

PLEASE DO NOT DROP INTO THE MAIL SLOTS

**MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIVE
May 17, 2017**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Five was called to order by President Coven on Wednesday, May 17, 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, and Directors Powell and Gould

Absent: CFO Tran

GRF Representative: Mr. Hood

Guests: Ten shareholders of Mutual Five

Staff: Ms. Fernandez, Mutual Administration Manager
Mr. Weaver, Facilities Director
Mr. Alvarez, Building Inspector
Mrs. Aquino, Recording Secretary

MINUTES

President Coven asked if there were any corrections to the April 19, 2017, Regular Meeting minutes. There being no corrections, the minutes were approved by acclamation.

President Coven asked if there were any corrections to the April 17, 2017, Special Meeting minutes. There being no corrections, the minutes were approved by acclamation.

President Coven asked if there were any corrections to the April 14, 2017, Special Meeting minutes. There being no corrections, the minutes were approved by acclamation.

PRESIDENT'S ANNOUNCEMENTS

President Coven announced that the Mutual Five Birthday Party was a success and thanked everyone involved.

SHAREHOLDERS' COMMENTS

One comment was made.

BUILDING INSPECTOR'S REPORT

Inspector Alvarez presented his report (attached).

Facilities Director Weaver discussed the Fenn pest/termite control proposal. Upon a MOTION duly made by Director Gould and seconded by Vice President Trembly, it was

RESOLVED, To accept the Fenn three-year pest control/
termite proposal.

The MOTION passed with four "yes" votes (Coven, Trembly, Powell, Gould) and one abstention (Boryta).

Facilities Director Weaver and Inspector Alvarez left the meeting at 9:27 a.m.

GRF REPRESENTATIVE'S REPORT

GRF Representative Hood discussed GRF activity.

CORRESPONDENCE

Secretary Boryta received no correspondence.

CHIEF FINANCIAL OFFICER'S REPORT

In CFO Tran's absence, the Mutual financial statement was submitted (attached).

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

RESOLVED, To transfer \$100,000 from Morgan Stanley to
US Bank.

The MOTION passed.

COMMITTEES

Landscape

Vice President Trembly submitted her report as presented.

Laundry Rooms

Director Powell presented a verbal report.

Physical Properties

Director Gould presented a verbal report.

Special Events

Vice President Trembly updated the Board on the Mutual Five Events. The Mutual Five Birthday Party that was held on May 15, 2017, was a success and the shareholders enjoyed themselves. In addition, she passed out a flyer for the Annual Meeting luncheon.

UNFINISHED BUSINESS

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

RESOLVED, To ratify adopted/posted Policy 7549.05 –
Lockout Procedures.

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 rescinded/posted Policy 7512 –
Guarantor Agreement Form.

The MOTION passed.

Following a discussion, it was the consensus of the Board to postpone the discussion on Active Living Disclosures until the next Regular Board Meeting so that further research may be done.

President Coven called a break from 10:24 a.m. to 10:45 a.m.

NEW BUSINESS

Following a discussion, it was the consensus of the Board to send the Mutual Five correspondence back to the Presidents' Council regarding the draft Policy 7510 – Eligibility Requirements.

Following a discussion, it was the consensus of the Board to postpone further discussion on Policy 7531 – Inspection of Vacant, Unoccupied or Occasional-Use Units, so that further research can be done.

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

- RESOLVED, To waive the lead paint certification for the gutter company selected to complete the replacement of gutters in Mutual Five.

The MOTION passed.

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

- RESOLVED, To accept the contract with Mr. Gutter to complete the replacement of gutters at Buildings 90 and 91, at a cost not to exceed \$7,000, and to rescind the following resolution dated April 19, 2017, as follows: RESOLVED, To have the President enter into and accept the contract with Argos to complete the replacement of gutters at the Buildings that roofing has been completed, in an amount not to exceed \$3,600.

The MOTION passed.

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

- RESOLVED, That in an event of failure of a lighting ballast to the original bedroom/den soffit and kitchen light fixtures, a standard LED light fixture (supplied by the Purchasing Department) shall be installed at the Mutuals cost.

The MOTION passed.

ANNOUNCEMENT

Per the Mutuals' Bylaws, Article IV, Section 7, Patricia Imbriano, Unit 117-G, stated she intended to vote her ballot cumulatively for the election of Directors for the 2017-2018 term of office.

MUTUAL ADMINISTRATION DIRECTOR

In Ms. Hopkins absence, Mutual Administration Manager Fernandez updated the Board on Mutual Administration activity (attached). In addition, she also passed out an informational sheet describing the duties of the Stock Transfer Office, and reminded the Board about the Life Options Expo being held on Saturday, July 8, 2017.

DIRECTOR'S COMMENT


Several Directors made comments.

SHAREHOLDERS' COMMENTS

One comment was made.

ADJOURNMENT

There being no further business to conduct, President Coven adjourned the meeting at 11: 15 a.m. and stated an Executive Session would follow to discuss member issues.


Attest, Joan Boryta, Secretary
SEAL BEACH MUTUAL FIVE
ka:5/18/17
Attachments

**NEXT MEETING: ANNUAL SHAREHOLDERS' MEETING
JUNE 13, 2017, AT 10:00 A.M. CLUBHOUSE 4**

**NEXT REGULAR BOARD MEETING: JUNE 21, 2017, 9:00 A.M.
BUILDING FIVE CONFERENCE ROOM B**

RESOLUTIONS IN THE REGULAR
MONTHLY MEETING MAY 17, 2017

05/17/17 RESOLVED, To accept the Fenn three-year pest control/ termite proposal.

RESOLVED, To transfer \$100,000 from Morgan Stanley to US Bank.

RESOLVED, To ratify adopted/posted Policy 7549.05 – Lockout Procedures.

RESOLVED, To ratify rescinded/posted Policy 7512 – Guarantor Agreement Form.

RESOLVED, To waive the lead paint certification for the gutter company selected to complete the replacement of gutters in Mutual Five.

RESOLVED, To accept the contract with Mr. Gutter to complete the replacement of gutters at Buildings 90 and 91, at a cost not to exceed \$7,000, and to rescind the following resolution dated April 19, 2017, as follows: RESOLVED, To have the President enter into and accept the contract with Argos to complete the replacement of gutters at Buildings that roofing has been completed, in an amount not to exceed \$3,600.

RESOLVED, That in an event of failure of a lighting ballast to the original bedroom/den soffit and kitchen light fixtures, a standard LED light fixture (supplied by the Purchasing Department) shall be installed at the Mutuals cost.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUA (05) Five

INSPECTOR: **BRUNO ALVAREZ**

MUTUAL BOARD MEETING

DATE: May 17, 2017

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
70-L	TUB	BOTH	03/15/17	05/15/17	NO	NONE	BUENOS
70-L	TUB	BOTH	03/15/17	05/15/17	NO	4/4/2017 ROUGH/PLUM/ELEC/INSL	BUENOS
B93	REROOF	BOTH	01/30/17	02/16/17	NO	04/19/17 FINAL	KELLIE VAUGH
94-A	REMODEL	BOTH	12/15/16	05/01/17	YES	NAILING	LW DÉCOR
94-A	REMODEL	BOTH	12/15/17	05/01/17	YES	05/10/17 FINAL	LW DÉCOR
95-J	REMODEL	BOTH	02/15/17	04/15/17	NO	NONE	MCCOY
97-G	HEAT PUMP	BOTH	03/13/17	06/23/17	NO	03/24/17 FINAL	GREENWOOD
97-A	REMODEL	BOTH	02/15/17	04/15/17	NO	04/14/17 FINAL	MCCOY
99-G	ROOM ADDITION	BOTH	11/07/16	05/04/17	NO	LATH	ALPHA MASTER
99-G	ROOM ADDITION	BOTH	11/07/17	05/04/17	NO	05/10/17 FINAL	ALPHA MASTER
109-F	REMODEL	BOTH	01/30/17	03/10/17	NO	ROUGH	OGAN
119-K	REMODEL	BOTH	03/20/17	04/05/17	NO	03/30/17 FINAL	OGAN
1117-D	SHOWER CUT DOWN	BOTH	10/26/16	11/26/16	NO	FINAL 01/19/17	NUKOTE
122-C	WINDOWS/ELECTRICAL	BOTH	02/25/17	04/30/17	NO	ROUGH	BJ
122-G	HEAT PUMP	BOTH	02/14/17	05/28/17	NO	03/10/17 FINAL	GREENWOOD

SHADED AREAS HAVE BEEN SIGNED OFF

UNIT #	ESCROW ACTIVITY						DOCUMENTS/COMMENTS
	NMI	PLI	NBO	FI	FCOEI	ROF	
72-K		02/16/17	03/14/17	03/21/17	04/04/17		
93-D		02/16/17					
94-A		11/01/16					
95-C		03/24/15					
96-F		01/04/17	02/23/17	03/01/17	03/13/17		
99-I		05/05/17					
101-D	5/1/2017						
104-E		06/20/16					
105-E		10/12/16	04/17/17	05/02/17	05/16/17		
106-H		04/01/16					
106-I		04/01/16					
108-K		09/30/16					
109-D		01/24/17	03/20/17	04/06/17			
109-F		07/25/16					
110-D		05/05/17					
112-D		02/23/17	03/30/17	03/30/17	04/11/17		
113-I		03/14/17	04/14/17	04/19/17	05/05/17		
115-J		06/14/16					
124-F		01/04/17	03/22/17	04/05/17	04/18/17		
125-A		12/16/16					
125-D		02/16/17					

SHADED AREAS HAVE BEEN SIGNED OFF

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

CONTRACTS

				PROJECT
FENN GOOD UNTIL 03/2017				
ANDRES GOOD UNTIL 10/2017				
KELLIE VAUGHN				BUILDING 93/94 HAS BEEN COMPLETED STARTED 95 05/09/17
KRESS				STOVE HOODS 93/94 HAS BEEN COMPLETED START BLDG.95 ON 05/15/17

1005 Seal Beach Mutual No. Five
Financial Statement Recap
04/30/2017

P.O. Box 2069
Seal Beach CA 90740

Apr Actual	Apr Budget		2017 Y-T-D Actual	2017 Y-T-D Budget
119,084	119,084	Carrying Charges	476,335	476,336
40,334	40,334	Reserve Funding	161,337	161,336
159,418	159,418	Total Regular Assessments	637,671	637,672
0	0	Service Income	0	0
3,055	1,668	Financial Income	11,936	6,672
4,346	2,145	Other Income	12,366	8,580
7,401	3,813	Total Other Income	24,302	15,252
166,818	163,231	Total Mutual Income	661,973	652,924
71,188	71,188	GRF Trust Maintenance Fee	284,752	284,752
6,997	11,651	Utilities	31,061	46,604
748	1,024	Professional Fees	1,923	4,096
71	39	Office Supplies	74	156
17,723	29,083	Outside Services	113,277	116,332
11,885	9,914	Taxes & Insurance	46,671	39,656
40,334	40,334	Contributions to Reserves	161,337	161,336
148,946	163,233	Total Expenses Before Off-Budget	639,094	652,932
17,873	(2)	Excess Inc/(Exp) Before Off-Budget	22,880	(8)
2,609	0	Depreciation Expense	9,083	0
15,264	(2)	Excess Inc/(Exp) After Off-Budget	13,797	(8)
		Restricted Reserves		
(174)	0	Appliance Reserve Equity	29,442	0
4,602	0	Painting Reserve	198,265	0
0	0	Contingency Operating Equity	50,706	0
205,612	0	Roofing Reserve	2,054,550	0
(1,301)	0	Emergency Reserve Equity	117,167	0
9,966	0	Infrastructure Reserve	191,987	0
218,705	0	Total Restricted Reserves	2,642,116	0

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

April 14, 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 April 14, 2017, at 2:30 p.m. in the Physical Property Conference Room, 2nd Floor.

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

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

RESOLVED, To move \$200,000 from the non-restricted funds to the Restricted Reserve Account.

The MOTION passed.

The Board members read the Mutual Five Bylaws.

President Coven called a recess of this meeting at 3:55 p.m. She reported that the meeting would be reconvened on Monday, April 17, 2017.


Attest, Joan Boryta, Secretary
SEAL BEACH MUTUAL FIVE
cd:4/24/17

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

April 17, 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 reconvened and called to order by President Coven on April 17, 2017, at 9:15 a.m. at Stock Transfer, in Ms. Knapp's Office.

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

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

RESOLVED, To accept the Bylaws as amended by Attorney Kaiser to remove antiquated language, to eliminate cumulative voting, to eliminate the Parcel System, and to institute two-year terms for Directors providing staggered election terms.

The MOTION passed.

President Coven adjourned the meeting at 11:45 a.m.


Attest, Joan Boryta, Secretary
SEAL BEACH MUTUAL FIVE
cd:4/24/17