

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL FOURTEEN**  
**February 20, 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 2/16/24, 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. Meza, Building Inspector  
Ms. Equite, Portfolio Specialist

5. **APPROVAL OF MINUTES**

- a. Approval of Regular Meeting Minutes of January 16, 2024.

6. **BUILDING INSPECTOR'S REPORT**

Mr. Meza

Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (pp. 3-4)

- a. Discuss and vote to approve building permit to extend garden line for Unit 14-D (pp. 5-6)

7. SECRETARY / CORRESPONDENCE

Mr. Holbrook

- a. Discuss shareholder's correspondence.

8. PRESIDENT'S REPORT

Mr. Nevin

9. VICE PRESIDENT'S REPORT

Mr. Stefun

10. CHIEF FINANCIAL OFFICER'S REPORT

Ms. Rosenfeld

11. GRF GENERAL PROJECT UPDATES

Mr. Melody

12. **CONSENT CALENDAR**

- a. Discuss and vote to authorize transfers of funds for Mutual 14 (p. 7)

13. **UNFINISHED BUSINESS**

- a. No unfinished business

14. **NEW BUSINESS**

- a. Approval of Monthly Finances (p. 8)
- b. Discuss and vote to approve renewal of general counsel annual retainer program (pp. 9-11)
- c. Discuss and vote to approve transfer of funds between roofing and sewer (p. 12)
- d. Discuss Mutual 14 website
- e. Discuss mutual shareholder communication
- f. Discuss GRF Board and Mutual Board Criteria

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

15. PORTFOLIO SPECIALIST REPORT

Ms. Equite

16. **COMMITTEE REPORTS**

- a. Physical Property Committee Report
- b. Landscape Committee Report

Mr. Stefun  
Mr. Nevin

17. DIRECTORS' COMMENTS

18. ANNOUNCEMENTS

- a. **NEXT BOARD MEETING:** Tuesday, March 18, 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)

19. ADJOURNMENT

20. EXECUTIVE SESSION

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

## INSPECTOR MONTHLY MUTUAL REPORT

<b>MUTUAL: (14) Fourteen</b>	<b>INSPECTOR: Mike Meza</b>
<b>MUTUAL BOARD MEETING DATE: February 20, 2024</b>	

### PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR
02-E	FLOORING	GRF	01/16/24	01/23/24	NONE	FINAL 01/30/24	CORNERSTONE
02-E	FLOORING	GRF	01/16/24	01/23/24	NONE	FINAL 01/30/24	CORNERSTONE
05-B	FLOORING ABATEMENT	GRF	02/08/24	02/19/24	NONE	FINAL 02/02/24	SIRRIS ABATEMENT
12-H	HEAT PUMP	BOTH	12/12/23	03/12/24	NONE	FINAL 01/30/24	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	FINAL 01/30/24	MP CONSTRUCTION
26-E	FLOORING	GRF	02/01/24	03/30/24	NONE		KARY'S CARPETS
27-H	MICOWAVE/CABINET	BOTH	01/08/24	03/29/24	NONE	FINAL 02/01/24	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
48-C	PATIO	GRF	01/12/24	03/12/24	NONE		PERFORMANCE BOND
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
53-B	PATIO	GRF	01/04/24	03/04/24	NONE		PERFORMANCE BOND

### ESCROW ACTIVITY

Unit #	NMI	PLI	NBO	FI	FCOEI	ROF	ACTIVE, CLOSING, CLOSED, NMI
5-B		12/19/23	12/20/23	12/20/23	01/05/24	01/18/2024	3    7    8    1
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
FENN PEST CONTROL                      2025	Bait station (Contract Canceled)
DR. PEST	Bait station proposal and presentation

### SPECIAL PROJECTS/ REQUEST

Contractor	Discription of Work

## INSPECTOR MONTHLY MUTUAL REPORT

<b>MUTUAL: (14) Fourteen</b>		<b>INSPECTOR: Mike Meza</b>
<b>MUTUAL BOARD MEETING DATE:</b>	<b>February 20, 2024</b>	
14-01-C	New patioand pergola	

### SHAREHOLDER AND MUTUAL REQUEST

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

# *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 BUILDING PERMIT FOR UNIT 14-014-D  
(BUILDING INSPECTOR, ITEM A)  
**DATE:** FEBRUARY 20, 2024  
**CC:** MUTUAL FILE

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I move to approve the building permit to extend garden line along side of concrete patio with concrete mow strip for Unit 14-014-D, work to be done at the shareholder's expense.

**GOLDEN RAIN FOUNDATION  
BUILDING PERMIT**

Fee: \$ TRACKING PERMIT

Permit: # 19132

START DATE 02/13/2024 MUTUAL 14-0000 APT NO 014D

COMPLETION DATE 02/29/2024 TODAY'S DATE 02/13/2024

RESIDENT NAME Rainer Schroer ADDRESS 1760 Sunnindale Rd #14D

**NATURE OF ALTERATION:**

Extend garden line along side of concrete patio with concrete mow strip.

(Per Building Mutual Standards)

*Do not change or add to the above-specified alterations without proper written approval and change order from the Physical Property Office.*

**NOTICE TO RESIDENT OF AGREEMENT**

This represents your official Building Permit. When you receive this permit, place it in a conspicuous location in or at your unit. No alteration may be started until this permit is posted. Do not remove this permit until final inspections are completed.

I, Rainer Schroer, Owner/Member of the above apartment do hereby agree to bear the expense of the above alterations and, in the event of vacating this apartment, this alteration shall thereupon remain as part of the building.

I agree all work will comply with Foundation and Mutual Corporation policies, regulations and procedures. During my occupancy of this apartment, I will be free to use and enjoy the alteration within the framework of the Occupancy Agreement.

I also agree to be personally responsible for the repair and maintenance of the alteration, and authorize, in the event of my failure to perform, the Mutual Corporation to perform repairs or maintenance upon the alteration even though part of the alteration which has been authorized may be exterior to use interior surfaces of the perimeter walls, floors, and ceiling of the dwelling unit.

Further, I agree that I will personally maintenance the alteration and, in the event of my failure, after reasonable notice from the Mutual Corporation in the event that the Mutual Corporation performs any repairs or maintenance upon the alteration. I will immediate pay the Mutual Corporation upon being billed.

I will, in the event of sale or transfer, obtain the consent of the new owner/member(s) to become responsible for the repair and maintenance of the alteration herein provided.

\*\*\*  
Mutual Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*  
Owner/Member Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE TO CONTRACTOR – Contractor performing this work is required to maintain insurance in such amounts as may be deemed adequate by the Physical Property Office, considering the nature of the work which is undertaken. Prior to the issuance of this Building Permit, Certificates of Insurance and Endorsements, together with Contractor's licenses issued by the State of California and the City of Seal Beach, must be filled with the Physical Property Office.**

**CONTRACTOR MUST CALL PHYSICAL PROPERTY OFFICE FOR INSPECTIONS WHEN JOB IS READY.**

City of Seal Beach Permit Required? Yes  No Permit # \_\_\_\_\_

For final inspection, Contractor must call both the Physical Property Office and City of Seal Beach for a joint final inspection. (24 hours' notice is required)

NOTICE: Contractor must furnished copy of City of Seal Beach Permit with Valuation Amount before start of job. Contractor must furnish Lien Release to Physical Property Office upon completion of alterations.

\*\*\*  
Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
J&J Landscaping

\*\*\*  
GRF Inspection/Supervisor, Physical Property Office \_\_\_\_\_ Date \_\_\_\_\_



	<u>Approved By</u>	<u>Date</u>		<u>Approved By</u>	<u>Date</u>
<b>BUILDING</b>					
Footing	_____	_____	Landscaping	_____	_____
Framing	_____	_____	Lock Box w/ key	_____	_____
Wood Treatment	_____	_____	<b>ELECTRICAL WORK</b>		
Shear Panel	_____	_____	Rough Wiring	_____	_____
Insulation	_____	_____	Final Inspection	_____	_____
Roof Sheathing	_____	_____	<b>HVAC</b>		
Roof	_____	_____	Rough Wiring	_____	_____
Flashing	_____	_____	Final Inspection	_____	_____
Lathing	_____	_____	Rodent Proofing	_____	_____
Dry Wall	_____	_____	<b>PLUMBING</b>		
Scratch Coat	_____	_____	Ground Work	_____	_____
Brown Coat	_____	_____	Rough Plumbing	_____	_____
Finish Plastering	_____	_____	Finish Work	_____	_____
Miscellaneous	_____	_____	<b>FINISH BUILDING</b>	_____	_____
Tile Approval	_____	_____			

# 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:** FEBRUARY 20, 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
01/09/2024	\$74,689.19	US Bank Checking to US Bank Impound (Property Taxes)



# *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:** FEBRUARY 20, 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 January 2024.



# *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 GENERAL COUNSEL RETAINER FEE  
(NEW BUSINESS, ITEM B)  
**DATE:** FEBRUARY 20, 2024  
**CC:** MUTUAL FILE

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I move to approve the General Counsel Annual Retainer for Mutual Fourteen, at a cost not to exceed \$850.00. Funds to come from \_\_\_\_\_ and authorize the President to sign any necessary documentation.

January 12, 2024

File No.: sea022618.001

**VIA ELECTRONIC COMMUNICATION**

[jodih@lwsb.com](mailto:jodih@lwsb.com)

Board of Directors  
Seal Beach Mutual No. Fourteen  
c/o Jodi Hopkins  
PO Box 3519  
Seal Beach, CA 90740

**Re: Seal Beach Mutual No. Fourteen – Renewal of General Counsel Annual Retainer Program@ GCAR**

Dear Board of Directors:

Thank you for the opportunity to provide Seal Beach Mutual No. Fourteen (“Association”) with legal services this past year. Our firm considers it a privilege to serve the Association. We would like to take this opportunity to remind you that your annual retainer due date is approaching. The annual retainer renewal amount of \$850.00 will be due on February 26, 2024. The GCAR program will be reinstated upon payment of \$850.00, for the Association to continue to receive services at a reduced hourly rate of \$325.00. for all transactional matters and \$350 for all litigation matters. The paralegal hourly rate is \$165.00. Should we not receive the annual retainer amount of \$850.00 on or before February 26, 2024, all invoicing for legal services dated after February 26, 2024, onwards will be billed at the following rates: Partner rate is \$385.00 per hour, and the rate for all other attorneys in our firm is \$365.00.

With the annual retainer program, our firm offers a board training and fiduciary duty seminar for all boards of directors at no cost to the Association. Once your annual election is complete, please contact our office to schedule the seminar. Designed to assist the board of directors and homeowner associations when preparing their annual budget, the GCAR Program offers associations an opportunity to manage their legal costs.

For an annual retainer fee of \$850.00, the GCAR Program includes the following:

- a. Attend one (1) meeting of the Client’s choice via zoom, or one (1) fiduciary duty legal seminar via zoom;

- b. Unlimited free telephone conversations with Attorney and one (1) Board member or manager. This service does not include research or review time for specific issues or review, drafting, and responding to written communication, documents or emails or conference calls with a quorum of the board; and
- c. Reduced hourly rate of \$325.00 for all transactional services provided by Attorney<sup>1</sup>.

We are honored to continue working with the Board and your community. Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

ROSEMAN LAW, APC



STEVEN A. ROSEMAN, ESQ

**THE PARTIES HAVE READ AND UNDERSTAND THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE ATTORNEY FIRST PROVIDED SERVICES.**

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

SEAL BEACH MUTUAL NO. FOURTEEN

Dated: \_\_\_\_\_

<sup>1</sup> For existing Clients, the Reduced Fee Services shall take effect upon receipt of this signed Agreement and the Retainer Fee by Attorney, and shall also apply to existing Matters, provided any overdue invoices are paid in full. The non-refundable amount must be paid in full on execution of this Agreement.

# *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 TRANSFER OF FUNDS BETWEEN ROOFING AND SEWER (NEW BUSINESS, ITEM C)  
**DATE:** FEBRUARY 20, 2024  
**CC:** MUTUAL FILE

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I move to approve the transfer of funds to move \$350K from roofing to contingency/sewer as we do not need over \$600k in roofing and we need to build up our funds for sewers.