

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL FOURTEEN**  
**January 16, 2024**  
**Meeting begins at 1:00 p.m.**  
**Building 5 Conference Rm B and Zoom Video/Conference Call**

**TO ATTEND VIA ZOOM:** Shareholders to contact his or her building director or any other director to request the dial-in/login information. The preferred means of contacting your building director to obtain dial-in/login information is by email. The Shareholder will be provided with instructions on how to access the call via telephone or via video upon the Shareholder contacting his or her building director, or any director and requesting the call-in or login information.

**TO PROVIDE COMMENTS DURING MEETING VIA ZOOM:** Shareholders may participate in an Open Board meeting during the Shareholder open forum. In order to make a comment during the Shareholder open forum, the shareholder must (i) notify their building director of their intent to speak during Shareholder open forum, or (ii) submit their information, including their name, Unit Number, and telephone number, via e-mail to [mutualsecretaries@lwsb.com](mailto:mutualsecretaries@lwsb.com) , by no later than 4:00 p.m. on 1/15/23, the business day before the date of the meeting.

1. CALL TO ORDER/ PLEDGE OF ALLEGIANCE

(Per California Penal Code Section 632, there is no recording of these meetings)

2. SHAREHOLDERS' COMMENTS

**Note: Foundation Shareholder/Members are permitted to make comments before the meeting business of the Board begins. The Open Meeting Act allows Board of Directors to establish reasonable time limits for the open forum and for speakers to address the board. (Civil Code 4925(b).) Time limits, per speaker, are limited to:**

- 2 - minute limit per speaker

3. ROLL CALL

4. INTRODUCTION OF STAFF & GUESTS:

Mr. Melody, GRF Representative  
Mr. Dockstader, Dr. Pest Representative  
Mr. Meza, Building Inspector  
Ms. Equite, Portfolio Specialist

5. **APPROVAL OF MINUTES**

- a. Approval of Regular Meeting Minutes of December 19, 2023.

6. **GUEST SPEAKER**

Mr. Dockstader

- a. Discuss and vote to approve Doctor Pest Control Proposal (pp. 3-6)

7. **BUILDING INSPECTOR'S REPORT**

Mr. Meza

Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (pp. 7-8)

- a. Discuss and vote to approve patio proposal for unit 14-048-E (pp. 9-10)  
b. Discuss painting and mutual signage  
c. Discuss national regarding laundry room vent cleaning in February/March

8. **SECRETARY / CORRESPONDENCE**

Mr. Holbrook

- a. Discuss shareholder's correspondence.

9. **PRESIDENT'S REPORT**

Mr. Nevin

- 10. VICE PRESIDENT'S REPORT Mr. Stefun
- 11. CHIEF FINANCIAL OFFICER'S REPORT Ms. Rosenfeld
- 12. GRF GENERAL PROJECT UPDATES Mr. Melody
- 13. **CONSENT CALENDAR**
  - a. Discuss and vote to authorize transfers of funds for Mutual 14 (p. 11)
- 14. **UNFINISHED BUSINESS**
  - a. Discuss and vote to ratify amended Section 10.2 – Prohibited Use of Barbecues/Patio Heaters (pp. 12-13)
- 15. **NEW BUSINESS**
  - a. Approval of Monthly Finances (p. 14)
  - b. Discuss Green Belt program
  - c. Discuss introduction gift to new shareholders
  - d. Discuss election rules

**STAFF BREAK BY 3:00 P.M.**

- 16. PORTFOLIO SPECIALIST REPORT Ms. Equite
- 17. **COMMITTEE REPORTS**
  - a. Physical Property Committee Report Mr. Stefun
  - b. Landscape Committee Report Mr. Nevin
- 18. DIRECTORS' COMMENTS
- 19. ANNOUNCEMENTS
  - a. **NEXT BOARD MEETING:** Tuesday, February 20, 2024, at 1:00 p.m. in Conference Room B and via Zoom Video/Conference Call
  - b. **M14 NEWS:** Shareholders interested in receiving the Larry Lowman Memorial Newsletter, published by Jack Faucett, please add your name to his list by e- mailing him at [larrylmemorial@gmail.com](mailto:larrylmemorial@gmail.com)

- 20. ADJOURNMENT
- 21. EXECUTIVE SESSION

**STAFF WILL LEAVE THE MEETING BY 4:00 P.M.**

# *Mutual Corporation No. Fourteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE DOCTOR PEST CONTROL PROPOSAL  
(GUEST SPEAKER, ITEM A)  
**DATE:** JANUARY 16, 2024  
**CC:** MUTUAL FILE

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I move to approve the rodent bait station proposal from Doctor Pest Control at a cost not to exceed \$\_\_\_\_\_ per month. Funds to come from \_\_\_\_\_ and authorize the President to sign any necessary documentation.

## Michael Meza

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**From:** Mike Dockstader <[REDACTED]>  
**Sent:** Tuesday, December 12, 2023 5:36 PM  
**To:** Michael Meza  
**Cc:** Mike Dockstader  
**Subject:** [External] Doctor Pest rodent services

Hi Mike,

Thank you very much for giving us the opportunity to provide a proposal to Mutual 14 for rodent control. This proposal includes three distinct sections, one for rodent bait stations, one for external building rodent exclusion, and one for internal (inside households) rodent exclusion.

**The first area to be addressed here is for rodent bait stations.** Please note that the highlighted section listed in 1b. contains all inclusive bait station pricing including monthly bait station leasing and monthly servicing. Pricing for outright purchasing of bait stations will be found on line 1.

1. Dr Pest may purchase at wholesale pricing 90 bait boxes for Mutual 14 for an approximate cost of \$16 per station including tax and delivery. Mutual 14 will reimburse Dr Pest for the wholesale cost only, with no additional fees attached to the original purchase. Mutual 14 will own these bait boxes. Mutual 14 will be responsible for bait station maintenance, for replacing these bait stations if they are damaged, missing or in need of repair. The total cost of the purchasing of these bait boxes is \$1440.

**OR**

1a. Dr Pest may also lease these bait boxes to Mutual 14 at a cost of \$2.45/month per box. Under this lease agreement, Dr Pest will be responsible for all maintenance, repair and replacement of damaged units. The monthly cost to lease all 90 bait stations is \$220.50.

**1b. Dr Pest will service each bait station monthly at a cost of \$4.50/box. The cost to service all 90 bait stations is \$405/month, not including the cost to lease the box, if you so choose. If Mutual 14 chooses to lease the bait stations, the monthly cost for leasing and servicing is \$625.50 in total.**

2. Dr Pest will provide monthly servicing of these bait boxes, which includes re-baiting each bait station and registering our activity on the registration card on the box.
3. Dr Pest will use only the strongest, most effective bait in the bait stations.
4. Dr Pest will send service reminders both the day before and four days prior to our visit. Each reminder will be sent to an authorized Mutual 14 representative and will include a two hour arrival window

from our service technician.

5. Dr Pest technicians are all licensed and board certified for rodent extermination through the California Structural Pest Control Board.
6. Dr Pest technicians will send a text to an authorized representative after each visit to verify that we completed our scheduled appointment.
7. Dr Pest will lawfully identify each bait station with our company information to be in compliance with state guidelines to protect Mutual 14 in the event of an audit by a member of the State Agricultural Department to Leisure World.
8. Dr Pest will send an email to an authorized representative of Mutual 14 after each scheduled visit that will include a detailed account of our activity, including the chemicals and ingredients used in each bait station.

**Section two will address rodent exclusion services for internal defense.**

This section will be paid for by the shareholders and is confined to their personal area.

1. Install door sweeps on the bottom of exterior leading doors.
2. Move and disconnect dishwashers, plug holes behind appliance, re-connect item and move back into place.
3. Move refrigerators, plug holes, move appliance back into place.
4. Plug holes beneath kitchen sink.
5. Plug holes beneath bathroom sink.
6. Place interior rodent traps in areas of visible activity.
7. Service includes returning weekly for three weeks to check traps, re-bait, remove and dispose of captured rodents and add more traps if necessary. Return as necessary after three weeks.
8. Interior exclusion comes with a 6 month warranty, 1 year if exterior is also done on property.
9. **Price is \$399 for one bathroom units and \$474 for two bathroom units. Inspections are complimentary.**

**The following and final section is for exterior rodent exclusion work, which covers the outside of each building:**

1. Inspect the entire exterior of the building, identifying various ports of entry at ground level, in eaves and on roof.
2. Plug any and all holes discovered during complimentary inspection.
3. Cover any exposed vents on roof or eaves.
4. Inspect and assess rodent activity in attic.
5. Set traps in attic, remove captured rodents, re-bait traps, place traps in areas of high activity.
6. Check traps and re-bait weekly until activity has ceased.
7. Inspect insulation quality and existing levels and provide report of

findings.

8. **Price for exterior exclusion is \$995 which includes plugging up to 12 holes. If the number of holes exceeds 12, each additional hole is \$75 each.**
9. **Rodent trapping starts at \$499 for light activity for each building. Maximum price can be up to \$1895 for heavy rodent activity. Price will be determined by inspector based on prominence of rodent presence. Rodent trapping will only be done on buildings where Dr Pest has completed exterior exclusion work.**
10. All exclusion inspections are complimentary.
11. Each building will receive a one year warranty for external exclusion work.

Please let me know if you have any questions, comments or concerns.

Thank you!

Mike Dockstader

Dr Pest  
[REDACTED]

## INSPECTOR MONTHLY MUTUAL REPORT

<b>MUTUAL: (14) Fourteen</b>		<b>INSPECTOR: Mike Meza</b>
<b>MUTUAL BOARD MEETING DATE: January, 2024</b>		

### PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR
12-H	HEAT PUMP	BOTH	12/12/23	03/12/24	NONE		GREENWOOD
17-D	UNIT REMODEL	BOTH	06/10/23	10/12/23	NONE	WAITING ON CONTRACTOR	LOS AL BUILDERS
18-B	ADDED 3/4 BATH	BOTH	08/17/23	12/30/23	NONE	FINAL 12/30/23	MP CONSTRUCTION
19-F	GATE	GRF	11/05/23	01/15/24	NONE		GRECO DESIGN
19-H	UNIT REMODEL	BOTH	10/23/23	03/30/24	NONE		LOS AL BUILDERS
24-B	CEILING ABATEMENT	GRF	12/08/23	12/08/23	NONE	FINAL 01/09/24	UNIVERSAL ABATEMENT
24-H	WATER FILTER SYSTEM	GRF	10/19/23	11/19/23	NONE	WAITING ON CONTRACTOR	P&M PLUMBING
24-H	WASHER AND DRYER	BOTH	10/30/23	01/30/24	NONE		MP CONSTRUCTION
27-H	MICOWAVE/CABINET	BOTH	01/08/24	03/29/24	NONE		CJ CONSTRUCTION
28-I	3/4 BATH, WASHER/DRYER	BOTH	12/11/23	05/30/24	NONE		MP CONSTRUCTION
28-K	RETRO WINDOWS	BOTH	07/01/23	12/01/23	NONE	WAITING ON CONTRACTOR	RYDEN CONSTRUCTION
32-B	SHOWER REMODEL	BOTH	11/06/23	12/29/23	NONE	WAITING ON CONTRACTOR	JOHN BERGKVIST
49-B	SHOWER REMODEL	BOTH	11/06/23	02/20/24	NONE		LOS AL BUILDERS
50-F	UNIT REMODEL	BOTH	10/01/23	12/30/23	NONE	WAITING ON CONTRACTOR	JC KRESS

### ESCROW ACTIVITY

Unit #	NMI	PLI	NBO	FI	FCOEI	ROF	ACTIVE, CLOSING, CLOSED, NMI
							5    1    0    0
5-B		12/19/23	12/20/23	12/20/23	01/05/24		
19-H		07/27/23					
27-C		01/05/24					
32-H		09/02/23					
33-A		01/05/24					
49-L		10/24/23					

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                      OCTOBER 31, 2024	Landscaping & Irrigation
EMPIRE PIPE                              DECEMBER 31, 2022	Annual inspection Out going line only
FENN    MAY 31, 2026	Pest and rodent control services
<b>FENN PEST CONTROL</b> <b>2025</b>	<b>Bait station (Contract Canceled)</b>
DR. PEST	Bait station proposal and presentation

### SPECIAL PROJECTS/ REQUEST

Contractor	Discription of Work
14-48-E	New patio proposal

## INSPECTOR MONTHLY MUTUAL REPORT

<b>MUTUAL: (14) Fourteen</b>		<b>INSPECTOR: Mike Meza</b>
<b>MUTUAL BOARD MEETING DATE:</b>	<b>January, 2024</b>	

### SHAREHOLDER AND MUTUAL REQUEST

52-B Kitchen stoppage	Inspect mutual sidewalks
52-C kitchen stoppage	Site visit 25
33-B Garden issues	



# *Mutual Corporation No. Fourteen*

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## MEMO

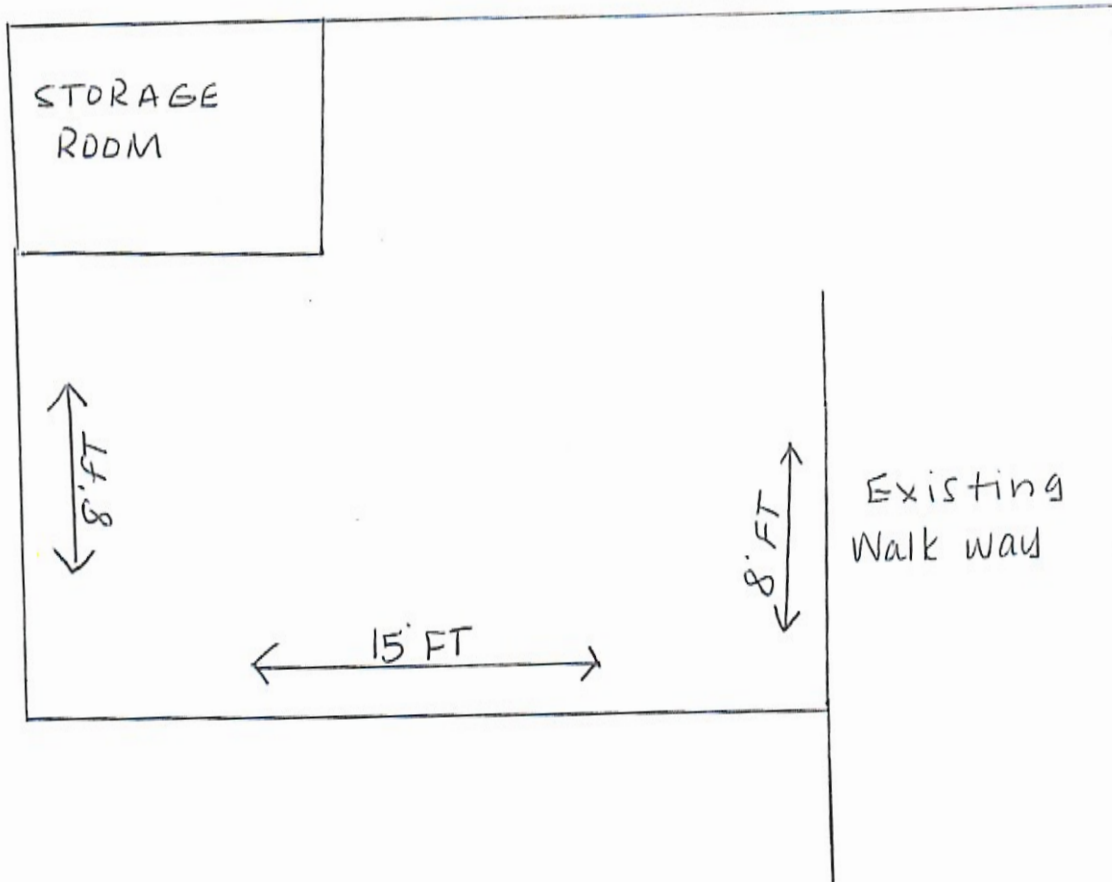
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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE PATIO PROPOSAL FOR UNIT 14-048-E  
(BUILDING INSPECTOR, ITEM A)  
**DATE:** JANUARY 16, 2024  
**CC:** MUTUAL FILE

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I move to approve the patio proposal for Unit 14-048-E, work to be done at the shareholder expense.

Douglas Polk  
1781 Sunningdale Rd # 48E  
Mutual-14



- \* Pouring a 8' FT x 15' FT new concrete slab
- \* Building new 8' FT x 15' FT block wall with a 4" inch Mow Strip setback 22-inches of grass
- \* Leaving existing walk way as main entrance
- \* Stucco Finish
- \* Weep/Drain holes as needed

# Mutual Corporation No. Fourteen

## MEMO

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO AUTHORIZE TRANSFERS OF FUNDS FOR MUTUAL FOURTEEN (CONSENT CALENDAR, ITEM A)  
**DATE:** JANUARY 16, 2024  
**CC:** MUTUAL FILE

I move 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
12/19/2023	\$10,641.00	Invoice # M0122314 Check # 30086 – J&J Landscaping

# *Mutual Corporation No. Fourteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO RATIFY AMENDED SECTION 10.2 – PROHIBITED USE OF BARBECUES/PATIO HEATERS (UNFINISHED BUSINESS, ITEM A)  
**DATE:** JANUARY 16, 2024  
**CC:** MUTUAL FILE

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I move to ratify the proposed rule change by amending Section 10.2 – Prohibited Use of Barbecues/Patio Heaters of the Rules and Regulations; the 28-day posting requirement has been met.

**SEAL BEACH MUTUAL NO. FOURTEEN**

**AMEND**

**Rules and Regulations**

2556 For purposes of this Article, non-domesticated wildlife is described as all  
2557 members of the wild bird family, including but not limited to, hawks, owls,  
2558 pigeons, doves, crows, and black birds, as well as other wildlife such as  
2559 rabbits, opossums, raccoons, squirrels, rats, coyotes, and feral cats. In  
2560 compliance with California Code Section 251.1, no Shareholder shall feed  
2561 any non-domesticated wildlife on Mutual property.  
2562

**9.2. Section 9.2 – Pet Food and Standing Water.**

2563 Pet food and standing water sources are prohibited on porches, in carport  
2564 areas, and in gardens.  
2565

**9.3. Section 9.3 – Bird Feeders.**

2566  
2567 Bird feeders with bird seed of any type are not allowed at the unit or  
2568 anywhere on Mutual property including hanging from trees or other support  
2569 devices. A hummingbird-type feeder with liquid food is permitted at a Unit,  
2570 but not on common area Mutual property, including but not limited to hanging  
2571 from trees or other support devices.  
2572

**10. ARTICLE X – BARBECUES**

**10.1. Section 10.1 – Use of Barbecues.**

2573  
2574 Propane, butane, or electric barbecues shall only be used in an outdoor  
2575 location that is at least 10 feet away from all structures. After barbecuing, the  
2576 barbecue may be left in place overnight to allow the appliance or electric to  
2577 cool down. Charcoal barbecues are not permitted.  
2578

**10.2. Section 10.2 – Prohibited Use of Barbecues/Patio Heaters.**

2579 Propane, butane, or electric barbecues shall not be used under a porch roof  
2580 due to the possibility of large flare-up flames while cooking. Barbecues shall  
2581 not be used underneath the eaves. Propane, butane, or electric barbecues  
2582 shall never be used inside a Unit for cooking, heating, or storage purposes.  
2583 ~~No propane, butane or wood patio heaters are allowed per our insurance~~  
2584 ~~carrier. All heaters are allowed and to be used and stored in the~~  
2585 ~~same safe manner as propane or butane barbecues. Wood patio~~  
2586 ~~heaters and/or barbecues are still not allowed.”~~  
2587

**10.3. Section 10.3 – Storage of Barbecues.**

2588  
2589 Propane, butane, or electric barbecues may be stored on the outside, open  
2590 porch of a ground floor Unit, but never stored in an enclosed porch. If a Unit  
2591 has no porch, the barbecue must be covered and stored in the garden area  
2592 adjacent to the main entry walkway. Propane, butane, or electric barbecues  
2593 shall not be stored inside a Unit. Propane, butane, or other compressed gas  
2594 shall not be stored on an enclosed porch or inside a Unit.  
2595  
2596  
2597  
2598

(Dec 2023)

# *Mutual Corporation No. Fourteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)  
**DATE:** JANUARY 16, 2024  
**CC:** MUTUAL FILE

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I move 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 December 2023.