

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
JUNE 28, 2017
(Meeting begins 9:00 a.m.)

1. CALL TO ORDER
2. BOARD ROOM DECORUM
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

Ms. Winkler, GRF Representative
Ms. Hopkins, Mutual Administration Director
Mr. Black, Building Inspector
Mrs. Aquino, Recording Secretary
5. SHAREHOLDER(S') COMMENTS (limited to 3 minutes per shareholder)
6. APPROVAL OF MINUTES: **Regular Meeting of March 22, 2017**
Regular Board Meeting of April 26, 2017
Special Meeting of April 17, 2017 (page 3)
Special Meeting of May 15, 2017 (pages 4-7)
Organizational Meeting of May 24, 2017 (page 8)
Special Meeting of May 24, 2017 (pages 9-12)
Special Meeting of June 19, 2017 (page 13)
7. GRF REPRESENTATIVE Ms. Winkler
8. BUILDING INSPECTOR'S REPORT Mr. Black
 - ♦ Permit Activity; Escrow Activity; Contracts & Projects; Shareholder & Mutual Requests (**pages 14-15**)
9. UNFINISHED BUSINESS –
 - a. Roofing Project update
 - b. Waterline Project update
 - c. Mutual Ten Fire/Safety/Health Inspections
 - d. Ratify Policy 7549.10 – Lockout Procedures (**pages 16-17**)
 - e. 2018 Budget Planning Projects (**page 18**)
10. NEW BUSINESS –
 - a. Policy 7502.10 – Carport Regulations (**pages 19-20**)
 - b. Policy 7435.10 Secondary Carport Cabinet (**pages 21-22**)
 - c. JLS Matters
 - d. Tree Removal Proposal, 254 –K/L (**page 23**)
 - e. Tree Removal 259 Laundry Room
 - f. JLS Invoices
 - g. Landscape Issues
 - h. Fountain Removal Project – Greenway on Interlachen
 - i. Ratify Telephone Poll Vote – Cancel May 24 Regular Monthly Board Meeting
 - j. Resolution to maintain procedure per policy 7510 and Stock Transfer Office (**page 24**)
 - k. Cancel November and December Regular Board Meeting and Reschedule
 - l. What's the future for Mutual Ten 2017-2019 Board Term?

NEW BUSINESS – (continued)

- m. Resolution/Discussion: Active Living Disclosure (ALD) (**pages 25-28**)
 - i. Amend Policy 7020.2 – Approval of Escrow to remove or keep doctors note; if ALD passes-amend Policy 7020 by removing the 2nd paragraph as it has wording requiring the physician's note (**page 29**)
 - ii. Amend Policy 7510.10 – Eligibility Requirements to remove or keep doctors note; if ALD passes amend Policy 7510.10 by removing section 3 Health statement (**pages 30-32**)
- n. Discuss proposed amendment to Policy 7510.10 – Eligibility Requirements as presented at Presidents' Council (**pages 33-35**)
- o. Notice of Intent to Withdraw resolution (**page 36**)
- p. Occupancy Agreement Article 23 Late Charges/Cost

STAFF SECRETARY BREAK (TIME TO BE DETERMINED BY PRESIDENT)

- 11. SECRETARY – Correspondence Mr. Stipcich
- 12. CHIEF FINANCIAL OFFICER'S REPORT Mr. Giles
- 13. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
- 14. ANNOUNCEMENTS
Procedures for Lost Resident
Committees
- 15. DIRECTORS' REMARKS (Time permitting, to be determined by President.)
 - a. PRESIDENT.....President Arlart
 - b. VICE PRESIDENT.....Vice President Cummings
 - c. EMERGENCY PREPAREDNESS COUNCIL.....
 - d. FINANCE/BUDGET COMMITTEE.....CFO Giles
 - e. LANDSCAPE COMMITTEE.....Director Atkinson
 - f. PHYSICAL PROPERTIES COMMITTEE.....Vice President Cummings
 - g. OTHER COMMITTEES:
 - 1. DRAFT PARKING POLICY COMMITTEE Vice President Cummings
 - 2. SOCIAL EVENT COMMITTEE
- 16. ADJOURNMENT
- 17. EXECUTIVE SESSION (legal and member issues)

DATES TO REMEMBER:

NEXT REGULAR BOARD MEETING: WEDNESDAY, JULY 26, 2017, AT 9:00 A.M. (A)

CFO Council: Wednesday, July 5, 2017, at 10:00 a.m. (B)
Presidents' Council: Thursday, July 6, 2017, at 9:00 a.m. (C4)
Physical Property Council: Thursday, July 6, 2017, at 1:30 p.m. (B)
Emergency PIC: Friday, July 7, 2017, at 10:00 a.m. (A)
Landscape Council: Friday, July 21, 2017, at 10:00 a.m. (B)
Roundtable: Friday, July 21, 2017, at 1:00 p.m. (A)

*****Times subject to change*****

STAFF SECRETARY WILL LEAVE THE MEETING BY 12:10 P.M.

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN**

April 17, 2017

In accordance with the Corporation Bylaws, and pursuant to due notice to the Directors and Shareholders, a Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President/Secretary Arlart on Monday, April 17, 2017, at 2:31 p.m. in Building 5, Conference Room B.

Those members present were: President/Secretary Arlart, Vice President Cummings, CFO Giles, Directors Newman, Phillips, and Stipcich, and Advisory Directors Thompson and Houck. Director Atkinson was absent. Also present was shareholder Mike Depew (Unit 248-K) and Building Inspector Black.

The purpose of the meeting was to discuss Physical Property Committee projects with Inspector Black.

The meeting was adjourned at 3:48 p.m.

Attest

Ruthann Arlart, President/Secretary
SEAL BEACH MUTUAL TEN

cd:4/19/17

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
May 15, 2017**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President/Secretary Arlart on Monday, May 15, 2017, at 2:30 p.m. in Building 5, Conference Room B.

ROLL CALL

Present: President/Secretary Arlart, Vice President Cummings, CFO Giles, Directors Atkinson, Phillips, and Stipcich, and Advisory Director Houck

Absent: Director Newman and Advisory Director Thompson

GRF Representative: Absent

Guests: One Mutual Ten shareholder

Staff: Mr. Weaver, Facilities Director
Ms. Fernandez, Mutual Administration Manager
Mr. Black, Building Inspector
Mrs. Aquino, Recording Secretary

INTRODUCTION

President Arlart welcomed the staff and guests to the meeting.

SHAREHOLDER(S') COMMENTS

No comments were made.

UNFINISHED BUSINESS

Following a discussion, and upon a MOTION duly made by President/Secretary Arlart and seconded by Director Atkinson, it was

RESOLVED, To ratify adopted/posted Policy 7405.10 –
Flooring and Floor Covering Permits.

The MOTION passed.

UNFINISHED BUSINESS (continued)

Following a discussion, and upon a MOTION duly made by President/Secretary Arlart and seconded by Vice President Cummings, it was

RESOLVED, To ratify amended/posted Policy 7210.10 –
Elections.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by CFO Giles and seconded by Director Phillips, it was

RESOLVED, To ratify rescinded/posted Policy 7512 –
Guarantor Agreement Form.

The MOTION passed.

NEW BUSINESS

Facilities Directors Weaver discussed the Fenn Pest/Termite Control Proposal. Upon a MOTION duly made by Vice President Cummings and seconded by CFO Giles, it was

RESOLVED, To accept the Fenn three-year proposal for
Pest Control and Annual Termite Inspection, and authorize
the President to sign the contract.

The MOTION passed.

Facilities Director Weaver left the meeting at 2:47 p.m.

Following a discussion, and upon a MOTION duly made by Vice President Cummings and seconded by CFO Giles, it was

RESOLVED, That in an event of failure of a lighting ballast to
the original bedroom/den/original living room soffit and
kitchen light fixtures, a standard LED light fixture (supplied
by the Purchasing Department) shall be installed at the
Mutuals cost.

The MOTION passed.

ANNOUNCEMENT

Per the Mutuals' Bylaws, Article IV, Section 7, Mike Depew, Unit 248-K, stated he intended to vote his ballot cumulatively for the election of Directors for the 2017-2019 term of office.

Secretary Aquino took a break from 3:30 p.m. to 3:45 p.m.

BUILDING INSPECTOR

Building Inspector Black updated the Board on activity in the Mutual (attached).

ADJOURNMENT

President/Secretary Arlart adjourned the meeting at 3:58 p.m.

Attest

Ruthann Arlart, President/Secretary
SEAL BEACH MUTUAL TEN
ka:5/16/17
Attachments

(These are tentative minutes, subject to approval by the Board of Directors at the next Regular Board of Directors Meeting.)

NEXT MEETING: ANNUAL SHAREHOLDERS' MEETING. MAY 17, 2017.
AT 10:00 AM IN CLUBHOUSE 4

NEXT REGULAR BOARD MEETING: WEDNESDAY, JUNE 28, 2017.
AT 9:00 A.M. IN THE MUTUAL ADMINISTRATION BUILDING
CONFERENCE ROOM A

**BUILDING CAPTAINS AND SHAREHOLDERS: PLEASE DO NOT LEAVE THE
MONTHLY MINUTES AT EMPTY APARTMENTS. THANK YOU.**

**REMINDER: THE SWEEPING DAY FOR MUTUAL TEN'S TRUST STREETS IS THE
4th WEDNESDAY NIGHT OF EACH MONTH. PLEASE DO NOT PARK ON
INTERLACHEN, ST. ANDREWS, OR NORTHWOOD STREETS AT THIS TIME.**

**Mutual Ten shareholders can access the monthly
minutes on the Mutual website at:
www.lwsb.com – go to "MUTUALS" – CLICK ON "Mutual 10"**

RESOLUTIONS IN THE SPECIAL
MEETING OF MAY 15, 2017

5/15/17 RESOLVED, To ratify adopted/posted Policy 7405.10 – Flooring and Floor Covering Permits.

RESOLVED, To ratify amended/posted Policy 7210.10 – Elections.

RESOLVED, To ratify rescinded/posted Policy 7512 – Guarantor Agreement Form.

RESOLVED, To accept the Fenn three-year proposal for Pest Control and Annual Termite Inspection, and authorize the President to sign the contract.

RESOLVED, That in an event of failure of a lighting ballast to the original bedroom/den/original living room soffit and kitchen light fixtures, a standard LED light fixture (supplied by the Purchasing Department) shall be installed at the Mutuals cost.

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
May 17, 2017

The Organizational Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by Acting Chairperson Ms. Hopkins at 11:15 a.m. on Wednesday, May 17, 2017, in Clubhouse Four, Section B.

Those Directors present were: Ruthann Arlart, Esther Cummings, Michael Giles, John Stipcich, and Linn Atkinson. Audrey Newman was absent. The Mutual Administration Director, Ms. Hopkins; Recording Secretary, Ms. Day; and Mutual Administration Secretary, Ms. Dailey were also present.

Ms. Hopkins announced that the purpose of the meeting was to elect officers of the Board of Directors for the 2017-2019 term of office and to select the day and time of the Board's Regular Monthly Meeting.

Ms. Hopkins called for nominations for the office of President. Ms. Cummings nominated Ms. Arlart for President. There being no further nominations, Ms. Arlart was elected to the office of President for the 2017-2019 term of office.

The chair was turned over to newly-elected President Arlart, who then called for nominations for the office of Vice President. Mr. Giles nominated Ms. Cummings for Vice President. There being no further nominations, Ms. Cummings was elected to the office of Vice President for the 2017-2019 term of office.

The President called for nominations for the office of Secretary. Ms. Cummings nominated Mr. Stipcich for Secretary. There being no further nominations, Mr. Stipcich was elected to the office of Secretary for the 2017-2019 term of office.

The President called for nominations for the office of Chief Financial Officer. Ms. Arlart nominated Mr. Giles for Chief Financial Officer. There being no further nominations, Mr. Giles was elected to the office of Chief Financial Officer for the 2017-2019 term of office.

President Arlart appointed Ms. Cummings as Physical Property Committee Chair, Ms. Atkinson as Landscape Committee Chair, Mr. Giles as Finance Committee Chair, Ms. Arlart as Unoccupied Unit Quarterly Inspections Chair, and Ms. Cummings to Building Captains.

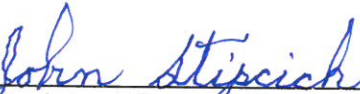
President Arlart stated that the previous year's Organizational Meeting minutes have already been approved.

The Board discussed the time of the Regular Monthly Board Meetings. Upon a MOTION duly made by Ms. Cummings and seconded by Mr. Giles, it was

RESOLVED, That the Regular Monthly Board Meeting remain on the fourth Wednesday of the month, in the Administration Building Conference Room A, with the time of the meeting starting at 9:00 a.m.

The MOTION passed.

There being no further business, President Arlart adjourned the meeting at 11:28 a.m.



Attest, John Stipcich, Secretary
SEAL BEACH MUTUAL TEN
cd:5/17/17

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
May 24, 2017**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Wednesday, May 24, 2017, at 9:06 a.m. in the Administration Conference Room A.

ROLL CALL:

Present: President Arlart, Vice President Cummings, Secretary Stipcich, CFO Giles.

Absent: Director Atkinson and Director Newman.

Guests: No shareholders present

Staff: Mr. Black, Building Inspector

PRESIDENT'S COMMUNICATION

President Arlart welcomed the Board and staff to the first Special Meeting of the 2017-2019 Board term.

President Arlart talked about Board member conduct, and a "Code of Conduct" was discussed. There was discussion covering the By-law amendment "Qualifications" regarding attendance at Board meetings.

There was no Advisory Director appointment.

BUILDING INSPECTOR

Building Inspector Black updated the Board on activity in the Mutual. Mr. Black will check on whether the bait stations are included in the Fenn contract. The roofing project is getting underway.

RESERVE STUDY

Updating the information for the Reserve Study is on track.

PARKING POLICIES

Vice President Cummings has reviewed the GRF Parking policy and the policies that other Mutuals have adopted for parking. GRF has made some changes; therefore, Mutual Ten will be cautious as we proceed to incorporate other policies and the shareholder suggestions in the Mutual Ten policy.

POLICY 7502.10 CARPORT REGULATIONS

President Arlart asked the Board to amend the carport policy and consider having the secondary carport cabinet as a separate policy. Vice President Cummings will prepare the policies. The carport regulations draft amended policy will be prepared for the June Board meeting. The new secondary cabinet policy will be developed and presented.

CART PAD POLICIES

Following a discussion, the consensus is to review the existing policies for carts and cart pads; then, draft amended versions of the existing policies and prepare them for a future meeting.

JLS MATTERS

There was discussion regarding the watering schedule.

Following a discussion, and upon a MOTION duly made by Vice President Cummings and seconded by CFO Giles, it was

RESOLVED, To remove steer manure as an option on the JLS flyer for use in the garden area.

The MOTION passed.

There was discussion about the trees at laundry room 259.

Following a discussion, and upon a MOTION duly made by Vice President Cummings and seconded by CFO Giles, it was

RESOLVED, To authorize the Physical Property Inspector to prepare Specifications for Mutual Ten landscape contract.

The MOTION passed.

LANDSCAPE ISSUES

President Arlart discussed Policy 7425.10 Garden Areas, Trees and Shrubs with the Board regarding the enforcement of the guidelines for unit gardens.

WHAT'S THE FUTURE FOR THE 2017-19 TERM?

The Board members present discussed having gmail email accounts for Mutual Board business.

Committees are in the process of being set up.

WASH was discussed as an option for the laundry rooms. The Board is not supporting this as an option at this time.

2018 budget planning is getting underway. Please volunteer and support the process.

ADJOURNMENT

President Arlart adjourned the meeting at 12:05 p.m.

Attest

John Stipcich, Secretary

SEAL BEACH MUTUAL TEN

Ra: 5/26/17

(These are tentative minutes, subject to approval by the Board of Directors at the next Regular Board of Directors Meeting).

BOARD OF DIRECTORS

MUTUAL TEN

May 24, 2017

**RESOLUTIONS IN THE SPECIAL MEETING
WEDNESDAY, MAY 24, 2017**

5/24/17 RESOLVED, To remove steer manure as an option on the
JLS flyer for use in the garden area.

RESOLVED, To authorize Physical Property Inspector
to prepare specifications for Mutual Ten landscape contract.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
June 19, 2017**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Monday, June 19, 2017, at 2:30 p.m. in Building 5 Conference Room B.

ROLL CALL:

Present: President Arlart, Vice President Cummings, Secretary Stipcich, CFO Giles and Director Dr. Newman.

Absent: Director Atkinson.

Guests: No shareholders present

Staff: Mr. Black, Building Inspector

INTRODUCTION

President Arlart welcomed the Board and staff to the Special Meeting.

BUILDING INSPECTOR

Building Inspector Black updated the Board on activity in the Mutual.

The roofing project is underway. Mr. Black showed pictures of the termite damage.

Still waiting on the start date for the re-piping project buildings 255-260.

LANDSCAPE MATTERS/PROJECTS

Further discussion at the June Regular Board Meeting.

ADJOURNMENT

President Arlart adjourned the meeting at 3:48 p.m.

Attest

John Stipcich, Secretary
SEAL BEACH MUTUAL TEN

Ra: 6/19/17

(These are tentative minutes, subject to approval by the Board of Directors at the next Regular Board of Directors Meeting).

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(10) TEN**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **June 28th 2017**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
10-247B	heat pump ductless	both	03/28/17	07/28/17	no		greenwood
10-241D	add bath cabinet/counter top/s	both	04/24/17	05/10/17	no		ogan
10-250H	repl. Heat pump 2 zone	both	04/28/17	07/28/17	no		greenwood
10-239K	central FAU	Both	05/03/17	08/03/17	no		greenwood
10-253I	retro windows and entry door	both	06/01/17	08/30/17	no		mamuscia conts.
10-250H	washer/dryer/ elect. Panel	both	06/01/17	08/01/17	no		Los Al builders
10-238	re-roof	both	05/22/17	09/30/17	no	nailing 5/15/17	roofing Standards
10-239	re-roof	both	05/22/17	09/30/17	no		roofing Standards
10-239K	kitchen remodel	both	05/20/17	07/20/17	no	electrical. 6/1/17	Quinn 5/12/17
10-255F	cart pad	GRF	05/22/17	06/22/17	no		Johns landscape
10-256I	3 zone heat pump	both	06/13/17	08/15/17	no		greenwood

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
10-241G			12/16/16	12/21/16	01/03/17		
10-245A		04/21/17	06/14/17				
10-257F		04/20/17					
10-255I		03/29/17	05/11/17	04/19/17	06/05/17		

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation
 FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (10) TEN

INSPECTOR: Kevin Black

MUTUAL BOARD MEETING DATE: June 28th 2017

CONTRACTS and PROJECTS

CONTRACTOR	PROJECT
JLS Landscaping	Mutual gardening and lawns - on going, check on billing for invoice #EX05
Rain Gutters:	on going depending on weather conditions
Tree removals:	
Class One Arboriculture	Tree Maintenance - in progress
Fenn Pest and Termite	New proposal for 3 years, do we want to include rodent station baiting?
Roofing Standards	Roofing: started bldg. 238, termite damage heavy at 238D and 238B
	should start bldg. 239 6/28/17 will pass out flyers prior to start, 3-5 days
	Skylights: skylights for 238 be here by end of the week, should be complete by meeting
Kress constr.	Stove Hoods: completed bldg. 238, had to come back and install dampers, not in to purchasing just yet. Should start 239 on the 29th will notify the bldg. prior to start
Advance Painting	Touch ups due to Roofing: will be doing touch up paint do to roofing and exterior touch ups
John Nelson Plumbing	Re-piping: draft contract made up will be getting starting dates, bldgs. 255 through 260
Dry rot / Termite / Paint lists	still walking the mutual and typing list for repairs and paint - see partial list
Concrete	Looking for areas to R/R. 240D-E, 256C, 251F-G, 245A two corners and 10' of main sidewalk

SHAREHOLER and MUTUAL REQUESTS

seasonel and empty unit inspection - 5/24/17	
245A - measure decibal rating on F.A.U. ok	
met with Landscape Cmte. Chair for FRP's	
pass out roofing and stove hood flyers 6/9/17	
start roofing 238 6/14/17	
stove hood install 6/15/17 238	
escrow questions of refer 255I - 6/19/17	
PP meeting 6/19/17	
BOD meeting 6/28/17	

MUTUAL OPERATIONS**DRAFT****SHAREHOLDER REGULATIONS****Lockout Procedures**

The following will be in effect for units after the death of a shareholder/owner:

1. Death with Surviving Shareholder/Owner Living in the Unit

If the death of the shareholder/owner occurred at the unit and a surviving shareholder/owner is living in the unit at the time, a Bereavement Book will be left at the unit by Security.

If the death of the shareholder/owner occurred outside the unit and a surviving shareholder/owner is living in the unit at the time, a Bereavement Book will be provided by Foundation personnel at the time the death is reported.

2. Death of Sole Owner

a. Unattended Death

If death is unattended and the unit is sealed per law enforcement or coroner's order, then no one may access the unit until official next-of-kin determination is made by the coroner's office. Security will leave a Bereavement Book at the unit and place a knob lock on the door. If the door cannot accommodate a knob lock, a plywood sheet shall be affixed over the door. If someone comes forward as Trustee, non-resident co-owner or with other legal authority, Foundation personnel must check with the coroner's office before permitting access to the unit.

b. Attended Death

Security will identify on the DOA report those present at the time of death, including family members, hospice workers, caregivers, and other individuals. A Bereavement Book will be left at the unit. If someone present is identified as legal authority of the unit and can provide evidence of same, Security will instruct them to visit the Stock Transfer Office as soon as possible. Security will inform all persons present that no one may stay in the unit overnight without Mutual permission, unless they are a registered caregiver or co-occupant.

If legal authority is not established at the unit via documentary evidence, all persons present will be asked to leave the unit until legal authority is established at the Stock Transfer Office. From there, the unit will be knob locked or a plywood sheet shall be affixed to the door. The exception to this is if a registered co-occupant or caregiver lives at the unit, or if Mutual permission is obtained.

DRAFT

SHAREHOLDER REGULATIONS

Lockout Procedures

3. Reporting of Death to Mutual President

Shareholder/owner deaths shall be reported to the Mutual President within one (1) to two (2) business days with the following information:

- a. Name of decedent
- b. Date and location of death
- c. Identification of persons present at unit (if any)
- d. Name, relationship and contact information of surviving shareholder/owner (if any)
- e. Name, relationship and contact information of decedent's emergency contacts (if no surviving shareholder/owner is present at the unit)
- f. If legal authority has been established
- g. If/how the unit was secured
- h. If there are any registered co-occupants, caregivers or pets at the unit

MUTUAL ADOPTION

Mutual: **date**



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: 2018 BUDGET PLANNING, PROJECTS
DATE: MAY 4, 2017
CC: FILE

We will be beginning our 2018 budget process in June, in order to insure we have appropriate staffing levels to serve your Mutual needs, by July 28, 2017, I respectfully request an estimate of major projects (roofing, re-piping, sewer etc.) your Mutual is considering for the remainder of 2017 as well as activity planning for 2018.

With your Board approval, I would like to request this as an agenda item for your May/June meeting, as well as your July Board meeting, to allow time for your review and consideration by both your existing Board, as well as the newly elected Board.

I sincerely thank each Board in advance, as the information provided is critical to ensure proper levels of services to your Mutual.

MUTUAL OPERATIONS**AMENDED DRAFT POLICY****RESIDENT SHAREHOLDER REGULATIONS****Carport Regulations – Mutual Ten****A. Carport Use**

1. Carports are to be used for parking of self-propelled land vehicles in operating condition. Any stored items in the carports must be completely contained in the carport cabinets.
 - a. A hung ladder (length not to exceed ~~six~~ **eight** feet), and/or a two-wheeled bicycle, and/or a collapsible two-wheeled grocery cart may be stored on the raised platform under the cabinet. If a ladder is not stored, two two-wheeled bicycles may be stored. No other storage is allowed on the platform.
 - b. Two-wheeled bicycles may be hung over the car from the rafters using bicycle hooks.
2. Current fire regulations prohibit the storage of fuel oil or any combustible material in the carport areas.
3. All vehicles when parked in the carports must be headed in.
4. At each inspection of the carports by the staff of the Physical Property Department, notice will also be given to each resident **shareholder** found in violation that the improperly stored material must be removed within ten (10) days or the material will be removed at the resident's **shareholder's** expense.
5. Any damage sustained to the carport is the responsibility of the assigned resident **shareholder**.
- ~~6. Residents are permitted to build a downward extension to the existing carport cabinet using the specifications held at the Physical Property Department, and approval shall be obtained from the Board of Directors and the Physical Property Department.~~
 - ~~a. Bicycles, ladders, folding shopping carts, motorized or electric carts or chairs, or other items shall not be stored in front of the downward extension carport cabinet when the resident owns and/or parks a motor vehicle in the carport space. Due to insurance issues, only one motorized vehicle per carport space is permitted. Size permitting, bicycles, ladders, or folding carts may be stored INSIDE the carport cabinet.~~
 - ~~b. The cabinet will be painted to match the carport.~~
 - ~~c. Upon sale of the unit, the seller will be responsible for the removal of the cabinet if~~

(Draft created 06-15-17 cd)

AMENDED DRAFT POLICY
RESIDENT SHAREHOLDER REGULATIONS

Carport Regulations – Mutual Ten

- ~~it is not wanted by the buyers.~~
~~— d. — A concrete barrier is required.~~

B. Carport Assignments

1. Carport assignments are controlled by the Mutual Corporation and a record of assignments is kept in the Stock Transfer Office of the Golden Rain Foundation.
 - b. Any vehicle in a carport must bear a current vehicle decal issued by the Seal Beach Leisure World Security Department (except as stated in Section 3, a. c.). **Golf carts must be registered with Leisure World Security.**
 - b. All vehicles in the carport must have license plate registration that is current**
 - c. Vehicles shall not be parked in an unassigned **a vacant** carport without permission from the Mutual Board of Directors.
 - d. Carport space may not be rented to or used by anyone who is not a shareholder of Mutual Ten, except the carport assignee may allow temporary, short-term parking of a vehicle used by a houseguest or caregiver.**
2. Residents **Shareholders** wishing to change carport assignments must obtain approval of the Mutual Board of Directors so the change can be properly recorded in the Stock Transfer Office.
3. The request for carport re-assignment, if approved, is only temporary and is valid only so long as both participating parties agree to the temporary change. One party determining to withdraw from the agreement may do so as may the successor owner of that party's apartment. The Mutual Corporation retains, at all times, the authority to revoke and cancel this temporary change of carport assignment, at its discretion. The reassignment of carport spaces, herein provided, will automatically become null and void in the event of a sale of the stock representing either apartment, with absolutely no exceptions to the rules herein provided.

MUTUAL ADOPTION: AMENDMENTS

TEN: 09-26-91 11-29-73, 12-16-81, 09-26-90, 08-28-91, 02-24-93, 12-12-93,
 06-26-02, 04-28-04, 08-26-09, 09-22-10, 10-24-12, 01-23-13

(Draft created 06-15-17 cd)

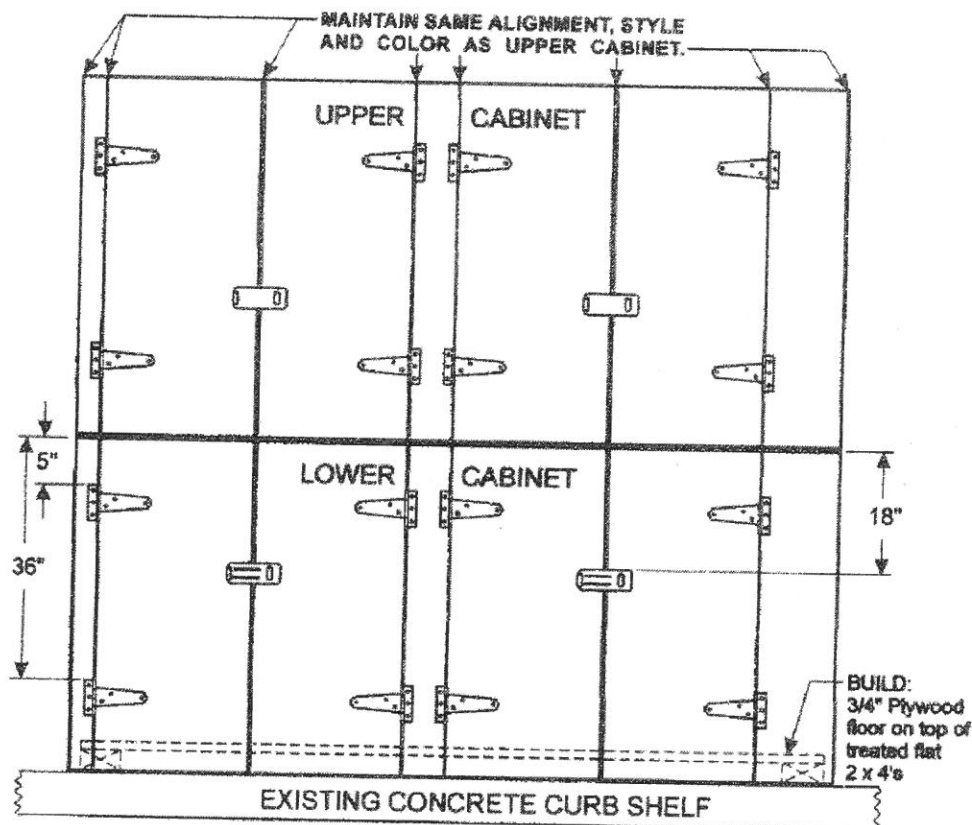
ADOPT NEW DRAFT POLICY

PHYSICAL PROPERTY

SECONDARY CARPORT CABINETS – Mutual Ten

1. Shareholders are permitted to have a secondary carport storage cabinet installed beneath the existing cabinet with a permit from the GRF Physical Property Department.
2. A licensed contractor or handyman shall build the cabinet per the attached dimensions and specifications. Paint must match the existing cabinet.
3. The maintenance of and any damage to the carport cabinet are shareholder responsibility.
4. Any shareholder who installs a secondary carport storage cabinet without a permit from the Physical Property Department must, upon receipt of a written notice of violation, cure that violation within ten (10) days (the "cure period"). If the violation is not cured within the cure period, the cabinet will be removed and any resulting damage to the carport repaired at the shareholder expense.
5. At sale or transfer the new shareholder must accept responsibility for the cabinet or it must be removed and any resulting damage to the carport repaired at seller's expense.

SEE ATTACHED CHART

MUTUAL OPERATIONS**ADOPT NEW DRAFT POLICY****PHYSICAL PROPERTY****SECONDARY CARPORT CABINETS – Mutual Ten****NOTES:**

1. Lower cabinet will vary from 46 1/2" TO 48" in height. Build accordingly.
2. Lower cabinet front must be flush with existing concrete curb shelf.
3. Block all areas between upper and lower cabinet to prevent rodent intrusion.

MATERIALS:

1. HASP = Masterlock No. 704DPF - Big Paint Store - \$6.50 ea.
2. HINGES = Stanley, SKU-218272 Heavy Duty Gate Hinge - Hardware Source - \$2.49 ea.
3. Use quality 3/4" exterior plywood on front, doors and sides with the same or better finish as the top cabinets and caulk where needed.
4. Prime and paint all visible surfaces, inside and out.

MUTUAL ADOPTION

TEN:

(Draft created 06-15-17 cd)



Johns Landscape Service, Inc.
4551 Cambury Drive, La Palma, CA 90623
(562) 244-1113

PROPOSAL FOR SERVICES

JUNE 14, 2017
LINN ATKINSON, LANDSCAPE DIRECTOR
MUTUAL 10 UNIT 254 K/L

This is a proposal for the following job at the given location as described:

QUANTITY	DESCRIPTION		AMOUNT
1	REMOVE THE SPLIT TRUNK BOTTLE BRUSH TREE, ROOTS, LEVEL THE AREA AND INSTALL TOPPER AND SEED. MANUALLY WATER FOR 2 WEEKS		\$480.00

TOTAL: \$480.00

RESOLUTION TO BE ON JUNE AND JULY AGENDAS

MOTION:

RESOLVED, That according to Policy 7510.____, if there is a question of financial eligibility, Mutual _____ is NOT to be contacted by the Stock Transfer Office in the event of a non-qualifying financial issue.

SEAL BEACH LEISURE WORLD
An Active Adult Community

To: Providing Physician _____ Patient: _____

Seal Beach Leisure World is an **"Active Adult Community"** offering the best in co-op and condominium housing for persons fifty-five years of age or older. Active adult housing should not be confused with an assisted living or a skilled nursing facility.

Active Adult Community: *Persons who purchase the right to reside in a Mutual apartment or condominium: (1) Direct their own lives; 2) Are independent and 3) Must be able to handle their own affairs.*

In accordance with Mutual Policy 7510, Eligibility Requirements, item (3), "prospective applicants for ownership and residency should have reasonably good health for a person of his or her age and be able to live independently as evidenced in the form of a letter provided by the applicant's treating physician on the physician's letterhead stationery. (Including National Provider Identification (NPI)).

Reasonably good health may be described in part as an applicant's ability to: (Please check)

☐ Dress self with weather appropriate clothing

☐ Maintain a clean, safe, living environment

☐ Bathe (shower) & maintain personal hygiene

☐ Shop, prepare meals, or eat out.

☐ Medicate self when necessary

☐ Take care of personal finances

if physician declares patient can comply with each of the above conditions, the Mutual will consider this as part of the qualification for residency in the community.

If you have any question please call Seal Beach Leisure World, Stock Transfer Office at: (562) 431-6586, ex. 346, 347 or 348 for assistance.

Notwithstanding any of the forgoing, both federal and California law prohibits, among other things, discrimination against people with disabilities, and nothing herein shall be construed to prevent a Prospective Purchaser with a disability otherwise qualifying for membership.

I understand that Seal Beach Leisure World is an **Active Adult Community**.

Providing Physician's Signature _____ NPI# _____ Date _____

Note: Only one patient per page will be accepted

Please Attach Your Patient's Letter of Eligibility on letterhead with NPI.

Seal Beach Leisure World

An Active Adult Community

To: Prospective Purchasers: ~~Providing Physicians~~

Seal Beach Leisure World is an "Active Adult Community" offering the best in co-op and condominium housing for persons fifty-five years of age or older. This style of active adult housing should not to be confused with an assisted living or a skilled nursing facility. No health care services, such as living assistance or medical assistance, are provided by the Golden Rain Foundation and/or the respective Mutuals. A prospective purchaser of a Leisure World Mutual Share of Stock need only determine what their personal needs are.

Assisted Living: Assisted Living facilities offer personalized supportive services and assistance with day-to-day living needs. Meals, snacks, housekeeping, physical fitness, laundry and 24-hour trained staff members are all provided under the umbrella of assisted-living services. These are not services provided at Seal Beach Leisure World. SEAL BEACH LEISURE WORLD IS NOT AN ASSISTED LIVING FACILITY OR RESIDENCE.

Active Adult Community: In Seal Beach Leisure World you can be as active as you choose to be. There are many recreational opportunities. Members who purchase the right to reside in a Mutual apartment direct their own lives and are independent and able to handle their own affairs without the assistance of the independent Mutual Corporations and/or Golden Rain Foundation.

~~In accordance with Mutual Policy 7510, Eligibility Requirements, item (3),~~ It is recommended that prospective applicants for ownership and residency should have reasonably good health for a person of his/or her age and be able to live independently as evidenced in the form of a letter provided by the applicant's treating physician on the physician's letterhead stationery.

Reasonably good health may be described in part as an applicant's ability to:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Dress self with weather-appropriate clothing. | <input type="checkbox"/> * Able to shop and prepare meals, or eat out. |
| <input checked="" type="checkbox"/> Maintain a clean, safe living environment. a | <input type="checkbox"/> ■ Able to medicate self when necessary. |
| | <input type="checkbox"/> ■ Able to take care of personal finances. |

Choosing an active adult community is a decision which should be made with the assistance of loved ones, professional healthcare physicians, legal advisors and others. Please allow us to answer any questions you might have regarding qualification for residency in this community. You may contact Seal Beach Leisure World, Stock Transfer Office at: (562) 431-6586, ex. 346, 347 or 348 for assistance.

Notwithstanding any of the forgoing, both federal and California law prohibits, among other things, discrimination against people with disabilities, and nothing herein shall be construed to prevent a Prospective Purchaser with a disability otherwise qualifying for membership.

I have read and understand that Seal Beach Leisure World is *not* an assisted living facility:

Print Patient / Prospective Purchaser's Name:

X-Providing Physician's Signature
S:\Forms\FORM Active Living Disclosures.docx

Date:

SEAL BEACH LEISURE WORLD
An Active Adult Community

To: Providing Physician _____ Patient: _____

Seal Beach Leisure World is an "Active Adult Community" offering the best in co-op and condominium housing for persons fifty-five years of age or older. Active adult housing should not be confused with an assisted living or a skilled nursing facility.

Active Adult Community: *Persons who purchase the right to reside in a Mutual apartment or condominium: (1) Direct their own lives; 2) Are independent and 3) Must be able to handle their own affairs.*

In accordance with Mutual Policy 7510, Eligibility Requirements, item (3), "prospective applicants for ownership and residency should have reasonably good health for a person of his or her age and be able to live independently as evidenced in the form of a letter provided by the applicant's treating physician on the physician's letterhead stationery. (Including National Provider Identification (NPI)).

Reasonably good health may be described in part as an applicant's ability to: (Please check)

☐ Dress self with weather appropriate clothing

☐ Maintain a clean, safe, living environment

☐ Bathe (shower) & maintain personal hygiene

☐ Shop, prepare meals, or eat out.

☐ Medicate self when necessary

☐ Take care of personal finances

if physician declares patient can comply with each of the above conditions, the Mutual will consider this as part of the qualification for residency in the community.

If you have any question please call Seal Beach Leisure World, Stock Transfer Office at: (562) 431-6586, ex. 346, 347 or 348 for assistance.

Notwithstanding any of the foregoing, both federal and California law prohibits, among other things, discrimination against people with disabilities, and nothing herein shall be construed to prevent a Prospective Purchaser with a disability otherwise qualifying for membership.

I understand that Seal Beach Leisure World is an **Active Adult Community**.

Providing Physician's Signature _____ NPI# _____ Date _____

Note: Only one patient per page will be accepted

Please Attach Your Patient's Letter of Eligibility on letterhead with NPI.

Seal Beach Leisure World

An Active Adult Community

To: Prospective Purchasers: Providing Physicians

Seal Beach Leisure World is an "Active Adult Community" offering the best in co-op and condominium housing for persons fifty-five years of age or older. This style of active adult housing should not to be confused with an assisted living or a skilled nursing facility. No health care services, such as living assistance or medical assistance, are provided by the Golden Rain Foundation and/or the respective Mutuals. A prospective purchaser of a Leisure World Mutual Share of Stock need only determine what their personal needs are.

Assisted Living: Assisted Living facilities offer personalized supportive services and assistance with day-to-day living needs. Meals, snacks, housekeeping, physical fitness, laundry and 24-hour trained staff members are all provided under the umbrella of assisted-living services. These are not services provided at Seal Beach Leisure World. SEAL BEACH LEISURE WORLD IS NOT AN ASSISTED LIVING FACILITY OR RESIDENCE.

Active Adult Community: In Seal Beach Leisure World you can be as active as you choose to be. There are many recreational opportunities. Members who purchase the right to reside in a Mutual apartment direct their own lives and are independent and able to handle their own affairs without the assistance of the independent Mutual Corporations and/or Golden Rain Foundation.

~~In accordance with Mutual Policy 7510, Eligibility Requirements, item (3), It is recommended that prospective applicants for ownership and residency should have reasonably good health for a person of his/or her age and be able to live independently as evidenced in the form of a letter provided by the applicant's physician on letterhead stationery.~~

Reasonably good health may be described in part as an applicant's ability to: **Remove if NO doctors note**

- Dress self with weather-appropriate clothing.
- Maintain a clean, safe living environment.
- * Able to shop and prepare meals, or eat out.
- Able to medicate self when necessary.
- Able to take care of personal finances.

Choosing an active adult community is a decision which should be made with the assistance of loved ones, professional healthcare physicians, legal advisors and others. Please allow us to answer any questions you might have regarding qualification for residency in this community. You may contact Seal Beach Leisure World, Stock Transfer Office at: (562) 431-6586, ex. 346, 347 or 348 for assistance.

Notwithstanding any of the forgoing, both federal and California law prohibits, among other things, discrimination against people with disabilities, and nothing herein shall be construed to prevent a Prospective Purchaser with a disability otherwise qualifying for membership.

I have read and understand that Seal Beach Leisure World is not an assisted living facility:

Print Patient / Prospective Purchaser's Name:

X Providing Physician's Signature
S:\Forms\FORM Active Living Disclosures.docx

Date:

MUTUAL OPERATIONS

7020.2

Approval of Escrows – Mutual Two and Ten Only

RESOLUTION:

WHEREAS, Article V, Section 2, of the bylaws vests power in the Board of Directors to accept or reject all applications for membership and admission to occupancy of a dwelling unit in the cooperative housing project, and

~~WHEREAS, a system utilizing questionnaires and a medical examination has been instituted to expedite determination that the potential buyer meets all established criteria, with the responsibility for operation of said system resting on paid employees of the Foundation, and~~
**** (removal if ALD passes with NO doctors note) ****

WHEREAS, it is necessary that escrow papers be signed in a timely manner but calling special meetings of the Board to accept or reject each application in escrow would prove cumbersome,

NOW, THEREFORE BE IT RESOLVED, THAT

1. The President of this Corporation is appointed and empowered to act in behalf of the Board in signing various document in escrow that are necessary to accept or reject potential members of the Corporations.
2. Should the President be absent or otherwise unable to perform, then any officer of this Corporation shall be empowered to sign such papers on behalf of the Board.
3. In Cases Where Escrow Falls Out or is Cancelled

When vendors have incurred costs from working in said unit, the Mutual will pay the vendors in a timely manner and invoice the seller's current receivable account for payment. If applicable, the seller's account will incur late fees and finance charges until the account is paid in full.

MUTUAL ADOPTIONS

AMENDMENTS

TWO: 11-16-72
TEN: 01-28-15

05-19-11

(Jan 15)

MUTUAL OPERATIONS**RESIDENT REGULATIONS****Eligibility Requirements – Mutual Ten**

All persons seeking approval of the Board of Directors of Seal Beach Mutual No. Ten to purchase a share of stock in the Mutual, and to reside in the Mutual, shall meet the following eligibility criteria:

- A. Apply for and be accepted as a member of the Golden Rain Foundation, Seal Beach, California.
- B. Meet the Mutual eligibility criteria as follows:

- 1. Age

Minimum of 55 years, as confirmed by a birth certificate or passport. A driver's license is not acceptable as proof of age.

- 2. Financial Ability

- a. Verified monthly income that is at least four (4) times or greater the monthly carrying charge (Regular Assessment plus Property Tax and Fees) at the time of application, and have liquid assets of at least \$25,000. Verified monthly income/assets may be in the form of the past two years of:
 - 1. Tax returns;
 - 2. 1099s for interest and dividends;
 - 3. 1099-Rs for retirement income from qualified plans and annuities;
 - 4. SSA-1099 Social Security Benefit Statement;
 - 5. Brokerage statements and current interim statement.
 - 6. Six to twelve months of checking/savings account statements.
- b. Adjusted Gross Income per 1040, 1040A, or 1040EZ; plus that portion of Social Security, IRA distributions, and pensions and annuities not included in adjusted gross income; plus tax exempt interest; minus income tax, Social Security, Medicare, and self-employment taxes paid; and minus Medicare medical insurance and prescription drug premiums; all divided by twelve (12) will equal net monthly income to be used in Paragraph 2.a. above.

(Jan 09)

MUTUAL OPERATIONS**RESIDENT REGULATIONS****Eligibility Requirements – Mutual Ten**

- c. Projected assessments will be the previous year's assessment (total of carrying charge less any cable charge, less Orange County Property Taxes and Fees), and the addition of the new property tax at 1.2% of the sales price plus Orange County District fees divided by twelve (12) for the new projected monthly assessment. This new figure (Regular Assessment plus Orange County Property Taxes and District Fees) times four (4) will be the monthly income required. This will be verified by the escrow company and the Stock Transfer Office. Stock Transfer shall have the final say in establishing verifiable income/assets.¹

Verification shall be done by the Escrow Company and the Stock Transfer Office prior to the new buyer interview and prior to the close of escrow (the above verification will not be done by the individual Mutual Directors; Directors will not be required to study or understand the financial requirements).

- d. Only the resident shareholder's income shall be considered for qualifying.
- e. If moving within Leisure World, or if there are any additions/changes to the title (except to remove a deceased spouse's name), the proposed shareholder(s) must meet these eligibility requirements.

3. Health

~~Have reasonably good health for a person of his/her age, as evidenced by a letter from his/her physician, so that shareholder can take care of normal living needs without calling on other members for an undue amount of assistance. Leisure World is not an assisted living or skilled nursing home facility.~~

**** (removal if ALD passes with NO doctors note) ****

- C. Assume, in writing, the obligations of the "Occupancy Agreement" in use by the Mutual Corporation.

¹ If major remodeling, expansion, or addition of a bathroom is being considered, the increase in taxes over the 1.2% of the purchase price must be taken into consideration.

MUTUAL OPERATIONS

7510.10

RESIDENT REGULATIONS

Eligibility Requirements – Mutual Ten

Officers or Committees of the Board of Directors designated to approve new applicants are responsible that the eligibility criteria of this corporation is equitably applied to all applicants. Approval or disapproval of buyer(s) must be received by the Stock Transfer Office at least ten (10) working days prior to the close of escrow.

MUTUAL ADOPTION

AMENDMENT DATES

TEN

04-22-70

09-22-93, 01-28-09

(Jan 09)

Page 3 of 3

PRESIDENTS' COUNCIL DRAFT

RESIDENT REGULATIONS

Eligibility Requirements – Mutual Ten

All each proposing persons Resident Shareholder seeking approval of the Board of Directors of Seal Beach Mutual No. Ten to purchase a share of stock in the Mutual, and to reside in the Mutual, shall individually meet the following income eligibility criteria:

- A. Apply for and be accepted as a member of the Golden Rain Foundation, Seal Beach, California.
- B. Meet the Mutual eligibility criteria as follows:

- 1. Age

Minimum of 55 years, as confirmed by a birth certificate or passport. A driver's license is not acceptable as proof of age.

- 2. Financial Ability

- a. Verified net monthly income that is at least four (4) times or greater than the monthly carrying charge (Regular Assessment plus Property Tax and Fees) at the time of application, and have liquid assets of at least ~~\$25,000~~ **\$50,00**. **Actual or projected retirement income (SS, pension, annuity, etc.) shall be the only income used for qualification.** Verified monthly income/assets may be in the form of the past two years of:

- 1. Tax returns;
- 2. 1099s for interest and dividends **(assets used to purchase unit will not be included in income calculations);**
- 3. 1099-Rs for retirement income from qualified plans and annuities **(with copy of executed payment elections documents and/or beneficiary election forms);**
- 4. SSA-1099 Social Security Benefit Statement;
- 5. Brokerage statements and current interim statement **(assets used to purchase unit will not be included in income calculations).**
- 6. Six to twelve months of checking/savings account statements **(assets used to purchase unit will not be included in income calculations).**

(draft created 6-20-17 ka)

MUTUAL OPERATIONS**PRESIDENTS' COUNCIL DRAFT****RESIDENT REGULATIONS****Eligibility Requirements – Mutual Ten**

- b. Adjusted Gross Income per 1040, 1040A, or 1040EZ; plus that portion of Social Security, IRA distributions, and pensions and annuities not included in adjusted gross income plus tax exempt interest; **(assets used to purchase unit be included in income calculations)**, minus income tax, Social Security, Medicare, and self-employment taxes paid; and minus Medicare medical insurance and prescription drug premiums; all divided by twelve (12) will equal net monthly income to be used in Paragraph 2.a. above.
- c. Projected assessments will be the previous year's assessment (total of carrying charge less any cable charge, less Orange County Property Taxes and Fees), and the addition of the new property tax at 1.2% of the sales price plus Orange County District fees divided by twelve (12) for the new projected monthly assessment. This new figure (Regular Assessment plus Orange County Property Taxes and District Fees) times four (4) will be the monthly income required. This will be verified by the escrow company and the Stock Transfer Office. Stock Transfer shall have the final say in establishing verifiable income/assets.¹ **(Note1)**

Verification shall be done by the Escrow Company and the Stock Transfer Office **for each proposed shareholder** prior to the new buyer interview **orientation** and prior to the close of escrow (the above verification will not be done by the individual Mutual Directors; Directors will not be required to study or understand the financial requirements). **Two officers of the Mutual must sign the Financial Qualification Worksheet.**

- d. Only the resident shareholder's income shall be considered for qualifying.
- e. If moving within Leisure World, or if there are any additions/changes to the title (except to remove a deceased spouse's name), the proposed shareholder(s) must meet these eligibility requirements.

¹ If major remodeling, expansion, or addition of a bathroom is being considered, the increase in taxes over the 1.2% of the purchase price must be taken into consideration.

MUTUAL OPERATIONS**PRESIDENTS' COUNCIL DRAFT****RESIDENT REGULATIONS****Eligibility Requirements – Mutual Ten****3. Health**

Have reasonably good health for a person of his/her age, as evidenced by a letter from his/her physician, so that shareholder can take care of normal living needs without calling on other members for an undue amount of assistance. Leisure World is not an assisted living or skilled nursing home facility.

4. Character**Have a reputation for good character in his/her present community**

- C. Assume, in writing, the obligations of the "Occupancy Agreement" in use by the Mutual Corporation.

Officers or Committees of the Board of Directors designated to approve new applicants are responsible that the eligibility criteria of this corporation is equitably applied to all applicants. Approval or disapproval of buyer(s) must be received by the Stock Transfer Office at least ten (10) working days prior to the close of escrow.

MUTUAL ADOPTION**AMENDMENT DATES**

(draft created 6-20-17 ka)

Page 3 of 3

Notice of Intent to Withdraw

RESOLVED, That Mutual _____ authorizes the Board's President and/or duly appointed Officer, to act on behalf of the Board, to execute the Notice of Intent to Withdraw.