

**MINUTES OF THE REGULAR MONTHLY MEETING OF THE  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL FOURTEEN  
November 16, 2021**

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 Tuesday, November 16, 2021, followed by the *Pledge of Allegiance* via Zoom Video and Conference Call and Clubhouse 4.

**SHAREHOLDER COMMENTS**

No shareholders made any comment.

**ROLL CALL**

Present: President Melody, Vice President Stefun (via zoom), Secretary Simon (via zoom), Chief Financial Officer Rosenfeld, Director Shaddow (arrived at 1:05 p.m.), Director Moore and Director Nevin

Guests: Ten Mutual Fourteen shareholders (via zoom)  
Five Mutual Fourteen shareholder (in-person)

Staff: Mr. Meza, Building Inspector  
Ms. Arshat, Member Resources and Assistant Liaison  
Ms. Barua, Portfolio Specialist  
Ms. Jimenez, Recording Secretary (via zoom)

**MINUTES**

The Regular Meeting Minutes of October 19, 2021 were approved by general consent of the board, as written.

**BUILDING INSPECTORS REPORT**

Building Inspector Meza presented his report (attached).

Following a discussion and upon a MOTION duly made by Chief Financial Officer Rosenfeld and seconded by Secretary Simon, it was

RESOLVED to approve the golf cart pad proposal for Unit 14-30B. Work to be done at the shareholder's expense.

The MOTION passed unanimously with ROLL CALL vote.

Following questions, Mr. Meza left the meeting at 1:18 p.m.

**BOARD OF DIRECTORS  
MUTUAL FOURTEEN  
GUEST SPEAKER**

**November 16, 2021**

The Member Resources and Assistance Liaison Ms. Robann Arshat presented her collaboration project.

Following questions, Ms. Arshat left the meeting at 1:38 p.m.

**SECRETARY/CORRESPONDENCE**

Secretary Simon received three correspondences.

**PRESIDENT'S REPORT**

President Melody presented his report (attached).

**VICE PRESIDENT'S REPORT**

Vice President Stefun provided an update.

**CHIEF FINANCIAL OFFICER'S REPORT**

Chief Financial Officer Rosenfeld presented her report (attached).

**CONSENT CALENDAR**

Following a discussion and upon a MOTION duly made by Chief Financial Officer Rosenfeld and seconded by Secretary Simon, it was

RESOLVED that the Board authorizes the following transfers of funds, per detailed and dated resolutions, by consent calendar.

Transfer/ Invoice Date	Amount	Originating/Destination Accounts or Payee
10/20/2021	\$23,306.00	Invoice # Multiple Check # 11326 – J&J Landscaping
10/21/2021	\$35,059.25	US Bank Checking to US Bank Restricted Money Market
10/27/2021	\$25,000.00	US Bank Non-Restricted Money Market to US Bank Checking
11/04/2021	\$15,000.00	Invoice # Sale of 14-005F Check # 039057 – Castlehead Inc, Escrows
11/05/2021	\$77,157.12	US Bank Checking to GRF – US Bank Checking
11/08/2021	\$67,829.65	US Bank Checking to US Bank Impound

The MOTION passed unanimously with ROLL CALL vote.

**UNFINISHED BUSINESS**

Following a discussion and upon a MOTION duly made by President Melody and seconded by Chief Financial Officer Rosenfeld, it was

RESOLVED to ratify amended Section 3.36 – Unit Fire Inspections and Special Unit Inspections, Section 2.6.5 – Qualifying Resident's Requirements,

**BOARD OF DIRECTORS  
MUTUAL FOURTEEN**

**November 16, 2021**

and Section 2.5.7 – Maintenance of Garden Area; the 28-day posting requirement has been met.

The MOTION passed unanimously with ROLL CALL vote.

**NEW BUSINESS**

Following a discussion and upon a MOTION duly made by Chief Financial Officer Rosenfeld and seconded by Secretary Simon, it was

RESOLVED to approve that the review of the Mutuals' operating accounts, reserve accounts, current year's actual operating revenues and expenses compared to the current year's budget, the latest account statements prepared by financial institutions where the mutual has its operating and reserve accounts, and the income and expense statement for the mutual's operating and reserve accounts have been approved; and, further, that per Civil Code Section 5500(a)-(f), the check register, monthly general ledger, and delinquent assessment receivable reports have been reviewed for the month of October 2021.

The MOTION passed unanimously with ROLL CALL vote.

Following a discussion and upon a MOTION duly made by Secretary Simon and seconded by Chief Financial Officer Rosenfeld, it was

RESOLVED to adopt Form 14-7586-4 - Personal Property and Liability Insurance on a preliminary basis until the 28-day posting requirement has been completed. The adoption will be ratified at the next scheduled meeting and take effect if the board received no comments.

The MOTION passed unanimously with ROLL CALL vote.

Following a discussion and upon a MOTION duly made by President Melody and seconded by Chief Financial Officer Rosenfeld, it was

RESOLVED to authorize Roseman Law APC to review 50-1645-4 - Qualified Permanent Resident Agreement/ Application and 50-XXXX-X - Approval Co – Occupant Application, at a cost not to exceed \$250. Funds to come from Legal and authorize the President to sign any necessary documentation.

The MOTION passed unanimously with ROLL CALL vote.

**PORTFOLIO SPECIALIST'S REPORT**

Portfolio Specialist Barua presented her report (attached).

**BOARD OF DIRECTORS  
MUTUAL FOURTEEN  
COMMITTEE REPORTS**

**November 16, 2021**

Physical Property Committee

Vice President Stefun provided an update.

Landscape Committee

Director Nevin presented his report (attached).

Emergency Information

Director Shaddow presented her report.

Caregivers & Pet Committee

Secretary Simon presented her report (attached).

Parking Committee

Director Moore provided an update.

**DIRECTORS COMMENTS**

Several Directors made a comment.

**GRF GENERAL PROJECT UPDATES**

GRF REP Melody provided an update on general projects.

**SHAREHOLDER COMMENTS**

One shareholder made comment.

**ANNOUNCEMENTS**

- a. **NEXT BOARD MEETING: Tuesday, December 20, 2021, at 1:00 p.m.,  
Zoom/Video and Conference B**

**ADJOURNMENT**

President Melody adjourned the meeting at 2:11 p.m. and announced that there would be an executive session following the meeting.

**EXECUTIVE SESSION SUMMARY**

The Mutual Board met in Executive Session on November 16, 2021, at 2:18 p.m., and took the following actions:

The Board approved the Executive Session Meeting Minutes of October 19, 2021.

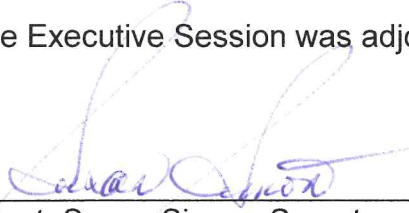
- 1. Legal Matters
  - a. No Legal Matters were discussed
- 2. Contracts

**BOARD OF DIRECTORS  
MUTUAL FOURTEEN**

**November 16, 2021**

- a. No contracts were discussed.
- 3. Assessments / Delinquencies
  - a. One letter was drafted.
  - b. Several files were closed.
- 4. Disciplinary Hearings
  - a. No disciplinary hearing was discussed.

The Executive Session was adjourned at 3:12 p.m.



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Attest, Susan Simon, Secretary  
SEAL BEACH MUTUAL FOURTEEN  
PJ/RB 11/16/2021  
Attachments

## INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: <b>(14) Fourteen</b>	INSPECTOR: <b>Mike Meza</b>
MUTUAL BOARD MEETING DATE: <b>November, 2021</b>	

### PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR
14-B	LATTICE PATIO COVER	BOTH	09/30/21	09/30/21	NONE		AAA AWNING
14-D	CENTRAL AIR SYSTEM	BOTH	09/27/21	12/27/21	NONE		GREENWOOD
15-B	BATH ROOM FLOORING	GRF	11/08/21	12/30/21	NONE		LW DÉCOR
15-I	SKYLIGHT KITCHEN/BATH	BOTH	10/05/21	11/30/21	NONE		M&M CONSTRUCTION
16-C	CENTRAL AIR SYSTEM	BOTH	11/12/21	02/12/21	NONE	Waiting on contractor	GREENWOOD
16-I	KITCHEN COUNTER TOP	BOTH	11/19/21	02/25/21	NONE	Waiting on contractor	GODMAN CONSTRUCTION
18-D	FLOORING	GRF	10/01/21	11/01/21	NONE		KARY'S CARPETS
20-I	LOWER CARPORT STORAGE	GRF	10/02/21	10/12/21	NONE	FINAL 10/22/21	OGAN CONSTRUCTION
21-C	FLOORING	GRF	11/01/21	12/01/21	NONE	FINAL 10/28/21	KARY'S CARPETS
23-D	NEW PATIO	GRF	06/23/21	08/13/21	NONE	FINAL 11/01/21	GODMAN CONSTRUCTION
24-K	LOWER CARPORT STORAGE	GRF	10/01/21	10/15/21	NONE	FNAL 11/01/21	MJ JURADO
25-C	SHOWER CUT DOWN	BOTH	10/20/21	11/20/21	NONE		NUKOTE
25-C	SHOWER REMODEL	BOTH	09/20/21	10/10/21	NONE	FINAL 10/29/21	LOS AL BUILDERS
26-E	GFI OUTLET IN PATIO	BOTH	10/11/21	11/19/21	NONE		JULIAN AGUILAR ELECTRIC
28-L	PATIO TILE	GRF	08/27/21	12/29/21	NONE		L&S CORE CONSTRUCTION
30-B	PATIO ELEC OUTLETS	BOTH	09/27/21	12/31/21	NONE		BA CONSTRUCTION
30-B	PATIO OUTLETS	BOTH	10/01/21	12/31/21	NONE		BRUNO H. ALVAREZ
30-D	RAISE SHOWER BENCH	GRF	12/09/21	01/29/22	NONE		NUKOTE
31-D	COUNTER TOP, SINKL	BOTH	10/18/21	10/30/21	NONE		OGAN CONSTRUCTION
32-C	SLIDER/ WINDOWS	BOTH	01/03/21	02/18/22	NONE		BERKGIVIST CONSTRUCTION
49-J	CART PAD	GRF	09/08/21	09/29/21	NONE	Waiting on contractor	J&J LANDSCAPING
49-A	NEW ENTRY WALK	BOTH	09/06/21	10/06/21	NONE	Waiting on contractor	MJ JURADO
49-G	LOWER CARPORT STORAGE	GRF	11/05/21	11/15/21	NONE		MJ JURADO
49-K	KIT REMODEL/LIGHTING	BOTH	09/01/21	11/27/21	NONE	PLUMB/ELECTRICAL 10/27/21	LOS AL BUILDERS
50-C	RE-VENT DRYER/ VALVES	BOTH	08/03/21	09/30/21	NONE	FINAL 09/14/21	LOS AL BUILDERS
50-F	HEAT PUMP	BOTH	09/03/21	12/03/21	NONE		GREENWOOD
52-E	CENTRAL AIR SYSTEM	BOTH	08/30/21	11/30/21	NONE	FINAL 10/01/21	GREENWOOD
52-G	UNIT REMODEL	BOTH	05/17/21	11/25/21	YES	FOOTING/FOUNDATION 09/14	PIP CONSTRUCTION
52-H	BATH REMODEL	BOTH	08/04/21	10/29/21	YES	FINAL 10/01/21	MARCO CONSTRUCTION

### ESCROW ACTIVITY

Unit #	NMI	PLI	NBO	FI	FCOEI	ROF	ACTIVE, CLOSING, CLOSED, NMI
2-I		10/26/21					<b>6 5 8 3</b>
2-J		06/30/21					
3-B		10/12/21	10/20/21	10/22/21			
5-F		07/20/21	10/13/21	10/13/21	10/25/21	11/03/21	
13-F		08/04/21	10/11/21	10/19/21	11/02/21	11/10/21	
13-K		07/22/21	08/24/21	08/30/21	09/11/21	10/21/21	
17-G		03/13/19					
18-D		06/17/21	09/08/21	09/13/21	09/25/21	11/03/21	
20-I		06/16/21	07/06/21	07/06/21	07/18/21	09/13/21	
21-E		11/26/19					
24-C		11/05/21					
24-J	09/13/21						
28-B		07/28/21	08/10/21	08/11/21	08/22/21		
29-C	11/10/21						
29-E	09/24/21						
30-B		06/30/21	07/02/21	07/14/21	07/26/21	08/20/21	
31-D		09/24/21					
33-D		10/12/21	11/09/21	11/09/21			
50-E		06/18/21	07/28/21	07/30/21	08/11/21		
50-F		06/25/21	08/02/21	08/09/21	08/21/21	10/04/21	
51-C		11/08/21					
52-E		07/15/21	07/28/21	07/30/21	08/11/21	11/04/21	

INSPECTOR MONTHLY MUTUAL REPORT		
MUTUAL: <b>(14) Fourteen</b>	INSPECTOR: <b>Mike Meza</b>	
MUTUAL BOARD MEETING DATE:	<b>November, 2021</b>	

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

## CONTRACTS

CONTRACTOR		PROJECT
J&J LANDSCAPE	NOVEMBER 30, 2021	Landscaping & Irrigation
EMPIRE PIPE	DECEMBER 31st 2022	Annual inspection
		Out going line only
FENN	JUNE 1, 2022	Pest and rodent control services
FENN PEST AND TERMITE		Bait station maintenance

SPECIAL PROJECTS/ REQUEST	
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Contractor	Discription of Work
J&J Landscape	Cart Pad for BOD approval

SHAREHOLDER AND MUTUAL REQUEST	
1. Name of the Shareholder or Mutual Fund	
2. Address of the Shareholder or Mutual Fund	
3. Telephone Number	
4. E-mail Address	
5. Name of the Shareholder or Mutual Fund Representative	
6. Address of the Shareholder or Mutual Fund Representative	
7. Telephone Number	
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1014 Seal Beach Mutual No. Fourteen  
Financial Statement Recap  
10/31/2021

Page: 

P.O. Box 2069  
Seal Beach CA 90740

Oct Actual	Oct Budget		2021 Y-T-D Actual	2021 Y-T-D Budget
88,389	88,390	Carrying Charges	883,894	883,900
38,753	38,753	Reserve Funding	387,533	387,530
<b>127,143</b>	<b>127,143</b>	<b>Total Regular Assessments</b>	<b>1,271,426</b>	<b>1,271,430</b>
568	584	Service Income	5,885	5,840
102	256	Financial Income	1,435	2,560
100	1,899	Other Income	83,204	18,990
<b>769</b>	<b>2,739</b>	<b>Total Other Income</b>	<b>90,524</b>	<b>27,390</b>
<b>127,912</b>	<b>129,882</b>	<b>Total Mutual Income</b>	<b>1,361,951</b>	<b>1,298,820</b>
54,136	54,136	GRF Trust Maintenance Fee	515,344	541,360
11,185	9,335	Utilities	96,631	93,350
887	1,161	Professional Fees	7,016	11,610
77	39	Office Supplies	363	390
28,137	18,375	Outside Services	187,597	183,750
2,754	8,082	Taxes & Insurance	87,540	80,820
38,753	38,753	Contributions to Reserves	387,533	387,530
<b>135,929</b>	<b>129,881</b>	<b>Total Expenses Before Off-Budget</b>	<b>1,282,024</b>	<b>1,298,810</b>
<b>(8,017)</b>	<b>1</b>	<b>Excess Inc/(Exp) Before Off-Budget</b>	<b>79,927</b>	<b>10</b>
12,914	0	Depreciation Expense	119,461	0
<b>(20,931)</b>	<b>1</b>	<b>Excess Inc/(Exp) After Off-Budget</b>	<b>(39,534)</b>	<b>10</b>
		<b>Restricted Reserves</b>		
(2,513)	0	Appliance Reserve Equity	33,725	0
197	0	Painting Reserve	143,666	0
2,274	0	Contingency Operating Equity	147,894	0
23,225	0	Roofing Reserve	80,514	0
9,142	0	Infrastructure Reserve	134,569	0
<b>32,324</b>	<b>0</b>	<b>Total Restricted Reserves</b>	<b>540,367</b>	<b>0</b>

CFO Report for November  
Meeting

Per the Oct 31 2021 financial statement Mutual 14 is in terrific shape. Our reserves are at \$540,367 and there are no further large expenditures planned in 2021, and we have a surplus of (\$79,927) which can be used for any unplanned expense

Our shareholders continue to be the best in any mutual with paying their monthly assessments on time, and I greatly appreciate it.

Your board is fiscally responsible and has managed to complete our large projects without any mutual assessment increases. The increases expected in Jan are all due to items your mutual has no control over such as trash, taxes and GRF allotment.

Respectfully submitted

Adrianne Rosenfeld

**COMPARATIVE MUTUAL BUDGETS FOR 2022**  
Per Apartment Per Month

	Monthly							Total Budget	No. Of Units
	Operating Expenses	Operating Income	Net Op Cost	Reserve Funding	Mutual	Trust Admin	Monthly		
Mutual 1	124.62	9.92	114.70	108.61	223.31	172.03	395.34	4,004,004	844
Mutual 2	125.16	9.28	115.88	156.96	272.84	172.03	444.87	4,612,412	864
Mutual 3	131.18	13.47	117.71	135.74	253.45	172.03	425.48	2,205,688	432
Mutual 4	121.69	7.41	114.28	119.42	233.70	172.03	405.73	1,928,029	396
Mutual 5	125.16	15.67	109.49	129.18	238.67	172.03	410.70	2,424,773	492
Mutual 6	118.00	13.70	104.30	114.44	218.74	172.03	390.77	1,913,210	408
Mutual 7	138.91	8.56	130.35	143.08	273.43	172.03	445.46	2,052,680	384
Mutual 8	124.94	10.38	114.56	121.88	236.44	172.03	408.47	1,705,771	348
Mutual 9	123.11	21.94	101.17	150.22	251.39	172.03	423.42	1,951,119	384
Mutual 10	133.38	7.84	125.54	121.30	246.84	172.03	418.87	1,387,297	276
Mutual 11	142.44	11.91	130.53	134.09	264.62	172.03	436.65	1,634,818	312
Mutual 12	119.88	5.59	114.29	148.71	263.00	172.03	435.03	2,359,603	452
Mutual 14	120.54	8.91	111.63	118.15	229.78	172.03	401.81	1,581,524	328
Mutual 15	166.32	20.92	145.40	109.22	254.62	172.03	426.65	2,570,140	502
Mutual 16	119.80	5.38	114.42	155.98	270.40	172.03	442.43	318,550	60
Mutual 17	212.47	8.59	203.88	33.06	236.94	172.03	408.97	618,363	126
Average	134.23	11.22	123.01	125.00	248.01	172.03	420.04		

COMPARATIVE MUTUAL BUDGETS FOR 2022				
Ranked by Change in Mutual Assessment				
and by Monthly Mutual Assessment				
	Total Mut Change Next Yr	Change Rank by Dollars	Mutual Assess	Monthly Rank by Dollars
Mutual 1	12.82	8	223.31	15
Mutual 2	8.75	15	272.84	2
Mutual 3	24.79	1	253.45	7
Mutual 4	14.20	6	233.70	13
Mutual 5	12.43	9	238.67	10
Mutual 6	16.88	3	218.74	16
Mutual 7	12.02	10	273.43	1
Mutual 8	15.03	5	236.44	12
Mutual 9	9.46	14	251.39	8
Mutual 10	9.82	13	246.84	9
Mutual 11	18.51	2	264.62	4
Mutual 12	11.89	11	263.00	5
Mutual 14	7.20	16	229.78	14
Mutual 15	10.52	12	254.62	6
Mutual 16	13.00	7	270.40	3
Mutual 17	15.05	4	236.94	11
Average	13.27		248.01	
Ranked highest to lowest				

From: JACK NEVIN yonev@aol.com  
Subject: Landscape Report 11/16/21  
Date: Nov 16, 2021 at 12:19:04 PM  
To: Jack Nevin yonev@aol.com

As

reported last month, our winter mowing frequency is now every other week until April. Also, the mowing height has been lowered. We did seed with winter rye on 11/3 and are seeding again this week in an effort to address some problem spots. Lee and I have planned another mutual tour for December 6th to specifically identify areas that may need even more attention. A few shareholders have called me regarding areas they feel are being overwatered. Yes, we did increase the watering cycles after the seeding and may do the same for a few days after the second seeding. Low spots and runoff may appear as overwatering but we are addressing each one individually to be sure there is no major issue.

Respectively submitted, Jack Nevin, Landscape Chairman

Sent from my iPad

Mutual 14 Caregiver Report November 16, 2021

As of the most recent report from Stock Transfer, we have 15 Shareholders utilizing the services of 25 Caregivers.

Respectfully submitted,

Susan D Simon, Chair Caregivers

## Mutual 14 Pet Report November 16, 2021

As of the most current list from Stock Transfer on the pets in our Mutual we have 3 Birds, 17 cats, 41 dogs, 2 Emotional Support animals and 1 Service Dogs. Mutual 14 has specific rules and regulations pertaining to pets, Service Animals and Emotional Support Animals. One dog not previously registered has now been registered.

Thank you in advance for your cooperation

Susan D. Simon,  
Pet Chairperson

The Golden Rain  
Foundation provides an  
enhanced quality of life  
for our active adult  
community of Seal  
Beach Leisure World.



October 26, 2021

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Approved Consent Agenda

MOVED and approved the consent agenda included Minutes of the Finance Committee Board Meeting of September 20, 2021, • Minutes of the GRF Administration Committee Meeting of September 2, 2021 • Minutes of the Physical Property Committee Meeting of September 8, 2021 • Minutes of the Recreation Committee Meeting of August 30, 2021 • The minutes from September 28, 2021, GRF Board Meeting • The acceptance of the Financial Statement, September 2021 • and the approval for Capital and Reserve funds investment purchase.

General – Indoor Trust Property Face Masks Required

FAILED TO MOVE to extend the face mask requirement until the next Board meeting at which time, the Board will consider prevalent public health and safety conditions for possible extension.

MOVED to approve a face mask requirement within Trust property administrative/business offices and all GRF and Mutual meetings within Trust property to protect the health and safety of GRF staff, as directed by the Executive Director and/or as required by applicable Federal, State and County Health Orders.

General – Primary and Main Sewer Line R&M Responsibilities

TO allow Mutual One and Mutual Fourteen to vote to maintain, repair and manage the storm drain system.

MOVED to approve effective immediately (October 26, 2021), GRF, through its Board of Directors, shall maintain, repair, and manage the storm drain system.

Communications & It Committee – Amend Policy 20-2807-1, GRF Emergency Text Parameters

CONCURRED to remove from the agenda and sent back to Communication/IT Committee.

GRF Administration Committee - Non-Budgeting Operating 2.6 Full Time Employee Operating Expense

MOVED to approve non-budgeted funding in the amount of \$31,500, allocated to:

- Cost Center 533 - Stock Transfer \$9,000
- Cost Center 236 - News \$12,000
- Cost Center 934 - IT \$10,500

And to approve the hiring of the additional 2.6 FTEs in 2021, as outlined in the 2022 Budget.

GRF Administration Committee - Approval GRF Election Packet

MOVED to approve the GRF Election packet, as presented, without Policy 30-5092-3, BOD Censure Procedure.

GRF Administration Committee - Amend Policy 30-5026-3, GRF Election of Officers

MOVED to amend 30-5026-3, GRF Election of Officers, adding an officer of the Board may not have been convicted of a financial crime and to refer to policy 30-5020-1 for more information concerning being a Mutual Board and GRF Board simultaneously, as presented.

GRF Administration Committee - Amend Policy 30-5092-1, Code of Ethics

MOVED to amend 30-5092-1, Code of Ethics, updating document language and removing 2.2 Acts unilaterally, as presented.

GRF Administration Committee - Amend Policy 30-5092-3, BOD Censure Procedure

CONCURRED to remove from the agenda and sent back to GRF Administration Committee.

Physical Property Committee - Reserve Funding Request - Main Sewer Lines Replacement-Mutual Nine

TO recuse GRF Director for Mutual Nine from voting.

MOVED to approve the reimbursement of \$163,350 (Reserve Funding) to Mutual Nine for the replacement of a Main Sewer Line and associated manhole and clean out hub and to authorize the Director of Finance to transfer the funds to Mutual Nine.

Recreation Committee - Reserve Funding Request - Clubhouse Four – Ceramics Studio Kilns

MOVED to approve funding in the amount not to exceed \$19,000.00, to purchase three new Kilns with funds coming from the replacement reserves. I move to approve the purchase of three new Skutt Kilns from Laguna Clay Company in the amount of \$13,391.22, from the replacement reserves and to also approve contingency funds of \$5,608.78, to upgrade the existing electrical as needed.

Recreation Committee - Temporary Variance to Policy 70-1406-1, Limitation on Use of Trust Property – Rules

MOVED to amend 70-1406-1, Limitation of Use – Rules, updating and clarifying document language, as presented.

Recreation Committee – TENTATIVE VOTE - Amend Policy 70-1429.02-1, Golf Course Rules

MOVED to amend 70-1429.02-1 Golf Course Rules, add to the rules that No dogs allowed on the golf course, also Authorized Residents not playing shall not cross the golf course, as presented, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on December 28, 2021.

Recreation Committee – Amend Policy 70-1422-3, Marquee Usage

MOVED to amend 70-1422-3, Marquee Usage, updating the document language, as presented.

Recreation Committee – Amend Policy 70-1406-1, Limitation on Use of Trust Property – Rules

MOVED to amend 70-1406-1, Limitation of Use – Rules, updating and clarifying document language, as presented.

Security, Bus & Traffic Committee – Reserve Funding Request - New Two -Way Radios  
MOVED to approve the purchase of sixteen (16) two-way radios and eight (8) microphones at a cost not to exceed \$6,645.50, reserve funding.

Website Redesign Ad Hoc Committee – Approval for New Website to go Live  
MOVED to approve the replacement of the existing GRF website with the newly designed website.

## **Recap of GRF Committees' Activity**

**October 2021**

### **October 14, 2021, Communication/IT Committee**

- CONCURRED to have the IT Supervisor present the costs and scope of work on resolving technical issues during livestream at the next scheduled Committee meeting.
- CONCURRED not to report the age and gender of the visitors any further on the Website Statistics.
- CONCURRED the IT Supervisor stated that MSP transition has been interrupted due to a backup issue and the previous technician has been contracted to assist with the issue and meet the goal.
- CONCURRED that the LWSB, LW citations will be extracted and submitted quarterly. She also stated that LW Weekly will periodically publish traffic safety articles and keep the community up to date on safety requirements.
- CONCURRED to review the previous RFPs on CH 4 dais upgrade and meet with a consultant to define the scope of work and move forward with this project.
- CONCURRED to mark website redesign as completed, and further review the list at the next scheduled Committee meeting, revised as discussed.
- MOVED to accept the option #2 for LWSB 2022 calendar cover.
- CONCURRED to review Community Wi-Fi Internet Services Subcommittee at the upcoming GRF Administration Committee and further discuss it at the next scheduled Committee meeting.
- CONCURRED to review the original Dais proposals and define the scope of work prior to moving forward. The Committee concurred to further discuss this topic at the next scheduled Committee meeting.
- MOVED to accept Policy 20-2807-1, GRF Emergency Text Parameters, as presented, and forward it to the Board for final approval.

### **October 19, 2021, Finance Committee**

- MOVED and recommended the GRF Board authorize that the Finance Committee has determined: • non-budgeted operating funds are available, pending Board action on the proposed funding request estimated to be \$31,500 and allocated to: - Cost Center 533 – Stock Transfer \$9,000 - Cost Center 236 – News \$12,000 - Cost Center 934 – IT \$10,50
- MOVED to approve the non-budgeted operating funds, in an amount not to exceed \$2,500, are available and have directed the Director of Finance to place a temporary hold on these funds, pending Board action on the proposed Project, to purchase additional minor equipment for the Lapidary Studio.
- MOVED to inform the Board that the Finance Committee has determined: • Reserve Funds, in the amount of \$163,350 are available and have directed the Director of Finance to place a temporary hold on these funds, pending Board action on the proposed reimbursement to Mutual Nine.

- MOVED to inform the Board that the Finance Committee has determined: • Reserve funds, in the amount of \$16,578 are available and have directed the Director of Finance to place a temporary hold on these funds, pending Board action on the proposed project, to replace three kilns in the Ceramics Studio Clubhouse Four.
- MOVED to inform the Board that the Finance Committee has determined: • Reserve Funds, in the amount of \$6,000.00, are available and have directed the Director of Finance to place a temporary hold on these funds, pending Board action on the proposed Project, Two-way radios for the Security Department.

#### **October 7, 2021, GRF Administration Committee**

- CONCURRED to bring Status Emergency Supply Storage Cabinet back to the next scheduled meeting.
- MOVED to recommend the GRF Board to approve 30-3193.1-8 Communication Coordinator with some minor changes.
- MOVED to recommend the GRF Board to approve 30-3699.1-8 Recreation Attendant.
- MOVED to send the GRF Election Packet, with some minor changes in the packet, to the GRF Board for approval.
- CONCURRED to bring Fitness Centers Waive Form to the next scheduled meeting.
- MOVED to send the amended 30-5092-1 Code of Ethics to the GRF Board for approval.
- MOVED to send the amended 30-5026-3 GRF Election of Officers to the GRF Board for approval.
- MOVED to send the amended, 30-5092-3 BOD Censure Procedure to the GRF Board for approval.
- CONCURRED to send Policy 30-1010-1 Authorized Spokesperson to the Communication/IT Committee for review.

#### **October 12, 2021, Mutual Administration Committee**

- CONCURRED to complete the review of forms and the open SROs by the end of the year.
- CONCURRED to bring back SRO Time Estimates to the next scheduled meeting.
- MOVED to approve 50-1671-4 "Paws" for Thought Pet Registration Form.
- MOVED to approve 50-1671-4A Emotional Support Animal (California Civil Code 54.1) Authorized Resident Declaration Form Attachment A, as amended.
- MOVED to approve 50-1671-4B Emotional Support Animal (California Civil Code 54.1) Physician's Declaration Form Attachment B, as amended.
- MOVED to approve 50-1671-4C Service Animal Claim Form (California Civil Code 54.1) Attachment A, as amended.
- MOVED to approve 50-1671-4D Service Animal Physician's Declaration (California Civil Code 54.1) Attachment B, as amended.

#### **October 6, 2021, Physical Property Committee**

- CONCURRED to have the Safety/Emergency Coordinator review the agenda topic and bring back additional information to the next scheduled meeting.
- CONCURRED to forward the agenda topic Clubhouse Six Plaza to the Recreation Committee.
- CONCURRED to table Roundabout for Leisure World agenda item until January.
- CONCURRED to forward the agenda topic, Planting on Chain Link Fence on Golden Road to the ADRC Committee.
- MOVED to remove Clubhouse ThreeFireplace Renovation from the Physical Property Committee Project Report.
- MOVED to remove Building Five Elevator Modernization from the Physical Property Committee Project Report.
- MOVED to remove Service Maintenance Gate replacement from the Physical Property Committee Project Report.

- MOVED to remove RV Lot Gate Improvements from the Physical Property Committee Project Report.
  - CONCURRED to add a yes column and a no column to the Total Quality Checklist.
  - CONCURRED to have the Facilities Director bring back additional information regarding Perimeter-Wall Frontier to the next scheduled meeting.
  - CONCURRED to forward agenda topic Clubhouse Six Patio to the Recreation Committee.
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- CONCURRED to forward agenda topic St Andrews/Oakmont Intersection-Speed Cushions to the Security, Bus, and Traffic Committee.
  - MOVED to recommend to the GRF Board of Directors, reimburse \$163,350 to Mutual Nine, for the replacement of a main sewer line and associated manhole and clean out the hub, upon determination by the Finance Committee on the availability of Reserve funds.
  - MOVED to recommend to the GRF Board of Directors that any new renovations must include an automatic door opener.
  - CONCURRED to have the Facilities Director bring back additional information regarding Clubhouse Four doors to the next scheduled meeting.

#### **October 4, 2021, Recreation Committee**

- CONCURRED to review the agenda topic Clubhouse Six Plaza at the next scheduled meeting.
- CONCURRED to have the Library Supervisor bring back additional information regarding new instructors/classes at the November Committee meeting.
- MOVED to recommend to the GRF Board of Directors a six-month variance to 70-1406-1 Limitations on Use of Trust Property-Rules and allow children with Resident Adult Supervision in Trust Property defined as Clubhouse Two Game Room. CONCURRED to review agenda topic Amenities Inclusion, at the October Committee meeting.
- CONCURRED to schedule a work-study meeting and review the correspondence to the New Swimming Pool Rules.
- CONCURRED to forward agenda item 2022 Budget Request Jewelry/Lapidary Club to the Physical Property Committee
- MOVED to recommend to the GRF Board of Directors the purchase of a sound system for Clubhouse Three, Lapidary Room, and not to exceed \$1800.00 from Capital Funding and forward to the Finance Committee for approval.
- MOVED to deny the Karaoke Club storage at the Fitness lockers.
- CONCURRED to have the piano inventory of each Clubhouse be brought back to the next scheduled meeting.
- CONCURRED to review the agenda topic 2021-2022 Committee Goals at the next scheduled meeting.
- CONCURRED to review the agenda topic Woodshop in Clubhouse One at the next scheduled meeting.
- MOVED to reserve agenda item Evaluation and Enhancement of 1.8 Acres/1.8 Acres Draft Survey to a work-study and discuss in-depth and detail.
- CONCURRED to bring back the Golf Shop Storage to the next scheduled meeting.
- CONCURRED to forward the Lapidary Funding Request to the Physical Property Committee.
- MOVED to recommend the GRF Board of Directors replace all three kilns in the Clubhouse Four Ceramics Studio, in an amount not to exceed \$19,000.00, from Reserve funding and forward to the Finance Committee to approve the funding.
- MOVED to recommend to the GRF Board to amend the 70-1406-1 Limitations on Use of Trust Property-Rules, as presented.

- MOVED to recommend to the GRF Board to amend the 70-1406-1 Limitations on Use of Trust Property-Rules, as presented.
- MOVED to recommend to the GRF Board to amend the 70-1429-01-1 Golf Course Rules, with additional changes, as presented.

#### **October 13, 2021, Security, Bus & Traffic Committee**

- MOVED to forward a request to the GRF Administration Committee, to reconsider hiring part-time Security employees.
- MOVED to forward a request to the GRF Board, a recommendation to hire a transportation consultant, as subject to the proposal presented to the Fleet department.
- MOVED to endorse the recommendation presented on the agenda by the Fleet Manager.
  - Year 2023 – Truck 601 – Cost Center 574 - \$56,000
  - Year 2024 – Truck 602 – Cost Center 574 - \$44,000
  - Year 2024 – Truck 612 – Cost Center 838 - \$38,000
  - Year 2025 – Truck 611 – Cost Center 740 - \$39,000
- MOVED and recommended the GRF Board, approve the proposal presented on the agenda on speed cushions, for Urban Crossroads study, for an amount of \$10,000, and forward to the Finance November meeting for funding approval.
- CONCURRED to discuss the renovation of the Security building at the main gate agenda topic, at the next scheduled meeting.

#### **October 8, 2021, Special Architectural Design and Review Committee**

- MOVED to approve option 3 of the floor selections for the rooms at the Aquatic Center, presented at the meeting – (DUR-A-CHIP Glacier and Pewter).

#### **October 19, 2021, Website Redesign Ad Hoc Committee**

- MOVED to accept the launch of the new [www.lwsb.com](http://www.lwsb.com) website and forward it to the Board for final approval.

### Financial Recap – September 2021

As of the nine-month period ended September 2021, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$1,157,266.

Major variances are:

Wages, Taxes & Benefits	\$824,914	Favorable: Wages \$512K; P/R Taxes \$44K; Workers' Comp \$78K; 401(k) ER Match \$26K; Group Ins \$165K; average FTE < budget by 21 FTE
Agency Fees	(205,625)	Unfavorable: Temporary help to fill key positions
Professional Fees	(66,474)	Unfavorable: Unexpected legal expenses
Facilities Maintenance	63,172	Favorable: Maintenance scheduled for later in the year
Publication Printing	83,174	Favorable: Decrease in printing rates
Certificate Prep Fees	78,050	Favorable: Unit sales exceeds budget
Rental Income	223,194	Favorable: Unit sales exceeds budget
Other Income	104,802	Favorable: 2020 income tax refunds \$23K; permit income \$36K; Lost member ID card \$24K; Other \$22K
News Advertising Income	83,850	Favorable: Display, Front Footer & Telephone book
SRO Labor Cost Recovery	(56,161)	Unfavorable: Less billable hours than budgeted

	<b>Fund Balance</b>	<b>Allocated For Current Projects</b>	<b>Allocated For Future Projects</b>	<b>For details, see page</b>
<b>Reserve Funds</b>				
Repairs & Replacements	\$11,943,465	\$683,348	\$11,260,117	7
<b>Capital Funds</b>		<b>Allocated Funds</b>	<b>Unallocated Funds</b>	<b>For details, see page</b>
Capital Improvements	\$3,163,130	\$119,283	\$3,043,847	8

Total year-to-date approved unbudgeted operating expenses are \$134,485.



# **PORTFOLIO SPECIALIST REPORT**

**NOVEMBER 2021**

## **PROPER USE OF GARBAGE DISPOSAL**

**When using the garbage disposal be sure to run plenty of water!**

Follow these easy steps when using the garbage disposal:

1. Turn on the cold water
2. Turn on the disposal
3. Feed the material into the disposal a little at a time
4. When the hammering stops, turn off the disposal and keep the water running for one minute
5. Make sure to run the disposal every day, even though you are not putting it to normal use
6. If the disposal stops working, locate the RED re-set button on the bottom surface of the unit and hold for 30-seconds.

### **\*REMINDER\***

#### **Please do not grind these items**

Bones	Onion Skins
Carrot peelings	Pea Pods
Celery & Rhubarb Stalks	Potato Peelings
Coffee Grounds	Grease
Corn Cobs–Husks or Silks	Pills
Egg Shells	Glass
	Rice
	Any fibrous materials

If the disposal is not grinding as well as it should, grind some ice to sharpen the blades.

To deodorize the disposal, grind some lemon, lime, or orange rinds.

**SEAL BEACH MUTUAL NO. FOURTEEN****Rules and Regulations**

oven or on the stovetop or inside a microwave oven, which may constitute fire, health, or safety issues.

For purposes of this Section 3.35, unsanitary or rodent and insect inviting conditions or fire-loading conditions are described as the excessive acquisition and collection of large amounts of objects. Such collections of objects may include, but are not limited to: stacked paper goods, newspapers, books, magazines, mail, trash, stored cardboard boxes, plastic trash bags, food stuffs, cleaning aids, clothing and collectables, pet waste or unclean pet cages, and a lack of ingress and egress at windows and doors.

Qualifying Resident's shall not create an unsanitary or rodent and insect inviting condition or fire-loading conditions, as defined in this Section 2.39 or in Section 1001.11 of the 1997 Uniform Housing Code referenced above. Further, a Qualifying Resident shall not store within their Unit, or on their patio, any incendiary items such as grease, oil, gasoline, paint or paint thinner, or any other liquids or substances noted to be flammable, or any large amount of hobby materials. Working on hobbies in Unit or patio/porch will be permitted by the Board on a case-by-case basis, considering the health, safety, welfare, and aesthetics of all residents affected. Storage of construction materials, including but not limited to, stacked wood, siding, metal pieces, welding tools, or any items in support of conducting or practicing a business upon the premises, is also prohibited.

**3.36. Section 3.36 – Unit Fire Inspections and Special Unit Inspections.**

Each Unit will be inspected at the regular annual ~~or bi-annual~~ Mutual fire/safety inspection conducted by the Physical Property Department or any special inspection as ordered by the Mutual Board, with a duly posted 72-hour notification to the Qualifying Resident. Any infractions will be indicated, and the Qualifying Resident will be informed by mail to cure the infraction within thirty-two (32) days of the date of the letter. A follow-up inspection of the premises will be conducted to assure compliance. At the time of inspection, the GRF Building Inspector will verify that the smoke detector(s) are within the ten (10) year maximum life and in working condition. Shareholders will be required to provide proof of liability Insurance during Fire Inspections or within 10 days. If not, shareholders will be fined per Fine Schedule.

**3.37. Section 3.37 – Temporary Relocation During Repair and Maintenance.**

The Mutual shall not assume responsibility for relocating and/or housing Shareholders during the repair and maintenance of Common Area.

**SEAL BEACH MUTUAL NO. FOURTEEN****Rules and Regulations****2.6.3. Pass and Badge Requirements.**

All caregivers (including family members without a business license) as an individual, or through an agency, must apply and receive a caregiver's pass and clear badge holder through the GRF Stock Transfer Office. The Pass must: (1) be renewed every six (6) months; (2) be worn in clear sight at all times; and (3) may not be transferred or lent to anyone.

**2.6.4. Caregiver's Use of Laundry Facilities.**

**2.6.4.1.** Part-time caregivers may use laundry facilities for Shareholder's laundry only. Part-time caregivers who use Mutual laundry facilities for their personal or family use will be permanently banned from the Mutual.

**2.6.4.2.** Caregivers who serve as 24-hour caregivers, and live within the Qualifying Resident's Unit, may use washers and dryers for their personal use, but may not use the washers and dryers for other family members or friends.

**2.6.5. Qualifying Resident's Requirements.**

In order to establish that a Qualifying Resident requires 24/7 care from a Caregiver, the Qualifying Resident must present a doctor's note, stating that 24/7 care is necessary. The note must be on the doctor's original letterhead or prescription pad and must be an original document. The requirement to obtain a doctor's note does not apply to a Qualifying Resident that requires part-time care.

**2.6.5.1.** Permitted live in health care workers may stay up to 10 days after the death of a shareholder with the written approval of established legal authority.

**2.6.6. Caregiver Actions.**

Caregivers, as an invitee or the Qualifying Resident, must act in compliance with the Rules and Regulations of the Mutual at all times. Specifically, a Caregiver must cease any noise that could be considered disruptive (i.e. no loud televisions, radios, or talking, so as not to disturb the quiet enjoyment of other Qualifying Residents and Shareholders), after 10:00 p.m. Caregivers are not allowed to have guests or invitees, including without limitation, family members or friends, to the Unit or anywhere within the Mutual. Caregivers shall not bring any pets into the Mutual and/or Leisure World. Caregivers shall not utilize any Mutual and/or GRF community facilities.

**2.6.7. Caregiver Parking.**

If a Qualifying Resident does not own a vehicle, the Qualifying Resident's caregiver may use the carport space associated with the Qualifying Resident's Unit, for purposes of parking their own

(Nov 2021)

**GOLDEN RAIN FOUNDATION Seal Beach, California**

**SEAL BEACH MUTUAL NO. FOURTEEN****Rules and Regulations**

of the Shareholder. Watering the garden area is also the responsibility of the Shareholder. At the Shareholder's expense, sprinklers may be added within the garden area. Maintenance of sprinklers will be at the Shareholder's expense. All fertilization and plant pest control within the flower bed are the responsibility of Shareholders at their expense. Pesticide application requires careful attention to prevent endangerment to other shareholders and their pets, as well as to beneficial insects.

**5.6. Section 5.6 – Potted Plants.**

Potted plants are not permitted on entrance walkways; nor can they inhibit the 36-inch entry requirement. Further, potted plants are not permitted on top of, or hung from Padmount transformers, nor on telephone vaults or walk lights. Cement pavers must be under all pots containing trees or large plants.

**5.7. Section 5.7 – Maintenance of Garden Areas.**

After cleaning garden areas or raking leaves, Shareholders should place the leaves or debris in the proper trash bins. At the time of escrow or transfer of stock to a new Shareholder, the Mutual Inspector and the Mutual Board will signify any plants, shrubs or trees that need to be removed. The cost of such removal will be the expense of the seller or transferee of ownership. Planting will be in accordance with the current Mutual Rules and Regulations. If the new Shareholder wishes to do the planting, it will be at his/her expense. Shareholders may design a garden area with slight curves within 36 to 48 inches to enhance their garden areas. First, Shareholders must submit a plan and drawing of the proposed garden area to the Mutual Board prior to work being performed. If approved, the plan and drawing will go into a file for that Unit and be grandfathered in, so that the garden area does not have to be returned to its original configuration if the Shareholder sells his or her share of stock. Shareholders are expected to maintain their flower bed areas to enhance the Mutual and be aesthetically appealing to the appearance of the Mutual. Shareholders should have a minimum of approved decorative stones or chips over an approved weed barrier at the shareholder's expense. If a Shareholder does not adhere to the requirements of this Article III of the Rules, the Mutual will advise the Shareholder, in writing, of the problem to be corrected and may take disciplinary action.

**5.8. Section 5.8 – Flower Bed in Garden Area.**

Every Shareholder is allowed the privilege of a flower bed area in front of his/her Unit. Flower beds are cultivated, weeded, and trimmed by contracted landscapers every five (5) weeks. Shareholders who desire to do the work themselves may alert the landscapers by placing red flags within the flower bed. Flags are available from gardeners. Landscapers are instructed to remove weeds from all flower bed areas, including Baby's Tears, wild mint,

**GOLDEN RAIN FOUNDATION Seal Beach, California**

(Nov 2021)