

PLEASE DO NOT DROP INTO THE MAIL SLOTS

**MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIVE**

March 16, 2016

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Five was called to order by President Coven on Wednesday, March 16, 2016, at 9:01 a.m. in the Administration Building Conference Room A, followed by the *Pledge of Allegiance*.

ROLL CALL

Present: President Coven, Vice President Trembly, Secretary Bittner, CFO Sumners, and Directors Boryta, Gould, and Meznik

GRF Representative: Mr. Hood

Guests: Ten shareholders of Mutual Five

Staff: Mrs. Weller, Mutual Administration Director
Ms. Miller, GRF Director of Finance (10:15 a.m.)
Ms. Shuler, Finance Manager (10:15 a.m.)
Mr. Kranda, Building Inspector
Ms. Day, Recording Secretary

MINUTES

President Coven asked for approval of the Regular Monthly Meeting minutes of February 17, 2016. Upon a MOTION duly made by Vice President Trembly and seconded by CFO Sumners, it was

RESOLVED, To approve the Regular Monthly Meeting minutes of February 17, 2016, as printed.

The MOTION passed.

SHAREHOLDERS' COMMENTS

There were no comments from attending shareholders.

BUILDING INSPECTOR'S REPORT

Inspector Kranda presented his summary report (attached).

Following questions, Inspector Kranda left the meeting at 9:14 a.m.

GUEST SPEAKER – Ms. Miller

Ms. Miller reviewed the Financial Statements as of the year ending December 31, 2015, and the proposed Independent Auditor's Report as submitted by NSBN LLP.

GUEST SPEAKER – Ms. Miller (continued)

Following a brief discussion, and upon a MOTION duly made by CFO Sumners and seconded by Director Meznek, it was

RESOLVED, That the Board of Directors of Seal Beach Mutual No. Five, upon a presentation of the Financial Statements as of December 31, 2015, for the year then ended, and the proposed Independent Auditors' Report as submitted by NSBN LLP, hereby accepts the above mentioned Financial Statements and reports therein, upon the condition that the note on page 10 referencing CDs is corrected about not being insured.

The MOTION passed.

Ms. Miller and Ms. Shuler left the meeting at 9:52 a.m.

GRF REPRESENTATIVE'S REPORT

GRF Representative Hood reviewed his report (attached).

Mr. Hood left the meeting at 10:11 a.m.

CORRESPONDENCE/SHAREHOLDER REQUESTS

Secretary Bittner read a note concerning a bike rack.

PRESIDENT'S REPORT

President Coven presented her report (attached).

A discussion followed to amend the Bylaws from eight Directors to seven Directors. Upon a MOTION duly made by President Coven and seconded by Director Meznek, it was

RESOLVED, To place on the 2016 ballot a measure to amend the Mutual Five Bylaws to reducing the Board from eight (8) Directors to seven (7) Directors.

The MOTION passed.

Recording Secretary Day left on break at 10:25 a.m. to 10:40 a.m.

SECRETARY'S REPORT

Secretary Bittner is attaching the Rummage Sale flyer.

CHIEF FINANCIAL OFFICER'S REPORT

CFO Sumners presented her report (attached).

LANDSCAPE COMMITTEE REPORT

Vice President Trembly presented her report (attached).

PHYSICAL PROPERTY COMMITTEE REPORT

Director Meznek presented his report (attached).

CARPORT COMMITTEE REPORT

Director Gould presented his report (attached).

ARCHITECTURAL REVIEW COMMITTEE REPORT

President Coven presented a report (attached).

WEBSITE COMMITTEE REPORT

President Coven stated that all of the Mutual policies will be put on the website.

MUTUAL ADMINISTRATION DIRECTOR'S REPORT

Mrs. Weller presented her report (attached).

Mrs. Weller discussed an issue of emergency preparedness for all Mutuals. It was the consensus of the Board that the Emergency Preparedness Committee will research FEMA on this issue. Also, it was the consensus of the Board to request the GRF to seek an emergency preparedness community-wide master plan.

OLD BUSINESS

President Coven stated that one bid was received for roofing. President Coven suggested alternative solutions regarding the need to hire a company that will handle the entire roofing job.

Parking spaces for small vehicles - Director Gould discussed possible parking spots for golf carts, installing loading zones, and allowing cart pads to be installed at units. It was the consensus of the Board members to approve the project of installing golf cart spaces, per Director Gould's presentation. In addition, green 20-minute parking spaces or yellow (loading and unloading only) parking zones at Building 97 were discussed.

Director Gould suggested that a charging station and meter could be placed at Carport 64.

Following a discussion, it was the consensus of the Board to cancel a Mutual birthday party this year. A party will be planned next year.

NEW BUSINESS

President Coven appointed Director Boryta Chair of the Nominating Committee with all Board members on the committee.

President Coven reported there has been an increase in usage in three of the laundry rooms since we moved to a no fee schedule. Possible solutions are 1) to reinstate a fee; 2) install card swipe door locks; or 3) outsource the laundry rooms. Other solutions are being sought. This will be discussed at the next Board Meeting.

POLICIES

President Coven asked the Board members to review Policy 7586.5 – Personal Property and Liability Insurance which will be discussed at the next Board Meeting.

SHAREHOLDER(S) COMMENTS

Several shareholders made comments.

Recording Secretary Day left the meeting at 12:10 p.m.

DIRECTOR'S COMMENT

There were no comments from Directors.

EXECUTIVE SESSION

There were member issues discussed in Executive Session.

ADJOURNMENT

There being no further business to conduct, President Coven adjourned the meeting at p.m. and stated an Executive Session would follow.



Attest, Christine Bittner, Secretary
SEAL BEACH MUTUAL FIVE

cd: 04/ /16
Attachments

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

NEXT MEETING: April 20 , 2016

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING MARCH 16, 2016**

3/16/16 RESOLVED, To approve the Regular Monthly Meeting minutes of February 17, 2016, as printed.

RESOLVED, That the Board of Directors of Seal Beach Mutual No. Five, upon a presentation of the Financial Statements as of December 31, 2015, for the year then ended, and the proposed Independent Auditors' Report as submitted by NSBN LLP, hereby accepts the above mentioned Financial Statements and reports therein, upon the condition that the note on page 10 referencing CDs is corrected about not being insured.

RESOLVED, To place on the 2016 ballot a measure to amend the Mutual Five Bylaws to reducing the Board from eight (8) Directors to seven (7) Directors.

MUTUAL 5 PHYSICAL PROPERTY REPORT

MARCH 16, 2016

#1 MUTUAL ESCROW ACTIVITY

- PRELISTINGS INSPECTIONS-105J-71A
- NEW RESIDENT INSPECTIONS-0
- NEW BUYER OREINTATIONS-96H,118I,108G,108L
- CLOSE OF ESCROW-96H,72J,118I

#2 MUTUAL PERMITS

UNIT	TYPE OF WORK	CONTRACTOR	INSPECTION
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#3 MUTUAL PROJECTS/CONTRACTS

- ROOFING PROJECT-BIDDERS CONFERENCE MARCH 15TH
- SPRING PRUNING PROJECT-STARTS APRIL 1, 2016 COMPLETED BY JUNE 30^T

#4 MUTUAL/SHAREHOLDERS REQUESTS

- ROOF LEAKS-ONLY ONE TRUE ROOF LEAK THAT WAS AN OLD LEAK. A HANDFULL OF OLD CEILING STAINS WERE NOTED AND TESTED FOR ACTIVE LEAKING. MOST NOT SO THEY HAVE BEEN ORDERED TO BE PAINTED.
- DRYROT/TERMITES-EIGHT UNITS IDENTIFIED AND GIVEN TO SERVICE MAINTENANCE
- BUILDING 97 AT THE LAUNDRY RM-RIDGE SHINGLE ON THE FASIA IS DETRIORATING AND ORDERED TO BE REMOVED BY THE INSPECTOR
- MISC SHAREHOLDER REQUESTS A. OUTSIDE HEATER-DENIED
B. FLAG POLE HOLDER ON WALL-APPROVED
C. OVENS REQUESTS WHEN CLOCKS NOT WORKING-DENIED
- DAMAGE REPORT AT CARPORT 70-SHAREHOLDER HIT A FIRE EXTINGUISHER BOX. REINSTALLED

- FIRE INSPECTION FROM DON MCKAY ABOUT THE JUNIPERS ALONG THE ALLEY BETWEEN CLUB HOUSE 5 AND THE MUTUAL. ANDRES REMOVED THE NEEDLES UNDER THE TREES AND THINNED OUT THE BRANCHES.
- BUILDING 110F-ON GOING PROBLEM FROM LAST MONTH. JAIME FROM SECURITY CALLED IN A BROKEN WINDOW AND WANTED US TO FIX THAT. THANKS TO CRAIG AT CUSTOM GLASS FOR HIS PROMPT RESPONSE.
- BUILDING 112G-SPOT REFINISH FOR THE SHOWER AFTER THE COPPER REPIPE

#5 CALLS AND VISITS TO UNITS

- 110



FINANCE COMMITTEE MEETING

SUMMARY REPORT Tuesday, February 16, 2016

Action/Request	Person Responsible
1. January 19, 2016 minutes were approved as corrected	Marisa McAuley to post the minutes to the Website
2. January 2016 were accepted and forwarded to GRF Board for acceptance.	
3. UNFINISHED BUSINESS: Review of Reserve Study	The Executive Director spoke on a general strategy and key requirements on updating components of the Reserve Study. Special Meetings will be conducted for further discussion and plan of action.
4. NEW BUSINESS: GRF Membership Fees from the Stock Transfer Office	Courtney Knapp - Unanimously approved the refund of \$1,678 membership fee to Shawn Watson. Courtney Knapp - Unanimously denied request for Michael Camarena and Joseph Vinton Ash to pay the 2015 GRF Membership fee rate of \$1,678 per person instead of the 2016 rate of \$2,595 per person.
5. NEW BUSINESS: Approve Capital Funding – Axserion software conversion project	Carolyn Miller - Unanimously carried to recommend the GRF BOD approve the funding from the capital improvement fund NTE \$25,000 to cover estimated remaining costs of the Axserion software conversion project.
6. NEW BUSINESS: Approve Reserve Funding – Replacement of Parking Lot Light – Clubhouse Six	Mark Weaver - Unanimously carried to recommend the GRF BOD approve the replacement of the light pole #4 and upgrading fixtures to LED at a cost of \$6,558 from the Reserve funds. (Asset ID 0605)
7. NEW BUSINESS: Approve Reserve Funding – Replacement of two (2) heat pumps at Clubhouse Six	Mark Weaver - Unanimously carried to recommend the GRF BOD approve the acceleration of Reserve funds NTE \$10,650 to replace two (2) heater pumps at Clubhouse Six units 3 and 6 (Asset ID 0404)

<p>8. NEW BUSINESS: Approve Non-Budgeted Operational Funds – Red Curbs at Fire Hydrants</p>	<p>Mark Weaver - Unanimously carried to recommend GRF BOD approve the non-budgeted Operational Funds to extend the no parking red curb in front of all Fire Hydrants adjacent to Trust Streets at an estimated cost of \$2,000, work to be completed in-house.</p>
<p>9. NEW BUSINESS: Approve Reserve Funding – Accelerate Reserve Funds to replace the floors in the Physical Property break rooms and conference room</p>	<p>Mark Weaver - Unanimously carried to recommended the GRF BOD approve the acceleration of Reserve Funds in the amount NTE \$8,100 to replace the floor in the Physical Property Conference Room and Break Rooms (Asset ID 0702)</p>
<p>10. NEW BUSINESS: Approve Reserve Funding – Purchasing Floor Replacement</p>	<p>Mark Weaver - Unanimously carried to recommend the GRF BOD approve the replacement of the flooring in the Purchasing Managers Office and back room at a cost NTE \$4,545.</p>
<p>11. NEW BUSINESS: Approve Non-Budgeted Operational Funds to Relocate the Video Producers Club</p>	<p>Mark Weaver - Approved the Non-Budgeted Operational Funds NTE \$5,000 to relocate the Video Producers Club from Clubhouse Five (5) to Clubhouse Three (3) contingent upon the approval of the lease by the Video Producers Club</p>
<p>12. NEW BUSINESS: Approve Capital Funds – Space Planning Building Five (5)</p>	<p>Mark Weaver - Unanimously approved \$1,600 from the 2016 Capital Funds for the purpose of contracting with a qualified firm to draft plans to meet with the proposed intended use of the first floor of Building Five (5)</p>
<p>13. Request to Process Surplus Equipment</p>	<p>Julie Rodgers – Unanimously carried and approved to process surplus equipment as presented.</p>
<p>14. Request to Lower Contingency Operational Funds</p>	<p>Carolyn Miller - Unanimously carried and approved to lower the contingency operational fund to \$500,000 and balance goes into Reserves.</p>
<p>15. Investments</p>	<p>Carolyn Miller - Unanimously carried to approve and reverse the motion on November 5, 2015 to purchase a 125,000 52-week CDAR from the budget contingency fund.</p> <p>Carolyn Miller - Unanimously carried to approve \$230,000 from First Foundation Bank liquid reserve account to be invested in 52-week CDAR.</p>



RECREATION COMMITTEE MEETING

SUMMARY REPORT

Monday, March 14, 2016

Action/Request	Person Responsible
1. Minutes – February 8, 2016	Approved as presented.
2. Correspondence: a. Stove in CH2 – Recreation Manager working on cost for replacement of stove. Will present at next meeting. Until then, using stove from other clubhouse.	Terry De Leon
3. Old Business: Tree Decorations – after discussion, Chair Hood MOTIONED, seconded by Ms. Rapp to propose \$20,000 be awarded to the ADR Committee to obtain Christmas/ Holiday Decorations for 2016. Vote: 4 – Yeas and 3 – Nays. Motion passed.	Terry De Leon / Joy Reed
4. Old Business: Locker Assignment – after a brief discussion, Executive Director asked permission of the Committee to allow staff to develop a policy and other details, including an appropriate amount for the annual deposit and present it to the Board. Staff to bring item back at a future meeting.	Randy Ankeny / Tommy Fileto
5. New Business – Girl Scouts Cookie Sales – Mr. Lukoff MOTIONED and seconded by Ms. Rapp to request a variance to allow the Girls Scouts to sell cookies in our Community. After further discussion, Executive Director requested more time on this matter to allow staff to work out details and logistics. Motion was unanimously voted down.	Randy Ankeny / Terry De Leon
6. New Business – Bocce Ball. As an informational item only, Executive Director briefly discussed activity in our community. No action taken.	Randy Ankeny / Terry De Leon

Action/Request	Person Responsible
<p>7. New Business – Golf Hitting Cages. Recreation Manager reported this item is continuance from the movement of the Video Producer's Club. Working on providing FAR with additional quotes. Will bring back to the Committee in April. No action taken.</p>	Terry De Leon
<p>8. New Business – Mini-Farm Conversion. Recreation Manager provided update. Will provide Committee of cost at future meeting. No action taken.</p>	Terry De Leon
<p>9. Policies – Smoking. The Smoking Sub Committee presented revision to Policy 1412.2-50, which was drafted on 02/29/16. No action or recommendation made by Committee.</p>	Smoking Sub Committee / Terry De Leon
<p>10. Pickle Ball Sub Committee – Ms. Rapp MOTIONED, seconded by Mr. Pratt and unanimously carried – TO forward to the Physical Property Committee to explore the possibility of converting Clubhouse 2 area (former lawn bowling area) to be used for Pickle Ball Courts.</p>	Terry De Leon / Mark Weaver
<p>11. Amphitheater Seat Cushions – Recreation Supervisor presented the concept of selling seat cushions for the Amphitheater. Ms. Rapp MOTIONED, seconded by Mrs. Perrotti and unanimously carried to approve the concept of developing a seat cushions, which is to be sold at the Amphitheater.</p>	Tommy Fileto
<p>12. Mis-use of Clubhouse by card clubs. After discussion, it is the consensus of the Committee to suspend the four card clubs mentioned by Recreation Manager for 60 days for abuse of staff and system in place.</p>	Terry De Leon
<p>13. Donation to the Library – Library Supervisor presented a donation in the amount of \$200, which was donated to the Library. Ms. Rapp MOTIONED, seconded by Mrs. Reed and unanimously carried to receive donation from shareholder. Name to be provided by Library Supervisor.</p>	Vanessa Morris / Terry De Leon



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Wednesday, March 2, 2016

Action/Request	Person Responsible
1. Minutes from February 3, 2016	Approved
2. Correspondence a. Disposal of Light Bulbs	Mark Weaver to look into designating another accessible location for disposal of light bulbs
3. Old Business – Perimeter Wall, Section A <ul style="list-style-type: none">Mr. Moore MOTIONED, seconded by Mr. McGuigan and unanimously carried with Ms. Greer absent – TO recommend the Board approve the selection of Spectrum Care for this project, which include areas A & R. Cost is not to exceed \$33,000.	Mark Weaver
4. Old Business – Perimeter Wall, Section B <ul style="list-style-type: none">Ms. Stone MOTIONED, seconded by Mrs. Damoci and unanimously carried with Ms. Greer absent – TO proceed with the replacement of Wall Section B and exclude the section of the wall where consent has not been provided.	Randy Ankeny
5. Old Business – Perimeter Wall Section J & K <ul style="list-style-type: none">Mr. McGuigan MOTIONED, seconded by Mr. Moore to postpone this item indefinitely. Vote: 3 – Yeas / 3 – Nays. Item tabled.	Mark Weaver / Randy Ankeny
6. Old Business – Perimeter Wall Section L & M <ul style="list-style-type: none">Mrs. Damoci MOTIONED, seconded by Ms. Stone and unanimously carried with Ms. Greer absent – TO direct staff to issue a change order to Wall Section A and go right into Wall L & M. Committee seeks approval of the Board.	Mark Weaver
7. Old Business – Amphitheater Seating <ul style="list-style-type: none">Staff to provide update at future meeting.	David Rudge



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Wednesday, March 2, 2016

Action/Request	Person Responsible
<p>8. Old Business – Sales Office Bike Parking</p> <ul style="list-style-type: none">• Committee would like to add plants in front of the vinyl wall. Staff to forward to ADRC for selection of plants	<p>Mark Weaver / Joy Reed</p>
<p>9. Old Business – Floor Replacement CH6</p> <ul style="list-style-type: none">• Ms. Snowden MOTIONED, seconded by Mrs. Damoci and unanimously carried with Ms. Greer Absent – TO request Finance Committee and Board approval to select Bixby Plaza Carpets & Flooring to replace the upstairs flooring, Asset ID #0701 (approx. 5000 sf), excluding the Exercising area, and use the flooring approved by the ADRC – Johnson Navia LVT flooring, Color – Jet.	<p>Mark Weaver</p>
<p>10. Old Business – Movement Study</p> <ul style="list-style-type: none">• Mr. Moore MOTIONED, seconded by Mr. McGuigan, and unanimously carried with Ms. Greer absent TO – request Finance Committee and Board to approve Urban Crossroads’ proposal to prepare the “Leisure World Seal Beach CAMUTCD Implementation Study.”	<p>Mark Weaver / David Rudge</p>
<p>11. Old Business – Donation of Bus Shelter</p> <ul style="list-style-type: none">• Mrs. Damoci MOTIONED, seconded by Ms. Stone, carried with one NO vote (McGuigan) and Ms. Greer being absent – TO accept donation of bus bench donated by Mutual Fourteen, which will be included as Trust property.	<p>Mark Weaver</p>
<p>12. Old Business – Paving Project</p> <ul style="list-style-type: none">• Staff provided update and reported he will be opening sealed bids at next Committee meeting.	<p>Mark Weaver</p>



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Wednesday, March 2, 2016

Action/Request	Person Responsible
<p>13. New Business – Landscape Architectural Services</p> <ul style="list-style-type: none">• Mr. Moore MOTIONED, seconded by Mrs. Damoci and unanimously carried with Ms. Greer absent – TO forward item back to the ADRC for the approval of contract from Hoskins + Hoskins for this project, which will be paid for by ADRC's budget.	<p>Mark Weaver / Joy Reed</p>
<p>14. New Business – Tree Trimming Bids</p> <ul style="list-style-type: none">• Ms. Stone MOTIONED, seconded by Mr. McGuigan and unanimously carried with Ms. Greer absent TO request Board approval for the selection of Peterson Tree Works for the Tree Trimming Contract. This is to be forwarded to the Board.	<p>Mark Weaver</p>

President's Report
MUTUAL 5
March 16, 2016

There is only one issue to discuss this month.

We need people to volunteer to be on the Board!

Just like the national elections, we here in MUTUAL 5 have to elect our governing body. Today is the opening day for nominations for the Mutual 5 Board of Directors. We have one month until Friday, April 15th to submit candidates for election to the Board of Directors.

We need people to volunteer to be on the Board!

WITHOUT A BOARD OF DIRECTORS a corporation (Mutual #5 is a corporation) cannot conduct business. This means:

- Insurance coverage will lapse.
- Maintenance will cease.
- Rules enforcement ends.
- The association's corporate status lapses.
- Lawsuits cannot be answered.
- Without a board, the management company (GRF) may resign the account.
- If necessary, courts can appoint a receiver to oversee the corporation.
- **Each shareholder is exposed to potential liability!**
- Solution: If necessary, Directors may appoint additional Directors. (Shareholders will not have participated in electing the Director(s)!

RECOMMENDATION:

If MUTUAL 5 cannot get enough volunteers to serve on the board, we should consider amending our bylaws to reduce the size of the board. An even number of Directors (8) is another good reason to reduce the size of the board to seven. We could put this Bylaw amendment on the ballot this year.

We need people to volunteer to be on the Board!

Respectfully submitted,

Betty Coven Ph.D.
President, Mutual 5

M5 ANNUAL

RUMMAGE SALE



????????????????????

Want to sell your ~~junk~~ treasures?

Call or Email before April 15th if you are interested. If there are enough sellers, we will proceed with the sale, May 12th / 13th.

Christine Bittner 562 296 5575 or bittner.c@gmail.com

Leave your name, phone and apt.#.

Laundry Room Cost Center

22 January: Maytag Dryer Cost \$730.92
+ installation 39.00
Total = \$769.92

11 February: Speed Queen Washer Cost \$729.00
+ installation 39.00
Total = \$768.00

Although Mutual 5 has three solar system units, our laundry rooms **do not** get power from these solar systems. We buy power directly from Southern California Edison to run the laundry rooms. The solar systems are saving us money by selling the power we generate to Southern California Edison.

We have electric power governors in each laundry room. It is these governors limiting the power usage that has enabled us to remain in GS1. The upper limit of power usage is set at 16KW per hour to maintain the GS1 threshold.

One DRYER set on MEDIUM HEAT uses 4 KW per hour.

Four DRYERS set on MEDIUM HEAT use 16 KW per hour = **ALL 16 KW**
When we have a combination any of five dryers running the governor will **intermittently SHUT OFF the heat and the tubs will still spin. This will result in DAMP clothing.** And, this in turn will prompt the shareholder to **report a dryer for repair. This will cost the mutual \$39 per hour to troubleshoot a perfectly working Dryer.**

The real trouble starts when a resident decides to dry one or two loads of wash on the **HIGH setting. It only takes two loads to use all 16kw of power. Each dryer uses 8 KW at the HIGH setting.** Since we have up to 6 dryer in a double sided laundry room **we can easily run out of power that results in damp laundry.** Because it is now free to wash and dry you may only restart the dryer and not report a dryer problem. But it still a time consuming irritation to have to extend the drying time to complete your laundry.

To prevent these types of problems, I would like to propose that we only maintain 4 washers and 4 dryers in each doubled sided laundry room. As the extra washers and dryers are no longer repairable that they not be replaced.

Wednesday, March 16, 2016

Turf Update

Joe and his crew have done a fantastic job to improve our turf. Andre reseeded beginning in November. And, the money and labor was money well spent. Beginning in April, the mowing schedule will go back to weekly lawn mowing.

Trees

Winter – pruning was completed several weeks ago. The contract for spring 2016 is in the works (with an April 1st start date).

Garden Policy

- Carol Weller's department recently sent letters to those shareholders who are in violation of our Landscape policy. Please don't make your Board of Directors the "bad guy" by ignoring our policy.

As always, please contact me (562)446-0749 if you have any questions or issues.

Respectfully submitted,
Susan Trembly, Chair, Landscape Committee

PHYSICAL PROPERTY REPORT LEISURE WORLD MUTUAL FIVE

The re-roofing of mutual five buildings 90, 91, 93, 94, 95, 98, 103, 114 and 121 has been authorized. Directors however, have postponed the signing of a roofing contract while they review additional contractor cost and performance information. This project should be completed in eight months time from the signing of a contract agreement, contingent on inclement weather delays. Approximately 100 mutual five service repair orders were responded to by Service Maintenance (SM) personnel during the month of February. Service responses ranged from the replacement of toilet flappers and electrical breaker repair to cement block patching and multiple services such as carpentry work with touch up painting. Please be patient while waiting for repairs. Service Maintenance continues to operate with staffing shortages. Granting SM employees key permission to enter your residence when are away can reduce service delays.

February Service Orders

SERVICE	WORK ORDERS	PERCENT
PLUMBING	29	31%
ELECTRICAL	31	33%
CARPENTRY	13	14%
APPLIANCE	7	7%
MULTIPLE SERV.	9	10%
OTHER	5	5%
TOTAL	94	100%

Improperly self installed gutter screens can cause leaks! Go to: howstuffworks.com. Search Home & Garden for gutter guards.

Respectfully submitted, Jim Meznik

March 16, 2016

March 2016 Golf Cart and Small Vehicle Parking Report
Wayne R. Gould

Golf cart parking is an issue I feel needs to be addressed. If a golf cart parks in a regular parking space it wastes much of the space it is in. Looking at ways to maximize the available parking, I have identified several areas in the carports that could be used for golf cart parking. This would add parking for 11 Golf carts.

Keep in mind that this is one solution. Another would be to allow parking pads in front of units as is done in most every other mutual in Leisure World. It also shifts cost burden onto the Golf Cart Owners.

In addition I have identified one potential Electric Car Charging location. Additional work still needs to be done to identify costs and equipment needed. Inquiries with SCE are ongoing but extremely difficult.

With the new red curb enforcement I recommend we increase the number of loading zones by 4. Repaint the spaces from red to green. I believe we are the approving authority to do this. A place to drop off groceries or people should not be a crime. We owe it to our shareholders to allow them to do this legally.

Photos are available for discussion.

March 2016 Carports and Sidewalks Report
Wayne R. Gould

Sidewalks.

There is an immediate need for cement grinding on the west side of building 97. As previously reported in January there are large trees in the adjacent greenbelt causing the problem. It now represents a significant trip hazard.

There are a few other areas that I am monitoring but no immediate remediation is required. I encourage all Mutual 5 Residents to report and sidewalk problems and I will respond and examine them. We have a limited budget for repairs but we want to get any problems on the list.

Carports

Our letters are having a positive effect. Several violators have removed the prohibited items to proper storage. THANK YOU! There were 10 violations observed this month with improper storage in the carports. One untreated oil spot was reported and we need to take enforcement action. Simply use kitty litter to absorb the oil and dispose of properly.

I had one shareholder complaint that the carport sweeping is not satisfactory in carport 69. I examined the area and it was mostly sand from the roofing. Totally missed by the sweeper.

Carport roadways.

There are several areas that are approaching a degradation of the surface. Not sure when we last resealed the asphalt surfaces but it is time for a slurry coat in some areas.

Architectural Review Committee (ARC)

Purpose and Procedures

Purpose

The general purpose of the Architectural Review committee is to maintain and enhance the aesthetic appeal of Mutual 5's common areas. And ensure compliance with Davis Stirling laws and Mutual 5 policies.

The scope of the Committee includes such areas as:

Patios

- Compliance with Health and Safety laws
- Construction of fences, gates, etc.
- Extensions of patio into common ground.

Garden area

- Hardscapes (e.g. Concrete pads)
- Transformer surrounds

Carport ends

Procedures

Steps for shareholders to follow when planning to request approval for alterations that fall within the scope of the ARC:

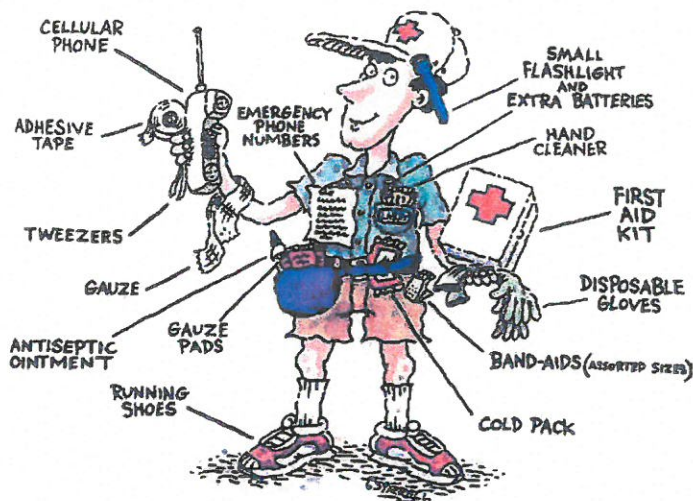
1. Shareholder must contact the Physical Properties' Inspector for any anticipated changes and submit specific plans and pictures (when applicable).
2. Inspector shall:
 - Determine the project's adherence to appropriate building codes.
 - Submit the project request to the Chair of ARC.
3. ARC shall review the request, including a site visit, no less than one week prior to the next regularly scheduled Mutual 5 Board meeting.
4. Based on existing Davis-Stirling requirements, Mutual 5 policies and the aesthetic plans developed by ARC, the Committee shall determine if the project meets all pertinent requirements and provide all information to the Board.
5. The Board's decision shall be communicated in writing to the shareholder.
6. If an owner's application is disapproved, the board shall include an explanation for the disapproval. ([Civ. Code §4765\(a\)\(4\).](#))
7. The shareholder may appeal the decision by requesting a hearing with the Board.



Spring is coming in Our Hometown

The Mutual Administration Director's Report February, 2016

Emergency Preparedness



Are you ready? Safety Sam is!

1. Prepare a grab and go bag.
2. Have all your medications in the bag.
3. Have some canned food.
4. Emergency numbers.
5. Battery lights.
6. First aid kit.
7. **OXYGEN**- make sure you have a backup or a generator if needed. Your oxygen needs must be provided by you...the mutual cannot supply you with a generator to assist with your oxygen unit should the electricity be out.

California Drought

All greenbelt and lawn areas belong to the Mutual Corporation. The watering is done by way of sprinkler systems which are timed to be in compliance with the mandated water conservation established by the City of Seal Beach and the State of California. Please do not water the mutual greenbelts or lawns as that simple act may result in you being fined by the City of Seal Beach Inspectors during their rounds in the community.

Smoking



There's no butts about it!!! Smoking is bad for surrounding neighbors who must smell second hand smoke from a person smoking on their patio or on the sidewalk in front of a person's unit. Cigarette smoke can also travel between some units via the attic access. Please be mindful of others when you smoke. There are smokeless ashtrays and air purifiers which may lessen the effects of your second hand smoke to others.

Find a little smile – it is the best medicine

