

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL SIXTEEN**  
**January 05, 2021**  
**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](mailto: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](mailto: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 December 1, 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 and vote to amend Policy 16-7425-1 - Garden Area and Tree Shrubs (pp. 4-13)
9. **NEW BUSINESS**
  - a. Discuss and vote to approve Monthly Financials (p.14)
  - b. Mutual Monthly Expenditure Recap
  - c. Update on Newsletter

**STAFF BREAK BY 11:00 a.m.**

- |                                      |               |
|--------------------------------------|---------------|
| 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, February 2, 2021, 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: **January 5, 2021**

Print Date 12/28/2020

## 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           | 12/01/20 FINAL   | OGAN                  |
| 52-B   | REMODEL             | BOTH            | 11/16/20   | 12/15/20   | NO           | 12/07/20 FINAL   | BERGKVIST             |
| 52-F   | HEATPUMP            | BOTH            | 12/03/20   | 03/03/21   | NO           | NONE             | GREENWOOD             |
| 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

# *Mutual Corporation No. Sixteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO RESCIND POLICY GARDEN AREA AND TREE SHRUBS AND ADOPT 16-7425-1 GARDEN AREA AND TREE SHRUBS (UNFINISHED BUSINESS, ITEM A)  
**DATE:** JANUARY 5, 2021  
**CC:** MUTUAL FILE

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I move to rescind Policy 7425 Garden Area and Tree Shrubs and adopt Policy 16-7425-1 Garden Area and Tree Shrubs on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

**MUTUAL OPERATIONS****RESCIND****PHYSICAL PROPERTY****Garden Areas, Trees, Shrubs – Mutual Sixteen**GARDEN AREA SIZES

Residents are allowed a garden area in the front of their apartments, defined by Mutual policy as 36 inches wide measured from the face of the building. At time of resale, the common garden line will be determined by the majority of the existing lines and, if necessary, will be brought back to the common garden line at seller's cost.

Additionally, residents of apartments A, F, G, and L may be allowed, after consultation with a Director, a garden area at the end of their apartments. Planting in these areas may not block entry to the attic by ladder, or access to the meter panel. The rules under GARDEN USE apply to these areas.

Potted plants are not permitted on the entrance walk nor can they inhibit the 36-inch entry requirement (per Patio Policy 7415.16). Furthermore, potted plants can not be placed on top of or hung from padmount transformers, padmount enclosures (per Padmount Transformer Policy 7492), telephone vaults, cable vaults, or Edison vaults.

The Board of Directors may allow a garden area in the well at the base of a tree on Mutual property. When a resident has permission to plant in a tree well, the resident must follow the rules as to what plants are permitted and care for the plantings so as to keep them attractive.

Potted plants will not be allowed in tree wells. Hanging pots, bird feeders, etc., may not be placed in or around the tree wells. Approval for planting in tree wells may be revoked at any time without reimbursement to the resident for items removed.

GARDEN USE

The garden areas are the responsibility of the residents. Residents are responsible for the care of their garden area, including watering, fertilizing, and plant pest control. Residents may plant greenery of their choice, with the exception of plants that are prohibited.

The grounds and trees outside the garden areas are the responsibility of the Mutual.

Routine trimming, cultivating, and weeding are included in the Mutual's gardening contract. Rose bushes are pruned annually, usually in January. All other requests constitute a resident charge.

If a resident does not want the services of the Mutual's contracted gardener, then the resident should contact a Director and request red flags for placement in the resident's garden area. The contracted gardener will not work on garden areas with red flags.

(Oct 15)

## MUTUAL OPERATIONS

### PHYSICAL PROPERTY

#### Garden Areas, Trees, Shrubs – Mutual Sixteen

Refrain from talking to gardeners as it slows down their work schedule. Contact your Director for gardening requests or sprinkler service.

The resident may not grow plants, vines, or shrubs that may become entwined in the building walls or touch any other parts of the building. All plants must be trimmed back 6 inches from the building and 12 inches from the eaves.

Vines are not permitted to climb on any building structures or light poles. If a trellis is used, it must be freestanding, 6 inches from the building and 12 inches below the eaves.

The resident may not plant any trees without first obtaining the approval of the Board of Directors.

Plants with root growth that is invasive and has the potential for damaging Mutual structures and walkways are prohibited and will be removed at the resident's expense.

Free-standing, inanimate objects are permitted only in the garden area.

Installation of sprinklers within resident garden areas, if desired and feasible, must be approved by the Board of Directors and installed by the Mutual's contractor at the resident's expense. Maintenance of these sprinklers will be at the resident's expense.

The Mutual has the right to trim, prune, or remove any plant growth that, in the opinion of the Board of Directors, presents a safety hazard, will interfere with building repairs, and painting, or is untidy, or attracts vermin. The Mutual Corporation will trim, prune, or remove, as necessary, all such aforementioned plant growth determining at the time whether it is the resident or Mutual responsibility.

#### TURF AREAS

Turf areas are all the grounds located outside of each apartment, with the exception of approved garden areas. This area is owned and maintained by the Mutual. Residents are not permitted to install, remove, or relocate plants or any other landscaping in turf areas or areas around light poles, without the approval of the Board of Directors. Residents are not permitted to install, remove, relocate or adjust sprinklers in turf areas. Projects requested by residents which would result in changes in turf area must be approved, in writing, by the Board of Directors. The Mutual "common areas" can be used for temporary reasons; i.e., construction activity, moving, etc., with the Board of Directors' approval.

(Oct 15)

**MUTUAL OPERATIONS****PHYSICAL PROPERTY****Garden Areas, Trees, Shrubs – Mutual Sixteen**

Resident garden decorative edging materials, other than the standard cement scallops, require approval by a Director.

**GARDENING LIST****RECOMMENDED PLANTS**

Listed below are plants that do well in our climate. Personal selection is not limited to this list.

Hibiscus, Holly Family, Hydrangea, Indian Hawthorn, Lily of the Nile, Mirror Plant, Star Jasmine, Azalea, Camellia, Dahlia, Fuchsia, Gardenia, Rose.

Many annual and perennial flowers do well in our climate but may require protection from rabbits.

**PROHIBITED PLANTS**

Asparagus Fern, Ivy, Baby Tears, Bird of Paradise, Citrus of any type, Fruit trees, Members of the Spiderwort Family, Mexican Impatiens, Wild Mint, Ficus, Ferns, Bamboo, Cedar-type bushes, Trees.

Some prohibited plants may be allowed in resident garden areas, if planted in containers that are placed on root barriers, such as cement pavers or steppingstones, so that the roots remain contained within the pot. Check with a Director if you have any questions about prohibited plants.

MUTUAL ADOPTION \_\_\_\_\_ AMENDED

SIXTEEN 16 Nov 92 \_\_\_\_\_ 09-18-06, 07-15-13, 10-06-15

(Oct 15)

**SEAL BEACH MUTUAL NO. SIXTEEN**

**Mutual Operations – Garden Areas, Trees, Shrubs**

1 **Purpose**

2  
3 This policy is adopted so that the landscaping of Mutual Sixteen will present an environment  
4 that enhances the ambiance of its' surroundings and thus add to the enjoyment of the  
5 cooperative living style. This policy is designed to outline the responsibilities of the residents  
6 and the Mutual in accomplishing this aim.

7  
8 Mutual 16 have two types of landscape areas:

9  
10 **1. Resident Gardens**

11  
12 Gardens in front of apartments.

13  
14 **2. Common Areas**

15  
16 **2.1.** Turf areas (areas planted with grass).

17  
18 **2.2.** Areas at the ends of the carports.

19  
20 **2.3.** Areas adjacent to and/or at the ends of apartments 50 A&L, 50 F&G, 51 A&L,  
21 51 F&G, 52 A&L, 52 F&G, 53 A&L, 53 F&G, 54 A&L and 54 F&G (which may  
22 only be used by residents of those units with the approval of the Board of  
23 Directors or its designee).  
24

25 **Resident Gardens**

26  
27 Resident Gardens in front of the units extend the length of the apartment and are limited to 36-  
28 inches wide as measured from the face of the building and must align with the existing  
29 gardens in front of the building, and extend the length of the apartment.

- 30  
31 • Any deviations from alignment with existing gardens must be approved by the Board of  
32 Directors or its designee.  
33  
34 • At the time of resale, the resident may be asked by the Board of Directors or its  
35 designee to bring back any deviations from alignment with existing gardens at the  
36 seller's cost.  
37

38 Planting in gardens at the ends of apartments 50 A&L, 50 F&G, 51 A&L, 51 F&G, 52 A&L, 52  
39 F&G, 53 A&L, 53 F&G, 54 A&L, and 54 F&G may not block entry to the attic by a ladder. An  
40 unobstructed path to the bedroom window or door must be maintained for the access of  
41 emergency personnel.  
42

(Dec 20)

**GOLDEN RAIN FOUNDATION Seal Beach, California**

**SEAL BEACH MUTUAL NO. SIXTEEN****Mutual Operations – Garden Areas, Trees, Shrubs**

43 All plants in resident gardens must be trimmed back 6 inches from the building, 12 inches from  
 44 the eaves and must remain within the 36 inch wide border of the garden.

45  
 46 The boundaries of the resident gardens are marked by concrete scallop edging. Edging  
 47 materials, other than the standard concrete scallop edging, require the approval of the Board  
 48 of Directors or its designee.

49  
 50 Potted plants may be permitted by the Board of Directors or its designee on the entrance  
 51 walkway as long as they do not inhibit the 36 inch entry requirement (per Patio Policy  
 52 7415.16). Nothing that will in any way impede the full use of the 36 inch wide walkway is  
 53 permitted on the walkway, in order to allow emergency personnel to enter the unit.

54  
 55 Potted plants cannot be placed on top of the padmount transformers. Furthermore, potted  
 56 plants cannot be hung from or placed on padmount enclosures (per Policy 7492), telephone  
 57 vaults, cable vaults, Southern California Edison vaults, or telephone poles.

58  
 59 The resident gardens are the responsibility of the residents. Residents are responsible for the  
 60 care of their garden, which includes watering, fertilizing, and pest control. Installation of an  
 61 irrigation system in a resident garden must be approved by the Board of Directors or its  
 62 designee and installed by the Mutual's landscape contractor at the resident's expense.  
 63 Maintenance of this irrigation system will be at the resident's expense.

64  
 65 A resident must use a hose equipped with a self-closing water shut-off nozzle, when hand-  
 66 watering a garden.

67  
 68 If a resident uses a soaker hose in their garden, they must not leave it unattended for more  
 69 than 15 minutes.

70  
 71 Routine trimming, cultivating, and weeding of resident gardens are provided by the Mutual's  
 72 landscape contractor. Rose bushes are pruned annually, usually in December or January. All  
 73 other service requests must be paid by the resident.

74  
 75 If a resident does not want the services of the Mutual's landscape contractor, then the resident  
 76 should contact the Board of Directors or its designee and request that red flags be placed in  
 77 the resident's garden. The landscape contractor will not work on resident gardens with red  
 78 flags.

79  
 80 The resident should contact the Board of Directors or its designee if there are any problems  
 81 with the services provided by the landscape contractor. Residents should refrain from talking  
 82 to the landscape contractor's crew, because it slows down their work schedule.

83  
 84 Plants which have invasive roots that could damage building foundations and sidewalks may

(Dec 20)

**GOLDEN RAIN FOUNDATION Seal Beach, California**

**SEAL BEACH MUTUAL NO. SIXTEEN****Mutual Operations – Garden Areas, Trees, Shrubs**

85 not be planted in resident gardens.

86  
87 Plants which are on the Mutual's prohibited plants list may not be planted in resident gardens.

88  
89 Some prohibited plants may be allowed in resident gardens, if planted in pots that are placed  
90 on root barriers, such as concrete pavers, so that the roots remain contained within the pot.  
91 Check with the Board of Directors or its designee, if you have any questions about prohibited  
92 plants.

93  
94 The resident may not grow any plants which may become entwined in the building's deco  
95 block walls or touch any other parts of the building.

96  
97 Installation of plants and the placement of potted plants in the common areas are not allowed,  
98 without the approval of the Board of Directors or its designee.

99  
100 Trees may be planted in resident gardens with the following restrictions:

- 101
- 102 • A tree must be planted in a pot which is placed on a root barrier, such as a concrete
  - 103 paver, so that the roots remain contained within the pot.
  - 104
  - 105 • A tree must be kept trimmed so that there is a clearance of 6 inches from the building's
  - 106 walls and a clearance of 12 inches below the eaves.

107  
108 Fruits and vegetables are allowed in resident gardens with the following restrictions:

- 109
- 110 • The garden must be kept tidy.
  - 111
  - 112 • Ripe fruits and vegetables must be removed promptly, to avoid attracting vermin.

113  
114 The Mutual has the right to trim, prune, or remove any plant growth that:

- 115
- 116 • Damages the building;
  - 117
  - 118 • Interferes with building repairs and painting;
  - 119
  - 120 • Creates a safety hazard;
  - 121
  - 122 • Attracts vermin;
  - 123
  - 124 • Is Untidy.

125  
126 In these situations, the Mutual Board or its designee will determine if the cost of plant removal

(Dec 20)

**GOLDEN RAIN FOUNDATION Seal Beach, California**

**SEAL BEACH MUTUAL NO. SIXTEEN****Mutual Operations – Garden Areas, Trees, Shrubs**

127 will be paid by the resident or the Mutual.

128

129 Hanging pots and ornamental objects are permitted in resident gardens. The resident is  
130 responsible for any damage to wood and stucco surfaces as a result of watering hanging  
131 plants. Wind chimes are permitted, if the noise does not disturb other residents.

132

133 Ornamental objects are permitted in resident gardens, but must have a clearance of 6 inches  
134 from the building, a clearance of 12 inches from the eaves, and must remain within the borders  
135 of the garden. A water fountain or other decorative water feature in a resident garden must  
136 use re-circulated water.

137

138 Freestanding trellises are permitted, but must have a have a clearance of 6 inches from the  
139 building, a clearance of 12 inches from the eaves, and must remain within the borders of the  
140 garden.

141

142 Installation of a flagpole in a resident garden requires the approval of the Board of Directors or  
143 its designee. A flagpole bracket, mounted on the building, is allowed.

144

145 Bird feeders are permitted in a resident garden, but with the following restrictions:

146

- 147 • Bird feeders with birdseed are permitted, if the bird seed is in a container that can only  
148 be accessed by birds.
- 149 • Open tray type bird feeders with birdseed that can be accessed by other animals, such  
150 as rodents, are prohibited.
- 151 • Hummingbird feeders are permitted if the nectar is in a container that can only be  
152 accessed by birds.

153

154 Outdoor rated furniture may be placed in a resident garden with the approval of the Board of  
155 Directors or its designee.

156

157 A resident garden may not be used for the storage of items such as garden soil, fertilizer,  
158 empty pots, tools, cabinets, scaffolding, shelving, bicycles, tricycles, kayaks, and surfboards.

159

160 A barbeque may be covered and stored in a resident garden adjacent to the main entry  
161 walkway ONLY if the unit has no open patio for storage (per Barbeque – Usage and General  
162 Safety Precautions 7427.G).

163

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166

**Common Areas**

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- Turf areas (areas planted with grass).

(Dec 20)

**GOLDEN RAIN FOUNDATION Seal Beach, California**

**SEAL BEACH MUTUAL NO. SIXTEEN**

**Mutual Operations – Garden Areas, Trees, Shrubs**

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- Areas at the ends of the carports.
- Areas adjacent to and/or at the ends of apartments 50 A&L, 50 F&G, 51 A&L, 51 F&G, 52 A&L, 52 F&G, 53 A&L, 53 F&G, 54 A&L, and 54 F&G (which may only be used by residents of those units with the approval of the Board of Directors or its designee).

**Common Areas include all turf covered areas, encompassing both those areas immediately adjacent to resident gardens and the greenbelt areas.**

The common areas are maintained by the Mutual. Any alterations to the common areas require the approval of the Board of Directors or its designee.

**Residents are NOT permitted to:**

1. Install, remove, or relocate plants or any other landscaping features in the common areas without the approval of the Board of Directors or its designee.
2. Install, remove, relocate, or adjust sprinklers in the common areas.
3. Water the turf areas. These areas receive sufficient water from the irrigation system. If a resident is concerned that a particular turf area is receiving insufficient water, the resident should contact the Board of Directors or its designee.
4. Alter the plants, trees or turf in the common areas. That includes, but is not limited to, applying chemicals, trimming/pruning, digging in tree wells, digging in the turf areas, and removing turf.
5. Place any inanimate objects in the common areas, such as furniture, sculpture, storage containers, bicycles, tricycles, and recreational equipment, without the approval of the Board of Directors or its designee.

If residents would like to donate trees, plants, or any other landscape features to the common areas, they can present their proposals to the Board of Directors or its designee. Projects requested by residents which would result in changes in the common areas must be approved by the Board of Directors or its designee. All tree, plants or any other landscape features donated to the Mutual become the Mutual’s property and responsibility.

The Mutual common areas can be used for temporary reasons, such as construction activity, moving, picnics, group gatherings, and placement of holiday decorations, with the approval of the Board of Directors or its designee.

**SEAL BEACH MUTUAL NO. SIXTEEN**

**Mutual Operations – Garden Areas, Trees, Shrubs**

- 211 • The sidewalk lamp posts may be decorated during the holidays with the following
- 212 restrictions: The decorations must be attached to the lamp post in such a way that the
- 213 lamp post is not damaged.
- 214
- 215 • Holiday decorations must be removed within 2 weeks after the holiday.
- 216
- 217 • No permanent alterations to the lamp posts may be made without the approval of the
- 218 Board of Directors or its designee.
- 219

**Water Conservation**

220 Mutual 16 is situated in a geographical area with a dry climate and limited water resources. In  
221 order to insure the availability of water resources for the future, the Board of Directors or its  
222 designee wishes to promote the conservation and efficient use of water.  
223

224 Residents are not permitted to water the turf areas. If a resident is concerned that a particular  
225 turf area is receiving insufficient water, the resident should contact the Board of Directors or its  
226 designee.  
227

228 Water shall not be used to wash down patios, entry walkways, or sidewalks. **Water shall not**  
229 **be used to clean sidewalks or other concrete surfaces that do not lead directly to the**  
230 **resident’s patio or main entrance.** Ordinary cleaning of all hard surfaces should be done  
231 with brooms, vacuums or blowers.  
232

233 Washing down such patios or entry walkways may occur **ONLY** when it is necessary to  
234 alleviate safety hazards. In such cases, the use of a hand-held bucket, a hand-held hose  
235 equipped with a self-closing water shut-off nozzle, or a low-volume, high pressure water broom  
236 shall be used.  
237

238 To minimize the loss of water due to evaporation, it is recommended that residents water their  
239 gardens between the hours of 5 p.m. and 9 a.m.  
240

**Document History**

Adopted: XX Dec 20 Amended:

**Keywords:** Mutual Garden Trees Shrubs  
Sixteen Areas

243

# *Mutual Corporation No. Sixteen*

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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 5, 2021  
**CC:** MUTUAL FILE

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I move to acknowledge, per the requirements of the Civil Code Section 5500(a)-(f), a review of the 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, an income and expense statement for the Mutual's operating and reserve accounts, the check registers, monthly general ledger and delinquent assessment receivable reports for the month of December 2020.