

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SIXTEEN
February 2, 2021
Meeting begins at 9:30 a.m.
Zoom Video and Conference Call 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 January 5, 2021
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 - a. Discuss and vote to ratify rescinded Policy 7425.16 – Garden Area and Tree Shrubs and ratify adopted Policy 16-7425-1 - Garden Area and Tree Shrubs (pp. 4-10)
9. **NEW BUSINESS**
 - a. Discuss and vote to approve Monthly Financials (p.11)
 - b. Discussion on the Opt – Out letters (p.12)
 - c. Discussion on Mutual 16 Resident Code of Conduct
 - d. Mutual Monthly Expenditure Recap
 - e. Update on Newsletter

STAFF BREAK BY 11:00 a.m.

- 10. SECRETARY / CORRESPONDENCE Mrs. Clawson
- 11. CHIEF FINANCIAL OFFICER'S REPORT Mr. Gillespie
- 12. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
- 13. ANNOUNCEMENTS
**NEXT REGULAR BOARD MEETING: Tuesday, March 2, 2021, at 9:30 a.m.
via Zoom Video and Conference Call**
- 14. COMMITTEE REPORTS
 - a. Grounds and Physical Property
 - b. Emergency Preparedness
- 15. DIRECTORS' COMMENTS
- 16. ADJOURNMENT
- 17. 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: **February 2, 2021**

Print Date 2/2/2021

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
52-F	HEATPUMP	BOTH	12/03/20	03/03/21	NO	NONE	GREENWOOD

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

50-F	1/5/2021	Landscape Drains
54	1/5/2021	Sewer Cleanout
52-F	1/19/2021	Inspect
53-C	1/19/2021	Inspect Correction Notice

Mutual Corporation No. Sixteen

MEMO

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SUBJECT: DISCUSS AND VOTE TO RATIFY RESCINDED POLICY GARDEN AREA AND TREE SHRUBS AND RATIFY ADOPTED POLICY 16-7425-1 GARDEN AREA AND TREE SHRUBS (UNFINISHED BUSINESS, ITEM A)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

I move to ratify rescinded Policy 7425 Garden Area and Tree Shrubs and ratify adopted Policy 16-7425-1 Garden Area and Tree Shrubs; the 28-day posting period has been completed.

SEAL BEACH MUTUAL NO. SIXTEEN

Mutual Operations – Garden Areas, Trees, Shrubs

Purpose

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

Mutual 16 have two types of landscape areas:

1. Resident Gardens

Gardens in front of apartments.

2. Common Areas

2.1. Turf areas (areas planted with grass).

2.2. Areas at the ends of the carports.

2.3. 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).

Resident Gardens

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

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

Planting in gardens 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 may not block entry to the attic by a ladder. An unobstructed path to the bedroom window or door must be maintained for the access of emergency personnel.

(Jan 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 pad mount transformers. Furthermore, potted
56 plants cannot be hung from or placed on pad mount 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. The cost of
61 fertilizers, herbicides, and pesticides are the responsibility of the resident. All chemicals must
62 be used in accordance with the package instructions. Installation of an irrigation system in a
63 resident garden must be approved by the Board of Directors or its designee and installed by
64 the Mutual's landscape contractor at the resident's expense. Maintenance of this irrigation
65 system will be at the resident's expense.

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

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

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

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

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

(Jan 20)

GOLDEN RAIN FOUNDATION Seal Beach, California

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

85 Plants which have invasive roots that could damage building foundations and sidewalks may
86 not be planted in resident gardens.

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

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

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

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

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

- 102
- 103 • A tree must be planted in a pot which is placed on a root barrier, such as a concrete
- 104 paver, so that the roots remain contained within the pot.
- 105
- 106 • A tree must be kept trimmed so that there is a clearance of 6 inches from the building's
- 107 walls and a clearance of 12 inches below the eaves.
- 108

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

- 110
- 111 • The garden must be kept tidy.
- 112
- 113 • Ripe fruits and vegetables must be removed promptly, to avoid attracting vermin.
- 114

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

- 116
- 117 • Damages the building;
- 118
- 119 • Interferes with building repairs and painting;
- 120
- 121 • Creates a safety hazard;
- 122
- 123 • Attracts vermin;
- 124
- 125 • Is Untidy.
- 126

(Jan 20)

GOLDEN RAIN FOUNDATION Seal Beach, California

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

127 In these situations, the Mutual Board or its designee will determine if the cost of plant removal
 128 will be paid by the resident or the Mutual.

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

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

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

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

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

- 147
- 148 • Bird feeders with birdseed are permitted, if the bird seed is in a container that can only
 149 be accessed by birds.
 - 150
 - 151 • Open tray type bird feeders with birdseed that can be accessed by other animals, such
 152 as rodents, are prohibited.
 - 153
 - 154 • Hummingbird feeders are permitted if the nectar is in a container that can only be
 155 accessed by birds.

156
 157 Outdoor rated furniture may be placed in a resident garden with the approval of the Board of
 158 Directors or its designee.

159
 160 A resident garden may not be used for the storage of items such as garden soil, fertilizer,
 161 empty pots, tools, cabinets, scaffolding, shelving, bicycles, tricycles, kayaks, and surfboards.

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

Common Areas

- 166
- 167 • Turf areas (areas planted with grass).

(Jan 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.

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- 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).

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

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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.

182

Residents are NOT permitted to:

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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.

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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.

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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.

(Jan 20)

GOLDEN RAIN FOUNDATION Seal Beach, California

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 ensure 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

225 Residents are not permitted to water the turf areas. If a resident is concerned that a particular
226 turf area is receiving insufficient water, the resident should contact the Board of Directors or its
227 designee.
228
229

230 Water shall not be used to wash down patios, entry walkways, or sidewalks. Water shall not be
231 used to clean sidewalks or other concrete surfaces that do not lead directly to the resident’s
232 patio or main entrance. Ordinary cleaning of all hard surfaces should be done with brooms,
233 vacuums or blowers.
234

235 Washing down such patios or entry walkways may occur ONLY when it is necessary to
236 alleviate safety hazards. In such cases, the use of a hand-held bucket, a hand-held hose
237 equipped with a self-closing water shut-off nozzle, or a low-volume, high pressure water broom
238 shall be used.
239

240 To minimize the loss of water due to evaporation, it is recommended that resident’s water their
241 gardens between the hours of 5 p.m. and 9 a.m.
242

Document History

Adopted: 05 Jan 21 Amended:

Keywords: Mutual Garden Trees Shrubs
Sixteen Areas

243

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: FEBRUARY 2, 2021
CC: MUTUAL FILE

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.

Mutual Corporation No. Sixteen

Opt-Out Notice

A member may request that the Association provide him or her with a copy of the membership list(s), including the names, property address, mailing address and, as of January 1, 2020, the email address, of each member. The member's request must be in writing and must set forth the purpose for which the list(s) is requested, which purpose must be reasonably related to the requester's interests as a member of the Association. The Association will be obligated to provide the member with a copy of such membership list(s) unless it reasonably believes that the member will use the information for another purpose. **NOTE: If filed in previous years, you are not required to submit this notice again.**

Pursuant to Civil Code Section 5220, a member can "opt out" of having his or her name and address(es) included on a membership list(s) which must be distributed to members upon request. If you would like to "opt out" of having your name and/or address(es) included on a membership list(s), please complete the following form and return by mail:

Mutual Administration
PO Box 2069, Seal Beach, CA 90740

OR

In-Person to
Stock Transfer
Administration Building A, 1st Floor at the
Windows

Email to
MutualSecretaries@lwsb.com

To Whom It May Concern,

Please **REMOVE** the following information related my Unit _____ from the Mutual's membership list in accordance with Civil Code Section 5220 until further written notice from me:

(Check all that are applicable)

- Name
- Property Address
- Mailing Address
- Email Address

Date: _____

Print Name: _____

Signature: _____

Unit Address: _____

P. O. Box 2069, Seal Beach, California 90740 (562) 431-6586