

BUILDING/UNIT \_\_\_\_\_  
BUILDING CAPTAIN \_\_\_\_\_

**MINUTES OF THE REGULAR MONTHLY MEETING OF THE  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL FOURTEEN  
August 19, 2014**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Fourteen was called to order by President Pepper at 1:35 p.m. on Tuesday, August 19, 2014, in the Conference Room in the Administration Building, following an open forum at 1:00 p.m. for shareholder comments, and then followed by the *Pledge of Allegiance*.

**ROLL CALL**

Present: President Pepper, Vice President Jorgenson,  
Secretary Johnstone, CFO Destra, and Directors  
Bourhenne, Harrison, Tessier, Luther, and Melody

GRF

Representative: Mr. Lukoff

Guests: Michelle Caldwell, Vista Paint  
Twenty-eight shareholders of Mutual Fourteen

Staff: Mrs. Weller, Mutual Administration Director  
Ms. Miller, GRF Controller  
Mr. Black, Building Inspector  
Mr. Salazar, Building Inspector  
Mrs. Westphal, Recording Secretary

President Pepper welcomed staff members and guests.

### **AGENDA APPROVAL**

President Pepper asked for approval of the agenda. Director Melody asked for clarification on how the agenda is set. President Pepper explained that items are submitted from the Directors and she tries to accommodate as best she can, depending on the subjects of items and length of the agenda.

Upon a MOTION duly made by CFO Destra and seconded by Vice President Jorgenson, it was

RESOLVED, To approve the agenda for today's meeting.

The MOTION carried with one abstention (Melody).

### **BUILDING INSPECTOR'S REPORT**

Building Inspector Salazar passed out to the Board members the Fire Inspections Protocol and the Mutual Fourteen Fire Inspection Schedule for September and October 2014 (attached). He left the meeting at 1:51 p.m.

Michelle Caldwell from Vista Paint showed the Board different paint colors to choose from for the Mutual's buildings.

Inspector Black updated the Board on activity in the Mutual (see his attached summary). He said that Seal Beach is in Phase 1 of water conservation, so the Mutual is only watering three days per week right now.

### **PHYSICAL PROPERTY COMMITTEE REPORT**

Director Tessier presented her report (see attached). Upon a MOTION duly made by Director Tessier and seconded by CFO Destra, it was

RESOLVED, That one color be painted on all Mutual Fourteen buildings, one trim color be painted on all Mutual Fourteen buildings, use upgraded paint products for trim and adding mildewcide to the paint when painting the underside of eaves and patio areas, and use Vista Paint as the paint product.

The MOTION carried by a unanimous vote of the Board members.

The Board discussed having a light power wash completed on all buildings every two-three years to maintain a fresh, clean appearance. It was decided to keep a watch on how dirty the buildings become before deciding on this at this time.

Following a discussion, and upon a MOTION duly made by CFO Destra and seconded by Secretary Johnstone, it was

RESOLVED, That Director Tessier will compose the shareholder's notification letter about the Mutual's painting project and it will be included in the minutes.

The MOTION carried by a unanimous vote of the Board members.

**PHYSICAL PROPERTY COMMITTEE REPORT (continued)**

Following a discussion, it was decided that Director Luther will work with Pinnacle Landscape to prepare garden areas for the upcoming paint project.

Following a discussion, and upon a MOTION duly made by Director Tessier and seconded by CFO Destra, it was

RESOLVED, To amend, on a preliminary basis until the 30-day posting period is completed, Policy 7495.14 – Bay Windows, Skylights, Second Bathrooms and Other Non-Standard Items – Mutual Fourteen, by adding: Exterior permitted walls replacing original structural walls will be considered standard. All windows, doors, and decorative features within those walls are considered non-standard. Refer to the individual unit's detailed list of non-standard items located on the Pre-listing Inspection Reports and/or the Approved Remodel Permits.

The MOTION carried by a unanimous vote of the Board members.

Following a discussion, and upon a MOTION duly made by Director Tessier and seconded by Secretary Johnstone, it was



**PHYSICAL PROPERTY COMMITTEE REPORT (continued)**

RESOLVED, That the individual shareholder will continue to pay for non-standard repairs on the items generated from the July 2014 termite/dry rot repair list; continue with the same process as in prior years; and Service Maintenance to notify shareholder of cost prior to work beginning.

The MOTION carried by a unanimous vote of the Board members.

GRF Controller Miller spoke to the Board and answered questions about transferring funds from reserves.

(A break for the recording secretary was called at 2:45 p.m. – 3:00 p.m.)

While Inspector Black was still at the meeting, the Grounds/Landscaping Report was presented by Director Luther (see attached).

Inspector Black left the meeting at 3:13 p.m.

**PRESIDENT'S REPORT**

President Pepper presented her report (as attached).

**GOLDEN RAIN FOUNDATION REPRESENTATIVE'S REPORT**

GRF Representative Lukoff presented his report (see attached). The GRF committee reports and the GRF Board Meeting Recap may now be read in the *Golden Rain News*.

August 19, 2014

## **MUTUAL ADMINISTRATION MANAGER'S REPORT**

Mrs. Weller presented her report regarding laundry rooms (attached). She reported that the Trust Extension will be in the *Golden Rain News*, available from the Stock Transfer Office, and upon request, it may be mailed to a shareholder.

## **MINUTES**

President Pepper asked for a motion to approve the Regular Monthly Meeting minutes of July 15, 2014; the Special Meeting minutes of August 7, 2014; the Special Meeting minutes of July 16, 2014; and the Special Meeting minutes of June 24, 2014.

Upon a MOTION duly made by Director Harrison and seconded by Secretary Johnstone, it was

RESOLVED, To approve the Special Meeting minutes of June 24, 2014, as printed.

The MOTION carried with one abstention (Destra).

Upon a MOTION duly made by Secretary Johnstone and seconded by Director Harrison, it was

RESOLVED, To approve the Regular Monthly Meeting minutes of July 15, 2014, as printed.

The MOTION carried by a unanimous vote of the Board members.

Upon a MOTION duly made by Vice President Jorgenson and seconded by CFO Destra, it was

**MINUTES (continued)**

RESOLVED, To approve the Special Meeting minutes of July 16, 2014, as printed.

The MOTION carried by a unanimous vote of the Board members.

CFO Destra said there is a correction to the Special Meeting minutes of August 7, 2014: on page 2, it should say "84 inches" instead of "84-foot" in the first paragraph.

Upon a MOTION duly made by Director Harrison and seconded by Director Luther, it was

RESOLVED, To approve the Special Meeting minutes of August 7, 2014, as corrected.

The MOTION carried by a unanimous vote of the Board members.

**OLD BUSINESS**

Upon a MOTION duly made by Director Harrison and seconded by Secretary Johnstone, it was

RESOLVED, To ratify amended/posted Policy 7557.14 – Caregivers – Mutual Fourteen Only.

The MOTION carried by a unanimous vote of the Board members.

**NEW BUSINESS**

Director Melody discussed including Directors' comments in the minutes.

**NEW BUSINESS (continued)**

Upon a MOTION duly made by Director Bourhenne and seconded by Director Melody, it was

RESOLVED, That all personal comments and personal opinions not pertaining to a Director's report are not allowed during the Board Meeting in Directors' reports.

The MOTION failed with six "no" votes (Pepper, Jorgenson, Johnstone, Destra, Tessier, Luther), two "yes" votes (Bourhenne, Melody), and one abstention (Harrison).

Following further discussion, Director Melody made a MOTION and was seconded by Director Luther, that all Directors' comments, whether it being from an officer, a committee chair or Director, be included in the minutes, subject to legality. It was the consensus of the Board members to postpone this motion and obtain an opinion from the Mutual attorney.

**CHIEF FINANCIAL OFFICER'S REPORT**

CFO Destra presented her report (attached).

Following a discussion, and upon a MOTION duly made by CFO Destra and seconded by Vice President Jorgenson, it was

RESOLVED, To move \$52,000 from BNY Mellon to US Bank Money Market paying 0.2 percent to allow the funds to be available for the painting project and for sidewalk and pipe repair bills already incurred.

The MOTION carried by a unanimous vote of the Board members.

**CHIEF FINANCIAL OFFICER'S REPORT (continued)**

Following a discussion, and upon a MOTION duly made by CFO Destra and seconded by Vice President Jorgenson, it was

RESOLVED, To approve \$47.81 in addition to the previously approved \$200 spent on the Mutual Fourteen Picnic supplies to reimburse Director Harrison.

The MOTION carried by a unanimous vote of the Board members present at the time. Director Melody had stepped out, but returned shortly after this vote.

Following a discussion, and upon a MOTION duly made by CFO Destra and seconded by Vice President Jorgenson, it was

RESOLVED, To bump the CD for \$249,000 at American West Bank from 0.9 percent up to 1.0 percent.

The MOTION carried by a unanimous vote of the Board members.

Following a discussion, and upon a MOTION duly made by CFO Destra and seconded by Director Harrison, it was

RESOLVED, To invest the \$2,482 returned to Mutual Fourteen from the Golden Rain Foundation as an additional refund of the dissolved Mutual Self-Insurance Fund, into the existing CD account with Pacific Western Bank; an extra \$18 will be added so \$2,500 will bring the total CD to \$244,500; the CD matures

**CHIEF FINANCIAL OFFICER'S REPORT (continued)**

tomorrow and will be reinvested at Pacific Western Bank with interest at 1.0 percent for 11 months; the \$2,482 will be allocated to a reserve fund to be determined after budgeting.

The MOTION carried by a unanimous vote of the Board members.

CFO Destra announced that she was having three Directors: Ms. Johnstone, Mr. Melody, and Ms. Tessier, along with shareholder Mr. Jim Gilbert, assist in preparing the 2015 Budget.

After CFO Destra discussed the draft of the Reserve Study prepared by RSI, the Board agreed that the study was not completed in time to assist with budgeting and that the figures needed would have to be compiled by the CFO and the Physical Property Chair. Those figures will be supplied to RSI so they can revise their report for use in budgeting next year.

**VICE PRESIDENT'S REPORT**

Vice President Jorgenson presented her report (attached). She also presented the report of the Emergency Preparedness Committee (attached).

Following a discussion, and upon a MOTION duly made by Vice President Jorgenson and seconded by Director Melody, it was

**VICE PRESIDENT'S REPORT (continued)**

RESOLVED, To reimburse the class fee of \$22 to Mutual Fourteen shareholders who will volunteer to assist Mutual Fourteen in a disaster and who earn a certificate of completion from the Disaster First Aid Class sponsored by Leisure World PEP Club.

The MOTION carried by a unanimous vote of the Board members.

**SECRETARY'S REPORT**

Secretary Johnstone presented her report (attached).

**COMMITTEE REPORTS**

**Social**

Director Harrison reported that efforts to obtain a room for a Town Hall Meeting on a date other than October 30 to accommodate Director Melody's schedule were unsuccessful.

Following a discussion, and upon a MOTION duly made by Director Harrison and seconded by Vice President Jorgenson, it was

RESOLVED, To set the date for the Town Hall Meeting of the Board of Mutual Fourteen on October 30, 2014, and to approve a budget of \$200 for refreshments for this meeting.

The MOTION carried with one abstention (Melody).

August 19, 2014

### **COMMITTEE REPORTS (continued)**

#### **Resolution, Rules & Policies Committee**

President Pepper presented the report as submitted by Chairman Corp who was not in attendance (attached).

### **EXECUTIVE SESSION**

There were no Executive Session matters before the Board for consideration.

### **ADJOURNMENT**

President Pepper announced that the Executive Session Meeting originally scheduled for this time would be postponed because the Mutual Administration Director was unable to remain due to prior commitments, and she adjourned the meeting at 4:55 p.m.



Attest, Carol Johnstone, Secretary  
SEAL BEACH MUTUAL FOURTEEN

pw:9/3/14  
Attachments

(These are tentative minutes, subject to approval by the Board of Directors at the next Regular Board of Directors Meeting.)

**NEXT MEETING: SEPTEMBER 16, 2014**



**\*\* PLEASE SUBMIT ALL REQUESTS FOR PATIO REMODELS, CARPORT STORAGE CABINETS, AND CART PADS TO KEVIN BLACK IN THE GRF PHYSICAL PROPERTY DEPARTMENT SO HE CAN E-MAIL COPIES TO ALL MUTUAL FOURTEEN DIRECTORS AT LEAST ONE WEEK PRIOR TO THE MUTUAL FOURTEEN BOARD MEETING AT WHICH THE PROJECT WILL BE DISCUSSED. \*\***

**RESOLUTIONS IN THE REGULAR  
MONTHLY MEETING OF August 19, 2014**

8/19/14      RESOLVED, That one color be painted on all Mutual Fourteen buildings, one trim color be painted on all Mutual Fourteen buildings, use upgraded paint products for trim and adding mildewcide to the paint when painting the underside of eaves and patio areas, and use Vista Paint as the paint product.

RESOLVED, That Director Tessier will compose the shareholder's notification letter about the Mutual's painting project and it will be included in the minutes.

RESOLVED, To amend, on a preliminary basis until the 30-day posting period is completed, Policy 7495.14 – Bay Windows, Skylights, Second Bathrooms and Other Non-Standard Items – Mutual Fourteen, by adding: Exterior permitted walls replacing original structural walls will be considered standard. All windows, doors, and decorative features within those walls are considered non-standard. Refer to the individual unit's detailed list of non-standard items located on the Pre-listing Inspection Reports and/or the Approved Remodel Permits.

RESOLVED, That the individual shareholder will continue to pay for non-standard repairs on the items generated from the July 2014 termite/dry rot repair list; continue with the same process as in prior years; and Service Maintenance to notify shareholder of cost prior to work beginning.

RESOLVED, To ratify amended/posted Policy 7557.14 – Caregivers – Mutual Fourteen Only.

RESOLVED, To move \$52,000 from BNY Mellon to US Bank Money Market paying 0.2 percent to allow the funds to be available for the painting project and for sidewalk and pipe repair bills already incurred.

RESOLVED, To approve \$47.81 in addition to the previously approved \$200 spent on the Mutual Fourteen Picnic supplies to reimburse Director Harrison.

RESOLVED, To bump the CD for \$249,000 at American West Bank from 0.9 percent up to 1.0 percent.

**BOARD OF DIRECTORS  
MUTUAL FOURTEEN**

**August 19, 2014**

RESOLVED, To reimburse the class fee of \$22 to Mutual Fourteen shareholders who will volunteer to assist Mutual Fourteen in a disaster and who earn a certificate of completion from the Disaster First Aid Class sponsored by Leisure World PEP Club.

RESOLVED, To invest the \$2,482 returned to Mutual Fourteen from the Golden Rain Foundation as an additional refund of the dissolved Mutual Self-Insurance Fund, into the existing CD account with Pacific Western Bank; an extra \$18 will be added so \$2,500 will bring the total CD to \$244,500; the CD matures tomorrow and will be reinvested at Pacific Western Bank with interest at 1.0 percent for 11 months; the \$2,482 will be allocated to a reserve fund to be determined after budgeting.

RESOLVED, To set the date for the Town Hall Meeting of the Board of Mutual Fourteen on October 30, 2014, and to approve a budget of \$200 for refreshments for this meeting.

## Fire Inspections Protocol

1. 3 Day Notices are sent out to the shareholders per the initial fire inspection by the respective mutual directors' parcels (Buildings), after the fire inspection schedule is agreed upon by the respective directors and the GRF inspector
2. An initial fire inspection (accompanied by a mutual director) is conducted by a GRF inspector
  - a. If no issues are noted, a copy of the fire inspection report is left with the shareholder and the fire inspection is concluded
  - b. If there are issues to address, a copy of the fire inspection report is left along with verbal directions (when applicable) on how to remedy the issues (e.g., If the dryer vent needs to be cleaned out, call maintenance at (562) 431-3548, Extensions 369 or 363)
    - i. Remedy for issues are the responsibility for the **shareholder** if it is related to a non standard items or inherited items per the prelisting agreement (e.g., smoke detectors in the bedroom and den) (Indicated on the fire inspection report with a, -R-)
    - ii. Remedy for issues are the responsibility for the **mutual** if it is a standard item (e.g., hard wired smoke detector in living room) (Indicated on the fire inspection report with a, -M-)
    - iii. A follow-up **re inspection** is then scheduled for units that have issues in approximately 30 days
3. 3 Day Notices are passed out by the fire inspector prior to re inspections after a fire re inspection scheduled is agreed upon
4. A fire re inspection is conducted (accompanied with a mutual director)
  - a. If the noted items per the initial inspection have been remedied, the fire inspection is concluded and the shareholder is left with a copy of the fire inspection report stating that they are in compliance
  - b. If the noted items per the initial inspection have not been remedied, then the fire inspector documents any non compliant issues on the fire inspection report
    - i. A follow-up 3<sup>rd</sup> visit inspection is then scheduled for non compliant units/shareholders in approximately 10 – 30 days
5. 3 Day Notices are passed out prior to 3<sup>rd</sup> visit inspections by the fire inspector after the 3<sup>rd</sup> visit fire inspections schedule is agreed upon

6. 3<sup>rd</sup> visit fire inspections are conducted (accompanied by a mutual director and if possible or needed with personnel from the social services department: Tiffany Munholland, Social Services Liaison)
  - a. If the noted items have been remedied, the fire inspection is concluded and a final inspection report will be left with the shareholder stating that they are in compliance
  - b. If the noted items have not been remedied, the fire inspection file (including all documentation and photos) is passed onto, Carol Weller: Mutual Administration Manager, and the fire inspection process is stopped until further action is initiated or necessitated by the proper authorities.

# Mutual 14 Fire Inspection Schedule, 2014

| ~ September 2014 ~ |  |  |   |  |  |     |
|--------------------|--|--|---|--|--|-----|
| ◀ August           |  |  |   |  |  |     |
| Sun                | Mon  | Tue  | Wed   | Thu  | Fri  | Sat |
|                    | 1  | 2  | 3   | 4  | 5  | 6   |
| 7                  | 8  | 9  | 10<br>Fire Inspections<br>8:30am-11:30am<br>Mutual 14<br>Parcel<br>Buildings: 1 & 2<br>Mutual Director:<br>Sandra Tessier | 11   | 12<br>Fire Inspections<br>8:30am-11:30am<br>Mutual 14<br>Parcel<br>Buildings: 12 & 13<br>Mutual Director:<br>Sandra Tessier  | 13  |
| 14                 | 15   | 16   | 17  | 18<br>Fire Inspections<br>8:30am-11:30am<br>Mutual 14<br>Parcel<br>Buildings: 3 & 4<br>Mutual Director:<br>Kurt Bourhenne    | 19<br>Fire Inspections<br>8:30am-11:30am<br>Mutual 14<br>Parcel<br>Buildings: 5<br>Mutual Director:<br>Kurt Bourhenne        | 20  |
| 21                 | 22<br>Fire Inspections<br>8:30am-11:30am<br>Mutual 14<br>Parcel<br>Buildings: 14 & 15<br>Mutual Director:<br>Ruth Harrison     | 23<br>Fire Inspections<br>8:30am-11:30am<br>Mutual 14<br>Parcel<br>Buildings: 16 & 17<br>Mutual Director:<br>Ruth Harrison     | 24  | 25<br>Fire Inspections<br>8:30am-11:30am<br>Mutual 14<br>Parcel<br>Buildings: 18 & 19<br>Mutual Director:<br>Carol Johnstone | 26<br>Fire Inspections<br>8:30am-11:30am<br>Mutual 14<br>Parcel<br>Buildings: 20 & 21<br>Mutual Director:<br>Carol Johnstone | 27  |
| 28                 | 29<br>Fire Inspections<br>8:30am-11:30am<br>Mutual 14<br>Parcel<br>Buildings: 22 & 23<br>Mutual Director:<br>Valerie Jorgenson | 30<br>Fire Inspections<br>8:30am-11:30am<br>Mutual 14<br>Parcel<br>Buildings: 24 & 25<br>Mutual Director:<br>Valerie Jorgenson | Notes:  |  |  |     |

| ~ October 2014 ~ |   |   |   |   |   |               |
|------------------|---|---|---|---|---|---------------|
| ◀ September      |   |   |   |   |   |               |
|                  |   | November ▶  |   |   |   |               |
| Sun              | Mon   | Tue   | Wed   | Thu   | Fri   | Sat           |
|                  |   |   | <b>1</b><br>Fire Inspections<br>8:30am-11:30am<br>Mutual 14<br>Parcel<br>Buildings: 26<br>Mutual Director:<br>Valerie Jorgenson     | <b>2</b><br>Fire Inspections<br>8:30am-11:30am<br>Mutual 14<br>Parcel<br>Buildings: 27 &<br>28<br>Mutual Director:<br>Martha Destra | <b>3</b>  | <b>4</b>      |
| <b>5</b>         | <b>6</b>  | <b>7</b><br>Fire Inspections<br>8:30am-11:30am<br>Mutual 14<br>Parcel<br>Buildings: 29 &<br>30<br>Mutual Director:<br>Martha Destra | <b>8</b><br>Fire Inspections<br>8:30am-11:30am<br>Mutual 14<br>Parcel<br>Buildings: 31 &<br>32<br>Mutual Director:<br>Muriel Luther | <b>9</b><br>Fire Inspections<br>8:30am-11:30am<br>Mutual 14<br>Parcel<br>Buildings: 33<br>Mutual Director:<br>Muriel Luther         | <b>10</b>   | <b>11</b>     |
| <b>12</b>        | <b>13</b><br>Fire Inspections<br>8:30am-11:30am<br>Mutual 14<br>Parcel<br>Buildings: 48 &<br>49<br>Mutual Director:<br>Lee Melody | <b>14</b>   | <b>15</b><br>Fire Inspections<br>8:30am-11:30am<br>Mutual 14<br>Parcel<br>Buildings: 50<br>Mutual Director:<br>Lee Melody           | <b>16</b>   | <b>17</b><br>Fire Inspections<br>8:30am-11:30am<br>Mutual 14<br>Parcel<br>Buildings: 51 &<br>52<br>Mutual Director:<br>Ann Pepper | <b>18</b>     |
| <b>19</b>        | <b>20</b>   | <b>21</b><br>Fire Inspections<br>8:30am-11:30am<br>Mutual 14<br>Parcel<br>Buildings: 53 &<br>54<br>Mutual Director:<br>Ann Pepper   | <b>22</b>   | <b>23</b>   | <b>24</b>   | <b>25</b>     |
| <b>26</b>        | <b>27</b>   | <b>28</b>   | <b>29</b>   | <b>30</b>   | <b>31</b>   | <b>Notes:</b> |



# NOTICE

## FIRE-SAFETY-HEALTH-SANITATION INSPECTION

TO: MUTUAL NUMBER \_\_\_\_\_ RESIDENTS  
BUILDING \_\_\_\_\_ APARTMENT \_\_\_\_\_

THE FIRE/SAFETY/HEALTH/SANITATION INSPECTION IN THE ABOVE APARTMENT BUILDING IS SCHEDULED TO START AT APPROXIMATELY 8:30am – 11:30am ON \_\_\_\_\_, 2014. ALL APARTMENTS WILL BE INSPECTED PURSUANT TO ARTICLE 17 OF THE OCCUPANCY AGREEMENT.

THIS ANNUAL INSPECTION PROGRAM IS TO REVIEW THE FIRE, SAFETY, HEALTH, AND SANITATION CONDITIONS IN LEISURE WORLD APARTMENTS. IT IS FOR YOUR SAFETY AND PROTECTION, AND TO MEET FIRE AND HEALTH CODES AND RECOMMENDATIONS.

WE ARE SORRY TO INCONVENIENCE YOU AND WOULD LIKE TO THANK YOU FOR YOUR ASSISTANCE AND COOPERATION. YOU NEED NOT BE PRESENT AT THE TIME OF THE INSPECTION. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR MUTUAL DIRECTOR.

THANK YOU.

YOUR MUTUAL BOARD OF DIRECTORS

- NOTE: (1) PLEASE LEAVE PATIO/STORAGE ROOM OPEN ON THE DAY OF THE INSPECTION.  
(2) NEW ORANGE COUNTY FIRE AUTHORITY REGULATIONS REQUIRE THE MANUFACTURE DATES OF ALL INSTALLED SMOKE DETECTORS TO BE KEPT ON FILE. PLEASE CLEAR AREAS NEAR SMOKE DETECTOR(S) FOR ACCESS DURING INSPECTION.

\*\*\* SUBJECT TO CHANGE / RESCHEDULING – DUE TO INCLEMENT WEATHER OR UNFORSEEN CIRCUMSTANCES \*\*\*



CARE GIVER YES ☐ NO. ☐  
PET YES ☐ NO. ☐  
HOA-6  
INSURANCE YES ☐ NO. ☐

Mutual No. \_\_\_\_\_  
Seal Beach Leisure World  
Fire/Safety/Health/Sanitation Inspection Report

COPIES TO: Resident  
Inspector File

Apt. No. \_\_\_\_\_ Carport # \_\_\_\_\_ Space # \_\_\_\_\_

Resident \_\_\_\_\_

**FIRE AND SAFETY**

☐ Patio/Storage Room \_\_\_\_\_

☐ Trip Hazard, Cord, Rug, Etc. \_\_\_\_\_

☐ Lock Box/Keys \_\_\_\_\_

☐ Ingress & Egress Restricted \_\_\_\_\_

☐ Combustible Material Stored \_\_\_\_\_

☐ High Fire Load \_\_\_\_\_

☐ Plug Outlets, Switches and Covers \_\_\_\_\_

☐ Frayed Electricals Cords \_\_\_\_\_

☐ Portable Electrical Heaters \_\_\_\_\_

☐ Smoke Detector Date \_\_\_\_\_

☐ Special Mutual Inspection Requests/Comments \_\_\_\_\_

☐ Carport Compliance \_\_\_\_\_

Initial Inspection Date \_\_\_\_\_

Follow-up Inspection Date \_\_\_\_\_

**HEALTH AND SANITATION**

☐ Excessive Waste Accumulated \_\_\_\_\_

☐ Foul Odor \_\_\_\_\_

☐ Excessive Belongings Accumulated \_\_\_\_\_

☐ Unsanitary Condition-Kit/Bath, Etc. \_\_\_\_\_

**BUILDING CODE**

☐ Illegal Electric Wiring \_\_\_\_\_

☐ Unauthorized Apt. Alteration \_\_\_\_\_

☐ Compliant Plumbing Fixtures ☐ Yes ☐ No

**EQUIPMENT CONDITION**

☐ Water Heater/Plumbing \_\_\_\_\_

☐ Bathroom/Kitchen Plumbing \_\_\_\_\_

☐ Bath Heater/Fan \_\_\_\_\_

☐ Stove/Vent/Filter/Light System \_\_\_\_\_

☐ Appliances \_\_\_\_\_

☐ Dryer Date \_\_\_\_\_

**NOTE:** Current regulations require that violations be reported to proper governmental authority within ten (10) working days if not corrected.  
**SAFETY INSPECTION DISCLAIMER:** This report is advisory only. It does not attempt to list all existing hazards or to indicate that if other Hazards exist they are adequately controlled. Golden Rain Foundation or the Mutual assumes no responsibility for corrections of conditions pointed out.

☐ AUTHORIZED WORK

☐ KEY OK

☐ CALL FIRST

Phone: 562-431-6586 Ext. \_\_\_\_\_

By: \_\_\_\_\_ Inspector

By: \_\_\_\_\_ Mutual Representative

August 19, 2014

## 1. MUTUAL ESCROW ACTIVITY

- **Prelisting Inspections/ NRI**
  - 20A
  - 32H
  - 33E
- **New Buyer Orientation**
  - 004J
  - 32H
  - 50E
- **Close of Escrow**
  - 004J

## 2. MUTUAL PERMITS and REMODELS

- **30E-** bay window/kitchen remodel= complete
- **22C-** walk in tub
  - rough plumbing and electrical-7/17/14
  - final inspection – 8/05/14
- **24H-** ducted central F.A.U.
  - Final inspection – 8/19/14
- **20K-** counter tops/ microwave
  - no inspections called in yet
- **054A-** window awning
  - final inspection -7/24/14
- **031A** – half bath and washer/ dryer
  - Underground plumbing – 8/07/14
  - Rough plumbing, electrical and framing – 8/11/14
  - Drywall nailing – 8/13/14
- **003F** – Bath and closet remodel also board approved patio
  - not started yet
- **021D** – 3 zone ductless heat pump
  - not started yet

## 3. MUTUAL PROJECTS

- **Fire Inspections (Important)**
  - Due to start mid September 2014, introducing Jay Salazar as the fire inspector for this project, board needs to prioritize items to focus in on and create a schedule. Welcome Mr. Salazar. ps reminder about Senate bill 407 water saving plumbing fixtures

August 19, 2014

- **Termite/Dry Rot/ Building Repair List**
  - Repair list ok'd at board meeting in July 2014, on hold till painting contractor picked. Will notify maintenance of start date when painting schedule determined.
- **Potable Water Lines**
  - Maintenance is doing the high priority issues first, they are 15% complete with the priority ones
  - Budget numbers are in for potable water re-piping for entire building, Budget figure is between \$65,000 to \$75,000 per 12 unit building.
- **Sidewalk Replacement Work**
  - M.J. Jurado has completed the 4 area's, Bldg. 31,32, carport 156/157 and carport 155 west side main sidewalk
  - Physical Property Inspector is acquiring square footage per items left on list, for bidding purpose.
  - Grind List sent to maintenance for service, maintenance is 80% complete with list
- **Painting**
  - RFP packets due back on 9/15/14, contractor job walk on 8/28/14
- **Sewer Cleaning**
  - Board ok'd at July 2014 meeting, contract written
- **Roofing**
  - Continue discussion?

#### **4. MUTUAL CONTRACT WORK**

- **Termite/ Pest Control**
  - Contracting with Fenn Pest Control, on going
- **Fire Extinguisher Refill/ Repair**
  - Contracting with So Cal Fire Protection, refills are complete cost is \$45.00
- **Landscaping/ Gardening**
  - Contracting with Pinnacle Landscape Company, on going
- **Concrete Sidewalk Replacement**
  - Contracting with M.J. Jurado, is complete, Pinnacle has repaired the sprinklers for \$330.00 billed to M.J. Jurado

#### **5. MUTUAL and SHAREHOLDER REQUESTS**

- **Vacant/Seasonal unit check**
  - Completed w/Mrs. Harrison = 4 units
  - Completed w/ Mrs. Jorgenson = 4 units
  - Completed w/ Ms. Luther = 2

## MUTUAL 14 AUGUST PHYSICAL PROPERTY REPORT

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August 19, 2014

- Completed w/ Ms. Tessier = 7/21/14
- Completed w/ Ms. Tessier for Mr. Bourhenne = 7/21/14
- Completed w/ Ms Johnstone = 7/18/14
- Completed w/ Mr. Melody = 7/18/14
- Completed w/ Mrs. Destra = 8/18/14
- Completed w/ Ms. Pepper = 7/21/14
- **31 & 32**
  - Sprinklers with Pinnacle for concrete
- **24G**
  - Shower back wall soft- repaired
- **15J**
  - Water stains on patio
- **50H**
  - ac issues
- **Physical Property**
  - Committee meeting- 8/05/14

**MUTUAL 14**  
**Physical Property Chair Report**  
**August 19, 2014**

**1) MUTUAL 14 - PHYSICAL PROPERTY COMMITTEE (PPC)**  
**RECOMMENDATIONS TO THE BOARD**

**A) M14 Paint Project**

- 1) **Recommendations from the PPC** - *(Refer to recommended colors on page 4.)*
  - (a) Recommend that 1 color be painted on all M14 Buildings.
  - (b) Recommend that 1 trim color be painted on all M14 Buildings.
  - (c) Recommend using upgraded paint products for trim and adding mildewcide to the paint when painting underside of eaves and patio areas.
  - (d) Recommend using Vista Paint (Product has been used for the past 20 years and continues to hold up well.)
  - (e) Recommend that Board consider having a light power wash completed on all buildings every 2-3 years to maintain a fresh clean appearance.
- 2) **Board Information/Discussion/Decisions Required**
  - (a) Bid packets went out on 8/6/14 to eighteen companies with a bidder's conference scheduled on 8/28/14. Bids must be returned by 9/15/14 to Carol Weller's office and will be opened by the M14 Board on 9/16/14.
  - (b) Board to determine information to be included in Shareholder's Notification Letter:
    - (1) What is the best way to notify residents? (i.e. via Directors, Building Captains, Flyers, etc.) FYI: Contracted Company is required to notify resident 5 days in advance of work beginning.
    - (2) Board to determine whether custom entry doors and utility closet doors must be painted and which colors are allowed.
    - (3) How to handle notification & preparation for vacant units?
    - (4) How to prepare patio and garden area for project?
      - (i) If M14 is required to move items in patio area or garden, it is recommended that pictures be taken before and after work is completed.
      - (ii) PPC recommends that the Landscaping Committee work with Pinnacle to prepare garden areas for the upcoming paint project.

**B) POLICY 7495.14 – Bay Windows, Skylights, Second Bathrooms & Other Non-Standard Items-M14**

- 1) **Recommendation from the PPC Based on Review of Attorney's Letter** - *(Refer to revised policy.)*
  - (a) Recommend that the following addition be included to the current policy:
    - (1) Exterior permitted walls replacing original structural walls will be considered standard. All windows, doors, and decorative features within those walls are considered non-standard. Refer to individual unit's detailed

**MUTUAL 14**  
**Physical Property Chair Report**  
**August 19, 2014**

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**MUTUAL 14**  
**Physical Property Chair Report**  
**August 19, 2014**

list of non-standard items located on the Pre-listing Inspection Reports  
and/or the approved Remodel Permits.

**C) TERMITE/DRY ROT REPAIRS – Non-Standard Repairs -** *(Refer to attached list.)*

**1) Recommendation from the PPC**

- (a) Recommend that the individual shareholder continue to pay for non-standard repairs on the items generated from the July 2014 Termite/Dry Rot Repair List. Continue with the same process as in prior years. Maintenance Department to notify shareholder of cost prior to work beginning.

**2)**

**3) UPDATE ON CURRENT PROJECTS**

**A) M14 Paint Project**

- 1) Scheduled to begin early October.
- 2) Each building will take approximately 3 days to paint.
- 3) Landscape Committee will work with Pinnacle to prepare garden areas.
- 4) Shareholders will be required to prepare their patio/porch area.

**B) Entry Walkway & Sidewalk Repair Projects**

- 1) Visual inspection of all sidewalks completed and prioritized. Measurements are being completed by the Physical Property Inspector (K. Black) and bids will go out through the normal bidding process.

**C) Annual Termite, Dry Rot, & General Building Inspection**

- 1) Inspection completed – Board approved work to be completed in conjunction with M14 Paint Project.

**D) Inspection of Attic For Water Leaks by Maintenance Department**

- 1) The Board approved emergency pipe repair to be completed by the Maintenance Department. Repair costs are capped at \$20,000 without further Board approval.
- 2) The Maintenance Department has received approval to hire an additional plumber which will facilitate getting repairs completed. A final report will be presented to Board when work is completed.

**E) Quarterly Vacant Unit Inspections**

- 1) Quarterly (July) Vacant Unit Inspections have been completed.

**F) Sewer Line Inspections & Sewer Cleaning**

- 1) Board approved 3 year contract with Empire Pipe Cleaning for sewer clean out in all areas. Camera inspections will be completed only in the buildings where maintenance issues are found.



**MUTUAL 14**  
**Physical Property Chair Report**  
**August 19, 2014**

**G) Plumbing Valve Break – on Del Monte**

- 1) Repairs have been completed on the broken water valve at the end of building 31 and at the M14 main valve on Del Monte.

**4) UPDATE ON FUTURE PROJECTS**

**A) Roofing Project** – Beginning date TBD

**B) General Future PP Projects** – Planning & timelines to be set as soon as Reserve Study is available.

**C) Senate Bill 407** (Plumbing Fixture Compliance by 1/1/19) – Inventory list to be generated during annual fire inspections.

**D) Mutual 14 (2014) Annual Fire Inspections dates** – September 8 through October 5.

**5) GENERAL INFORMATION FOR DIRECTORS AND SHAREHOLDERS**

**A) Are you prepared for Mutual 14's Annual Fire Inspection scheduled between September 8<sup>th</sup> and October 5<sup>th</sup>?** Inspection date will be prearranged by your building Director prior to the inspection. Resident need not be present at the time of inspection.

**B) Noise In The Attic May Continue In Your Building** - Please be advised that attic water pipe repair is still in progress.

**C) HELP NEEDED FROM SHAREHOLDERS – With Mutual 14 Paint Project beginning soon, patios and garden areas will be affected. Why not start cleaning things out now. Look for information to come your way soon in order to prepare for painting.**

**D) I will not be available between August 23, 2014 & September 14, 2014. Please refer all Physical Property questions to Ann Pepper, Mutual 14 President.**

**6) PHYSICAL PROPERTY CHAIR COMMENTS**

**A) What I would like to remind all shareholders is this:**

- 1) The best place to see what's going on with the Mutual board and to hear first-hand status of Physical Property concerns, as well as, witness board activities, decisions, and actions is to come to M14's regular monthly open board meeting.
- 2) Another way to get information and clarification on what's going on within the Mutual is to read the "official" minutes. Nothing else regarding board meeting proceedings and decisions is official. Hearing information second-hand from a director or from a shareholder is getting just one person's interpretation.
- 3) **Here are facts on "official" minutes keeping:**
  - (a) It is a *GRF* staff member, not the mutual board secretary, who is the official note taker at board meetings.



**MUTUAL 14**  
**Physical Property Chair Report**  
**August 19, 2014**

- (b) It is the *GRF* staff member who prepares the official meeting minutes.
  - (c) The *GRF* staff member electronically records the meeting to supplement note taking and to help insure accurate reporting.
  - (d) Once the mutual board has reviewed and approved the *GRF* prepared minutes, the *GRF* staff member will publish the “official” minutes and will destroy the electronic recording.
  - (e) Official M14 Board Meeting Minutes are available on the Leisure World Website – **lwsb.com** – on the right side of the main page is mutual information - scroll down to Mutual 14 and click on it – all “official” minutes & agendas are located under the bulletin board.
- 4) **The take away, I want to leave you with is this:**
- (a) If you can attend the board meetings, please do. Then read the “official” board meeting minutes. I am very confident that you will be able to confirm for yourself that the minutes are indeed accurately reflecting what is being discussed and decided in the Mutual 14 board meetings.

**B) Mutual 14 Board Represents All Shareholders**

- 1) Members of M14’s Board of Directors are here to represent all shareholders, not just the shareholders who approach us when we are out walking around the neighborhood, not just the shareholders who attend board meetings and not just for those who have special interests. (i.e. request for patios, etc.) We are here to make decisions, be it big or small, that best serves the interest of all shareholders.
- 2) In most cases, it is appropriate for the board to make decisions based on discussions that take place during a regular board meeting; however, when a controversial decision involving strong opposing opinions needs to be made, it is extremely important that the board insures that all shareholders are represented and have a chance to express their preferences and concerns.
- 3) As Physical Property Chair, I will always strive to do my best to represent all residents of Mutual 14.

**Respectfully Submitted:**  
**Sandy Tessier,**  
**Mutual 14 Director & Physical Property Chair**

**MUTUAL 14**  
**Physical Property Chair Report**  
**August 19, 2014**

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**Paint Color for Stucco & Wood Trim - Based on Physical Property Committee Recommendations**

**Stucco Color Recommendations**

Toga (72) current color on buildings

Moth Wing (0183)

Muslin Tint (0287)

**Trim Color Recommendations\***

Sugar Dust (0011)

Swiss Coffee (23)

Elusive White (0002)

**Stucco Color – Toga to go with Trim Color – Sugar Dust or Swiss Coffee**

**Stucco Color – Moth Wing to go with Trim Color – Sugar Dust, Swiss Coffee, or Elusive White**

**Stucco Color – Muslin Tint to go with Trim Color – Sugar Dust or Swiss Coffee**

**\*Recommend using upgraded Vista paint product for wood trim and adding mildewcide to the paint when painting underside of eaves and patio areas.**

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## **Mutual 14 Landscape Report**

**August 19, 2014**

Landscape has had a busy month with several topics being addressed. As planned, the large Star Pine tree at 4L was removed without incident. Many thanks to Security for assistance with pedestrian and auto traffic control during a difficult tree removal.

Our Landscape Committee members have been busy. We met on July 23<sup>rd</sup> to discuss our next task, that being evaluation of our gardens as outlined in the new Landscape Policy. The second group met yesterday for the same purpose, completing our instruction for this project. Some of these have been done and will be checked for compliance issues and possible correction needed. The balance of the buildings will be completed within the next month. Fortunately, most of our gardens appear to be compliant with the policy, considering the Grandfather clause included this year. Please be mindful of the fact that our units will be painted, some starting possibly as soon as October. All plants must be trimmed so as not to touch any part of the building or deco block. The painters will need access to all surfaces to be painted. We appreciate the work of those of you who routinely keep your gardens trimmed away from the eaves, the mow strip, and the buildings.

A recent project initiated by Physical Properties required a joint effort with Landscape. We worked with Physical Properties during the replacement of two common walkways, one between building 31 and 32, the other between building 32 and 33. Part of one Shareholder walkway was removed as it was a double concrete area that had been placed there some time back and was not needed. This area will be replaced this week with sod and additional garden area. Following the pouring of the sidewalks, there was considerable work to be done in relocating sprinkler equipment along both sides of the walkways.

It has been a challenging summer for lawn care with a statewide drought. Since the current board year started in May, we established a weekly meeting with Oscar Gutierrez, the Pinnacle Supervisor, and Larry Lowman, a Landscape Committee member who has assisted us primarily with irrigation. This weekly meeting has proven to be a productive time for learning, planning projects, utilizing services available through Pinnacle, and making the best use of their time in Mutual 14. Most of mutual 14's lawns look very good. Some of our lawns have needed special attention. One of these areas is along the golf course, primarily buildings 2, 3, 13, 15, 16. There have been multiple brown areas, some very large. We enlisted the help of the Lawn Specialist from Pinnacle, George Mitchell.

He walked the areas with us and explained the cause of lawn damage during this unique year. We made a plan for repair of these areas, requiring mowing affected areas short, re-seeding, covering it with top soil, and keeping it moist until germination occurred. We are already seeing new grass appear in some areas. Hopefully, we will be able to continue to assist with smaller areas also needing repair.

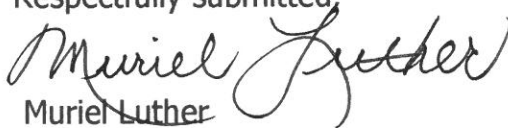
Our irrigation system appears to be much improved. The first timing of our watering was moved up to begin at 10 PM so as to get reports from you, our shareholders, who are still out walking or awake and observe any irrigation problems. This plan has been beneficial. We have had several calls, each one reported to Pinnacle and corrected the next day. Larry and I decided to begin an intermittent observation of the sprinklers while activated. Last week, we used his golf cart and beginning at 10 PM, continuing until 11:30 PM, rode through the mutual and recorded any problems observed. Pinnacle was able to correct these the following day.

We have an additional new plan to begin shortly. Kevin Black, our Physical Property Inspector, has agreed to assist us with the irrigation system evaluation. To the present time Oscar, Larry, and the Irrigation Technician have been doing Controller checks and the valves and sprinklers associated with each controller, as time permits. It has been difficult to get time coordination of all three persons due to other duties. Kevin has agreed to replace Oscar in this function, allowing us to utilize Oscar in other needed areas. Kevin will be assuming this responsibility within the next few weeks.

The Plan ... We will continue to evaluate areas of grass needing treatment. In conjunction with this, Pinnacle will continue to monitor and advise the Landscape Committee of the status or adjustments that need to be made. We have a potential plan in place for the fall, as well as for the spring.

Speaking personally, I am appreciative of the help, the instruction, and vigilance of our Landscape Company, Pinnacle. They are now in their 6<sup>th</sup> year of service to Mutual 14, and a valuable addition to our community. To all the Landscape Committee, we could not do a job of this magnitude without you. And to you, our shareholders, we thank you for your reports, your observations, and your help in keeping Mutual 14 looking good.

Respectfully submitted,

  
Muriel Luther  
Landscape Chair

## PRESIDENT'S REPORT

Hello. I hope you are having a great summer.

Today, I'm going to ask your indulgence with regard to your time – this month we have a lot of Mutual business I want to highlight for you.

First come a few of the significant topics from the last Presidents' Council and then, later, unfortunately, I will have to take up some topics involving harassment of Board members and related issues.

### From the Presidents Council (all Mutual presidents are members)

1. **Golden Age Foundation** flyers will soon provide information on the group's various services, such as: flu clinics (there's one coming in October), assistance with taxes and more.

2. **Julie Rodgers, GRF purchasing supervisor**, will work with a member of the Planning for Emergency Preparedness Foundation to develop emergency kits for possible sale in the Purchasing Department.

3. **Community Facilities Manager Mark Weaver** says the City soon might require a 2-days-a-week only watering policy. Please, if you see water rolling down your streets, especially at night, inform our Landscape Chair Muriel Luther.

4. **Community Executive Director Randy Ankeny** delivered a warning on Sexual Harassment issues. Please do not hug or touch our community employees. Watch your language and what you say to them and around them. He gave a detailed talk on why we cannot hug, but I'll just say: Don't do it. Period. I know that often, for many of us, these are long-time friends who would not object. Unfortunately, there can be unforeseen consequences to the most benign acts. People sue. To thank someone, write them a thank-you note with a copy to Mr. Ankeny. It will go into the employee's file where it will be sincerely appreciated.

5. **Phil Mandeville, president of Mutual 11**, will chair a committee to look into development of a new Mutual Self-Insurance Fund. Our old one, as you know, was dissolved.

6. **Mutual 5 President Jan Jarecki** is looking into potential health issues related to Smart Meters. If you have such concerns, consider viewing the 2014 video: "Take Back Your Power – Investigating the Smart Grid," President Jarecki said. If you are interested in this issue, contact him.

7. **The President's Council Solar Committee** met. The Committee includes at least two presidents with experience in solar energy matters – John Garrett of Mutual 6 and Clarence Fuqua of Mutual 8. Their findings included:

A. The requirements of a Power Purchase Agreement, (PPA) including all the related risk and obligations are unsuitable for a volunteer board. The committee recommended against any Mutual adopting a whole-community PPA. (This was the type of agreement proposed last year to Mutual 14. It failed to go forward because of numerous unanswered questions with regard to the project.)

B. Solar "is the only way to deal with the ever rising cost of electricity from Southern California Edison."

C. The committee suggested three options for moving forward. Our Mutual 14 Solar Committee will investigate them and let you know if one of these options will work for Mutual 14.

## **COYOTES**

Pets in our neighborhoods are being taken by coyotes. When walking your dog, think ahead about how you would protect your pet from a coyote. Keep your pet close to you as you walk. Carry a noise-maker like an air horn. Coyotes in Leisure World are used to seeing humans. They are not shy.



Do not – Do Not – leave your pet unattended on your porch or patio. Not only is it against our Mutual 14 Pet Policy, but it could prove deadly. Coyotes can jump fences much higher than ours, grab your pet and be gone in a flash.

Also, do not leave food on your porch. It may attract coyotes or other wild animals.

## **DROP COIN WASHERS**

Please don't use damaged coins in the coin drop washing machines. It will cause them to jam. You will not be able to do your laundry and the washers will not be usable until a service provider comes to fix them.

## **MINUTES BY EMAIL**

If you'd like to receive your official Mutual minutes a bit sooner – as well as have the ability to print off flyers or reminders – send me your email address to [apecpper2003@msn.com](mailto:apecpper2003@msn.com). We'll get a list together. It will not be shared.

## **DIRECTORS**

Next, while speaking with our attorney on another matter, I asked him about a couple of meetings a lone Mutual 14 Board member recently held. I explained that some shareholders apparently mistook or could have mistaken these meetings for a Town Hall or a Board-sanctioned informational meeting.

The attorney told me:

- A. As president, I must make a clear statement that this meeting was not a Board Meeting and that no individual Director can speak for the Board.

- B. The attorney stated that this activity was not “typical” Director behavior, but could be or become a breach of fiduciary duty requiring “good faith and loyalty” to the Board by that Director.
- C. The Board should create a flyer explaining that the meetings held were not Town Hall-type Meetings or Board-sanctioned meetings and that statements made by one Director indicated only that Director’s understanding of the situation, vote or other opinions.

I do not want to distribute another flyer.

In my opinion, the three flyers some people received about this event bordered on being a nuisance. I don’t want to add to it.

I’m also concerned that when the whole Mutual Board puts out a flyer on a significant issue – emergency preparedness or the upcoming Town Hall on Infrastructure and the Budget – residents fed up with flyers might ignore them or at least give them less regard.

So, I proposed just doing this statement – in the minutes. The attorney OK’d it as far as my own due diligence was concerned.

I am told that for most of the two meetings, the Director who held them forbade any other Directors present from asking or answering questions. Therefore, Directors more familiar with some issues than he were unable to clear up for residents some of the errors, again, I am told, he made.

This becomes a concern in that getting good, clear, reliable information to shareholders of Mutual 14 should be a top priority for all Board members.

Directors, please be advised that you are all under the Duty of Good Faith and Loyalty to each other. Whether or not you respect each other – and I know most of you do -- you can be held accountable if your actions are not within the acceptable parameters of good faith.



Shareholders, I trust you to understand that people do not always agree. Directors are no different. Expressing a difference of opinion is okay. But please use common sense in evaluating the information that you receive. If you attend meetings in situations such as this, just consider taking time to verify the information you are given.

## **NON-BOARD BOARD MINUTES**

Next, at this single Director's Meeting, the shareholder who acted as a co-chair of sorts has again emailed out his own set of "minutes" of some Board Meetings.

I believe this gentleman, who often serves as an active volunteer to our community, feels he is providing a service in delivering shorter minutes that give shareholders his view of board actions.

Please consider two things if you are receiving these minutes:

1. These are not the approved and corrected minutes of your board. They are personal minutes selected to reflect the interests and point-of-view of the shareholder who emailed them. I believe he states that in the emails he sends and I want to reiterate that point.

2. Please don't take these personal minutes as complete. They are not intended to be. Other important issues with regard to physical properties, landscaping, caregivers, emergency preparedness and finance were also considered at your Mutual's Board Meeting.

Any shareholder can choose to send out personal minutes as he or she wishes, but I am hoping that if you are receiving these you will also take the time to look at the Board's complete, corrected and approved minutes. It will help avoid confusion and keep you fully informed.

## **RED HERRING (Distraction) ALERT**

A Board member has sent an email not only to a number of Mutual 14 residents, but to others, including other Mutual presidents, stating that our M14 August draft agenda put Mutual 14's Board "in a very precarious situation."

I am concerned that this will cause shareholders to worry. Please don't. Our approved agenda for August contains no material problematic to Mutual 14 or anyone else.

A bit of background:

During the July Meeting, I reported that a Board member had secretly recorded a closed door meeting with three of his colleagues. He revealed he had done so at the end of that meeting. However, California makes it a crime to record or eavesdrop on any confidential communication, including a private conversation or telephone call, without the consent of all parties to the conversation. See Cal. Penal Code § 632. I also checked with two attorneys on this matter.

This issue, although it eventually led to the email sent by the Board member, did not come up in August.

I reported the original incident to the Board and to fellow shareholders because, not only was it illegal, but I personally considered this secret recording as a form of harassment of fellow board members. Also, because of her concerns with the incident, our Mutual Administration Director said she will no longer permit Mutual 14 Board members to use her office to listen to recordings of meetings.

Again, Mutual 14's Board agenda for August was not a problem to anyone.

## **VOLUNTEERS**

Finally, I hope all of us realize how much money and time our volunteers – Building Captains, those serving on committees, but

especially elected Board members – save us all. These volunteers do tremendous work to keep our monthly fees low.

They take on tough, time-consuming challenges that involve your money – roofing, painting, plumbing, investing and budgeting – or are for your comfort and safety -- emergency preparedness projects, caregiver projects on behalf of the most fragile among us, distribution and communication work, landscaping and more.

Don't get me wrong. We signed up for this job. And all of us feel that it is an honor and a privilege to have been put in these positions of trust. We're glad to do the work. The work isn't the issue.

The issue is that we shouldn't have to do it while a few people create confusion about our work -- and harass us personally as I've described above. We shouldn't have to work this hard and then worry that our neighbors, the shareholders, are being given the impression our Mutual isn't functioning well.

Please reassure yourselves. Take a look at the work being done. It's good stuff. It does not require us to create peace in the Middle East – but it's good stuff.

I could not be more proud of our committee chairs – you can see their names on your rosters -- and of those dozens of committee members who work with them.

I also hope that the genuine effort to treat everyone fairly and even-handedly can clearly be seen.

I'm not going to intrude on you by going into these issues every month. I'm quite sure much of what I have described as problematic will continue: more leaflets, more recordings, more unfortunate emails. But I won't take your time with it again if I don't have to.

I just needed you to be aware.

Look at some of the actions I've described and decide their value for you. Decide whether they serve Mutual 14 well or end up only serving to undermine or intimidate the Board members who are doing the job. Decide if they could cause unnecessary confusion and/or concern among our neighbors.

If none of this is a problem for our shareholders, then I am happy to let it all go. Most of us on the Board just want to do the job and then go hang out with our friends.

My main point in bringing this up to you at all is to assure you that your Mutual is in good financial health and is being governed well. And I am sure all of our Board members and volunteers hope you are enjoying your community.

I think a lot of this behavior I'm concerned about involves residual anger over the outcome of the board election – but that's just my own speculation. And I'm sure that those involved with it genuinely feel that their complaints and actions are more important than working with the board as a team.

Again, I am sorry to have to bring these concerns to your attention. But, after all, to have the most productive Board we can have, the Board majority asks only:

1. To be treated with respect.
2. To have a community-oriented, business-like atmosphere in which to work.

Dissent is fine. It's even commendable. Particularly if it is carried out in a respectful way. That's not the issue here.

Finally, consider running for the Board yourself next year.

After all that I've said, that statement probably made some of you laugh.

But really, the work itself is great and you get a great sense of accomplishment in doing it. Not only that, but you want responsible people taking care of what is for many of us our largest investment.

For example, if it weren't for the board members who hung in there last year, asking questions, doing their part, M14 might have been saddled with a big, problematic solar project right now.

Together – if you will step up and take a seat for a year or two -- we can work to ensure that we have a good, strong Board that puts principles before personalities.

And absolutely finally this time, I ask you, as our neighbors, to treat your Board members with consideration. Do call them during business hours -- unless it's an emergency -- which is a different situation altogether. Please be courteous and refrain from knocking on their doors or phoning them on weekends and in the evening unless it is an emergency. (On weekends and evenings, emergencies can also be referred to Security.)

Next time you see one of our excellent committee chairs, or any of our volunteers, let them know you are aware of the effort they are making, that you appreciate it and that you support them.

Thanks very much for hanging in to the finish of this.

Respectfully submitted,

Ann Pepper  
President, Mutual 14

# Mutual 14 Board of Directors Meeting August 19, 2014

## Barry Lukoff GRF Delegate

As most of you are aware, I was on vacation for the July round of committee meetings. I have been playing catch-up since my return. By count, I have had 15 meetings in the last 25 days.

My committee assignments are:

**Security Bus & Traffic** This is the committee where they are still wrestling with the problem of residents who think the traffic rules don't apply to them. I say with caution that there seems to be a consensus forming for a system of fines supported by an IDR ( Internal dispute Resolution ) and reporting to the Department of Motor Vehicles. Perhaps a request for an interview and a re-test by the DMV will inspire better driving manners.

**Recreation Committee.** The Recreation Committee is working to bring better entertainment to the summer amphitheater next year.

Physical Properties Committee of which I was appointed Chair. At my first meeting last week as Physical Properties Chair we covered issues such as handicap accessibility in the Administration and Health Care Center parking lots. To this, I pledged my desire to be sensitive to all residents and their needs. Last Monday, I met with 2 other Board members to study the problem. Other issues before us were an additional bicycle gate in the North wall near CH 4 which was voted down. The new landscape contract for the Community Facilities and Golf Course. The remodel of the upper floor of the administration building. The St. Andrews & Tam O'Shanter intersection improvement. And the beginning of a new perimeter wall along the north side of Seal Beach Blvd.

The budget for 2015 including Capital expenditures total almost \$2,500,000.

I have also been appointed to sub committees for the Westminster Blvd Property as well as a new Architectural and Design Review Committee and the Executive Committee.

One of the things I have noticed in the GRF, as elsewhere, is that democracy works slowly. Almost everything has to go before at least 2 committees before going up for vote before the entire GRF board. The other problem, as I see it, is that problems keep getting shifted from one place to another, or one committee or another. When I asked why the mid street pedestrian walkway sign was removed from Del Monte, I was told it was being done as a test. I asked "A test of what?" When will the test be completed? What is the methodology being used for the test? What do you expect to learn from the test?

# Mutual 14 Board of Directors Meeting August 19, 2014

## Barry Lukoff GRF Delegate

My goal as chair is to find a way to streamline projects to completion in as timely a way as possible. I am looking for ways to accomplish small things quickly. As an example, it took 4 months to decide and place new Stop signs at St. Andrews and Interlachen and St. Andrews at Oakmont. These kinds of delays must stop and i am doing my best to expedite things. And as Ruth Harrison may have noticed, the no parking zone on northbound DelMonte at Sunningdale was extended yesterday as was requested by pedestrians.

In the coming months I will do my best to keep you posted on the issues before the GRF. I would advise everyone to read the minutes of the various committee meetings for details. You are also free to contact me on a personal basis.

Respectfully Submitted

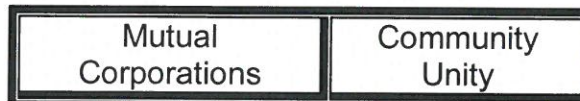
Barry A. Lukoff

[barrylukoff@yahoo.com](mailto:barrylukoff@yahoo.com)



# The Mutual Administration Manager's Report

Carol Weller



## Laundry Rooms



### Money Does Not Grow on Trees

Follow the Laundry Rules...Protect the Machines...  
Save Money on Machine Repairs and Replacements!!!!



The Mutual Laundry rooms are one of the most important conveniences provided to the shareholders. Please follow a few easy rules:

**Laundry Facilities are for shareholders and full-time caregivers**  
**Please do not over load the machines with clothes or detergent**  
**You cannot do laundry any cheaper anywhere.**

**Read your Laundry Room Use Policy 7575**

**The electricity rates are higher between 12 noon and 6:00 p.m.**  
**Please do laundry in the morning or after 6:00 pm. If you can**

Remember to clean up after yourself and turn off the light and shut the door after you are finished.



Smoking is not permitted in the Laundry Rooms

**Financial Review for July, 2014**

The operating accounts reconciliation shows we are under budget by \$24,795. The reserve reconciliation shows that we have an extra \$200,000 in our money market account. Since we plan to start painting this fall and that will use approximately this amount, I do not recommend purchasing a CD. I would like permission to move \$52,000 from BNY Mellon to that US Bank money market which pays .02% interest so the reserve money will be available to pay for painting and infrastructure repairs. Reviewing the reserves shows we have had no reserve expenditures so far except for appliance replacements. However, the board has authorized sidewalk repairs of \$22,000 and repairs on water pipes for \$20,000 which have not yet been billed. These payments will be taken from the current \$70,026 in infrastructure reserves. In addition to the \$1,400,000 in bond reserves earning approximately 5% at BNY Mellon. We have the following FDIC insured accounts

|                    |         |   |
|--------------------|---------|---|
| Banc of California | 250,000 | earning 1.2% int. equaling \$1784.79 year to date |
| Pacific Western    | 240,000 | earning 1.04% int. equaling 1458.43 year to date  |
| America West       | 249,000 | earning .9% int. equaling \$993.28 year to date   |
| Pacific Premier    | 250,000 | earning 1.0% int. equaling \$1428.00 year to date |
| Synchrony Online   | 200,000 | earning 1.15% int. equaling 231.96 year to date   |

Reviewing the income and expense statements shows we are under budget mainly due to moneys budgeted but not yet used for termite, and dry rot repairs. There is also painting expenses unspent that will be used as repairs are done. There is \$5000 underprojected budget in landscape extras. Some of this will be needed for overseeding and/ or tree trimming this fall. Also the bill for \$871 to rework sprinklers at blds 15,18 & 19 is still pending payment. Pest control is under budget by approx. \$2300. And we are under budget in service maintenance by \$16,000 but only 15 of our 34 inspections for water pipes have been billed as of July 31. On the income side there is extra income in the

categories of laundry room receipts (1500 rounded), interest (1500 rounded) and inspection fees (800 rounded).

### **Board approvals needed**

Move \$52,000 from BNY Mellow to US Bank Money Market to hold for payment of painting project. Option to invest in a short term FDIC CD if a 2 or 3 month one is found paying 4% or more. One West bank is only offering .25% for 3 months CD US bank pays .2% on money market.

Mutual 14 has been credited with \$2482 as an excess from the Mutual deductible fund. I move that we add this amount to our emergency reserve.

And I need a motion to approve the \$48.00 overage spent on the Mutual 14 picnic.

Our bump CD at America West can be increased from .9% to 1%. I recommend this increase. We still have 30 months left on this CD and 2 times to bump up rate.

Reinvest 242,000 at Pacific Western bank. Current CD matures tomorrow. Current rate is 1.00% for 11 months.

I have asked 3 directors, Mrs. Johnstone, Mr. Melody, Mrs. Tessier and Shareholder Mr. Jim Gilbert to work with me on the budget this week.

### **RESERVE STUDY DRAFT**

I am very disappointed with the reserve study draft provided by Reserve Studies Inc. Before and during their site visit, I had asked repeatedly if there was any additional information I should provide to have the study completed because we needed the study to work out our budget this week. I was told "No, I didn't need to give any additional information."

As most of you have seen from the email copy I forwarded, the study has no relevance for our budget. The roofs are rated "average condition" and simply split into 3 years for reroofing projecting arbitrary years of 2017, 2021, and 2025. There are no breakdowns on costs for different qualities of roofing materials and no breakdown on material costs and labor costs. There are numbers for plywood with different thicknesses. The report says the client projected replacing

50% of the underlying plywood. I did not request a 50% number. Mutual 1 replaced all their plywood and their price per square foot was \$4.16. That includes dryrot repairs, painting the facias and replacing the gutters and downspouts.

This reserve draft doesn't give a total price per sq ft , but if the roofing, 50% plywood replacement and gutters & downspouts prices are added together the cost would be \$5.25 per sq ft and does not include dryrot repairs or facia painting.

Reserve Studies has been unresponsive to my phone call asking questions about the draft. This study draft will not help with the budget meetings we need to have this week. We can send figures to Reserve Studies and they will plug them in and redo the report. Or we can ask that they don't bother to rework the study and that they forego the other \$550.00 fee. What is the boards' decision?

Using the Reserve Study template and figures from the Mutual 1 recap given to the CFOs Sandy Tessier and I spent several hours putting together the figures we do need for our budget meetings. So our budget will be done on time. Getting the completed study might be helpful for next year's board. I am open to suggestions and will proceed however the board decides.

Also the Pinnacle invoices for \$871 to redo the sprinklers at buildings 15,18 and 19 are pending in accounting. I don't feel they have solved the problem so I want the board's confirmation to authorize payment.

Respectfully submitted

Martha Destra, Mutual 14 CFO

**SEAL BEACH MUTUAL NO. 14**  
**FINANCIAL STATEMENTS RECAP**  
For the Seven Months Ending July 31, 2014

**INTERNALLY PREPARED**  
FOR MANAGEMENT USE ONLY

July

YTD

| <u>Actual</u> | <u>Budget</u> |  | <u>Actual</u>    | <u>Budget</u>  |
|---------------|---------------|--|------------------|----------------|
| \$76,490      | \$76,491      | Regular Assessment                               | \$535,427        | \$535,437      |
| 22,606        | 22,606        | Reserve Funding                                  | 158,240          | 158,242        |
| 99,096        | 99,097        | <b>Total Regular Assessments</b>                 | <b>693,667</b>   | <b>693,679</b> |
| 954           | 791           | Service Income                                   | 7,055            | 5,537          |
| 2,700         | 2,395         | Financial Income                                 | 18,285           | 16,765         |
| 1,056         | 843           | Other Income                                     | 6,731            | 5,901          |
| 4,710         | 4,029         | <b>Total Other Income</b>                        | <b>32,071</b>    | <b>28,203</b>  |
| 103,806       | 103,126       | <b>Total Mutual Income</b>                       | <b>725,738</b>   | <b>721,882</b> |
| 45,774        | 45,776        | Trust Maintenance Cost                           | 320,418          | 320,432        |
| 10,502        | 9,420         | Utilities  | 59,507           | 65,940         |
| 361           | 1,028         | Professional Fees                                | 12,527           | 7,196          |
| 20,110        | 19,471        | Outside Services                                 | 107,452          | 136,297        |
| 6,114         | 4,825         | Taxes & Insurance                                | 42,799           | 33,775         |
| 22,606        | 22,606        | Contributions To Reserves                        | 158,240          | 158,242        |
| 105,467       | 103,126       | <b>Operating Expenses Before Off-Bdgt</b>        | <b>700,943</b>   | <b>721,882</b> |
| (1,661)       |               | <b>Excess Inc / (Exp) Before Off-Bdgt Items</b>  | <b>24,795</b>    |                |
| (1,661)       |               | <b>Excess Inc / (Exp) After Off-Budget Items</b> | <b>24,795</b>    |                |
|               |               | <b>Restricted Reserves</b>                       |                  |                |
| (1,475)       |               | Appliance Reserve                                | 18,241           |                |
| 1,447         |               | Painting Reserve                                 | 172,807          |                |
| 17,545        |               | Roofing Reserve                                  | 1,269,432        |                |
|               |               | Emergency Reserve                                | 35,751           |                |
| 2,401         |               | Infrastructure Reserve                           | 70,026           |                |
|               |               | <b>Total Restricted Reserves</b>                 | <b>1,566,257</b> |                |

**Mutual 14**  
**Vice President's Report**  
August 19, 2014

Selling or buying a residence in Leisure World can be very different than for other types of real estate transactions. For example, only one 18" x 15" (or a 15" x 18") "for sale" sign with blue or black lettering on a white background may be posted. Open house functions of any description are not permitted. A lot of useful information for sellers and buyers is in the Information Booklet for Realtors and Escrow Companies. This booklet was recently revised and is available at the Stock Transfer Office. I am providing a booklet for each director.

Recently it was my please to welcome Velma and Eugene Arle as new residents in Building 4 at their new owner orientation. Since Director Bourhenne was unavailable the day of the orientation, Director Tessier assisted me. The Arles are moving here from Hawaii. Things have moved slowly for this sale, but the Arle's hope to be Mutual 14 residents soon.

Moving to building 32 will be Nora and John Carr. Director Luther joined me at their new owner orientation. This unit was previously occupied by Nora's parents. Currently the Carrs are having things "spruced up" before they move in.

Elizabeth "Betty" Burrows is looking forward to moving to building 50. Since Lee Melody, the director assigned to that building, was on vacation, Director Tessier joined me at the new owner orientation. Betty was happy to see how many clubs and activities are available.

I hope that their neighbors will help all of these nice people feel welcome.

Valerie Jorgenson  
Mutual 14 Vice President



# **MUTUAL 14 EMERGENCY PREPAREDNESS REPORT**

August 19, 2014

Mutual 14's Emergency Preparedness Committee met on August 13, 2014, to plan for the Safety and Emergency Event planned for September 10, 2014, at 10 a.m. in Clubhouse 4, Room A. This event is for all Mutual 14 directors, building captains, emergency volunteers, and interested residents. During this event, information will be provided about the Leisure World's Drill as part of the Great California Shakeout on October 16 at 10:16 a.m. Eloy Gomez, Tiffany Munholland, and Ann Pepper have been invited to be guest speakers at this event. On August 7 directors were provided flyers regarding this event to post in laundry rooms and give to building captains to distribute to residents. A copy of the flyer is attached to this report.

The CERT (Community Emergency Response Team) Program educates people about disaster preparedness. Information about this program is attached to this report. I have provided directors with copies of this flyer to post in their assigned laundry rooms.

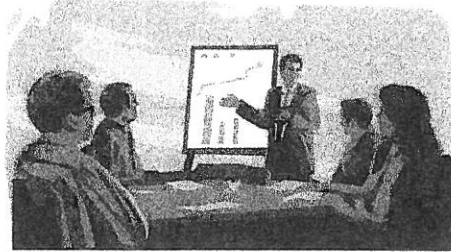
More Disaster First Aid Classes sponsored by the Leisure World PEP Committee are coming in September and November. Reservations are required. The cost is \$22 for a five-hour session. Retaking the class is free for shareholders. However, a reservation is required. Information about these classes is attached to this report and should have been posted in laundry rooms.

This month's safety tip is have a small flashlight on your nightstand to light the way in the dark. This is especially important when you will be staying at an unfamiliar location.

Valerie Jorgenson  
Mutual 14's Emergency Preparedness Chair



**IMPORTANT  
SAFETY AND  
EMERGENCY PREPARATION  
EVENTS  
COMING SOON**



**MEETING FOR ALL  
BUILDING CAPTAINS  
DIRECTORS  
EMERGENCY VOLUNTEERS  
INTERESTED RESIDENTS**

**WEDNESDAY, SEPTEMBER 10, 10 A.M.  
CLUBHOUSE 4, ROOM A**

**HEAR ABOUT YOUR ROLE IN THE  
ALL LEISURE WORLD DRILL  
AND GREAT CALIFORNIA SHAKEOUT**

**LIGHT REFRESHMENTS WILL BE PROVIDED**

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**ALL LEISURE WORLD DRILL  
AND GREAT CALIFORNIA SHAKEOUT**

**THURSDAY, OCTOBER 16, 10:16 A.M.**

# LW.C.E.R.T.

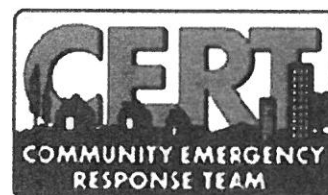
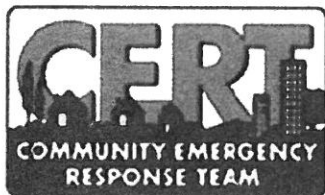
## Community Emergency Response Team 2014

The Community Emergency Response Team (CERT) Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community.

| Date           | Time               | Topics  | Location   |
|----------------|--------------------|---|------------|
| Monday, Aug25  | 8:00A.M.-12:00P.M. | Disaster Prep. Unit 1. Fire Prevention & Suppression Unit 2.      | CH 3-Rm 1  |
| Tuesday, Sep 2 | 8:00A.M.-12:00P.M. | Medical Operations I, Unit 3. Medical Operations II, Unit 4       | CH 4-Sec B |
| Tuesday, Sep 9 | 8:00A.M.-12:00P.M. | Search and Rescue, Unit 5. CERT Organization Unit, 6.             | CH 6-Rm A  |
| Monday, Sep22  | 8:00A.M.-12:00P.M. | Disaster psychology, Unit 7. Terrorism and CERT, Unit 8.          | CH 3-Rm 2  |
| Monday, Sep29  | 8:00A.M.-12:00P.M. | Course review and disaster simulation, Unit 9. Fire extinguishing | CH 3-Rm 2  |

Note: Location and Topics may be rearranged.

To register please call Eloy Gomez at 562/431-6586 Extension 356.



## SPONSORED BY YOUR LW PEP COMMITTEE



### ***Disaster First Aid*** ***What to Do When 911 Can't Come***

**Class Schedule – Sign up for ONE (5 hour class)**

1. **Saturday, May 17th, 2014 (9am – 2pm)**  
**Clubhouse 3 – Room 8 (Bring Your Lunch)**
2. **Wednesday, July 23rd, 2014 (9am – 2pm)**  
**Clubhouse 3 - Room 3 (Bring Your Lunch)**
3. **Tuesday, September 30th, 2014 (9am – 2pm)**  
**Clubhouse 3 – Room 3 (Bring Your Lunch)**
4. **Tuesday, November 18<sup>th</sup>, 2014 (9am- 2pm)**  
**Clubhouse 3 – Room 3 (Bring Your Lunch)**

Organized Communities Volunteer Education Association (OCEVA) –  
a local non-profit disaster training organization, will provide training.

Retake for FREE just make a reservations to assure space for you.

Cost: \$22, payable by check to OCEVA or by cash –

**Payment due at the beginning of class.**

Class payment includes training manual.

**Registration is required.** - Reserve Your Space NOW - Contact;

Geneva Potepan, LW First Aid Training Coordinator,

E-mail - Geneva at [mom4rascal@aol.com](mailto:mom4rascal@aol.com) or phone her at 951-675-4271

or phone Madge Armstrong at 562-598-3087



## SECRETARY'S REPORT

As Secretary of Mutual 14, I am required to listen carefully and take notes on the discussion in order to assist the Golden Rain Foundation Secretary, who is the official note-taker. I also take notes for her after she leaves.

Recently my notes reflect that there is a tendency among some board members to repetition of statements. This report is my attempt to reduce that duplication and, as secretary, help the board operate more efficiently.

Mutual 14 is best represented by board members freely expressing their opinions. However, once the board votes on an item, that matter is settled. This is the American way: majority rule.

While it is important to respect the rights of those who disagree with you, it is equally important to respect the vote of the majority. The Good Faith and Fiduciary Duty of a Director requires accepting the vote of the majority and then continuing to work as a team.

Some believe that using more words, repeatedly explaining a position, using smaller words, speaking louder, growing emotional, raising one's voice, etc. will cause others to change their positions and agree with them.

This is disrespectful of both the board and the shareholders present at the meeting.

Fellow board members make their decisions based on what they believe is correct. These decisions come after debate and can be expected to be well-reasoned. If you have nothing new to contribute in debate, repeating your position multiple times merely delays the progress of the meeting.

As former Attorney General Ken Starr said: "Reasonable minds can differ."

I hope this suggestion will be taken in the spirit with which it is offered: an attempt to benefit the board and all of Mutual 14.

Respectfully

Carol Johnstone, Secretary

## **Resolutions, Rules & Policies Committee**

Work is progressing. Sandy Tessier has moved and/or captured all the resolutions up to the last board meeting and placed them into Excel. My deepest thanks for that Trojan effort.

I have started sifting the last three years (300+ items) into categories. I'm learning the value of Excel, as you can probably imagine. I am also putting them in category lists.

The first cut is done and I will continue working to refine the lists.

Carol Johnstone continues her work reviewing resolutions versus policies.

Everything is going well with the overall project to date.

Thank you,

Linda Corp, chair, M14 Resolutions, Rules & Policies Committee

BUILDING/UNIT \_\_\_\_\_  
BUILDING CAPTAIN \_\_\_\_\_

**MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL FOURTEEN  
June 24, 2014**

The Special Meeting of the Board of Directors of Seal Beach Mutual Fourteen was called to order by President Pepper at 1:21 p.m. on Tuesday, June 24, 2014, following an open forum at 1:00 p.m. for shareholder comments, followed by the *Pledge of Allegiance*, in the Administration Building Conference Room.

**ROLL CALL**

Present: President Pepper, Vice President Jorgenson, Secretary Johnstone, Chief Financial Officer Destra, and Directors Bourhenne, Harrison, Luther, Melody and Tessier

Guests: Sixteen shareholders of Mutual Fourteen

Staff: Mr. Black, Building Inspector

President Pepper welcomed staff members and guests.

**Physical Property Report**

**a. PAVING BIDS**

Following a discussion, and upon a MOTION duly made by Director Melody and seconded by Director Bourhenne, it was

RESOLVED, To accept the bid from M. J. Jurado of \$7.80 per square foot of cement on four line items involving the two entry walkways at Units 31-G and -H, north side of the sidewalks of each 31 and 32,



**Physical Property Report (continued)**

the corner sidewalk replacement and curb replacement by Building 18 and Carport 155, and the uneven concrete by Carports 156 and 157 at the curb and side area next to the block wall. Repairs on these areas are approved for the lowered Jurado quote.

The MOTION carried by a unanimous vote of the Board.

**b. Emergency Pipe Repairs**

Following a discussion, and upon a MOTION duly made by Director Tessier and seconded by Director Harrison, it was

RESOLVED, To approve getting the pipes that need emergency repair work done promptly with the cost of repairs capped at \$20,000 without further Board approval.

The MOTION carried by a unanimous vote of the Board.

Further discussion is planned during the July Board Meeting.

**LANDSCAPE COMMITTEE REPORT**

Director Luther indicated that there are nine cocoa palm trees and the removal of one was approved at the last Board Meeting. According to her research, the nine palm trees that are not as close to the walkways have palm fronds and beads. Director Luther discovered that the palm trees need to be trimmed twice a year.

Following a discussion and upon a MOTION made by Director Luther and seconded by Director Bourhenne, it was

**LANDSCAPE COMMITTEE REPORT (continued)**

RESOLVED, To rescind the resolution involving the cocoa palm tree at Unit 15-G made at the meeting June 17, 2014, and to trim all nine cocoa palm trees at a cost of \$35 per tree, for a total of \$315.

The MOTION passed by a unanimous vote of the Board.

Following a discussion and upon a MOTION made by Director Luther and seconded by Director Harrison, it was

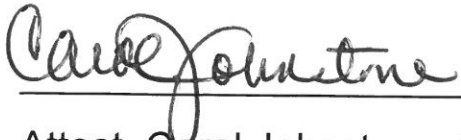
RESOLVED, That Pinnacle Landscape Company be authorized to put the additional sprinkler heads quoted in Buildings 15, 18, 19, and 20 as shown on the Work Order attached to the Landscaping Report with a total billing of \$871 approved.

The MOTION passed with five "yes" votes and four "no" votes (Vice President Jorgenson, Secretary Johnstone, Directors Melody and Tessier).

Director Luther thanked the Board for the many suggestions that will be taken to the Landscaping Committee for discussion.

**ADJOURNMENT**

President Pepper adjourned the meeting at 3:40 p.m.



Attest, Carol Johnstone, Secretary  
SEAL BEACH MUTUAL FOURTEEN

cj/pw:6/25/14  
Attachments

(These are tentative minutes, subject to approval by the Board of Directors at the next Regular Board of Directors Meeting.)

**\*\*PLEASE SUBMIT ALL REQUESTS FOR PATIO REMODELS, CARPORT STORAGE CABINETS, AND CART PADS TO KEVIN BLACK IN THE GRF PHYSICAL PROPERTY DEPARTMENT SO HE CAN E-MAIL COPIES TO ALL MUTUAL FOURTEEN DIRECTORS AT LEAST ONE WEEK PRIOR TO THE MUTUAL FOURTEEN BOARD MEETING AT WHICH THE PROJECT WILL BE DISCUSSED.\*\***

**RESOLUTIONS IN THE SPECIAL MEETING  
ON JUNE 24, 2014**

6/24/14      RESOLVED, To accept the bid from M. J. Jurado of \$7.80 per square foot of cement on four line items involving the two entry walkways at Units 31-G and -H, north side of the sidewalks of each 31 and 32, the corner sidewalk replacement and curb replacement by Building 18 and Carport 155, and the uneven concrete by Carports 156 and 157 at the curb and side area next to the block wall. Repairs on these areas are approved for the lowered Jurado quote.

RESOLVED, To approve getting the pipes that need emergency repair work done promptly with the cost of repairs capped at \$20,000 without further Board approval.

RESOLVED, To rescind the resolution involving the cocoa palm tree at Unit 15-G made at the meeting June 17, 2014, and to trim all nine cocoa palm trees at a cost of \$35 per tree, for a total of \$315.

RESOLVED, That Pinnacle Landscape Company be authorized to put the additional sprinkler heads quoted in Buildings 15, 18, 19, and 20 as shown on the Work Order attached to the Landscaping Report with a total billing of \$871 approved.

Landscape Committee

Sprinkler Inspection, Inventory, adjustments, repair and proposal

Thursday, June 5, 2014, 08:00-11:00 AM

Controller on East end of Building 19.

Buildings 15, 18, 19, 20

- Summary:** The purpose of the meeting with the landscape contractor was to inspect areas of dead, dying, and brown grass for evaluation of cause and need to restore. All sprinkler systems were turned on and all areas were evaluated.
- Adjustments:** 22 sprinkler heads were adjusted for better coverage, to minimize water on walkways, and to get a better evaluation of possible coverage. Most all adjustments were minor.
- Replacements:** 6 sprinkler caps were the wrong kind for the area to be covered. They were replaced.
- Fixed:** Broken head resulting in a 12 foot geyser at the end of building 15, units A & L  
Broken pipe underground at 19A, not at sprinkler, dug up and repaired  
Broken riser at unit 15 I  
Two breaks in line where two sets of Palm trees were removed in front of unit 20A
- To be Replaced:** Master valve at end of building 20 at units G & F leaks badly, needs to be replaced.
- Findings:** Several areas will need additional sprinkler heads to make sure all areas of grass are covered uniformly with the minimum amount of time to water.  
Two things are evident:  
One, in some areas the system was designed improperly for total coverage. That is the major problem with some of the large areas of dead grass we have now.

Two, there has been more than one contractor in the install, repair and maintenance of the systems. Some sprinkler caps are not the water saving multi-use caps needed to manage all areas. And there are mixed systems (A single system with both spray heads and Hunter heads). Hunter heads require at least 2.5 times more time to entirely cover areas they are assigned. Hunter sprinklers cover much larger areas in a sweeping motion and therefore need more time to water properly. For instance, a spray head covers in 4 minutes what it takes a hunter head at least 12 minutes to cover. Those mixed systems will have to be modified if we are going to use less water and less watering time in the future.

Proposals: A proposal to modify the systems will be coming from our landscaping contractor. The proposal will be broken out into sprinkler segments.

Cost Tool: The contractor's charge is \$38 per sprinkler head including labor and parts. The same for charge would apply for digging a one foot trench as a 100 foot trench and the pipe it would take. From my experience, that is a fair price.

Opinion: We should employ our landscaping contractor to do all of the sprinkler work. They have an interest in and a responsibility for the overall appearance and operation of our mutual. In just the one controller section examined too many examples of different types and manufacture of parts, including many knock offs of premium equipment. Using a single contractor would forestall this. The board should consider including maintenance of the mutual's watering systems in the next contract.

Respectively submitted,  
Larry Lowman  
Landscaping Committee Member

## PRESIDENT'S REPORT – Ann Pepper

Hello, Everyone.

At this month's meeting we take up two major projects – walkways and landscaping – plus a serious discussion on water pipe repair. Projects that have the potential to cost the mutual considerable sums.

Walkways must be addressed for ease of use. Timely pipe repair will prevent much more costly flooding damage. Landscaping issues are dear to almost everyone's heart.

I want to thank Landscaping Chair Muriel Luther and Physical Properties Chair Sandy Tessier for their intelligent and painstaking effort on these projects on our behalf.

Not just those two were hard at work, however. All our committee chairs put in serious work this month. Just a couple of examples:

Ruth Harrison took time to go to shareholders' homes to pick up their caregivers and take them to stock transfer. She guided them through the process of registering as caregivers and helped them get their badges. I don't know what percentage increase this has made in getting our caregivers registered – a chore that increases security for everyone – but I'd venture to guess it is considerable.

Carol Johnstone, our new secretary, although brand new on the job got the board's special meeting agenda to the GRF secretaries with a very short turn-around time and posted most of them herself to ensure shareholders would get full notice of our special meeting. I like to thank her for stepping in to that job while maintaining her role as our parliamentarian.

These are just a couple of examples, but I'm grateful to all our chairs and officers for getting out and getting the job done. Now, I only have one thing to say to them: Work harder, we've only got 10 more regular meetings in which to get your goals accomplished.



Finally, a quick word of thanks from all of us to all of our neighbors who've been so kind as to compliment us on our work so far. It's encouraging.

By the time this reaches everyone, we should all have received our leaflets on the Thursday, July 17 annual picnic starting at 11 a.m. at the Clubhouse One picnic grounds as well as the Thursday, Aug. 14 Mutual 14 Sidewalk Sale. Refer to those for more information.

Thankyou

Ann Pepper, president

594-8065

**SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL FOURTEEN**

**August 7, 2014**

The Special Meeting of the Board of Directors of Seal Beach Mutual Fourteen was called to order by President Pepper at 1:05 p.m. on Wednesday, August 7, 2014, in the Administration Building Conference Room.

**ROLL CALL**

Present: President Pepper, Vice President Jorgenson, CFO Destra, Secretary Johnstone, and Directors Bourhenne, Harrison, Luther, Melody and Tessier

Ad hoc Committee

Members: Shareholders Larry Lowman and Flo Dartt

Guests: Seven Mutual Fourteen shareholders

President Pepper said that this meeting will deal with more difficult areas than covered in the first Special Meeting. President Pepper asked that we respect others' opinions and concerns on the issues. She will see if there is a consensus on the language to be used. For determining the consensus of the meeting, the Ad-Hoc Committee Members can vote. If there is no consensus, then the Board will vote. The Ad-hoc Committee members who are not also Board Members could not vote. President Pepper commenced the Revision of the Patio Regulations Policy by the Ad-Hoc Committee and the full Board of Mutual 14 at "Front Patios."

Changes to the Policy that were agreed upon by a consensus of the Board and Ad-Hoc Committee have been added to the Draft Policy.


There was no consensus on the wording of the first sentence in "End Unit Patios (a)". Therefore, following a discussion, and upon a MOTION duly made and amended by CFO Destra and seconded as amended by Secretary Johnstone, it was

RESOLVED, That the first sentence in "End Unit Patios (a)" shall read: All end unit patios will be constructed within the existing garden areas with 84-  
*inches* ~~foot~~ maximum and with consideration to items in Patio Approval Process (f).

The Motion failed with Yes votes from Vice President Jorgenson, CFO Destra and Secretary Johnstone; No votes from Directors Bourhenne, Luther and Melody; and Abstentions from President Pepper and Directors Harrison and Tessier.

### **ADJOURNMENT**

The policy was not completed; therefore, it was agreed that President Pepper would find a date and location to hold another Special Meeting to complete the revision of the policy. The meeting adjourned at 3:25 p.m.



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Attest, Carol Johnstone, Secretary  
SEAL BEACH MUTUAL FOURTEEN

cj  
Attachments

**(These are tentative minutes, subject to approval by the Board of Directors at the next Regular Monthly Meeting of the Board of Directors.)**

**MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL FOURTEEN**

**July 16, 2014**

A Special Meeting of the Board of Directors of Seal Beach Mutual Fourteen was convened at 1:00 p.m. by President Pepper on Wednesday, July 16, 2014, in Clubhouse Three, Room 2.

Directors present were: President Pepper, Vice President Jorgenson, CFO Destra, Secretary Johnstone, and Directors Harrison, Melody, Bourhenne, Tessier, and Luther.

The purpose of the meeting was to discuss and amend the Mutual patio policy.

President Pepper adjourned the meeting at 3:15 p.m.

  
Attest  
Carol Johnstone, Secretary  
SEAL BEACH MUTUAL FOURTEEN

cd:8/04/14

Attachments

## MUTUAL OPERATIONS PHYSICAL PROPERTY

### Patio Area Regulations – Mutual Fourteen Only – CURRENT POLICY

(Nov 12))

Page 1 of 1

On all future requests for patio extensions or improvements to a shareholder's separate interest, such as an electric cart pad, approval must be received from the Board of Directors, in writing, with a 2/3 majority vote after the Board gives utmost consideration to the aesthetic value of the improvement(s).

- a. The dimensions of the patio, including the wall, if any, must be within the existing garden area.
- b. The height of the wall, including the cap, may not exceed 36".
- c. Walls and gates must also be approved on a case-by-case basis by the Board of Directors, in writing, with a 2/3 approval.
- d. A 3" mowing strip must be installed next to an approved wall to provide space for mowing and edging.
- e. On a case-by-case basis, the Board of Directors may approve modifications to apartments adjoining the nine laundry rooms. The extra square footage is not to exceed 84 square feet, which is the 12 ft. x 7 ft. occupied by the laundry room that would otherwise be a garden area.
- f. All costs, including sprinkler relocation shall be born by the shareholder.

Approved patio extensions and permitted walls are considered non-standard items and shall be maintained by the shareholder. Upon the sale or transfer of the share of stock, the patio and wall shall be removed at the seller's expense unless the buyer agrees to maintain the patio and/or wall.

#

# **SIGN-IN SHEET**

## **BOARD OF DIRECTORS MEETING**

**MUTUAL NO. FOURTEEN**

**DATE: AUGUST 19, 2014**

|     | <b>GUEST NAME</b>               |
|-----|---------------------------------|
| 1.  | Sara Spannenberg                |
| 2.  | Frank Destra                    |
| 3.  | Michelle Caldwell (Vista Paint) |
| 4.  | Doris Anderson                  |
| 5.  | Les Jorgenson                   |
| 6.  | Millie Sorensen                 |
| 7.  | Ellen Larsen                    |
| 8.  | Joan McClendon                  |
| 9.  | Rod LaPlante                    |
| 10. | Harold Bonnema                  |
| 11. | Phil Arnold                     |
| 12. | Mike Supple                     |
| 13. | Bonnie McCarthy                 |
| 14. | Jenina Johnson                  |
| 15. | Flo Dartt                       |
| 16. | Joan Smith                      |
| 17. | Atsuniro Kubo                   |
| 18. | Donna Melody                    |
| 19. | Carol Kern                      |
| 20. | Ellen Brannigan                 |
| 21. | Sue Worthington                 |
| 22. | Demetra Monios                  |
| 23. | Ken Harpham                     |
| 24. | Carl Larsen                     |
| 25. | Mike Skinner                    |
| 26. | Eve Magnus                      |
| 27. | Marian Soderholm                |

|     |                   |
|-----|-------------------|
| 28. | Natalie Nicholson |
| 29. |                   |
| 30. |                   |
| 31. |                   |
| 32. |                   |
| 33. |                   |
| 34. |                   |
| 35. |                   |
| 36. |                   |
| 37. |                   |
|     |                   |
|     |                   |
|     |                   |



**The Golden Age Foundation**  
**Serving the Leisure World Community**

**Flu Clinic Update**

**The annual flu clinic, sponsored by the Golden Age Foundation and the Health Care Center, will be held on *Friday, October 3 from 8 am to 3 pm in Clubhouse 6***

**All Leisure World shareholders are welcome - be sure to bring your Golden Rain ID card with you.**

**Increased bus service will be available to take you directly to the clinic in Clubhouse 6 – this will help decrease parking congestion and is a convenience for those with limited mobility.**

**The Golden Age Foundation pays for vaccine costs that are not reimbursed by insurance.**

**A new vaccine is recommended and will be available for those who are 65 and older; those under 65 will receive the traditional vaccine.**

**Because the new vaccine for those over 65 is three times more expensive than last year, please help us cut down on our costs by bringing your Medicare card and/or any other insurance cards or information.**

GOLDEN RAIN  
*foundation*  
SEAL BEACH

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MEMO

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**TO:** PRESIDENTS COUNCIL  
**FROM:** MARK WEAVER COMMUNITY FACILITIES MANAGER  
**SUBJECT:** WATER CONSERVATION ORDINANCE  
**DATE:** 9/3/2014  
**CC:** RANDY ANKENY EXECUTIVE DIRECTOR

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Attached is the Power Point Presentation that was presented by the City of Seal Beach at the last GRF Board meeting with regards to the Water Conservation Ordinance from the State. In place of odd/even address, the city will allow us to schedule watering days by Mutual as follows:

|                                  |         |
|----------------------------------|---------|
| Monday night Tuesday morning     | even    |
| Tuesday night Wednesday morning  | odd     |
| Wednesday night Thursday morning | off all |
| Thursday night Friday morning    | even    |
| Friday night Saturday morning    | odd     |
| Saturday night Sunday morning    | even    |
| Sunday night Monday morning      | odd     |

- All watering shall take place between the hours of 5:00PM and 9:00 AM.
- No water shall be used to wash down sidewalks or driveways
- City Inspector will be conducting visits for compliance