's expense or Mutual expense. Only unusual cases need to come to the full Board. Appeals are to be heard by a quorum of the board in Executive Session.

Contracts and Payments

No Director is authorized to form a contract with an outside vendor, order non-emergency services from Service Maintenance other than minor standard repairs and replacements. And, no Director is authorized to make commitments or amendments to approved contract terms, conditions or costs.

All agenda items proposing a purchase or contract must include the proposed source of funds for the expenditure. The CFO is responsible for approval of the source of funds for any proposed expenditure.

Prior to CFO approval for payments:

- All service and repair invoices are reviewed and approved by physical properties Mutual Inspector and Maintenance Supervisor.

¹ Emergency authorization limits were set by resolution of the Board of Directors on August 21, 2014.

- All landscaping invoices which are approved by the Landscape Committee Chair.
- All invoices are reviewed, recorded and approved by accounting.
- Service repair orders (SRO's) and project work activity are approved by the physical properties Mutual Inspector and Maintenance Supervisor.
- Board member expenditures are to be approved by the President or CFO in advance. Reimbursement requests must include original receipts and be approved by the President or CFO.

To ensure timely payment of vendors, invoices are approved by the CFO at least twice a week. Checks are typically issued twice a week.

Legal Opinions

Referral to the Mutual attorney of any matter involving policy enforcement, property transfer, bylaws, occupancy agreements or other issues requires Board approval.

Responding to Shareholder Concerns

For consistency, all board members will handle shareholder concerns as follows:

- Routine Landscaping service and service-maintenance issues are handled by the parcel directors, the Board President and the Landscape Committee.
- Shareholders having a landscape, financial or service dispute over mutual policy, action or fine should be instructed to submit their concern in writing for board consideration in executive session.
- Board members should not offer any opinion, suggest a particular outcome or comment on other shareholders' communication with the Board.

Electronic Distribution to Shareholders

The formal method of making required postings and notifications to shareholders is by posting on laundry room bulletin boards. The mutual also communicates general information through Mutual Two Matters.

The mutual has also developed an electronic mailing list of shareholders. Currently, this email list has about 160 addresses. Since some may be people in the same unit and others on the list may not live here any longer, the number of units represented is likely between 125 and 150. This is, at most, 17% of all units. While low, the number continues to grow with a few people per month being added to the list. Still, it can only be a supplement to other communication methods.

Since it is much easier to distribute information, especially online resources, through email, and the board wishes to limit the communications sent to shareholders. To avoid overuse, the board establishes the following approved items for distribution via the mutual's email list.

- Monthly Board Meeting Agenda
- Monthly Board Meeting Minutes and Summary
- Schedule of Monthly Board, Committee and other community meetings
- Other items as approved by Board.

Board Meeting Agenda Items

In order for the board to evaluate and make well informed decisions, and for shareholders to understand the relevant issues, sufficiently detailed information must be included with the agenda packets. Such information must be provided with the agenda packets so that all board members have a chance to familiarize themselves with the proposal prior to the board meeting.

Any board member may submit an item for board consideration. Items may also be developed in committee and placed on the board agenda by vote of the committee. Referral by a committee to the board is preferred over individual submission. This is to ensure all agenda items are fully examined and incorporate a variety of perspectives prior to presentation to the full board for action.

All items submitted to the board for action must include a brief written Board Report on the item, reason it is being brought forward and a recommendation for the board to consider. The agenda will briefly state the issue and recommendation. A summary of the supporting documentation will be attached to the board member agenda packet and made available to the public. A sample outline for the Board Report is attached.

Mutual Two Agenda Item Board Report

Meeting Date:

Recommendation

One or two sentence recommendation to form the basis of a motion.

Background

Brief description of issue or problem

Dates and summary of committee meetings held and method of arriving at this recommendation.
(Minutes attached)

Bid process and results.

Description

Brief description of action to be taken, estimated cost, schedule, who will be overseeing the contract or activity, and who will be doing the work.

Mutual Corporation No. Two

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY SERVICE MAINTENANCE REPAIR
THE SUMP PUMP AT BUILDING 29 (UNFINISHED BUSINESS ITEM B)
DATE: AUGUST 16, 2018
CC: MUTUAL FILE

I move to approve/deny to have Service Maintenance and Jameson Electric Contractors remove and repair sump pump No. 1 from the left vault at Building 29, and repair accompanying control panels located at Building 29 Unit A, at a cost not to exceed \$10,000. and authorize the President to sign the contract. Funds to be taken from Infrastructure Reserves.

Mutual Corporation No. Two

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY GRECO DESIGN CONTRACT
(UNFINISHED BUSINESS ITEM C)
DATE: AUGUST 16, 2018
CC: MUTUAL FILE

I move to approve/deny the contract submitted by Greco Design to fabricate and install forty (40) aluminium doors at Buildings 6,8,9,10,19,48,49,54,56, and 67, at a cost not to exceed \$4,800 and authorize Mutual President to sign the contract.

Mutual Corporation No. Two

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ADOPT POLICY 7583.02 – LIMITATION OF VEHICLES (NEW BUSINESS ITEM A)
DATE: AUGUST 16, 2018
CC: MUTUAL FILE

I move to adopt Policy 7583.02 – Limitation of Vehicles on a preliminary basis until the 30-day posting period has been completed.

MUTUAL OPERATIONS

ADOPT

RESIDENT REGULATIONS

LIMITATION OF VEHICLES PER UNIT

Mutual Two will only approve one car per person per unit. Security will only issue decals for the number of members per unit.

DRAFT

MUTUAL ADOPTION

TWO:

Mutual Corporation No. Two

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND POLICY 7582.02 – TOWING VEHICLES
(NEW BUSINESS ITEM B)
DATE: AUGUST 16, 2018
CC: MUTUAL FILE

I move to amend Policy 7582.02 – Towing Vehicles on a preliminary basis until the 30-day posting period is completed.

MUTUAL OPERATIONS**AMEND****SHAREHOLDER REGULATIONS****Towing Vehicles – Mutual Two**

A towing program is hereby established which permits the Mutual to remove vehicles parked on Mutual property that are inoperable, abandoned, blocking a fire lane or are parked in such a manner as to constitute a hazard that are in violation of Mutual Policy. The authority for this action is contained in Section 22658(a) of the California Vehicle Code (CVC) – Authority to Remove Vehicles.

In conformance with the Vehicle Code, an appropriate signage will be posted at both entrance gates warning all who enter Leisure World that it is private property and unauthorized or illegally parked vehicles will be towed away at the vehicle owner's expense.

A. Tow Procedure – Immediate Action

Security Department will advise the Mutual Board when vehicles are in violation and may require immediate action/removal:

1. Violation of Mutual Policy related to safety/access/flammable materials;
2. Violation of the Fire Lane Regulation CVC 22953(b0);
3. Violation of the Fire Hydrant Regulation (Mutual Policy).

If approval is received from the Mutual, Security Department will notify the towing company to respond and meet the designated Mutual Representatives. A private property towing form will need to be signed by a Mutual representative authorizing the towing company to remove and store the vehicle.

B. Tow Procedure:

1. Attach a ~~96~~**72**-hour warning notice to the vehicle, informing the vehicle owner of the violation and intent to tow upon non-compliance. A copy of the ~~96~~**72**-hour warning notice will be provided to the Mutual Administration Department for processing;
2. If required by Mutual Policy, a registered letter will be sent informing the registered owner (per GRF Records) of the intent to tow the vehicle away after receipt of the letter if the vehicle is not moved. The registered letter signed receipt will be returned to the Mutual Administration Department by mail. It serves as confirmation of the vehicle owner's receipt of the letter and initiates the period to comply. The Mutual Policy will determine that the violator has ten (10) days to comply;

MUTUAL OPERATIONS

AMEND

SHAREHOLDER REGULATIONS

Towing Vehicles – Mutual Two

3. After the ~~96~~72-hour period, Security Department will check for compliance and report their findings back to Mutual Administration Department;
4. If the Mutual approval to remove the vehicle is received upon confirming non-compliance to the ~~96~~72-hour tow notice and/or receipt of the registered letter, a tow truck will be appointed to remove and store the vehicle;
5. Security Department will maintain a current log of all towing transactions to direct vehicle owners to the appropriate towing company;
6. This policy applies to all vehicles - automobiles, motorcycles, Vespa-type scooters, golf carts, scooters – any vehicle motor operated – whether parked in carports, on Mutual streets and/or in marked parking areas.

DRAFT

MUTUAL ADOPTION

AMENDMENT(S)

TWO: 2-18-16

01-19-17

(draft created on 8-10-18 pk/ka)

Mutual Corporation No. Two

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY EXPENSE FOR UPDATES TO LAUNDRY ROOMS (NEW BUSINESS ITEM C)
DATE: AUGUST 16, 2018
CC: MUTUAL FILE

I move to approve/deny the updating of the laundry rooms in Mutual Two, at a cost not to exceed \$1,200.

SHAREHOLDER REGULATIONS

GOVERNING DOCUMENT COMPLIANCE CORRECTIVE MEASURES AND FINES – Mutual Two

Basic Compliance Policy:

The objective of this Compliance Policy shall be to promote and seek voluntary compliance of shareholders for themselves, those qualified to reside with them and the shareholders' visitors including, but not limited to guests, employees and delivery personnel with the Seal Beach Mutual No. Two Occupancy Agreement, Bylaws, 7000 Series Policies, and Rules and Regulations, all as amended and supplemented.

Reporting Violations:

Any resident shareholder, including any shareholder serving on the Board, may report violations. Contact Security or the Board of Directors.

Such reports shall constitute a complaint and will be documented in writing to include the time, date, nature of violation, circumstances, and location and address of person or persons responsible. The complaint will be provided to the Mutual for review and, if necessary, enforcement action.

Enforcement Procedures:

The Mutual may, in the Board's discretion, enforce any violation of the "Policies Rules & Regulations" by pursuing, without limitation any one, or combination of, the remedies described below in paragraphs, One, Two, or Three (1, 2, or 3). Notices described in One and Two below shall include a statement inviting the shareholder to a hearing or their right to request a hearing.

1. Send an initial notice of violation letter to the resident shareholder stating the nature of the alleged violation. In the event that the shareholder does not take corrective action and continues to be non-compliant, the notice will include a reasonable date within which to voluntarily comply.
2. Send a notice of violation and intent to impose a fine. Fines will be imposed in accordance with the Mutual's Violation Fine Schedule.
3. An action in law or in equity to recover the sums due for damages injunctive relief or any other appropriate legal or equitable relief that may be available to the Mutual.

Fine Schedule:

A monetary fine in accordance with the Fine Schedule may be imposed after or concurrent with notice and opportunity for hearing, and the Board of Directors, or committee appointed by the Board, in its discretion, has determined that a resident shareholder is non-compliant with or has violated the "Policies Rules & Regulations".

SHAREHOLDER REGULATIONS

GOVERNING DOCUMENT COMPLIANCE CORRECTIVE MEASURES AND FINES – Mutual Two

FINE SCHEDULE

	1st Offense	2nd and each subsequent and/or continuation of offense
Residency/occupancy violations (e.g. unauthorized occupants, guests residing longer than permitted)	Notice to Comply in 48 hours	Up to \$500 and up to \$100 per/day for each additional day of non-compliance
Violation of Policy 7491.02 Roof & Attic Access	Up to \$1000 and removal of unauthorized installation if non-compliant equipment if applicable	
Violation of Mutual Occupancy Agreement & all other Policies	Written warning	Up to \$100 and up to \$100 per/day for each additional day of non-compliance

MUTUAL ADOPTION

AMENDMENTS

TWO: 11-16-17

(Nov 17)

Mutual Corporation No. Two

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY SERVICE MAINTENANCE PAINT
LOADING ZONES (NEW BUSINESS ITEM E)
DATE: AUGUST 16, 2018
CC: MUTUAL FILE

I move to approve/deny to have Service Maintenance to paint five (5) yellow LOADING/UNLOADING ONLY curbs at Buildings 52,63,64,68, and 69, at a cost not to exceed \$500, and authorize the President to sign the contract. Funds to be taken from Infrastructure Reserves.

Mutual Corporation No. Two

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ADOPT POLICY 7490.PB.02 – PAYMENT AND PERFORMANCE BOND (NEW BUSINESS ITEM F)
DATE: AUGUST 16, 2018
CC: MUTUAL FILE

I move to adopt Policy 7490.pb.02 – Payment and Performance Bond on a preliminary basis until the 30-day posting period is completed.

MUTUAL OPERATIONS

ADOPT DRAFT

PHYSICAL PROPERTY

Payment and Performance Bond – Mutual Two

RESOLVED, Performance Bond – permits for any construction work valued at more than \$10,000 performed in Mutual Two shall require a Performance Bond. The bond shall require sufficient funds in the event the work is not completed on time and according to approved plans and also to the satisfaction of Mutual Two for any reason. Exceptions are as follows:

1. The contractor is listed on the Physical Property list of approved contractors, and
2. The contractor has completed more than \$100,000 per year in contracts in Leisure World for the last three years.

MUTUAL

ADOPTION

TWO:

(draft created on 08-01-18 ka)

Mutual Corporation No. Two

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ADOPT POLICY 7541 – CO-OCCUPANTS, QUALIFIED PERMANENT RESIDENTS AND HEALTH CARE PROVIDERS (NEW BUSINESS ITEM H)
DATE: AUGUST 16, 2018
CC: MUTUAL FILE

I move to adopt Policy 7541 – Co-Occupants, Qualified Permanent Residents and Health Care Providers on a preliminary basis until the 30-day posting period is completed.

MUTUAL OPERATIONS**DRAFT****RESIDENT REGULATIONS****Co-Occupants, Qualified Permanent Residents and Health Care Providers**

The community facilities of the Golden Rain Foundation are maintained for the use of members of Leisure World Seal Beach with the following exceptions:

1. Co-Occupants

- a. Senior citizens, as defined in California Civil Code Section 51.3 (c)(1), who are not members but are approved by the Mutuels to reside with a stockholder, shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenities Fee listed in Policy 5061-31. (Forms 9001 and 9002)
- b. In order to comply with section 51.3 of the California Civil Code, the following classes of citizens may reside in Leisure World Seal Beach.
 - i.) Is 55 years of age or older
 - ii.) Has completed the Co-Occupant Application
 - iii.) Has written authorization from the Mutual President, or any Mutual Officer so designated by the Mutual President, to reside in the dwelling unit.
 - iv.) Has paid the required Amenities Fee to the Golden Rain Foundation

2. Qualified Permanent Residents

- a. Persons who are not senior citizens as defined in California Civil Code Section 51.3(c)(1), who can present proof that they are eligible to be classified as Qualified Permanent Residents under California Civil Code Section 51.3(c)(2), shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenities Fee listed in Policy 5061-31. (Forms 9003 and 9004)

3. Health Care Providers

- a. Permitted health care residents, as defined in California Civil Code Section 51.3(c)(6), shall be required to obtain Service Passes and are not entitled to use any of the community facilities. The administration shall furnish each Mutual a monthly report of those health care providers residing in the Mutual.

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

Co-Occupants and Qualified Permanent Residents

The community facilities of the Golden Rain Foundation are maintained for the use of stockholder/members of Seal Beach Leisure World with the following exceptions:

1. Co-Occupants

Senior citizens, as defined in California Civil Code Section 51.3 (c)(1), who are not stockholders/members but are approved by the Mutuels to reside with a stockholder, shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenities Fee listed in Policy 5061.

2. Qualified Permanent Residents

Persons who are not senior citizens as defined in California Civil Code Section 51.3(c)(1), who can present proof that they are eligible to be classified as Qualified Permanent Residents under California Civil Code Section 51.3(c)2), shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenity Fee listed in Policy 5061.

3. Health Care Providers

Permitted health care residents, as defined in California Civil Code Section 51.3(c)(6), shall be required to obtain Service Passes and are not entitled to use any of the community facilities. The administration shall furnish each Mutual a monthly report of those health care providers residing in the Mutual.

Policy

Adopted: 31 Jan 95
Amended: 22 May 18

GOLDEN RAIN FOUNDATION
Seal Beach, California

(May 18)

Page 1 of 1

Application & Approval Co-Occupant

The following signed documents pertain to an application by a Shareholder-Members to seek approval by the Mutual Board to include a Co-Occupant in the residency of their unit. Note: A Co-Occupant has no ownership rights in the Leisure World unit. Please fill out the following attached documents:

- Sign Cover Sheet Disclosure Pages 1-2
- Co-Occupant Application Form Pages 3-4
- Co-Occupant Agreement Pages 5-7

Shareholder-Member Name: _____

Shareholder-Member Name: _____

Co-Occupant's Name: _____

Amenities Fee \$3,054 and Setup Fee \$100.00 is paid: Receipt # _____

ID Card Received: _____ Date _____ Staff _____

Important! Please Sign: The Proposed Co-Occupant understands and agrees that the Shareholder-Members must be residing in the Unit full-time with the Co-Occupant and that the Co-Occupant has no rights of residency unless the Shareholder-Members are residing in the Unit full-time.

x _____ Date: _____
Co-Occupant Signature

x _____ Date: _____
Shareholder-Member Signature

x _____ Date: _____
Shareholder-Member Signature

Application & Approval
Co-Occupant

APPROVED BY SEAL BEACH MUTUAL NO _____

By: _____

Title: _____

Date: _____

RECEIVED BY GOLDEN RAIN FOUNDATION

By: _____

Title: _____

Date: _____

TERMS USED IN THIS FORM:

Shareholder – A person who owns one share of Mutual Corporation stock in Leisure World Seal Beach, Mutuals 1 to 16, and lives in the Mutual as a resident. This term does not apply to Mutual 17. This term was originally defined in the Mutual Bylaws. “ARTICLE X. FISCAL MANAGEMENT. Section 7. Miscellaneous. That in the By-Laws of this corporation, the term “member” and “Shareholder” are used interchangeably and shall have the same meaning and refer to those individuals owning the shares of stock of this corporation.”

Member – A person who is a member of the Golden Rain Foundation (GRF). Only resident Shareholders can become members of the GRF. Non-resident co-owners (NRCO) are NOT members of the GRF and cannot request co-occupant approval for the unit. This term is defined in the GRF-BYLAWS ARTICLE II. Membership, SECTION III.

Shareholder-Member – a person who is a Shareholder and a Member of the GRF.

Co-Occupant Application

Golden Rain Foundation
Stock Transfer Office

Mutual/Unit: _____

Confidential Information
Maintained In GRF Corporate File

Last Name	First Name	Middle Initial
Date of Birth	City and State of Birth	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Widow <input type="checkbox"/> Widower <input type="checkbox"/> Domestic Partner <input type="checkbox"/>		Retired: Yes <input type="checkbox"/> No <input type="checkbox"/>
	If not retired, Current Occupation	Relationship to Shareholder- Members

Home Phone ()	E-Mail Address
Cell Phone ()	

IMPORTANT: NEXT-OF-KIN OR EMERGENCY CONTACT INFORMATION		
Name	Address	Relationship
Home Phone ()	Work Phone ()	Cell Phone ()

PLEASE ATTACH A COPY OF GOVERNMENT ISSUED PHOTO ID FOR PROOF OF AGE

Co-Occupant Application

Does the Co-Occupant have an expectation of ownership interest in the Shareholder-Members' Unit? _____

If yes, please describe your inheritance interest and attach any legal documents which support your future right of inheritance such as a Certification of Trust, Court Order or other.

We hereby certify and declare under penalty of perjury, that the foregoing information is true and correct.

Date this _____ day of _____, 20____, at Seal Beach Leisure World.

Shareholder-Member Signature

date

Shareholder-Member Signature

date

Co-Occupant's Signature

date

Co-Occupant Agreement

Mutual & Unit: _____

This **“AGREEMENT”** made and entered into this ____ day of _____, 20____ by and between Seal Beach Mutual No. _____ (hereinafter referred to as the **“CORPORATION”**, a Corporation having its principle office and place of business in Orange County, CA, and the Shareholder-Member: _____
Shareholder-Member: _____ and the
Co-Occupant: _____.

WHEREAS, the corporation was formed for the purpose of acquiring, owning and operating a cooperative housing project to be located at Seal Beach Leisure World, Seal Beach, Orange County, California, with the intent that its stockholders (Shareholder-Members) shall have the right to occupy the dwelling units thereof under the terms and conditions set forth in the Occupancy Agreement; and

WHEREAS, the Shareholder-Members are the owner and holder of one share of common capital stock, Series_ of the Corporation and have a bona fide intention to reside in the project, and the Co-Occupant is qualified as a senior citizen pursuant to Civil Code 51.3 (C) (2).

NOW THEREFORE, in consideration of the Mutual, promises contained herein, the Corporation hereby consents to the Co-Occupant residing with the Shareholder-Members in Unit No. _____, Seal Beach Mutual No. _____, located at Leisure World.

ARTICLE 1. CHARGES

The Shareholder-Members hereby covenant and agrees to pay the Golden Rain Foundation an amount equal to the then current Amenities Fee payable in the same amount as is required of all Shareholder-Members at Leisure World.

ARTICLE 2. CARRYING CHARGES

The Co-Occupant acknowledges, covenants and agrees that in order to maintain residence with the Shareholder-Members that it is necessary that all monthly carrying charges as set forth in Article 1 of the Occupancy Agreement between the Corporation and the Shareholder-Members be paid.

ARTICLE 3. OCCUPANCY AGREEMENT

The Co-Occupant acknowledges reading the Occupancy Agreement existent between the Corporation and the Shareholder-Members and agrees to be bound by all of the terms and provisions therein contained as to residency, and the fact that said apartment is to be used for residential purposes only. The Co-Occupant agrees and acknowledges that

Co-Occupant Agreement

the Co-Occupant, in order to maintain residence, is jointly liable with the Shareholder-Members for all such charges related to the Seal Beach Mutual unit being occupied.

ARTICLE 4.

The Co-Occupant agrees that no right held by the Co-Occupant to reside with the Shareholder-Members may be assigned nor transferred to any other person and that no immediate or collateral family member in any relationship with the Co-Occupant will be allowed to reside with the Co-Occupant.

ARTICLE 5.

The Co-Occupant is entitled to use any and all of the facilities furnished and provided for Members of the Foundation at Leisure World and the Co-Occupant shall be entitled to enjoy said facilities together with the right of Occupancy with the Shareholder-Members.

ARTICLE 6.

The Co-Occupant covenants and agrees that he/she will comply with any and all pertinent corporate regulations, bylaws, and rules of the Corporation and Foundation related to occupancy, and will endeavor with the Shareholder-Members to cooperate with the other residents to bring about, for all residents of the Seal Beach Mutual in which the apartment is located, a high standard of home and community conditions. The Co-Occupant acknowledges, that by his/her acts and actions that if the occupancy is detrimental to the peace, quiet and enjoyment of the Seal Beach Leisure World community, that the same may result in the eviction of the Shareholder-Members and the Co-Occupant, and that there exists between the Shareholder-Members and the Corporation, a Landlord-Tenant relationship. The Co-Occupant acknowledges that he/she may be requested to leave the project or be evicted in the event said individual ceases to be qualified pursuant to the provisions of California Civil Code 51.3 (2) (B).

FURTHER: The Co-Occupant covenants and agrees that he/she has, pursuant to Civil Code, **NO RIGHT** to continue residence in the event of death, dissolution of marriage, upon hospitalization or other prolonged absence of the Shareholder-Members.

ARTICLE 7.

Co-Occupant understands that though they have an ID card for use of the community facilities, Co-Occupant may not attend monthly or Annual Mutual Shareholder-Member Meetings, or hold office, or participate in any governing process of the Mutual Corporation in which they reside or of the Golden Rain Foundation.

Co-Occupant Agreement

Shareholder-Member Signature

date

Shareholder-Member Signature

date

Co-Occupant's Signature

date

GOLDEN RAIN FOUNDATION
REQUEST FOR QUALIFIED PERMANENT RESIDENT APPLICATION

SHAREHOLDER-MEMBERS NAMES _____

MUTUAL _____ **UNIT** _____

1. Name of Qualifying Permanent Resident: _____
2. Address of Qualifying Permanent Resident: _____
3. Reason for request to admit Qualifying Permanent Resident (QPR):

4. Is the QPR the spouse or cohabitant of one of the Shareholder-Members? _____
5. Does the QPR have an ownership interest in the Shareholder-Members' apartment, Mutual share of stock, or Golden Rain Foundation membership? _____
If yes, please describe the basis of the ownership interest and attach a copy of any documents showing such ownership interest (attach a separate page if necessary)

6. Does the QPR have an expectation of an ownership interest in the Shareholder-Members' apartment, Mutual share of stock, or Golden Rain Foundation membership? _____
If yes, please describe the source or basis of the expectation of an ownership interest and attach a copy of any document which describes or reveals the basis for such expectation of ownership (attach a separate page if necessary). _____

The Mutual requires that the **Qualifying Permanent Resident** be **interviewed** by a member of the Board of Directors. You will be contacted to schedule an appointment for the interview. Please provide a telephone number:

PHONE: _____

We certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated this _____ day of _____, 20____, at **Seal Beach**, California.

QUALIFIED PERMANENT RESIDENT (QPR)

_____ **Date:** _____
Print Name of QPR **Authorized Signature**

_____ **Date:** _____
Print Name of Shareholder-Member **Signature of Shareholder-Member**

GOLDEN RAIN FOUNDATION
REQUEST FOR QUALIFIED PERMANENT RESIDENT APPLICATION

_____ **Date:** _____
Print Name of Shareholder-Member Signature of Shareholder-Member

Date _____ Interviewed by _____

SEAL BEACH MUTUAL NO. _____

APPROVED DISAPPROVED

By _____ Title _____ Date _____
(Authorized Signature)

RECEIVED BY GOLDEN RAIN FOUNDATION

By _____ Title _____ Date _____
(Authorized Signature)

QUALIFIED PERMANENT RESIDENT AGREEMENT

Mutual No. _____ Unit No. _____

This AGREEMENT made and entered into this _____ day of _____, 20____ by and between SEAL BEACH MUTUAL No. _____ (hereinafter referred to as the "Corporation"), a Corporation having its principal office and place of business in Orange County, California, and _____ (hereinafter referred to as "Shareholder-Member") and _____ (hereinafter referred to as "Shareholder-Member") and _____ (hereinafter referred to as "Qualified Permanent Resident");

WHEREAS, the Corporation was formed for the purpose of acquiring, owning and operating a cooperative housing project to be located at Seal Beach Leisure World (hereinafter called "Leisure World"), Seal Beach, Orange County, California, with the intent that its stockholders (hereinafter called "Shareholder-Member(s)") shall have the right to occupy the dwelling units thereof under the terms and conditions set forth in the Occupancy Agreement; and

WHEREAS, the "Shareholder-Member(s)" is the owner and holder of one share of common capital stock, Series _____ of the Corporation and has a bona fide intention to reside in the project, and the Qualified Permanent Resident is qualified pursuant to Civil Code §51.3 to reside with the Shareholder-Member(s);

NOW THEREFORE, in consideration of the Mutual promises contained herein, the Corporation hereby consents to the Qualified Permanent Resident residing with the "Shareholder-Member(s)" in Dwelling Unit NO. _____, Seal Beach Mutual No. _____, located at Leisure World.

ARTICLE 1. CHARGES

The "Shareholder-Member(s)" hereby covenant and agrees to pay to the Golden Rain Foundation GRF an amount equal to the then current Amenities Fee in the same amount as is required of all Shareholder-Members at Leisure World.

ARTICLE 2. OCCUPANCY AGREEMENT

The Qualified Permanent Resident acknowledges reading the Occupancy Agreement existent between the Corporation and the "Shareholder-Member(s)" and agrees to be bound by all the terms and provisions therein contained as to residency, and the fact that said unit is to be used for residential purposes only. The Qualified Permanent Resident agrees and

QUALIFIED PERMANENT RESIDENT AGREEMENT

acknowledges that the Qualified Permanent Resident, in order to maintain residence, is jointly liable with the Shareholder-Members for all such charges related to the Seal Beach Mutual unit being occupied.

ARTICLE 3.

The Qualified Permanent Resident agrees that no right held by the Qualified Permanent Resident to reside with the Shareholder-Members may be assigned nor transferred to any other person and that no immediate or collateral family member in any relationship with the Qualified Permanent Resident will be allowed to reside with the Qualified Permanent Resident.

ARTICLE 4.

The Qualified Permanent Resident is entitled to use any and all of the facilities furnished and provided for Shareholder-Members of the Golden Rain Foundation at Leisure World and the Qualified Permanent Resident shall be entitled to enjoy said facilities together with the right of occupancy with the Shareholder-Members.

ARTICLE 5.

The Qualified Permanent Resident covenants and agrees that he/she will comply with any and all pertinent regulations, bylaws, and rules of Corporation and Foundation related to occupancy, and will endeavor with the Shareholder-Members to cooperate with the other residents to bring about, for all residents of the Seal Beach Mutual in which the unit is located, a high standard of home and community conditions. The Qualified Permanent Resident acknowledges, that by his/her act and actions that if the occupancy is detrimental to the peace, quiet and enjoyment of the Seal Beach Leisure World community, that the same may result in the eviction of the Member and the Qualified Permanent Resident, and that there exists between the Shareholder-Members and the Corporation a Landlord-Tenant relationship. The Qualified Permanent Resident acknowledges that he/she may be requested to leave the project or be evicted in the event said individual ceases to be a Qualified Permanent Resident pursuant to the provisions of California Civil Code §51.3.

QUALIFIED PERMANENT RESIDENT AGREEMENT

SEAL BEACH MUTUAL NO. _____ UNIT _____ SHAREHOLDER-MEMBER(S)

By: _____ Date: _____
(Authorized Signature)

By: _____ Date: _____
(Authorized Signature)

RECEIVED BY GOLDEN RAIN FOUNDATION

By: _____ Date: _____
(Authorized Signature)

QUALIFIED PERMANENT RESIDENT

By: _____ Date: _____
(Authorized Signature or Legal Guardian)

Mutual Corporation No. Two

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY MR. C'S TOWING AGREEMENT FOR 2018-2019 (NEW BUSINESS ITEM I)
DATE: AUGUST 16, 2018
CC: MUTUAL FILE

At the July 20, 2017, Board Meeting the Mutual Two Board of Directors passed the following resolution; *RESOLVED, To have the President of Mutual Two sign Mr. C's Towing Agreement effective 2017-2018.*

I move to approve/deny the Mr. C's Towing Agreement for the towing of vehicles when there is a violation of Mutual Policy, effective 2018-2019, and authorize the President to sign the Agreement.

Mutual Corporation No. Two

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: CONTRACTOR BAN (NEW BUSINESS ITEM J)
DATE: AUGUST 16, 2018
CC: MUTUAL FILE

I move to approve/deny that Alpha Master Builders are no longer allowed to conduct business in Mutual Two, effective immediately.

Mutual Corporation No. Two

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY MJ JURADO INC. PROPOSAL FOR
SIDEWALK REPAIRS (NEW BUSINESS ITEM K)
DATE: AUGUST 16, 2018
CC: MUTUAL FILE

I move to approve/deny the proposal from MJ Jurado Inc. to repair the sidewalks at Building 65-I through L, and walkways at Units J, K, and L. Replace sidewalk at Building 69 near carport 33, and the sidewalk at Building 70, G-L side, at a cost not to exceed \$37,000 and authorize the President to sign the contract. Funds to be taken from Infrastructure Reserves.

Mutual Corporation No. Two

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE APPLICATION OF MULCH AT WESTMINSTER WALL (NEW BUSINESS ITEM L)
DATE: AUGUST 16, 2018
CC: MUTUAL FILE

I move to approve/deny the application of "supreme mulch" for Westminster wall buildings 1-3 to control mosquitos and moths. Application to be done by Mutual Two Landscape Company.

Mutual Corporation No. Two

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE SPRINKLER PROPOSAL FROM J & J LANDSCAPING (NEW BUSINESS ITEM M)
DATE: AUGUST 16, 2018
CC: MUTUAL FILE

I move to approve/deny the proposal for additional sprinkler work at a cost not to exceed \$2,500 and authorize the President to sign the contract. Funds to be taken from Infrastructure Reserves.

Mutual Corporation No. Two

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND POLICY 7510.02 – ELIGIBILITY REQUIREMENTS (NEW BUSINESS ITEM N)
DATE: AUGUST 16, 2018
CC: MUTUAL FILE

I move to amend Policy 7510.02 – Eligibility Requirements on a preliminary basis until the 30-day posting period is completed.

MUTUAL OPERATIONS**AMEND****RESIDENT REGULATIONS****Eligibility Requirements – Mutual Two Only**

All persons seeking approval of the Board of Directors of Seal Beach Mutual Two to purchase a share of stock in the Mutual, and to reside in the Mutual, shall meet the following eligibility criteria:

- A. Apply for and be accepted as a member of the Golden Rain Foundation, Seal Beach, California.
- B. Meet the Mutual eligibility criteria as follows:

- 1. Age

Minimum of 55 years, as confirmed by a birth certificate or passport. A driver's license is not acceptable as proof of age.

- 2. Financial Ability

- a. Verified monthly income that is at least four (4) times or greater the monthly carrying charge (Regular Assessment plus Property Tax and Fees) at the time of application, and have liquid assets of at least \$25,000. Verified monthly income/assets may be in the form of the past two years of:

- 1. Tax returns;
- 2. 1099s for interest and dividends;
- 3. 1099-Rs for retirement income from qualified plans and annuities;
- 4. SSA-1099 Social Security Benefit Statement;
- 5. Brokerage statements and current interim statement.
- 6. Six to twelve months of checking/savings account statements.

- b. Adjusted Gross Income per 1040, 1040A, or 1040EZ; plus that portion of Social Security, IRA distributions, and pensions and annuities not included in adjusted gross income; plus tax exempt interest; minus income tax, Social Security, Medicare, and self-employment taxes paid; and minus Medicare medical insurance and prescription drug premiums; all divided by twelve (12) will equal net monthly income to be used in Paragraph 2.a. above.

- c. Projected assessments will be the previous year's assessment (total of carrying charge less any cable charge, less Orange County Property Taxes and Fees), and

(draft created on 8-10-18 pk/ka)

MUTUAL OPERATIONS**AMEND****RESIDENT REGULATIONS****Eligibility Requirements – Mutual Two Only**

the addition of the new property tax at 1.2% of the sales price plus Orange County District fees divided by twelve (12) for the new projected monthly assessment. This new figure (Regular Assessment plus Orange County Property Taxes and District Fees) times four (4) will be the monthly income required. This will be verified by the escrow company and the Stock Transfer Office. Stock Transfer shall have the final say in establishing verifiable income/assets.¹

Verification shall be done by the Escrow Company and the Stock Transfer Office prior to the new buyer interview and prior to the close of escrow (the above verification will not be done by the individual Mutual Directors; Directors will not be required to study or understand the financial requirements).

- d. Only the resident shareholder's income shall be considered for qualifying.
- e. If moving within Leisure World, or if there are any additions/changes to the title, the proposed shareholder(s) must meet these eligibility requirements.

3. Health

Have reasonably good health for a person of his/her age, as evidenced by a letter from his/her physician, so that shareholder can take care of normal living needs without calling on other members of the cooperative for an undue amount of assistance.

4. Character

Have a reputation for good character in his/her present community.

- C. Assume, in writing, the obligations of the "Occupancy Agreement" in use by the Mutual Corporation.

1 If major remodeling, expansion, or addition of a bathroom is being considered, the increase in taxes over the 1.2% of the purchase price must be taken into consideration.

MUTUAL OPERATIONS**AMEND****RESIDENT REGULATIONS****Eligibility Requirements – Mutual Two Only****D. Credit Report**

In addition to the above financial verification documents a recent credit report from one of the established credit reporting companies must be provided to the Stock Transfer Office by the prospective resident owner. The Stock Transfer Office must ensure that the following conditions are met and must include that information with the financial verification report:

- **A minimum FICO score of 650**
- **A period of not less than 5 years must have elapsed since the prospective resident owner was discharged or dismissed from a bankruptcy.**
- **The prospective resident owner must have no reported late payments of more than 30 days on a current mortgage in the previous 12 months.**

Officers or Committees of the Board of Directors designated to approve new applicants are responsible that the eligibility criteria of this corporation is equitably applied to all applicants. Approval or disapproval of buyer(s) must be received by the Stock Transfer Office at least ten (10) working days prior to the close of escrow.

MUTUAL OPERATIONS

AMEND

RESIDENT REGULATIONS

Eligibility Requirements – Mutual Two Only

I have read and understood what is required for eligibility consideration in the above named Mutual, including necessary documentation.

Prospective Buyer

Date

Prospective Buyer

Date

Prospective Buyer

Date

Prospective Buyer

Date

MUTUAL ADOPTION

AMENDMENT DATES

TWO 04-16-70

09-16-93, 08-21-08

(draft created on 8-10-18 pk/ka)

Mutual Corporation No. Two

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY SERVICE MAINTENANCE TO PAINT HANDRAILS (NEW BUSINESS ITEM O)
DATE: AUGUST 16, 2018
CC: MUTUAL FILE

I move to approve/deny to have Service Maintenance sand, prep, and paint nine (9) handrails located at Building 24, at a cost not to exceed \$1,000 and authorize the President to sign the contract. Funds to be taken from Infrastructure Reserves.