

PLEASE DO NOT DROP INTO THE MAIL SLOTS

**MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIVE
March 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, March 15, 2017, at 9:00 a.m. in Building 5, Conference Room B, followed by the *Pledge of Allegiance*.

ROLL CALL

Present: President Coven, Vice President Trembly, Secretary Boryta, and Directors Powell (9:05 a.m.) and Gould

Absent: CFO Tran

GRF Representative: Mr. Hood

Guests: Four shareholders of Mutual Five

Staff: Ms. Miller, Director of Finance (9:23 a.m.)
Ms. Hopkins, Mutual Administration Director (11:15 a.m.)
Mr. Kranda, Building Inspector
Ms. Dailey, Mutual Administration Secretary
Ms. Lukina, Recording Secretary

MINUTES

President Coven asked if there were any corrections to the February 15, 2017, Regular Meeting minutes. There being no corrections, the minutes were approved by acclamation.

PRESIDENT'S ANNOUNCEMENTS

No announcements were made.

SHAREHOLDERS' COMMENTS

No comments were made.

BUILDING INSPECTOR'S REPORT

Inspector Kranda presented his report (attached).

Inspector Kranda left the meeting at 9:11 a.m.

GUEST SPEAKER – Ms. Miller

Ms. Miller reviewed the Financial Statements as of the year ending December 31, 2016, and proposed Independent Auditor's Report as submitted by NSBN LLP.

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

RESOLVED, That the Board of Directors of Seal Beach Mutual Five, upon a presentation of the Financial Statements as of December 31, 2016, for the year then ended, and the proposed Accountant's Report as submitted by NSBN LLP, hereby accepts the above mentioned Financial Statements and reports therein.

The MOTION passed.

Ms. Miller left the meeting at 10:05 a.m.

GRF REPRESENTATIVE'S REPORT

GRF Representative Hood discussed GRF activity, and announced his retirement from the GRF Board at the end of this term.

CORRESPONDENCE

Secretary Boryta received one piece of correspondence that according to Vice President Trembly has already been resolved.

PRESIDENT'S REPORT

President Coven announced that the applications to run for the Board are available at the Stock Transfer Office, and four Directors are running for the Board again this year. She also stated that being a Director is beneficial to a person's mental health, and the community.

SECRETARY'S REPORT

Secretary Boryta presented her report (attached).

CHIEF FINANCIAL OFFICER'S REPORT

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

RESOLVED, To purchase stove tops in the amount of \$5,711 and Smart Burners in the amount of \$4,698 for Mutual Five, not to exceed \$15,000 total, including contingencies, to complete the Smart Burners Project.

The MOTION passed.

President Coven asked Director Gould and Director Powell to be in charge of this project, including organization, ordering, and installation.

COMMITTEES

Carports

Secretary Boryta discussed carports in the Mutual.

Landscape

Vice President Trembly discussed the landscaping in the Mutual.

Laundry Rooms

Director Powell discussed the Mutual laundry rooms. President Coven advised Director Powell to make a flier for the laundry rooms as a reminder to the shareholders not to wash sand pillows and carpets in the washing machines.

Physical Properties

Director Gould discussed the projects in the Mutual, and presented a piece of the new gutter downspout measuring 3" by 4" to replace the old gutters for better drainage. The quotes for new gutters placements were obtained, and presented for the Board's review.

President Coven called a break from 10:31 a.m. to 10:46 a.m.

Special Events

Vice President Trembly discussed Mutual Five events – a Happy Birthday Party on May 15th, and the Annual Meeting in June.

UNFINISHED BUSINESS

The Board members discussed adopting Policy 7582.05 – Towing Vehicles (attached).

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

RESOLVED, To ratify Policy 7582.05 – Towing Vehicles.

The MOTION passed.

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

RESOLVED, To amend Policy 7502.05 – Carport Regulations on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

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

RESOLVED, To withdraw the motion made on amending Policy 7502.05 – Carport Regulations, and review the amended draft of this policy at the next Regular Board Meeting.

The MOTION passed.

(Director Powell left the meeting at 11:27 a.m.)

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

RESOLVED, To correct the Parking – Portable on Demand Storage (PODS), Trailers, and Storage Containers policy number from 7582.5 to 7583.05.

The MOTION passed.

UNFINISHED BUSINESS (continued)

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

RESOLVED, To ratify adopted/posted Policy 7465.05 – Skylights and/or Sola Tubes for Kitchens, Bathrooms, and Permanent Patio Extensions, as amended.

The MOTION passed.

NEW BUSINESS

President Coven asked for the Board's input on the smoking issues within the Mutual. Director Gould suggested performing a voluntarily compliant survey of each building, and title it as a "non-smoking" Mutual upon everyone's agreement. He also stated that the realtors would have to be notified of the changes, and the conversion of Mutual Five to a non-smoking Mutual could add more value to its units.

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

RESOLVED, To adopt Policy 7549 – Lockout Procedures on a preliminary basis until the 30-day posting period is completed.

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 7512 – Guarantor Agreement Form (from Stock Transfer) on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

Following a discussion, it was the consensus of the Board to resume the discussion of Policy 7502.12.1 (GRF Policy 1927-37) – Parking Rules and Fines at a later date.

MUTUAL ADMINISTRATION DIRECTOR

Ms. Dailey presented Mutual Administration activity reports (attached).

Ms. Dailey left the meeting at 11:15 a.m.

DIRECTORS' COMMENTS

No comments were made.

SHAREHOLDERS' COMMENTS

No comments were made.

ADJOURNMENT

There being no further business to conduct, President Coven adjourned the meeting at 12:05 p.m. and stated that an Executive Session will continue on Monday, March 20th, 2017, at 10:00 a.m. at the Physical Property Conference Room to discuss member issues.



Attest, Joan Boryta, Secretary
SEAL BEACH MUTUAL FIVE

kl: 3/15/17

Attachments

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

**NEXT MEETING: Wednesday, April 19, 2017, at 9:00 a.m.
BUILDING 5, CONFERENCE ROOM B**

RESOLUTIONS IN THE REGULAR
MONTHLY MEETING MARCH 15, 2017

3/15/17 RESOLVED, That the Board of Directors of Seal Beach Mutual Five, upon a presentation of the Financial Statements as of December 31, 2016, for the year then ended, and the proposed Accountant's Report as submitted by NSBN LLP, hereby accepts the above mentioned Financial Statements and reports therein.

RESOLVED, To purchase stove tops in the amount of \$5,711 and Smart Burners in the amount of \$4,698 for Mutual Five, not to exceed \$15,000 total, including contingencies, to complete the Smart Burners Project.

RESOLVED, To ratify Policy 7582.05 – Towing Vehicles.

RESOLVED, To correct the Parking – Portable on Demand Storage (PODS), Trailers, and Storage Containers policy number from 7582.5 to 7583.05.

RESOLVED, To ratify adopted/posted Policy 7465.05 – Skylights and/or Sola Tubes for Kitchens, Bathrooms, and Permanent Patio Extensions, as amended.

RESOLVED, To adopt Policy 7549 – Lockout Procedures on a preliminary basis until the 30-day posting period is completed.

RESOLVED, To rescind Policy 7512 – Guarantor Agreement Form (from Stock Transfer) on a preliminary basis until the 30-day posting period is completed.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(05) Five**

INSPECTOR: **Eric Kranda**

MUTUAL BOARD MEETING DATE: **February 15, 2017**

Print Date: 2/15/2017

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
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	FINAL	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
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-G		09/07/16					
72-K		02/16/17					
93-D		02/16/17					
94-A		11/01/16					
95-C		03/24/15					
96-F		01/04/17					
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-K		09/30/16					
109-D		01/24/17					
109-F		09/30/16					
115-J		06/14/16					
119-I		11/18/16	01/05/17	01/11/17	01/23/17		
124-F		01/04/17					
125-A		12/16/16					
125-D		02/16/17					

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation

FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

		CONTRACTS					
ANDRES LANDSCAPE GOOD UNTIL 10/2017				PROJECT			
FENN GOOD UNTIL 03/2017							

		SPECIAL CONTRACTS					
				PROJECT			
KELLIE VAUGHN				REROOFING 91 RAIN DELAY			

P.O. Box 2069
 Seal Beach CA 90740

Jan Actual	Jan Budget		2017 Y-T-D Actual	2017 Y-T-D Budget
119,084	119,084	Carrying Charges	119,084	119,084
40,334	40,334	Reserve Funding	40,334	40,334
159,418	159,418	Total Regular Assessments	159,418	159,418
3,044	1,668	Financial Income	3,044	1,668
3,720	2,145	Other Income	3,720	2,145
6,764	3,813	Total Other Income	6,764	3,813
166,181	163,231	Total Mutual Income	166,181	163,231
71,188	71,188	GRF Trust Maintenance Fee	71,188	71,188
6,320	11,651	Utilities	6,320	11,651
275	1,024	Professional Fees	275	1,024
3	39	Office Supplies	3	39
21,634	29,083	Outside Services	21,634	29,083
11,595	9,914	Taxes & Insurance	11,595	9,914
40,334	40,334	Contributions to Reserves	40,334	40,334
151,349	163,233	Total Expenses Before Off-Budget	151,349	163,233
14,832	(2)	Excess Inc/(Exp) Before Off-Budget	14,832	(2)
14,832	(2)	Excess Inc/(Exp) After Off-Budget	14,832	(2)
		Restricted Reserves		
3,486	0	Appliance Reserve Equity	18,123	0
4,210	0	Painting Reserve	184,459	0
0	0	Contingency Operating Equity	50,706	0
9,587	0	Roofing Reserve	1,833,499	0
267	0	Emergency Reserve Equity	118,229	0
17,956	0	Infrastructure Reserve	143,671	0
35,506	0	Total Restricted Reserves	2,348,686	0

MUTUAL OPERATIONS**DRAFT 2-25-17****RESIDENT 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 knoblock on the door. If the door cannot accommodate a knoblock, 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 knoblocked 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.

MUTUAL OPERATIONS**DRAFT 2-25-17****RESIDENT 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**

MUTUAL OPERATIONS

RESIDENT REGULATIONS

Guarantor Agreement Form

“Stockholder” and/or his or her estate shall hold stock in said corporation.

GOLDEN RAIN FOUNDATION
a corporation

By _____

GUARANTOR

SEAL BEACH MUTUAL NO. _____
a corporation

GUARANTOR

By _____

Dated _____

GRB

Approved: 18 Dec 73