

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL FIVE**  
**November 16, 2016**  
**9:00 a.m., Building 5, Room B**

- |  |             |
|--|-------------|
| 1. CALL TO ORDER   | Dr. Coven   |
| 2. PLEDGE OF ALLEGIANCE  | Ms. Trembly |
| 3. ROLL CALL   |             |
| 4. INTRODUCTION OF GRF REPRESENTATIVE, GUEST(S), AND STAFF:                | Dr. Coven   |
| Mr. Hood, GRF Representative   |             |
| Ms. Hopkins, Mutual Administration Director                                |             |
| Mr. Kranda, Building Inspector   |             |
| Ms. Day, Recording Secretary   |             |
| Mutual Five shareholders and all guests from other Mutuals                 |             |
| 5. APPROVAL OF MINUTES: <b>Regular Monthly Meeting of October 19, 2016</b> | Dr. Coven   |
| 6. PRESIDENT'S ANNOUNCEMENTS   | Dr. Coven   |
| 7. SHAREHOLDERS' COMMENTS (on agenda items only)                           |             |
| 8. BUILDING INSPECTOR'S REPORT ( <b>pages 3-4</b> )                        | Mr. Kranda  |
| 9. GRF REPRESENTATIVE  | Mr. Hood    |
| 10. CORRESPONDENCE   | Ms. Boryta  |
| 11. CHIEF FINANCIAL OFFICER'S REPORT                                       | Ms. Tran    |
| 12. APPOINTMENTS –   | Dr. Coven   |
| a. Carport Committee – Director Boryta                                     |             |
| 13. COMMITTEES –   |             |
| Carports   | Ms. Boryta  |
| Emergency Preparedness   | Ms. Boryta  |
| Landscape  | Ms. Trembly |
| Laundry Rooms  | Mr. Powell  |
| Physical Properties  | Mr. Gould   |
| 14. UNFINISHED BUSINESS –  |             |
| a. Project updates: SmartBurners installations                             | Dr. Coven   |
| Roofing – skylight replacement resolution                                  |             |
| b. Amend Policy 7582 – <u>Towing Vehicles</u> ( <b>pages 5-8</b> )         |             |
| 15. NEW BUSINESS –   |             |
| a. Rescind Policy 7335 – <u>Cash Disbursements</u> ( <b>page 9</b> )       |             |

- b. Adopt Policy 7465.5 – Skylights & Sola Tubes (formally 7403.G.5) and rescind Policy 7403.4 – Skylights for Bathrooms and Kitchens and Policy 7403.5 – Skylights in Permanent Roof Extensions (**pages 10-13**)
- c. Discuss 2017 Guest Passes – Board Resolution (**pages 14-15**)

**STAFF SECRETARY BREAK (TIME TO BE DETERMINED BY PRESIDENT)**

- 16. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
- 17. DIRECTOR(S)' COMMENTS
- 18. SHAREHOLDER(S)' COMMENTS
- 19. ADJOURNMENT
- 20. EXECUTIVE SESSION (member, legal issues)

**(STAFF WILL LEAVE THE MEETING BY 12:10 P.M.)**

**NEXT MEETING: DECEMBER 21, 2016, at 9:00 a.m.  
Building 5, Room B**

cd:11/10/16

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(05) Five**

INSPECTOR: **Eric Kranda**

MUTUAL BOARD MEETING DATE: **November 16, 2016**

Print Date: 11/9/2016

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
91-G	HEAT PUMP	BOTH	06/02/16	08/16/16	NO	NONE	YES
91-G	ROOM ADDITION	BOTH	05/25/16	12/01/16	YES	NONE	ALPHA MASTER
91-G	ROOM ADDITION	BOTH	05/25/16	12/01/16	YES	08/29/16 DRYWALL	ALPHA MASTER
111-D	SHOWER CUT DOWN	BOTH	10/26/16	11/26/16	NO	NONE	NUKOTE
117-D	KITCHEN REMODEL	BOTH	09/13/16	10/28/16	YES	NONE	LW DÉCOR
120G	ROOM ADDITION	BOTH	09/10/16	11/20/16	NO	LATH	OGAN
123A	ROOM ADDITION	BOTH	08/18/16	01/18/17	NO	10/19/16 DRYWALL	LOS AL BLDRS
125A	ROOM ADDITION	BOTH	09/17/15	06/30/16	YES	6/10/16 DRYWALL	LOS AL BLDRS

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
69-G		09/07/16					
70-C		10/12/16					
70-J		09/14/16					
71-F		11/01/16					
94-A		09/07/16	09/26/16	09/29/16	10/13/16		
94-H		03/24/15					
95-C		08/10/16	09/06/16	10/07/16	10/21/16		
97-A		10/13/15					
104-C		10/14/16					
104-E		06/20/16					
105-E		10/12/16					
106-H		04/01/16					
106-I		09/23/16	10/11/16	10/20/16	11/03/16		
108-J		09/30/16					
108-K		09/30/16					
109-F		07/25/16					
114-H		07/03/16	10/27/16	11/03/16	11/18/16		
115-F		06/14/16					
115-J		05/02/16	10/04/16	10/10/16	10/24/16		
116-L		05/26/16					
119-K		09/28/16	10/25/16	10/31/16	11/15/16		

ALL SHADED AREAS HAVE BEEN SIGNED OFF

NMI = New Member Inspection    PLI = Pre-Listing Inspection    NBO = New Buyer Orientation  
 FI = Final Inspection    FCOEI = Final COE Inspection    ROF = Release of Funds

<b>CONTRACTS</b>	
<b>CONTRACTOR</b>	<b>PROJECT</b>
ANDRES LANDSCAPE GOOD UNTIL 10/2017	
EMPIRE PIPE CLEANING DONE	
FENN GOOD UNTIL 03/2017	

<b>SPECIAL PROJECTS</b>	
<b>CONTRACTOR</b>	<b>PROJECT</b>
KELLY VAUGHN	REROOFING 90,91,93,94,95,98,103,114,121
KRESS	HOODS FOR REROOFING 90,91,93,94,95,98,103,114,121

<b>MUTUAL AND SHAREHOLDER REQUESTS</b>
<b>CALLS AND VISITS TO UNITS</b>
43

MUTUAL OPERATIONS**AMENDMENT DRAFT POLICY**RESIDENT SHAREHOLDER REGULATIONSTowing Vehicles – All Mutuals Except Twelve

A towing program is hereby established which permits the Security Department Mutual to remove and store 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 CVC Vehicle Code, an appropriate sign **signage** will be posted at both entrance gates warning all **community entrance gates advising 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. **per California Vehicle Code Section 22658(a). The phone numbers to the Seal Beach Police Department and towing company are also listed on the signage.**

A. Abandoned or Inoperable Vehicles

Prior to removing an abandoned or inoperable vehicle, the Security Department will:

1. Attach a 72-hour warning notice to the vehicle advising of the violation and intent to tow.
2. After a 72-hour follow-up is made, a registered letter will be sent advising the registered and legal owner of the intent to tow the vehicle away in 10 days if not moved. (See attached form letter.)
3. Before any vehicle is towed, Security personnel will contact the Seal Beach Police Department advising them of intention to tow. They will describe the circumstances and the vehicle, including license plate number, the towing company and at which location the vehicle will be stored.
4. A California Highway Patrol Form 180, Storage Report, will be completed by Security personnel at that time.
5. A tow truck will be called to remove the vehicle and store it at the designated tow storage facility.
6. The Security Department will maintain a current log of all towing transactions in order to provide registered owners information concerning stored vehicles.

(Draft created 09-12-16 Jaime)  
(Updated on 9/29/16 Jaime/jl)

MUTUAL OPERATIONS

**AMENDMENT DRAFT POLICY**

RESIDENT SHAREHOLDER REGULATIONS

Towing Vehicles – All Mutuals Except Twelve

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(b).
3. Violation of the Fire Hydrant Regulation (Mutual Policy).

If approval is received from the Mutual, the Security Department will notify the tow 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 tow towing company to remove and store the vehicle.

B. Other Vehicles

~~(Mutual Six only – Vehicles not belonging to Mutual Six residents or Mutual Six visitors will get a Notice to Tow in 96 hours when parked on Mutual Six property.)~~

~~Immediate action will be taken to tow vehicles when they are:~~

- ~~1. Parked in such a manner as to constitute a hazard.~~
- ~~2. Blocking a fire lane.~~

~~The Golden Rain Foundation and Mutual No. \_\_\_\_\_ liability ceases when the towing service removes the vehicle from Leisure World property.~~

(Draft created 09-12-16 Jaime)  
(Updated on 9/29/16 Jaime/jl)

MUTUAL OPERATIONS**AMENDMENT DRAFT POLICY**RESIDENT SHAREHOLDER REGULATIONSTowing Vehicles – All Mutuals Except Twelve**B. Tow Procedure:**

1. Attach a 96-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-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 advising informing the registered owner (per GRF Records) of the intent to tow the vehicle away after receipt of the letter if 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' receipt of the letter and initiates the period to comply. The Mutual Policy will determine how many days after receipt of the letter the violator has to comply.
3. After the 96-hour period, the Security Department will check for compliance and report their findings back to the Mutual Administration Department.
4. If the Mutual approval to remove the vehicle is received after upon confirming non-compliance to the 96-hour tow notice and/or receipt of the registered letter, a tow truck will be called appointed to remove and store the vehicle.
5. The Security Department will maintain a current log of all towing transactions in order to direct vehicle owners to the appropriate tow towing company.

MUTUAL OPERATIONS

**AMENDMENT DRAFT POLICY**

RESIDENT SHAREHOLDER REGULATIONS

Towing Vehicles – All Mutuals Except Twelve

MUTUAL ADOPTION

AMENDED

RESCINDED

ONE: 07-23-87  
 TWO: 07-16-87  
 THREE: 07-10-87  
 FOUR: 07-06-87  
 FIVE: 05-20-87  
 SIX: 07-24-87  
 SEVEN: 07-17-87  
 EIGHT: 06-22-87  
 NINE: 07-13-87  
 TEN: 06-24-87  
 ELEVEN: 06-18-87  
 TWELVE: 07-09-87  
 FOURTEEN: 07-24-87  
 FIFTEEN: 05-18-87  
 SIXTEEN: 06-15-87  
 SEVENTEEN: 06-02-87

(See Policy 7582.2)-Feb 2016

05-30-14

Rescinded on 09-12-16

(See Policy 7582.12)-May 2016



(Draft created 09-12-16 Jaime)  
(Updated on 9/29/16 Jaime/jl)



**MUTUAL OPERATIONS****RESCIND MUTUAL FIVE****ACCOUNTING AND FISCAL****Cash Disbursements – All Mutuals Except Nos. Nine and Twelve (10-10-13)**

Cash disbursements are made from one of two checking accounts referred to as the Agency Account and General Account (except Mutuals Nos. 16 & 17 who have only an Agency Account.)

**A. Agency Account**

1. Mortgage Payments
2. Power and Lights
3. Trash Hauling
4. GRF (paid by GRF and invoiced to Mutuals)
  - a. Admin., Recreation, Physical Property
  - b. Service Maintenance (SROs)
  - c. Water Charges
  - d. Rubbish Hauling
  - e. Street Lighting
  - d. Third Party Charges
5. Funding
  - a. Operating Reserve
  - b. Replacement Reserve
  - c. Supplemental Replacement Reserve
  - d. Painting Reserve
  - e. Special Contingency Fund (if applicable)
  - f. Emergency Reserve (if applicable)
6. Federal and State Income Taxes.
7. Property Taxes
8. Refund to Residents Related to Monthly Fees

**B. General Account**

1. Extraordinary Expenses
2. Outside Contractors and Services

**Amendments****RESCIND**

Mutual Nine-Aug 00  
Mutual Twelve-Oct 13 (See 7335.12)

**MUTUAL OPERATIONS****PHYSICAL PROPERTY****RESCIND – MUTUAL FIVE****Skylights for Bathrooms or Kitchens****RESOLUTION:**

WHEREAS, some residents of this Mutual have requested permission to remodel the building in which they reside by installing skylights over the kitchen or bathroom in the existing roof structures, and

WHEREAS, permission has been received from HUD and the mortgagee to permit such remodeling,

NOW THEREFORE BE IT RESOLVED, that the Physical Property Department of the Golden Rain Foundation is hereby authorized to approve individual requests by residents for this remodeling and to issue a building permit in the regular form for this work, subject to the following conditions:

1. The contractor performing the work must be a contractor licensed in the State of California as a General Contractor, and the work to be performed at the expense of the requesting resident.
2. The contract form to be used will be the standard contract form as developed by the Physical Property Department.
3. The construction will conform to the plans and specifications approved by the Mutual Board.
4. A building permit will be obtained from the City of Seal Beach, California.
5. Resident agrees that title to the remodeling and addition shall vest in the Mutual Corporation.

**Mutual Five (effective 7-19-00)**

- ~~6. NOTWITHSTANDING PREVIOUS ACTION by the Mutual No. Five Board, a skylight may be placed in any room of an apartment when the Mutual Board determines that the attic space at the place of choice does not inhibit a particular installation. In the kitchen and original bathroom area, a skylight shall not exceed 24" by 24" in either length or width, but the "tunnel" may be flared. In other approved locations, a skylight shall not exceed 36" by 60" and the tunnel may not be flared unless the Mutual Board allows an exception.~~

(Created on 10/13/16 jl)

**MUTUAL OPERATIONS****PHYSICAL PROPERTY****RESCIND – MUTUAL FIVE****Skylights for Bathrooms or Kitchens****Mutual Nine (effective 10-11-04)**

6. At the time of installation or replacement of skylights or skylight domes, single-sided foam tape must be applied between the frame and skylight dome.

**Mutual Fifteen (effective 07-16-90)**

6. Skylights are allowed in the two-story buildings in the second story apartments.

**Mutual Fifteen (effective 04-29-04)**

7. THAT Mutual No. Fifteen will maintain the skylights in the atrium room only unless the damage is caused by a resident's negligence and,

FURTHER, a resident who has a skylight with an electric motor is responsible for maintaining the motor.

**MUTUAL ADOPTION****AMENDMENT(S)****RESCINDED**

ONE	07-25-85		
TWO	08-15-85		
THREE	09-14-84		(See Policy 7403.3) Aug 2016
FOUR	07-02-84		(See Policy 7403.4.4) Dec 2006
FIVE	10-16-85	11-11-91, 07-19-00	<b><u>(See Policy 7403.G.5)*date*</u></b>
SIX	10-25-85		(See Policy 7403.4.6) Sept 2009
SEVEN	<del>08-15-86</del>		(See Policy 7403.4.7) Jul 2008
EIGHT	<del>06-25-84</del>		(See Policy 7403.4.8)
NINE	06-10-85	10-11-04	
TEN	10-23-85		
ELEVEN	08-24-83		
TWELVE	12-13-84		(See Policy 7403.4.12) May 2009
FOURTEEN	09-23-83		
FIFTEEN	12-16-85	07-16-90, 03-19-01, 04-19-04	
SIXTEEN	06-16-86		
SEVENTEEN	N/A		

(Created on 10/13/16 jl)

MUTUAL OPERATIONS

## PHYSICAL PROPERTY

## RESCIND – MUTUAL FIVE

Skylights in Permanent Roof Extension

## RESOLUTION

THAT Mutual \_\_\_\_\_ authorizes the Physical Property Department to issue permits for the installation of skylights in patio permanent roof extensions, as approved by HUD and according to the following Mutual specifications:

1. Size
  - a. 32" x 64"
2. Number
  - a. One only per apartment
  - b. Two per apartment
  - c. Three per apartment
3. Location
  - a. Over entry way
  - b. Over front patio
    1. In front of bedroom
    2. In front of living room
4. Position
  - a. Thirty inches in front of building stucco wall
  - b. Long side of skylight parallel with rafters
  - c. Long side of skylight across the rafters
    1. Middle rafter may be cut and headered in

(The number and location of skylights vary in each Mutual; please refer to the Mutual minutes that corresponds to the adoption dates listed below).

MUTUAL OPERATIONS

## PHYSICAL PROPERTY

**RESCIND – MUTUAL FIVE**Skylights in Permanent Roof ExtensionMutual Five – Effective 9-20-00

NOTWITHSTANDING PREVIOUS ACTIONS by the Mutual No. Five Board, a skylight may be placed in any room of an apartment when the Mutual Board determines attic space at the place of choice does not inhibit a particular installation. In the kitchen and original bathroom area, a skylight shall not exceed 24" X 24" in either length or width, but the "tunnel" may be flared. In other approved locations, skylights may be up to 36" X 60" but not flared unless the Mutual Board allows an exception.

Mutual Nine - Effective October 11, 2004

At the time of installation or replacement of skylights or skylight domes, single-sided foam tape must be applied between the frame and skylight dome. Further, that a maximum of five (5) skylights be allowed in a unit (includes any bathroom, kitchen, bedroom, or living room).

<u>MUTUAL ADOPTION</u>	<u>AMENDMENT(S)</u>	<u>MAXIMUM NO. OF SKYLIGHTS</u>
ONE	07-25-85	3
TWO	07-19-79	2
<del>THREE</del>	<del>08-18-80</del>	<del>3/2*(See 7403.3-Aug 16)</del>
FOUR	04-03-78	1
FIVE	04-19-78	3 <b>(See 7403.G.5-date)</b>
SIX	04-28-78	2
SEVEN	04-21-78	2
EIGHT	01-23-84	2
NINE	05-08-78	5
TEN	10-26-78	3
ELEVEN	08-19-82	2
TWELVE	04-13-78	3
FOURTEEN	10-28-77	3
FIFTEEN	N/A	N/A
SIXTEEN	11-19-84	3/2**
SEVENTEEN	N/A	N/A

\*Maximum three skylights in a two-bedroom or corner unit; maximum two skylights in a one-bedroom unit.

\*\*Maximum three skylights in a two-bedroom unit, maximum two skylights in a one-bedroom unit.

(Created on 10/13/16 jl)



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## MUTUAL BOARD ACTION REQUEST

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** RANDY ANKENY, EXECUTIVE DIRECTOR  
**SUBJECT:** 2017 GUEST PASSES  
**DATE:** NOVEMBER 1, 2016  
**CC:** FILE

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2017 is less than 55 days away and we are preparing to print the 2017 guest passes. In accordance with policy 5536.1-33, four (4) guest passes will be sent to each unit. These passes will clearly indicate the unit address that the passes were supplied to for tracking of responsible party and guest verification. Per policy, four (4) additional guest passes may be issued per stipulations on Policy 5536.1-33.

As the policy is clear that the Executive Director or Mutual Administration Director is authorized to provide the additional passes, I respectfully seek action from each Mutual as follows;

On or before December 16, 2016, please provide a Board resolution (attached) providing direction on your Board approval to issue up to four (4) guest passes, or a lesser amount, as stipulated by your Board.

Of note:

- Each additional guest pass sold will be tracked with a monthly report provided to the Boards, noting the pass numbers and Shareholder/Member Guest Pass was issued to.
- For clear transparency and community notification, I will run an article in the news the week of December 19<sup>th</sup>, on the Guest Pass policy and note by Mutual the number of additional Guest Passes allowed.

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## Board Resolution

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In accordance with GRF Policy 5536.1-33, up to four (4) additional guest passes may be issued to a Shareholder/Member per Policy terms and conditions. The GRF Executive Director and Mutual Administration Director, as agents for the Mutual Board, does hereby see approval to issue up to four (4) Guest Passes or a lesser number of Guest Passes, as duly approved by the Board.

I move to authorize the GRF Executive Director Mutual Administration Director to issue \_\_\_\_\_ **additional** Guest Passes, in accordance with GRF Policy 5536.1-33. Each Guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of Guest Passes issued noting the Shareholder/Member name as responsible party for the Guest.

Date Board Approved: \_\_\_\_\_, 2016

Signed: \_\_\_\_\_, Print Name: \_\_\_\_\_

Board President or Secretary