

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

BUILDING CAPTAIN \_\_\_\_\_

**MINUTES OF THE REGULAR MONTHLY MEETING OF THE  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL FOURTEEN  
November 13, 2017**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Fourteen was called to order by President Melody at 1:00 p.m. on Monday, November 13, 2017, followed by the *Pledge of Allegiance*, in Building Five, Conference Room B.

**SHAREHOLDER COMMENTS**

Several shareholders made comments or introduced themselves.

**ROLL CALL**

Present: President Melody, Vice President Jorgenson, Secretary Simon, Chief Financial Officer Faucett, Directors Moore, Stefun, and Shaddow, and Advisory Director Bourhenne

GRF

Representative: Mr. Lukoff was absent

Guests: Ms. Corp, GRF Renumbering Sub-Committee  
Twenty-six shareholders of Mutual Fourteen

Staff: Ms. Hopkins, Mutual Administration Director  
Mr. Black, Building Inspector  
Ms. Day, Recording Secretary

President Melody welcomed staff members and guests.

**MINUTES**

President Melody asked if there were any corrections to the October 17, 2017, Regular Meeting minutes. A correction was noted on page 9: the tenth resolution should be deleted. The minutes were approved as corrected.

**SECRETARY/CORRESPONDENCE**

Secretary Simon read one piece of correspondence from a shareholder. Director Moore read a letter from Susan Simon temporarily resigning from the Board of Directors, effective at the end to the meeting.

**PRESIDENT'S REPORT**

Mr. Melody presented his report (attached).

**BUILDING INSPECTOR'S REPORT**

Inspector Black presented his report (attached).

Following a discussion, and upon a MOTION duly made by Secretary Simon and seconded by Director Stefun, it was

RESOLVED, To approve replacement concrete for sidewalks, not to exceed \$10,000.

The MOTION passed unanimously.

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

RESOLVED, To approve a three-year contract for sewer cleaning in Mutual Fourteen by Empire Pipe Cleaning starting November 13, 2017, and ending December 31, 2020.

**ADD EMERGENCY ITEM TO AGENDA**

The MOTION passed unanimously.

Following a discussion, and upon a MOTION duly made by Director Stefun and seconded by Director Shaddow, it was

RESOLVED, To add an Emergency Item to New Business, Item i., to install a patio cover for Unit 3-F.

The MOTION passed unanimously.

Inspector Black left the meeting at 1:58 p.m.

**GUEST SPEAKER – Ms. Corp**

Ms. Corp discussed the policy renumbering work that the GRF Renumbering Sub-Committee is currently working on.

**PHYSICAL PROPERTY COMMITTEE REPORT**

Director Stefun gave an update on the re-piping project and restriping the parking lots in the Mutual.

**GRF REPRESENTATIVE'S REPORT**

Mr. Lukoff was absent.

**MUTUAL ADMINISTRATION DIRECTOR'S REPORT**

Ms. Hopkins presented her report (attached).

**UNFINISHED BUSINESS**

Following a discussion, and upon a MOTION duly made by Secretary Simon and seconded by Director Stefun, it was

**UNFINISHED BUSINESS (continued)**

RESOLVED, To ratify adopted/posted Policy  
7471.14 – Pest Control.

The MOTION passed unanimously.

Following a discussion, and upon a MOTION duly made by Secretary Simon and seconded by Director Shaddow, it was

RESOLVED, To ratify amended/posted Policy  
7503.14. – Plumbing Stoppages.

The MOTION passed with one “no” vote (Jorgenson).

Following a discussion, and upon a MOTION duly made by CFO Faucett and seconded by Secretary Simon, it was

RESOLVED, To ratify phone poll of November  
2, to ratify amended Policy 7510.14 – Eligibility  
Requirements.

The MOTION passed with one “no” vote (Stefun).

Following a discussion, and upon a MOTION duly made by Secretary Simon and seconded by Director Shaddow, it was

RESOLVED, To ratify rescinded/posted Policy  
7550 – Dual Ownership.

The MOTION passed unanimously.

Following a discussion, and upon a MOTION duly made by Secretary Simon and seconded by Director Shaddow, it was

**UNFINISHED BUSINESS (continued)**

RESOLVED, To ratify rescinded/posted Policy  
7709.1 – Escape Tax Deposit.

The MOTION passed unanimously.

Following a discussion, and upon a MOTION duly made by Secretary Simon and seconded by Director Moore, it was

RESOLVED, To ratify adopted/posted Policy  
7709.14 – Escape Tax Deposit.

The MOTION passed unanimously.

**NEW BUSINESS**

The Board members discussed adopting Policy 7427.14 – Barbeque – Usage and General Safety Precautions and rescinding Policy 7427.G – Barbeque – Usage and General Safety Precautions (attached). It was the consensus of the Board to postpone action for further amending of the policy.

The Board members discussed amending Policy 7431.14 – Service Maintenance Requests (attached). Upon a MOTION duly made by Secretary Simon and seconded by Vice President Jorgenson, it was

RESOLVED, To amend Policy 7431.14 –  
Service Maintenance Requests on a preliminary  
basis until the 30-day posting period is  
completed.

The MOTION passed unanimously.

**NEW BUSINESS (continued)**

Following a discussion, and upon a MOTION duly made by Secretary Simon and seconded by Director Stefun, it was

RESOLVED, To approve the replacement of all building circuit breakers from 90 amps to 100 amps, not to exceed \$50,000.

The MOTION passed unanimously.

Recording Secretary Day went on break at 3:07 p.m. to 3:21 p.m.

Following a discussion, and upon a MOTION duly made by Secretary Simon and seconded by CFO Faucett, it was

RESOLVED, To approve the rain gutter cleaning, not to exceed \$3,000.

The MOTION passed unanimously.

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

RESOLVED, To regretfully accept the resignation of Susan Simon, effective at end of meeting.

The MOTION passed with one abstention (Simon).

Following a discussion, and upon a MOTION duly made by CFO Faucett and seconded by Secretary Simon, it was

**NEW BUSINESS (continued)**

RESOLVED, To appoint Susanne Worthington as a Director and Secretary to the Board of Directors, replacing Susan Simon, for the remaining 2017/2018 term of office, effective November 14, 2017.

The MOTION passed unanimously.

Following a discussion, and upon a MOTION duly made by Secretary Simon and seconded by CFO Faucett, it was

RESOLVED, To approve the request for a patio cover from Unit 3-F.

The MOTION passed unanimously.

**CFO/FINANCIAL REVIEW/BUDGET REPORT**

Chief Financial Officer Faucett presented his report (attached).

Following a discussion, and upon a MOTION duly made by CFO Faucett and seconded by Director Stefun, it was

RESOLVED, To transfer \$700,000 from the Roofing Reserve Fund to the Infrastructure Reserve Fund.

The MOTION passed unanimously.

**VICE PRESIDENTS REPORT**

Vice President Jorgenson had no report.

**COMMITTEE REPORTS**

Landscape Report

President Melody presented his report (attached).

Emergency Information Report

Director Shaddow presented her report (attached).

Caregivers Report

Secretary Simon's presented her report (attached).

Pet Report

Director Moore had no report.

**SHAREHOLDER COMMENTS**

Several shareholders made comments.

**DIRECTORS COMMENTS**

One Director made a comment.



**November 13, 2017**

**ADJOURNMENT**

President Melody adjourned the meeting at 3:45 p.m. and announced that there would be an Executive Session following the meeting to discuss member issues.

\_\_\_\_\_  
Attest, Lee W. Melody, President  
SEAL BEACH MUTUAL FOURTEEN  
cd:11/14/17  
Attachments

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

**NEXT MEETING: THURSDAY, DECEMBER 14, 2017, at 1:00 p.m.,  
In Building 5, Conference Room B**

**RESOLUTIONS IN THE REGULAR  
MONTHLY MEETING OF NOVEMBER 13, 2017**

11/13/17      RESOLVED, To approve replacement concrete for sidewalks, not exceed \$10,000.

RESOLVED, To approve a three-year contract for sewer cleaning in Mutual Fourteen by Empire Pipe Cleaning starting November 13, 2017, and ending December 31, 2020.

RESOLVED, To add Emergency Item to New Business, Item i., for a patio cover request from Unit 3-F.

RESOLVED, To ratify adopted/posted Policy 7471.14 – Pest Control.

RESOLVED, To ratify adopted/posted Policy 7503.14 – Plumbing Stoppages.

RESOLVED, To ratify phone poll of November 2, 2017, to ratify amended/posted Policy 7510.14 – Eligibility Requirements.

RESOLVED, To ratify rescinded/posted Policy 7550 – Dual Ownership.

RESOLVED, To ratify rescinded/posted Policy 7709.1 – Escape Tax Deposit.

RESOLVED, To ratify adopted/posted Policy 7709.14 – Escape Tax Deposit.

RESOLVED, To amend Policy 7431.14 – Service Maintenance Requests on a preliminary basis until the 30-day posting period is completed.

RESOLVED, To approve the replacement of all building circuit breakers from 90 amps to 100 amps, not to exceed \$50,000.

RESOLVED, To approve the rain gutter cleaning, not to exceed \$3,000.

RESOLVED, To regretfully accept the resignation of Susan Simon from the Board of Directors, effective at the end of the meeting.

RESOLVED, To appoint Susanne Worthington as a Director and

**November 13, 2017**

Secretary to the Board of Directors, replacing Susan Simon for the remaining 2017/2018 term of office, effective November 14, 2017.

RESOLVED, To approve the request for a patio cover from Unit 3-F.

RESOLVED, To transfer \$700,000 from the Roofing Reserve Fund to the Infrastructure Reserve Fund.

DRAFT

Presidents Report  
November 13, 2017

Hello everyone. Welcome to your November board meeting. Thank you all for coming.

We have completed the re-roofing contract for 2017. The 2-unit trial on re-piping with California Re-pipe went well and we have signed a contract for the remaining 28 buildings, which are scheduled to be completed by June 2018. At that time, we will review our Reserve position and formulate a plan to continue re-roofing the final 172 units.

In addition, we will then have to re-roof our 11 carports in the hope of having all roofing completed by 2021.

As you have heard, Mutual Administration is working on the mutual policy re-numbering project, as well as making recommendations on reviewing, updating and rescinding policies that are no longer relevant. The plan is to have this project completed by the end of this board term.

There has been some confusion on the changes to our Financial Requirements Policy that hasn't been updated in years. The only changes to the Mutual 14 qualification process are: increasing the income requirement from 4 times the monthly taxes and fees to 5 times; and increasing the liquid asset requirement from \$25,000 to \$50,000. A minimum credit score and background check are being contemplated for inclusion in the qualifications. **None of this affects our current shareholders.** Should you have any questions or concerns, please contact me.

The Mutual 14 Neighbor 2 Neighbor Club sponsored a thank you luncheon for the building captains and your Directors were invited.

The lunch was outstanding and we have been told that this was the first thank you luncheon for building captains in Mutual 14. Thank you to our building captains and N2N.

As we go into the holiday season, the Board has voted to change the December meeting from Tuesday the 19<sup>th</sup> to one week earlier, Thursday the 14<sup>th</sup>. It is our hope that all will attend.

Finally, I would like to thank Susan Simon for her outstanding work as our Secretary and Chairman of our Caregiver Committee. I pray that she will be able to return to helping our Mutual as soon as possible.

Happy Thanksgiving to all. May God continue to bless us and our country.

Thank you all for your participation in your board meeting.

Respectfully submitted,

Lee W. Melody, President

## Mutual 14 CFO Report

November 13, 2017

We have finished roofing 19 buildings and we have re-pipped 52 of our 328 units. We have 15 roofs left with 276 units left to plumb. Finishing the plumbing project is estimated to cost about \$1,248,000. We currently have about \$1,242,000 in our 3 reserves for roofing, painting and infrastructure. That is why we are proposing to move \$700,000 from roofing to infrastructure to accurately reflect the correct usage of the funds. As you can see we are currently about \$6,000 short. However we have monthly income in the form of monthly shareholder assessments, we have credits due for plumbing work that has already been finished in remodeled units and we have tried to overestimate costs caused by cost overruns. Because of safety issues we are currently replacing most of the circuit breakers on the ends of the buildings because many have been found to be worn out. This cost is estimated to be about \$50,000 but it will be taken from the Contingency Operating Fund. Therefore we are slowing our roofing until we rebuild our reserves, which should have enough in them to be finished with plumbing next summer and roofing by the end of 2020 at current costs. This will give us the benefit of continuing roofing when the recent spike in roofing costs go down which was caused by all of the hurricanes. We may also have to adjust due to the inflationary costs in California's future minimum wage of \$15.00 an hour.

As you can see we will be using most of our reserves. We will be low. We have been crunching our numbers monthly to be sure we do not overspend. In addition, the wonderful people in the finance department have been doing the same by double checking us. They deserve our thanks. They truly earn their salaries.

They have also been included in discussions, along with our Budget and Finance Committee, to see if we have overlooked any future projects. Prior boards have concreted our driveways, eliminating the cost of resealing them.

We have recently repainted. We will have new roofs and new plumbing thereby lessening the need for huge reserves of cash sitting in the bank earning exiguous interest. Going forward our major projects should only be to reroof the carports and repair sewers as needed. In addition, Sandy Tessier has already been working on our reserve study which will be professionally prepared next year as another check on our finances.

Because our meeting is early this month we do not have a financial re-cap sheet to attach. But, below is a comparison of Mutual carrying charges indicating Mutual 14 is close to the average mutual in its costs and assessments.

#### 2017 COMPARATIVE MONTHLY REGULAR ASSESSMENT

	2018	2017	Change 2017 to 2018	2018 Rank (Assessment)	2018 Rank (Change)
Sea Beach Mutual No. 01	353.69	341.63	12.06	11	14
Sea Beach Mutual No. 02	405.03	375.54	29.49	1	1
Sea Beach Mutual No. 03	340.22	322.52	17.70	14	9
Sea Beach Mutual No. 04	357.74	344.71	13.03	10	12
Sea Beach Mutual No. 05	341.28	324.02	17.26	13	10
Sea Beach Mutual No. 06	305.56	296.40	9.16	16	16
Sea Beach Mutual No. 07	387.51	371.04	16.47	3	11
Sea Beach Mutual No. 08	337.91	314.33	23.58	15	6
Sea Beach Mutual No. 09	367.60	347.67	19.93	6	7
Sea Beach Mutual No. 10	367.45	339.62	27.83	7	3
Sea Beach Mutual No. 11	370.27	346.48	23.79	5	5
Sea Beach Mutual No. 12	380.83	368.21	12.62	4	13
Sea Beach Mutual No. 14	366.16	336.68	29.48	8	2
Sea Beach Mutual No. 15	364.01	345.05	18.96	9	8
Sea Beach Mutual No. 16	402.15	377.47	24.68	2	4
Sea Beach Mutual No. 17	345.00	335.00	10.00	12	15





## HAPPY THANKSGIVING

**FIRE: FIREFIGHTERS CLAIM THAT THANKSGIVING IS THE NUMBER ONE CAUSE OF HOME COOKING FIRES**

HERE ARE SOME TIPS TO HELP YOU HAVE A SAFE THANKSGIVING.

- DO NOT LEAVE THE FOOD COOKING UNATTENDED, USE TIMERS TO KEEP TRACK OF TURKEYS OR OTHER FOODS THAT REQUIRE EXTENDED COOKING TIMES.
- 
- TURN HANDLES OF POTS AND PANS ON THE STOVETOP TOWARD THE BACK OF THE STOVE TOP TO AVOID SPILLING HOT FOOD ON YOURSELF OR ANYONE ELSE.
- 
- REMEMBER OUR LITTLE ONES (GRANDCHILDREN) ARE CLOSER TO THE STOVE TOP IN OUR UNITS DUE TO THE SHORTEN COUNTERTOP, THIS PRESENTS A DANGER TO THEM. IF YOU ARE COOKING IT IS BETTER THAT THEY STAY OUT OF THE KITCHEN, LITTLE HANDS CAN GET BURNED EASILY SINCE THEY CAN REACH THE STOVE TOP.
- 
- KEEP YOUR POTHOLDERS, DISHTOWELS AND PAPTOWELS OUT OF THE DIRECT AREA OF THE STOVE TOP
- 
- MAKE SURE ALL STOVE TOPS AND OVENS ARE TURNED OFF WHEN YOU ARE FINISHED COOKING
- 
- BE MINDFUL TO EXTINGUISH ALL CANDLES
- 
- ON THE BACK I HAVE INCLUDED A REFRESHER COURSE ON HOW TO COOK A TURKEY
- 
- I WISH YOU ALL A VERY SAFE AND HAPPY THANKSGIVING, IN EVERYDAY THERE IS SOMETHING ALWAYS TO BE GRATEFUL FOR.

SINCERELY,  
MARYANN SHADDOW  
EMERGENCY PREP CHAIR







MAY YOUR STUFFING BE TASTY,  
MAY YOUR TURKEY BE PLUMP.  
MAY YOUR POTATOES 'N GRAVY HAVE NARY A LUMP,  
MAY YOUR YAMS BE DELICIOUS,  
MAY YOUR PIES TAKE THE PRIZE,  
MAY YOUR THANKSGIVING DINNER  
STAY OFF OF YOUR THIGHS.

*Happy Thanksgiving*

### HOW TO COOK A TURKEY

- Step 1. Buy a turkey
- Step 2. Have a glass of wine
- Step 3. Stuff turkey
- Step 4. Have a glass of wine
- Step 5. Put turkey in oven
- Step 6. Relax and have a glass of wine
- Step 7. Turk the bastey
- Step 8. Wine of glass another get
- Step 9. Hunt for meat thermometer
- Step 10. Glass yourself another pour of wine
- Step 11. Bake the wine for 4 hours
- Step 12. Take the oven out of the turkey
- Step 13. Tet the sable
- Step 14. Grab another wottle of bine
- Step 15. Turk the carvey!

## Landscape Report

November 13, 2017

The Landscape Committee, working with Brite View, has identified the areas needing the most help in Mutual 14. They will be addressed on an ongoing basis.

Last week the lawn was cut shorter and this week it will be cut another half inch shorter. We will then be on the winter mowing schedule of every other week, skipping the Wednesday before Thanksgiving. When mowing is not being done, the crew will be working on the lawn project.

Please help identifying sprinkler problems and contact your Director so that they may be fixed quickly. "If you see something, say something."

Gutter cleaning is out for quote and will be completed as soon as possible. If your unit has damaged downspouts or downspout extenders, please notify your Director so we can have them repaired or replaced.

Thank you for your cooperation.

Respectfully submitted,

Lee W. Melody

Landscape Chair

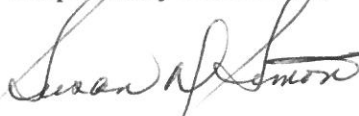
## November 13, 2017 Caregiver Report

Please be aware that if you have a Caregiver who is no longer employed, take that Photo ID and return it to Stock Transfer. Caregivers must be registered in each Mutual they work in, so taking their pass away isn't an issue if they are working elsewhere.

As a reminder: It is the Shareholder's physician, not the Mutual who determines the need for a Caregiver. Of late, it has been noted that shareholders appear to physician shop in order to find one who will state the need for a Caregiver. This is doing a disservice to themselves and to their neighbors and other Mutual 14 shareholders. We not authorize Caregivers. We only attempt to insure they are providing the services for which they are hired. The registrations and photo IDs are a security/safety measure, and tell all of us who live in this Mutual whether or not an individual is on our property and using our facilities appropriately. If a physician states that a Shareholder requires 24-hour care, and the Shareholder hires a Caregiver for 24-hour care, it is expected that the Caregiver will be with the Shareholder for the entire 24-hour period. That means, that if the Caregiver goes to the market or laundry, he/she either takes the Shareholder or arranges for alternative coverage. There have been instances where a Shareholder has been left alone and fallen out of bed or a chair with no one in attendance. The Caregiver would be held responsible. This is simply a matter of safety. If a physician states that a Shareholder requires 24-hour care, and the Shareholder elects to have only part time care, that is the Shareholder's choice. If that is the case, it is expected that the Caregiver will put part time on the application. However, it is very important that you know that if a Caregiver applies for 24 hrs, they must be with their shareholder that entire time.

Those of you with Caregivers, please remind them to leave their entry pass on the dashboard of their car when parking in our Mutual, not their photo ID.

Respectfully submitted,



Susan D Simon, Chair  
(561) 702-9249  
sdwsimon42@gmail.com

# Mutual Administration Director's Report

## November 2017

### 2017 COMPARATIVE MONTHLY REGULAR ASSESSMENT

	2018	2017	Change 2017 to 2018	2018 Rank (Assessment)	2018 Rank (Change)
Seal Beach Mutual No. 01	353.69	341.63	12.06	11	14
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Seal Beach Mutual No. 16	402.15	377.47	24.68	2	4
Seal Beach Mutual No. 17	345.00	335.00	10.00	12	15



From all of us in the Mutual Administration Department.

Reminder that Cindy Tostado, our Member Resource and Assistance Liaison is available for linkages to community resources and support.

Grieving the loss of a loved one, caring for an ill or aging relative, coping with a life changing diagnosis, making long-term care arrangements, or feeling overwhelmed and stressed, you can stop by her office located on the 2<sup>nd</sup> Floor of the Administration Building or give her a call at (562) 431-6586 extension 317.





**MUTUAL OPERATIONS****AMENDED DRAFT****SERVICE MAINTENANCE****Service Maintenance Requests – Mutual Fourteen Only – Effective 10-11-00**

1. Any service listed as a standard service in the Welcome to Leisure World brochure is performed at Mutual expense if such services do not result from negligence on the part of the shareholder. Request for such service must be made to the building Director responsible for that building in Mutual No. Fourteen. Except for after hours or weekend emergencies, a request for Service Maintenance services made directly by the shareholder will be charged to the shareholder.
2. Emergency services in off hours can be made by the shareholder through Security and charged to the Mutual.
3. Service Personnel are normally dispatched the day following the request except for emergency services. Plumbing stoppages, water line breaks, and electrical outages are treated as emergency needs with response as soon as someone is available.
4. Service personnel are bonded and entry into an apartment with a passkey can result in quicker and less costly service. Shareholders should always authorize passkey entry into their apartment for maximum service.
5. Board members and other shareholders are asked not to make any arrangements directly with the individual serviceman with whom they come in contact on a job.
6. Board members and shareholders are requested not to contact the Service Maintenance Supervisor directly unless it is absolutely necessary, thus assuring the most efficient and effective service.
7. Service Maintenance requests for appointment for any repairs: the resident shareholder will be charged **the current Service Maintenance hourly charge** for appointments not used and not cancelled.

**MUTUAL ADOPTION****AMENDMENTS**

FOURTEEN: 10-11-00

03-21-17

(draft created on 10-30-17 ka/lm)