

**PLEASE DO NOT DROP INTO THE MAIL SLOTS**

**MINUTES OF THE REGULAR MONTHLY MEETING  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL FIVE  
February 15, 2017**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Five was called to order by President Coven on Wednesday, February 15, 2017, at 9:00 a.m. in Building Five, Conference Room B, followed by the *Pledge of Allegiance*.

**ROLL CALL**

Present: President Coven, Vice President Trembly, Secretary Boryta, CFO Tran, and Directors Powell and Gould

GRF Representative: Mr. Hood

Guests: Seven shareholders of Mutual Five

Staff: Ms. Hopkins, Mutual Administration Director  
Mr. Kranda, Building Inspector  
Mrs. Aquino, Recording Secretary

**MINUTES**

President Coven asked if there were any corrections to the January 18, 2017. Regular Meeting minutes. There being no corrections, the minutes were approved by acclamation.

President Coven asked if there were any corrections to the January 27, 2017, Special Meeting minutes. There being no corrections, the minutes were approved by acclamation.

**PRESIDENT'S ANNOUNCEMENTS**

President Coven announced that the shower cut downs are still available for income qualified shareholders.

**SHAREHOLDERS' COMMENTS**

No comments were made.

**BUILDING INSPECTOR'S REPORT**

Inspector Kranda presented his report (attached).

Inspector Kranda left the meeting at 9:25 a.m.

**GRF REPRESENTATIVE'S REPORT**

GRF Representative Hood discussed GRF activity.

**CORRESPONDENCE**

Secretary Boryta received no correspondence.

**CHIEF FINANCIAL OFFICER'S REPORT**

CFO Tran presented the Mutual financial statement (attached).

**COMMITTEE APPOINTMENTS**

Dr. Coven appointed a Nominating Committee for the upcoming elections inclusive of the entire Board, and appointed Secretary Boryta Chair.

**COMMITTEES**

Landscape

Vice President Trembly discussed landscape in the Mutual.

Laundry Rooms

Director Powell discussed the Mutual laundry rooms.

Physical Properties

Director Gould discussed projects in the Mutual.

**COMMITTEES (continued)**

Special Events

Vice President Trembly discussed the Mutual Five Birthday Party. Upon a MOTION duly made by Vice President Trembly and seconded by Director Gould, it was

RESOLVED, That the 55<sup>th</sup> Birthday Party for Mutual Five be held at the Clubhouse One Picnic Area on May 15, 2017, at a cost not to exceed \$2,500.

The MOTION passed.

**UNFINISHED BUSINESS**

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

RESOLVED, To ratify adopted/posted Policy 7402.5 –  
Working Hours – Contractors, and to rescind Policy 7402 –  
Working Hours – Contractors.

The MOTION passed.

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

RESOLVED, To ratify adopted/posted Policy 7441.5 –  
Building Permit Signatures and rescind Policy 7403.8 –  
Building Permit Signatures.

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 adopted/posted Policy 7410.5 –  
Unit/Fire Safety Inspection and rescind Policy 7410 –  
Apartment Fire/Safety Inspection.

The MOTION passed.

President Coven called a break from 10:00 a.m. to 10:15 a.m.

**NEW BUSINESS**

Following a discussion, it was the consensus of the Board to review Policy 7504.G –  
Lock Resolution, and amend as needed.

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

RESOLVED, To not accept any policy such as the GRF  
Policy 1927-37 – Parking Rules For Trust Property, for  
Mutual Five.

The MOTION was withdrawn.

(GRF Representative Hood left the meeting at 10:45 a.m.)

**NEW BUSINESS (continued)**

Following a discussion, it was the consensus of the Board to postpone discussion on GRF Policy 1927-37 – Parking Rules For Trust Property until further research can be done.

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

RESOLVED, To have President Coven submit the election revisions to the Mutual attorney.

The MOTION passed.

**MUTUAL ADMINISTRATION DIRECTOR**

Ms. Hopkins presented her Mutual Administration activity reports.

Ms. Hopkins also informed the Mutual about the Member Resource and Assistance Liaison for the Golden Rain Foundation. The Member Resource and Assistance Liaison is dedicated to improving the quality of life for shareholders, and offers confidential services.

Ms. Hopkins also passed out a reminder flyer for shareholders of what not to place down the garbage disposal.

**DIRECTOR'S COMMENT**

Several Directors made comments.

**SHAREHOLDERS' COMMENTS**

No comments were made.

**ADJOURNMENT**

There being no further business to conduct, President Coven adjourned the meeting at 11:20 a.m. and stated an Executive Session would follow to discuss member issues.

  
Attest, Joan Boryta, Secretary  
SEAL BEACH MUTUAL FIVE  
ka:2/16/17  
Attachments

**NEXT MEETING: Wednesday, March 15, 2017, at 9:00 a.m.  
BUILDING 5, CONFERENCE ROOM B**

**RESOLUTIONS IN THE REGULAR  
MONTHLY MEETING FEBRUARY 15, 2017**

- 2/15/17 RESOLVED, That the 55<sup>th</sup> Birthday Party for Mutual Five be held at the Clubhouse One Picnic Area on May 15, 2017, at a cost not to exceed \$2,500.
- RESOLVED, To ratify adopted/posted Policy 7402.5 – Working Hours – Contractors, and to rescind Policy 7402 – Working Hours – Contractors.
- RESOLVED, To ratify adopted/posted Policy 7441.5 – Building Permit Signatures and rescind Policy 7403.8 – Building Permit Signatures.
- RESOLVED, To ratify adopted/posted Policy 7410.5 – Unit/Fire Safety Inspection and rescind Policy 7410 – Apartment Fire/Safety Inspection.
- RESOLVED, To have President Coven submit the election revisions to the Mutual attorney.

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (05) Five

INSPECTOR: Eric Kranda

MUTUAL BOARD MEETING DATE: JANUARY 18, 2017

Print Date: 1/18/2017

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
91-G	HEAT PUMP	BOTH	06/02/16	08/16/16	NO	FINAL 01/19/17	YES
71-D	HEAT PUMP	BOTH	02/06/17	04/28/17	NO	NONE	GREENWOOD
71-H	HEAT PUMP	BOTH	02/10/17	04/15/17	NO	NONE	GREENWOOD
94-A	REMODEL	BOTH	12/15/16	02/28/17	NO	NONE	LW DÉCOR
95-J	REMODEL	BOTH	02/15/17	04/15/17	NO	NONE	MCCOY
91-G	ROOM ADDITION	BOTH	05/25/16	12/01/16	YES	FINAL	ALPHA MASTER
91-G	ROOM ADDITION	BOTH	05/25/16	12/01/16	YES	FINAL 12/13/16	ALPHA MASTER
99-G	ROOM ADDITION	BOTH	11/07/16	05/04/17	NO	LATH	ALPHA MASTER
1117-D	SHOWER CUT DOWN	BOTH	10/26/16	11/26/16	NO	FINAL 01/19/17	NUKOTE
122-G	HEAT PUMP	BOTH	02/14/17	05/28/17	NO	NONE	GREENWOOD
124-G	HEAT PUMP	BOTH	12/30/16	01/31/17	NO	FINAL	GREENWOOD
UNIT #	ESCROW ACTIVITY						
	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
69		09/07/16					
70-C		09/07/16	01/04/17	01/04/17	01/13/17		
70-J		10/12/16	12/05/16	12/05/16	12/15/16		
71-F		09/14/16	11/30/16	12/01/16	12/16/16		
94-A		11/01/16					
94-H		09/07/16	09/26/16	09/29/16	10/13/16		
94-I		12/16/16	01/05/17	01/06/17	01/18/17		
95-C		03/24/15					
96-F		01/04/17					
97-A		08/10/16	12/02/16	12/06/16	10/21/16		
104-C		10/13/15	11/21/16	11/22/16	12/05/16		
104-E		10/14/16					
105-E		06/20/16					
105-I		01/24/17					
106-H		10/12/16					
106-I		04/01/16					
108-J		09/23/16	12/02/16	12/06/16	12/16/16		
108-K		09/30/16					
109-D		01/24/17					
109-F		09/30/16					
114-H		07/25/16	10/27/16	11/03/16	11/16/16		
115-F		07/03/16	10/27/16	11/03/16	11/18/16		
115-J		06/14/16					
116-L		05/02/16	10/04/16	10/10/16	10/24/16		
119-I		11/18/16	01/05/17	01/11/17	01/23/17		
119-K		09/23/16	11/05/16	11/05/16	11/15/16		
124-F		01/04/17					
125-A		12/16/16					

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

<b>CONTRACTS</b>			
ANDRES LANDSCAPE GOOD UNTIL 10/2017			PROJECT
FENN GOOD UNTIL 03/2017			

<b>SPECIAL CONTRACTS</b>			
			PROJECT
KELLIE VAUGHN			REROOFING 91 AND 93
KRESS			HOODS FOR 91



1005 Seal Beach Mutual No. Five  
 Financial Statement Recap  
 12/31/2016

P.O. Box 2069  
 Seal Beach CA 90740

Dec Actual	Dec Budget		2016 Y-T-D Actual	2016 Y-T-D Budget
117,470	117,469	Carrying Charges	1,409,640	1,409,639
37,569	37,559	Reserve Funding	450,829	450,829
<b>155,039</b>	<b>155,028</b>	<b>Total Regular Assessments</b>	<b>1,860,468</b>	<b>1,860,468</b>
9	0	Service Income	44	0
3,002	2,499	Financial Income	32,629	29,933
5,102	2,590	Other Income	37,412	31,113
<b>8,113</b>	<b>5,089</b>	<b>Total Other Income</b>	<b>70,085</b>	<b>61,046</b>
<b>163,152</b>	<b>160,117</b>	<b>Total Mutual Income</b>	<b>1,930,554</b>	<b>1,921,514</b>
70,922	70,920	GRF Trust Maintenance Fee	851,064	851,062
12,399	12,400	Utilities	139,958	148,899
450	1,266	Professional Fees	6,030	15,291
77	43	Office Supplies	608	472
52,585	27,090	Outside Services	325,049	325,014
3,874	10,828	Taxes & Insurance	127,631	129,947
37,569	37,559	Contributions to Reserves	450,829	450,829
<b>177,875</b>	<b>160,106</b>	<b>Total Expenses Before Off-Budget</b>	<b>1,901,169</b>	<b>1,921,514</b>
<b>(14,723)</b>	<b>11</b>	<b>Excess Inc/(Exp) Before Off-Budget</b>	<b>29,385</b>	<b>0</b>
0	0	Depreciation Expense	382	0
<b>(14,723)</b>	<b>11</b>	<b>Excess Inc/(Exp) After Off-Budget</b>	<b>29,003</b>	<b>0</b>
		<b>Restricted Reserves</b>		
2,913	0	Appliance Reserve Equity	14,636	0
4,975	0	Painting Reserve	180,249	0
0	0	Operating Reserve Equity	50,706	0
19,275	0	Roofing Reserve	1,828,703	0
0	0	Emergency Reserve Equity	117,962	0
(4,523)	0	Infrastructure Reserve	140,188	0
<b>22,640</b>	<b>0</b>	<b>Total Restricted Reserves</b>	<b>2,332,444</b>	<b>0</b>

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

**January 27, 2017**

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 January 27, 2017, at 10:00 a.m. in the Physical Property Conference Room, 2<sup>nd</sup> Floor.

Those Directors present were: President Coven, Vice President Trembly, Secretary Boryta, CFO Tran, and Directors Powell and Gould. Also present was Building Inspector Kranda.

A discuss was held regarding drainage issues during the last several rainstorms and how we plan to deal with future problems in this area.

1. We determined to have Maintenance drill a couple of 1" to 2" diameter holes in the sidewalk at building 97 as a test to see if water sinks into the soil.
2. Eric Kranda was directed by the Board to put out to bid: a contract to replace gutters with downspouts in the 9 buildings currently being reroofed.
3. Gutter cleaning will be done twice a year, once in November for the heavily treed buildings and once again in January/February for all 41 buildings. Director Gould will contact the Drone Club to survey the gutters.


Upon a MOTION duly made by Director Gould and seconded by Vice President Trembly, it was

RESOLVED, To allow the Drone Club to survey the gutters.

The MOTION passed unanimously.

4. Eric Kranda was directed by the Board to go out to bid: a contract for preventive maintenance for our sewers. The bid package is to include, but is not limited to, photographing and snaking out main lines.
5. Garden grading – a flyer will be distributed to all shareholders to explain that the garden area is the shareholder's responsibility.

There being no further business to conduct, President Coven adjourned the meeting at 10:45 a.m.

  
Attest, Joan Boryta, Secretary  
SEAL BEACH MUTUAL FIVE

cd:1/30/17

