

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIVE
December 21, 2016
9:00 a.m., Building 5, Room B

- | | |
|---|-------------|
| 1. CALL TO ORDER | Dr. Coven |
| 2. PLEDGE OF ALLEGIANCE | Ms. Trembly |
| 3. ROLL CALL | |
| 4. INTRODUCTION OF GRF REPRESENTATIVE, GUEST(S), AND STAFF: | Dr. Coven |
| Mr. Hood, GRF Representative | |
| Ms. Hopkins, Mutual Administration Director | |
| Mr. Kranda, Building Inspector | |
| Ms. Day, Recording Secretary | |
| Mutual Five shareholders and all guests from other Mutuals | |
| 5. APPROVAL OF MINUTES: Regular Monthly Meeting of November 16, 2016
Special Meeting of June 6, 2016
Special Meeting of December 2, 2016 | Dr. Coven |
| 6. PRESIDENT'S ANNOUNCEMENTS | Dr. Coven |
| 7. SHAREHOLDERS' COMMENTS (on agenda items only) | |
| 8. BUILDING INSPECTOR'S REPORT | Mr. Kranda |
| 9. GRF REPRESENTATIVE | Mr. Hood |
| 10. CORRESPONDENCE | Ms. Boryta |
| 11. CHIEF FINANCIAL OFFICER'S REPORT | Ms. Tran |
| 12. APPOINTMENTS – none | Dr. Coven |
| 13. COMMITTEES – | |
| Carports | Ms. Boryta |
| Emergency Preparedness | Ms. Boryta |
| Landscape | Ms. Trembly |
| Laundry Rooms | Mr. Powell |
| Physical Properties | Mr. Gould |
| 14. UNFINISHED BUSINESS – | |
| a. Project updates: SmartBurner installations | Dr. Coven |
| Roofing | |
| 15. NEW BUSINESS – | |
| a. Discuss Policy 7401 – <u>Contractor License</u> | |
| b. Discuss Policy 7401.1 – <u>Licensed and</u> | |
| c. Adopt Policy 7402.5 – <u>Working Hours – Contractors</u> and rescind Policy 7402 – <u>Working Hours – Contractors</u> | |

- d. Adopt Policy 7441.5 – Building Permit Signatures and rescind Policy 7403.8 – Building Permit Signatures
- e. Discuss Policy 7404 – Notification of Remodeling
- f. Discuss Policy 7490.3 – Inspection Service – Building Alterations
- g. Discuss Policy 7410 – Apartment Fire/Safety Inspection
- h. Resolution – Property Tax Postponement Program

STAFF SECRETARY BREAK (TIME TO BE DETERMINED BY PRESIDENT)

- 16. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
- 17. DIRECTOR(S)' COMMENTS
- 18. SHAREHOLDERS' COMMENTS
- 19. ADJOURNMENT
- 20. EXECUTIVE SESSION (member, legal issues)

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

**NEXT MEETING: JANUARY 18, 2017, at 9:00 a.m.
Building 5, Room B**

cd:12/16/16

**MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIVE
December 2, 2016**

In accordance with the Corporation Bylaws, and pursuant to due notice to the Directors, a Special Meeting of the Board of Directors of Seal Beach Mutual Five was called to order by President Coven on December 2, 2016, at 1:00 p.m. in the Physical Property Conference Room.

Those Directors present were: President Coven, Vice President Trembly, Secretary Boryta and Directors Powell and Gould. CFO Tran was absent.

The following were discussed:

Following a discussion, and upon a MOTION duly made by Director Gould and seconded by Vice President Trembly, it was

RESOLVED, To rescind Policy 7020 – Approval of Escrows.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Gould and seconded by Vice President Trembly, it was

RESOLVED, To ratify Policy 7731.5 – Internal Dispute Resolution.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Gould and seconded by Secretary Boryta, it was

RESOLVED, To rescind Policy 7331 – Impounds.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Secretary Boryta and seconded by President Coven, it was

RESOLVED, To rescind Policy 7331.2 – Impound Account Agreement.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Gould and seconded by Secretary Boryta, it was

RESOLVED, To rescind Policy 7334 – Investment Records.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Powell and seconded by Director Gould, it was

RESOLVED, To rescind Policy 7310 – Mutual Budgets.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Gould and seconded by Vice President Trembly, it was

RESOLVED, To ratify Policy 7020.5 – Approval of Escrows.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Secretary Boryta and seconded by Vice President Trembly, it was

RESOLVED, To rescind Policy 7301 – Audit Expense.

The MOTION was passed.

Following a discussion, and upon a MOTION duly made by Director Powell and seconded by President Coven, it was

RESOLVED, To rescind Policy 7331.1 – Interest on Impound Accounts.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Gould and seconded by President Coven, it was

RESOLVED, To rescind Policy 7320 – Patronage Refunds.

The MOTION passed

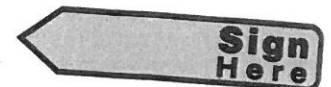
Following a discussion, and upon a MOTION duly made by Director Powell and seconded by Secretary Boryta, it was

RESOLVED, To rescind Policy – 7340 Accounts Receivable.

The MOTION passed.

There being no further business to conduct President Coven adjourned the meeting at 1:35 p.m.

Attest, Betty Coven, President
SEAL BEACH MUTUAL FIVE
ka: 12/5/16



**MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIVE**

June 6, 2016

In accordance with the Corporation Bylaws, and pursuant to due notice to the Directors, a Special Meeting of the Board of Directors of Seal Beach Mutual Five was called to order by President Coven on June 6, 2016, at 1:30 p.m. in the Physical Property Conference Room.

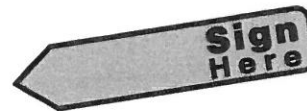
Those Directors present were: President Coven, Vice President Trembly, Secretary Boryta, and Directors Powell and Gould. Director Bittner was absent. Also present were one shareholder, Project Coordinator Rudge, and Building Inspector Kranda.

Following a discussion, and upon a MOTION duly made by Director Gould and seconded by Vice President Trembly, it was

RESOLVED, To approve the contract with Kress Construction to install ductwork from cooktop to the roof for no more than \$200, and to install the new cooktop hood provided by Mutual Five, at \$55 per hour.

The MOTION passed.

There being no further business to conduct, President Coven adjourned the meeting at 2:00 p.m.



Attest, Betty Coven, President
SEAL BEACH MUTUAL FIVE

ka: 11/18/16

MUTUAL OPERATIONS**PHYSICAL PROPERTY****Contractor License**

WHEREAS, the California State Contractor License law, as interpreted by the Contractors State License Board, requires that electrical, plumbing construction and other forms of building repair work which will cost more than \$500 be performed by a State-licensed contractor, and

WHEREAS, this Corporation desires to comply with the statute and gain the advantages of the licensing regulations and insurance protection that is included within the regulation for the protection of the Corporation and the residents,

NOW, THEREFORE, BE IT RESOLVED that this Mutual Corporation will not permit the employment of unlicensed individuals to make repairs, alterations and other such work which will cost more than \$500, and the Physical Property Department is instructed to assist in enforcing this regulation.

<u>MUTUAL ADOPTION:</u>	<u>AMENDMENT</u>	<u>AMENDMENT</u>
ONE: 01-25-79	09-27-90	08-24-06
TWO: 02-19-70	09-20-90	11-16-06
THREE: 02-16-70	09-14-90	09-08-06
FOUR: 02-23-70	11-05-90	09-13-06
FIVE: 02-19-70	09-27-90	08-16-06
SIX: 07-28-78	10-23-90	08-22-06
SEVEN: 03-20-70	09-21-90	08-18-06
EIGHT: 05-28-74	09-23-90	08-28-06
NINE: 03-18-70	09-10-90	09-11-06
TEN: 02-25-70	09-26-90	09-27-06
ELEVEN: 02-17-77	10-18-90	08-17-06
TWELVE: 05-07-70	09-13-90	09-14-06 (08-29-16 See 7401.12)
FOURTEEN: 03-26-70	09-28-90	08-22-06
FIFTEEN: 03-16-70	09-17-90	08-21-06
SIXTEEN: 03-12-70	09-17-90	09-18-06
SEVENTEEN: 08-24-06		

(Aug 16)

MUTUAL OPERATIONS**PHYSICAL PROPERTY****Licensed and Insured Contractors List**

WHEREAS, this Mutual permits remodeling of its apartments by shareholders, upon approval of plans for work to be performed by a properly licensed and insured contractor, at the expense of the shareholder; and

WHEREAS, some shareholders desiring to make alterations request assistance in locating a licensed contractor;

NOW, THEREFORE, BE IT RESOLVED, that the Physical Property Supervisor is requested and directed to maintain a list of contractors who have presented proper license credentials for performing work in the City of Seal Beach and have presented evidence of adequate liability and Workers' Compensation Insurance, so that shareholders of this Mutual requesting such information may be furnished a copy of the current list.

RESOLVED FURTHER, that the list shall clearly warn it is not a recommendation, approval or warranty as to ability to perform, quality of work, reputation in the community, or other such considerations which the shareholder is obliged to judge for himself.

MUTUAL ADOPTION

ONE	Mar 78	NINE	Mar 78
TWO	Mar 78	TEN	Mar 78
THREE	Mar 78	ELEVEN	Jun 78
FOUR	Apr 78	TWELVE	Mar 78
FIVE	Mar 78	FOURTEEN	Jun 78
SIX	Mar 78	FIFTEEN	Mar 78
SEVEN	Apr 78	SIXTEEN	Mar 78
EIGHT	Mar 78		

(Jun 78)

MUTUAL OPERATIONS

PHYSICAL PROPERTY

DRAFT POLICY FOR ADOPTION

Working Hours – Contractors – Mutual Five

THAT NOTWITHSTANDING previous action by the Board, it is hereby resolved that contractors engaged by a resident for the purpose of performing interior or exterior remodeling, or installing or removing equipment and/or appliances associated with such work on the apartments in this Mutual, will be permitted to do so only between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday;

DRAFT

MUTUAL ADOPTION:

AMENDMENT(S)

FIVE: 04-15-87

date

(Draft created 12/15/16 jl)

MUTUAL OPERATIONS

PHYSICAL PROPERTY

RESCIND – MUTUAL FIVE

Working Hours – Contractors - All Mutuals Except 1, 12, 14, and 15

THAT NOTWITHSTANDING previous action by the Board, it is hereby resolved that contractors engaged by a resident for the purpose of performing interior or exterior remodeling, or installing or removing equipment and/or appliances associated with such work on the apartments in this Mutual, will be permitted to do so only between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday;

Mutual No. 7 Only (Effective 11-21-00) Replaces Above Paragraph

THAT contractors engaged by a resident for the purpose of performing interior or exterior remodeling, or installing or removing equipment and/or appliances associated with such work on the apartments in this Mutual, will be permitted to do so only between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday;

FURTHER, contractors shall be allowed to work on Saturdays on projects not requiring inspection by the GRF Physical Property Department and as agreed upon by the Mutual and Physical Property Supervisor;

FURTHER, contractors are not allowed to work on Sundays and holidays.

Mutual No. 17 Only (Effective 05-05-87)

FURTHER, construction work or repair work for units will not be done in the hallways of Mutual buildings. Workmen are to clean up after themselves.

MUTUAL ADOPTION/AMENDMENTS MUTUAL ADOPTION/AMENDMENTS

ONE	See Policy 7402.1	NINE	04-13-87
TWO	04-16-87	TEN	04-22-87
THREE	04-10-87	ELEVEN	04-16-87
FOUR	05-04-87	TWELVE	See Policy 7402.1
FIVE	04-15-87(See Policy 7402.5)	FOURTEEN	See Policy 7502.14
SIX	04-24-87	FIFTEEN	See Policy 7502.15
SEVEN	04-17-87, 11-21-00	SIXTEEN	04-20-87
EIGHT	04-26-87	SEVENTEEN	05-05-98 (see also 7402.17)

(Nov 00)

MUTUAL OPERATIONS

DRAFT POLICY FOR ADOPTION

PHYSICAL PROPERTY

Building Permit Signatures

Mutual Five requires the signature of the Mutual Corporation's president or, in the absence of the president, any officer of the Board, on any building permit, building plan, or change orders issued for apartment remodeling.

DRAFT

MUTUAL ADOPTION

FIVE: *date*

(date)

MUTUAL OPERATIONS

PHYSICAL PROPERTY

RESCIND – MUTUAL FIVE

Building Permit Signatures

Mutual _____ requires the signature of the Mutual Corporation’s president or, in the absence of the president, the vice president, on any building permit, building plans, and change orders issued for apartment remodeling.

Mutual Five Only (Effective 01-17-96)

~~Mutual Five requires the signature of the Mutual Corporation’s president or, in the absence of the president, any officer of the Board, on any building permit, building plan, or change orders issued for apartment remodeling.~~

Mutual One Only (Effective 09-22-16)

Mutual One requires the signature of the Mutual Corporation’s president or, in the absence of the president, the Vice President, or Physical Properties Director on any building permit, building plan, or change orders issued for apartment remodeling.

Mutual Seven Only (Effective 08-19-15)

Mutual Seven requires the signature of the Mutual Corporation’s president or the Physical Property Director, on any building permit, building plans, and change orders issued for apartment remodeling.

MUTUAL ADOPTION

AMENDED

RESCINDED

ONE:	03-27-03	02-23-06, 09-22-16	
TWO:	07-19-90		
THREE:	07-13-90		
FOUR:	08-06-90		
FIVE:	09-20-95	09-22-92, 01-17-96	<u>(See Policy 7441.5)-date</u>
SIX:	07-27-90	07-23-96	
SEVEN:	07-20-90	08-19-15	
EIGHT:	07-23-90		
NINE:			
TEN:	07-26-90		
ELEVEN:			
TWELVE:			
FOURTEEN:	07-27-90		
FIFTEEN:	07-16-90		
SIXTEEN:			
SEVENTEEN:			

MUTUAL OPERATIONS**PHYSICAL PROPERTY****Notification of Remodeling – Except Mutual One and Seventeen**

THAT the Physical Property Inspection Section is instructed to notify all adjacent apartments that share common entryways of the intent and scope of all proposed remodeling work.

THAT adjacent residents unable to be notified will have a letter mailed to them indicating the intent and scope of remodeling work to be performed.

FURTHER that a record of all notifications be maintained in the Physical Property Department.

MUTUAL ADOPTION

ONE	N/A
TWO	07-19-90
THREE	07-13-90
FOUR	08-06-90
FIVE	09-20-95
SIX	07-27-90
SEVEN	07-20-90
EIGHT	07-23-90
NINE	10-14-91
TEN	07-25-90
ELEVEN	07-19-90
TWELVE	07-12-90
FOURTEEN	07-27-90
FIFTEEN	07-16-90
SIXTEEN	07-16-90
SEVENTEEN	Not Applicable

(Sept 95)

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(10/07/16 jl: Corrections made on spacing & format; listed MU 1 & 17 as exclusions)

MUTUAL OPERATIONS**PHYSICAL PROPERTY****Inspection Service – Building Alterations**

Any resident of the Corporation desiring to make any works of improvement by way of construction, either by way of change or addition to the apartment occupied by such resident, shall comply with all prior regulations and requirements adopted by this Corporation as to such works of improvement, and all state, county or municipal laws.

This Corporation hereby requests the Golden Rain Foundation to provide inspection services for said works of improvement while said work is in progress and when completed, assuring compliance with the regulations and requirements of this Corporation relating to such work.

The Golden Rain Foundation shall use a staff member for such inspection services or at its discretion may employ an independent outside inspecting firm.

No works of improvement shall commence prior to the procurement of a permit from the Golden Rain Foundation on behalf of this Corporation. The Golden Rain Foundation shall issue a permit for said work, and such work shall not commence without said permit having been issued.

MUTUAL ADOPTION

ONE	02-22-90	NINE	02-12-90
TWO	02-15-90	TEN	02-28-90
THREE	02-09-90	ELEVEN	02-15-90
FOUR	03-05-90	TWELVE	02-08-90
FIVE	02-14-90	FOURTEEN	02-23-90
SIX	02-23-90	FIFTEEN	02-20-90
SEVEN	02-16-90	SIXTEEN	02-20-90
EIGHT	02-26-90	SEVENTEEN	N/A

(Mar 90)

MUTUAL OPERATIONS**PHYSICAL PROPERTY****Apartment Fire/Safety Inspection****Annual Inspection:**

WHEREAS, The Board of Directors of this Corporation is bound by the terms of a Regulatory Agreement with FHA/HUD to maintain the physical structure of the apartment building in the Mutual in good repair and in such condition as will preserve the health and safety of its occupants,

WHEREAS, The Occupancy Agreement between each Stockholder and the Corporation provides that the Board may make an inspection of the dwelling unit at any reasonable hour of the day, and

WHEREAS, It is the desire of this Board that such situations be discovered and rectified before harm can come to residents or to the structure; now, therefore, be it

RESOLVED, That the Golden Rain Foundation Community Facilities Manager is authorized and instructed to institute an annual Fire/Safety Inspection of the dwelling units of this Corporation, using appropriate City and County Health, Fire and Building Codes as a basis for developing a checklist of possible violations, and assigning staff members from Physical Property, Security and/or other appropriate departments to work with members of this Board in conducting such an inspection.

RESOLVED FURTHER, that violations of City or County Codes shall be reported by the Golden Rain Foundation Community Facilities Manager to the appropriate City or County agency for such remedial action as is provided under the Code.

Biennial Inspection:

RESOLVED, That the resolution adopted by this Mutual on (see below) authorizing the institution of an Annual Fire/Safety Inspection of Mutual apartments be amended to read "...the Golden Rain Foundation Community Facilities Manager is authorized and instructed to institute a biennial Fire/Safety Inspection of the dwelling units of this Corporation..."

(Jun 16)

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MUTUAL OPERATIONS

PHYSICAL PROPERTY

Apartment Fire/Safety Inspection

<u>Mutual</u>	<u>Annual Inspection</u>	<u>Biennial Inspection</u>	<u>As Needed</u>
ONE		01-22-87, 04-23-15***	
TWO	05-15-75	04-19-79	
THREE	02-20-73	11-14-86	
FOUR	12-04-72	12-01-86	
FIVE	12-20-72	02-19-75	
SIX	12-08-72	12-05-86	
SEVEN	01-19-73 , 10-19-07**	02-21-75	
EIGHT	12-11-72	11-24-86	
NINE	01-08-73	02-10-75 (See Policy 7410.9-June 2016)	
TEN	11-20-72	02-27-75	
ELEVEN	12-21-72	03-20-75	
TWELVE	See Policy 7410.12		
FOURTEEN	12-08-72	11-21-86	03-31-89
FIFTEEN	01-15-73	02-03-75	
SIXTEEN	1972, 09-18-00*	02-13-75	
SEVENTEEN	See Policy 7410.17		

*In 1972, Mutual Sixteen had annual inspections; in 1975, the Mutual changed to biennial inspections and, in 2000, the Mutual reverted back to annual inspections.

**On 10-19-07, Mutual Seven reverted back to annual inspections. (Nov. 24, 2014)

***Mutual One will have the fire/safety inspections in Buildings 1 through 35 every odd year and in Buildings 36 through 70 every even year, to begin in 2015.

(Jun 16)