

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL THREE**  
**December 11, 2020**  
**Meeting begins at 9:00 a.m.**  
**Zoom Video and Call Conference 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 parcel 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 OF ALLEGIANCE
2. SHAREHOLDER COMMENTS (2-3 minutes per shareholder)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

Ms. Stone, GRF Representative  
Ms. Hopkins, Mutual Administration Director  
Mr. Van Horn, Building Inspector  
Ms. Barua, Portfolio Specialist  
Ms. Givehand, Recording Secretary

5. GUEST SPEAKER Mr. Rocha
  - a. GRF Security Guidebook (pp.3-6)
6. APPROVAL OF MINUTES:
  - a. **Regular Monthly Meeting Minutes of November 13, 2020**
  - b. **Special Meeting Minutes of November 23, 2020 (p.7)**
7. BUILDING INSPECTOR'S REPORT Mr. Van Horn
  - a. Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (**Handout**)
8. GRF REPRESENTATIVE Ms. Stone
9. CONSENT CALENDAR
  - a. Discuss and vote to authorize transfers of funds for Mutual Three (p.8)

10. **UNFINISHED BUSINESS**

- a. Update on Rules and Regulations

11. **NEW BUSINESS**

- a. Approval of Mutual Monthly Finances (p.9)
- b. Discuss and vote to approve MJ Jurado for emergency work at Laundry Room  
10 to repair drain and concrete. (p.10) Mr. Turis
- c. Update on Tree Trimming Schedule Mr. Campbell

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

12. SECRETARY / CORRESPONDENCE Ms. Hart

13. CHIEF FINANCIAL OFFICER'S REPORT Ms. Ledbetter

14. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins

15. ANNOUNCEMENTS

- a. **MONTHLY MEETING: Friday, January 11, 2020 9:00 a.m., Zoom Video and Call Conference**
- b. **Special Meeting December 21, 2020 at 9:200; Ratification of Policies**

16. COMMITTEE REPORTS

17. DIRECTORS' COMMENTS

18. SHAREHOLDERS' COMMENTS (2-3 minutes)

19. ADJOURNMENT

20. EXECUTIVE SESSION

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

### ***Knob Lock Procedures***

A knob lock device is designed to lock around a door knob to prevent the knob from turning and accessing the keyhole. These devices are used by security to secure a residence for a variety of reasons. The most important reason a residence is 'knob locked' is to ensure anyone accessing the residence (such as after a death of a resident) has the legal authority to do so.

Security may be asked to install a knob lock by:

- Stock Transfer Department
- Mutual President

All requests for use of a knob lock will be noted on a Knob Lock Report. This report documents information regarding the initial request, who installed the device, and who removed the device.

Some knob lock devices will not fit certain types of locks (such as custom locks). Mutuals may have other types of locking devices or systems to secure a door. Any additional type of equipment or device beyond the basic knob lock system (such as boarding up a unit with plywood) will be ordered and installed by the Mutual or installed by the Service Maintenance Department.

### ***Resident Welfare Checks***

The Security Department conducts resident checks after being notified by someone who is concerned about a resident's safety. When a security officer is called out to a residence to conduct a resident check:

- Whenever possible, two security officers should be present when entry is made to the residence.
- Knock on the door loudly and state you are from the Security Department.
- If there is no answer, use the residence key found in the lockbox to gain entry.
- When entering the residence state in a loud voice you are from the Security Department.

If all rooms are checked and no one is found, please ensure you have checked the following areas for someone:

- Shower
- Underneath the bed
- All closets
- Underneath large piles of clothes or blankets

If a person is found and they require immediate medical attention:

- Call 911 immediately from the resident's phone.
- If a resident's phone is not available, use a two-way radio to advise dispatch to call 911 immediately.
- After calling 911, security officers should remain outside of the residence and wait for police, fire, and/or a coroners' unit to arrive.

The watch commander will complete the Resident Check Log to document the resident check.

## ***Occupancy Checks***

An occupancy check is a procedure where a Mutual verifies all people residing inside a unit to ensure that all regulations of the occupancy agreement are being followed.

If it is not an emergency and a Mutual representative wishes to conduct an occupancy check, please refer them to the Mutual Administration Department. Mutual Administration has the expertise to advise a Mutual of the best course of action to take to ensure occupancy agreement compliance.

If it is decided that an occupancy check is warranted, Mutual Administration will send an e-mail request and approval to the watch commander. The patrol unit completing the occupancy check will complete an Occupancy Check Report and send a copy to the Mutual Administration Department.

## ***Death Investigations***

If security is called to a location where someone is deceased or if during a resident check a person is found deceased:

- Call 911 immediately from the resident's phone.
- If a resident's phone is not available, use a two-way radio to advise dispatch to call 911 immediately.

On most occasions, police and coroner units will be taking over the investigation. Remain outside of the residence until the police and/or coroner clear the scene.

When there is activity of this type at a residence, other resident's may ask a security officer what is happening at the location. To maintain confidentiality, Security will advise anyone who is asking about the incident, "We received a request for medical aid at this address." *EXCEPTION: If a Mutual President or Director ask about this type of incident, the security officer may share that there is an on-going death investigation at the scene.*

The security officer at the scene will complete a Death Investigation Report as soon as possible after the incident. If the Mutual President was not at the scene, the watch commander on duty will immediately e-mail the Mutual President to advise them of the incident.

## ***Interactions Involving Family Members at a Death Investigation***

The loss of a loved one is a very stressful event for a family. As the security officer at the scene, you may be dealing with a wide range of emotions, even if a death was expected.

When loved ones are at a residence of a deceased person, be patient and give family members the time to grieve. **NEVER** say to a grieving person:

- "He's in a better place."
- "It was his time."
- "There's a reason for everything."
- "I know how you feel."

**It is best to be silent or you may simply say, “I’m sorry for your loss.”**

### ***Establishing Legal Authority***

After a death investigation is completed, security must ensure that anyone who wants to stay at the residence after the scene has been cleared by police and/or coroner has ‘legal authority’ to remain inside the residence.

Establishing who has legal authority to remain at a residence with unlimited in and out and overnight stay privileges can be confusing. Family members and/or caregivers may be advise you that they have legal authority of a residence due to the fact they have a “Power of Attorney”, an “Executor of a will”, a “Non-resident co-owner” or “Head of a trust and an inheritor.”

*The only people with legal authority to stay in a residence after a resident death are:*

- Member resident
- Co-Occupant

**Security officers do not have the power to review or interpret legal documents or determine who has legal authority to stay in a residence. All legal authority issues must be reviewed and approved by the Stock Transfer Department.**

Caregivers have no authority to stay after a resident is deceased.

Security may not allow any unauthorized person to stay at a residence of deceased shareholder. Security should advise anyone remaining in the unit in a firm but polite manner:

*“I’m Security Officer \_\_\_\_\_. Your name, Sir/Ms. \_\_\_\_\_? Mr/Ms \_\_\_\_\_, unfortunately, since there is no member resident or a co-occupant present, I must ask you to leave. You may call the Stock Transfer Office during regular business hours and they will be able to assist you in how to gain access to the unit.”*

If unauthorized people still refuse to leave the unit, The Security Officer will state:

*“Please understand we must protect the interest of the deceased, so I must ask you to leave.”*

If unauthorized people continue to stay, the security officer will notify the watch commander. The watch commander will notify the Mutual President immediately regarding the refusal to leave, regardless of the date or time. The Mutual President has the authority to allow someone to stay in a unit or ask them to leave.

If the Mutual President denies anyone from staying in the unit and they still refuse to leave, the Mutual President can ask us to contact the Seal Beach Police Department for assistance. Security will follow the instructions of the police department at the scene. If police officers allow unauthorized persons to stay in the unit and police will take no further action, ensure you receive the name and serial number of the police officer at the scene to document on the report.

If a Mutual President allows someone to stay in the unit, ensure this information is noted in the report.

### ***Coroner's Investigations***

When a Coroner is conducting a death investigation they may place a 'Coroners Seal' on the door when they leave the residence. This seal forbids anyone from entering the residence (including those who have legal authority to do so) until they have completed their investigation.

After a Coroner's investigation is completed, they will usually notify the next of kin to the deceased that their investigation is complete and they may enter the residence. However, there are two important issues to remember:

- Even though the next of kin are stating the Coroner is allowing entry, this information must be verified with the Orange County Sheriff-Coroner/Coroner Division. This information will be documented by the watch commander on a Coroner's Information Report.
- If the coroner verifies that entry is allowed, the Security Department must ensure that the next of kin must have legal authority to enter the residence. If the next of kin does not have legal authority, they may not enter.

Refer any next of kin claiming legal authority to the Stock Transfer Department.

**MINUTES OF SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS  
OF SEAL BEACH MUTUAL THREE  
November 23, 2020**

An executive session of the board of directors of Seal Beach Mutual Three was convened at 1:12 p.m. on Monday, November 23, 2020, via Zoom Video and Conference Call.

Those directors present were: President Ginthner, Vice President Turis, Chief Financial Officer Ledbetter, Secretary Hart, and Directors Tye, Campbell, and Harris. Also present was Mutual Administration Director Hopkins and Portfolio Specialist Gamboa.

Four Shareholders were present

The purpose of this meeting was to discuss and vote to rescind Policy 7560 – Apartment Rental and adopt Policy 7560.03 – Leasing Rules and Regulations. And adopt to 7585.03 – Governing Documents Compliance corrective measures and monetary penalties.

Following a discussion and upon a MOTION duly made by President Ginthner and seconded by CFO Ledbetter it was,

RESOLVED to rescind Policy 7560- Apartment Rental and adopt Policy 7560.03-Leasing Rules and Regulations and also adopt policy 7585.03 – Governing Documents Compliance corrective measures and monetary penalties on a preliminary basis until the 28-day posting requirement has been completed. The additions will be ratified at the next Special meeting on December 21, 2020 and take effect if the Board receives no comments.

The MOTION passed.

President Ginthner adjourned the meeting at 1:52 p.m.

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Attest, Hart, Secretary  
SEAL BEACH MUTUAL THREE  
ag: 11/23/20

# Mutual Corporation No. Three

## MEMO

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO AUTHORIZE TRANSFERS OF FUNDS FOR MUTUAL THREE (CONSENT CALENDAR, ITEM A)  
**DATE:** DECEMBER 11, 2020  
**CC:** MUTUAL FILE

I move that the board authorizes the following transfers of funds per detailed resolutions.

<i>Transfer/ Invoice Date</i>	<i>Amount</i>	<i>Originating/Destination Accounts or Payee</i>
09/22/2020	\$14,196.00	Total Landscape Maintenance, Invoice 7189 check number 11236
09/30/2020	\$40,257.58	US Bank Checking to US Bank Restricted Money Market
10/26/2020	\$ 13,000.00	Sale of 33A Castlehead, Inc. Escrows (\$10,000 repair + \$3,000 tax deposit)
10/29/2020	\$13,000.00	Sale of 6L Castlehead, Inc. Escrows (\$10,000 repair + \$3,000 tax deposit)
11/05/2020	\$13,000.00	Sale of 28L Castlehead, Inc. Escrows (\$10,000 repair + \$3,000 tax deposit)
10/30/2020	\$10,000.00	Sale of 7C – repair deposit Check Number 008794, Leisure Living Resales
10/30/2020	\$10,902.52	7C Legal fees – Leisure Living Resales
11/06/2020	\$62,661.94	US Bank Checking to US Bank Impound
11/05/2020	\$101,826.94	US Bank Checking to GRF – US Bank Checking
10/30/2020	\$40,257.58	US Bank Checking to US Bank Restricted Money Market
11/23/2020	\$12,921.94	Refunds for 1J check number 500564, Carol Ann Curtin, Trustee
11/23/2020	\$13,000.00	Sale of 14A Castlehead, Inc Escrows (\$10,000 repair + \$3,000 tax deposit)
11/23/2020	\$13,000.00	Sale of 25J Castlehead, Inc Escrows (\$10,000 repair + \$3,000 tax deposit)
11/23/2020	\$14,196.00	Total Landscape Maintenance, Invoice 7205 check number 11301
12/01/2020	\$14,196.00	Total Landscape Maintenance, Invoice 7224 Only

# *Mutual Corporation No. Three*

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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:** DECEMBER 11, 2020  
**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 November 2020.

# *Mutual Corporation No. Three*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE MJ JURADO FOR EMERGENCY WORK  
DONE AT LAUNDRY ROOM 10 (NEW BUSINESS, ITEM B)  
**DATE:** DECEMBER 11, 2020  
**CC:** MUTUAL FILE

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I move to approve MJ Jurado for emergency work done at Laundry Room 10 to repair drain and concrete for cost not to exceed \$ 4500. Funds to come Infrastructure.