

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SIXTEEN
December 1, 2020
Meeting begins at 9:30 a.m.
Zoom Video and Call Conferencing Meeting

TO ATTEND: The Shareholder will be provided with instructions on how to access the call via telephone upon the Shareholder contacting Mutual Administration and requesting the call-in information. Please submit your information, including your name, Unit number, and telephone number, via e-mail at mutualsecretaries@lwsb.com, by no later than 3:00 p.m., the business day before the date of the meeting.

TO PROVIDE COMMENTS DURING MEETING: In order to make a comment during the open Shareholder forum, the Shareholder must (i) notify their 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 at mutualsecretaries@lwsb.com, by no later than 3:00 p.m., the business day before the date of the meeting.

1. CALL TO ORDER/PLEDGE
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUESTS:
 - Ms. Isom, GRF Representative
 - Ms. Hopkins, Mutual Administration Director
 - Mr. Harper, Building Inspector
 - Ms. Barua, Portfolio Specialist
 - Ms. Givehand, Recording Secretary
4. SHAREHOLDERS' COMMENTS (2-3 minutes per shareholder)
5. APPROVAL OF MINUTES:
Regular Meeting Minutes of November 3, 2020
6. BUILDING INSPECTOR'S REPORT Mr. Harper
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p.3)
7. GRF REPRESENTATIVE Ms. Isom
8. **UNFINISHED BUSINESS**
 - a. Discuss Policy 7425.16 Garden Area and Tree Shrubs
 - b. Discuss and vote to rescind Policy 7560 – Apartment Rental and ratify adopted Policy 7560.16 - Apartment Subletting Rentals (pp.4-6)
 - c. Discussion on AB 3182
9. **NEW BUSINESS**
 - a. Discuss and vote to approve Monthly Financials (p.7)
 - b. Mutual Monthly Expenditure Recap
 - c. Discussion of Newsletter

STAFF BREAK BY 11:00 a.m.

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|--------------------------------------|---------------|
| 11. SECRETARY / CORRESPONDENCE | Mrs. Clawson |
| 12. CHIEF FINANCIAL OFFICER'S REPORT | Mr. Gillespie |
| 13. MUTUAL ADMINISTRATION DIRECTOR | Ms. Hopkins |
| 14. ANNOUNCEMENTS | |

NEXT REGULAR BOARD MEETING: Tuesday, January 5, 2020, at 9:30 a.m. via Zoom Video and Call Conferencing

- 15. COMMITTEE REPORTS
 - a. Grounds and Physical Property
 - b. Emergency Preparedness
- 16. DIRECTORS' COMMENTS
- 17. ADJOURNMENT
- 18. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 12:00 p.m.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **16**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **December 1, 2020**

Print Date 11/23/2020

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
51-B	WINDOWS	BOTH	09/21/20	10/10/20	NO	NONE	OGAN
52-B	REMODEL	BOTH	11/16/20	12/15/20	NO	NONE	BERGKVIST
53-C	WINDOWS, DOOR	BOTH	10/19/20	11/19/20	NO	NONE	SWENMAN

Escrow Activity

UNIT#	NMI	PLI	NBO	FI	FCOEI	COE Date	ROF

NMI: New Member Inspect **PLI:** Pre Listing Inspect **NBO:** New buyer Orientation **FI:** Final Inspect **FCOEI:** Final COE Inspect **COE:** Close of Escrow **ROF:** Release of Funds

Contract Services

Project Discription

Fenn Pest & Termite	Termite Inspections Ex 2022
Fenn Pest & Termite	Bait Station Ex 08/2023
Johns Landscape/Anguiano Lawn Care	Month to Month
Sewer Cleaning Bid - Empire Bid for Years 2020/ 2022 Outgoing Only - 2021 Outbound & Under Bldg. - 3 Year Total \$965.58	

Site Visits

52-J	11/2/2020	Install Skylight
54-C	11/2/2020	Install Skylight

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY RESCINDED POLICY 7560 – APARTMENT RENTAL AND RATIFY ADOPTED POLICY 7560.16 APARTMENT SUBLETTING RENTALS (UNFINISHED BUSINESS, ITEM B)
DATE: DECEMBER 1, 2020
CC: MUTUAL FILE

I move to ratify rescinded Policy 7560 – Apartment Rental and ratify adopted Policy 7560.16 Apartment Subletting Rental; the 28-day posting requirement has been met.

MUTUAL OPERATIONS

RESIDENT REGULATIONS

Apartment Subletting Rentals

In Article 7 of the Occupancy Agreement currently being used, all Members have agreed not to sublet his/her dwelling unit, and not to assign the Occupancy Agreement, without the written consent of Seal Beach Mutual No. 16.

Under Assembly Bill 3182, codified as California Civil Code §4741 and effective January 1, 2021, unreasonable restrictions concerning the rental or leasing of a Member's subletting of his/her dwelling unit to another will be prohibited.

The Board of Directors of Seal Beach Mutual No. 16 generally forbids a Member to sublet his or her own dwelling unit, because our governing documents require that our Mutual serve as residential accommodations for seniors 55 years of age or older, meeting certain financial requirements. However, as long as Civil Code §4741 is effective and has not been overturned by the Courts or withdrawn or modified by the State Legislature, our Mutual will hereby place a sublease rental cap of twenty five percent (25%) of the dwelling units at our Mutual. Should this maximum sublease rental cap ever be met, Members wishing to sublet will be placed on a waiting list, with priority dependent on the date of any such request in writing.

Our Mutual prohibits transient or short-term rentals of a dwelling unit for a period of 30 days or less, and reiterates that our dwelling units are to be used for residential purposes and not for Airbnb short-term rentals or the like, as set forth in Article 5 of the Occupancy Agreement.

Any Member must deliver a copy of any proposed sublease to the Mutual before the same is executed, and such sublease must be in a form acceptable to the Mutual.

The aforementioned sublease must require in writing that the sublessee will abide by the terms of the applicable Member's Occupancy Agreement, and, shall give to our Mutual an irrevocable power to dispossess or otherwise act for the Member in case of default under the sublease.

The Member shall continue to be liable for all obligations under the Occupancy Agreement notwithstanding the fact that a Member may have sublet the dwelling unit with the approval of the Mutual, and shall be responsible to the Mutual for the conduct and/or misconduct of Member's sublessee, as set forth in Article 7 of the Occupancy Agreement.

Any and all costs and/or expenses from the Golden Rain Foundation presented to the Member and/or Mutual arising out of, or pertaining to, the aforementioned sublease,

MUTUAL OPERATIONS

RESIDENT REGULATIONS

Apartment Subletting Rentals

may and will be passed on to the applicable Member for direct payment/or reimbursement.

Should a Member enter into an approved sublease concerning the Occupancy Agreement, then, all rights and amenities of such Member (including but not limited to the use of recreational facilities, gate access and parking) shall, and will, be assigned to such sublessee as an entire and complete assignment of such benefits to the sublessee (so that the premises are not subject to duplicate and redundant use by both the Member and the Sublessee).

All sublessees must qualify for residential status, upon the same terms and conditions of age and income as the applicable Member, and the sublessee must meet the eligibility requirements of membership as set forth in Article III of the Mutual's By-Laws.

If accepted, the sublessee must attend an orientation session, in order to become familiar with the premises, terms of the Occupancy Agreement and the Mutual's policies and practices.

The processing time necessary to comply with the above regulations would normally approach ninety (90) days, however, the Mutual is prepared to approve emergency subletting not exceeding ninety (90) days when the Member applies for permission to rent his/her apartment under urgent circumstances, as determined by the Board of Directors in its sole discretion.

All Members requesting permission to enter into a sublease agreement must complete the standard form (7561) in order to request such permission from the Board of Directors.

This policy and the rules and regulations incorporated herein shall be effective and in force on January 1, 2021.

Mutual	Adoption
Sixteen:	11-03-2020

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE MONTHLY FINANCIAL (NEW BUSINESS, ITEM A)
DATE: DECEMBER 01, 2020
CC: FILE

I move to acknowledge, that per the requirements of Civil Code Section 5500(a)-(f), a review has been completed of the mutual's reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year's budget, statements prepared by the financial institutions where the mutual has its operating and reserve accounts, income and expense statement for the mutual's operating and reserve accounts, the check registers, the monthly general ledger and delinquent assessment receivable reports for the month of November 2020.