

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIVE
December 20, 2017
9:00 a.m., Building 5, Room B

- | | |
|---|--------------|
| 1. CALL TO ORDER/ PLEDGE OF ALLEGIANCE | Dr. Coven |
| 2. ROLL CALL | |
| 3. INTRODUCTION OF GRF REPRESENTATIVE, GUEST(S), AND STAFF: | Dr. Coven |
| Mr. Gould, GRF Representative | |
| Ms. Hopkins, Mutual Administration Director | |
| Mr. Alvarez, Building Inspector | |
| Mrs. Aquino, Recording Secretary | |
| Mutual Five shareholders and all guests from other Mutuals | |
| 4. APPROVAL OF MINUTES: Regular Monthly Meeting of November 15, 2017 | Dr. Coven |
| 5. PRESIDENT'S ANNOUNCEMENTS | Dr. Coven |
| 6. SHAREHOLDERS' COMMENTS | |
| 7. BUILDING INSPECTOR'S REPORT (pages 3-4) | Mr. Alvarez |
| 8. GRF REPRESENTATIVE'S COMMENTS | Mr. Gould |
| 9. CORRESPONDENCE | Ms. Boryta |
| 10. CHIEF FINANCIAL OFFICER'S REPORT | Ms. Tran |
| 11. OFFICER(S)' REPORTS – | |
| a. President | Dr. Coven |
| b. Vice President | Mr. Van Wyke |
| c. Secretary | Ms. Boryta |
| 12. COMMITTEES – REPORTS | Dr. Coven |
| a. Physical Property | Mr. Cude |
| b. Laundry Rooms | Mr. Powell |
| c. Emergency Preparedness | Mr. Powell |
| d. Carports | Ms. Boryta |
| e. Landscape | Ms. Deady |
| f. Building Captains/Caregivers/Pets | Ms. Boryta |
| g. Policy Committee | Dr. Coven |
| h. Architectural Review Committee | Dr. Coven |
| i. Special Events | |
| 13. UNFINISHED BUSINESS – | |
| a. Projects: | |
| 1. Roofing – update | |
| 2. Tree contract – update | |
| 3. Sewer Cleaning – Empire Pipe update | |

13. UNFINISHED BUSINESS (continued)
 - b. Policies:
 1. Ratify amended/posted Policy 7306.05 – Banking Resolution (pages 5-7)
 2. Ratify amended/posted Policy 7491.05 – Roof Access (pages 8-10)
 3. Ratify adopted/posted Policy 7506.05 – Sidewalk Traffic Restriction and ratify rescinded/posted Policy 7506 – Sidewalk Traffic Restriction (pages 11-16)
 4. Approve three-year contract with BrightView Landscape Care (page 17)
14. NEW BUSINESS –
 - a. Approve reinvestment of funds at US Bank and Morgan Stanley to CD (page 18)
 - b. Discuss adopting Policy 7531.05 – Inspection of Vacant, Unoccupied or Occasional-Use Units (pages 19-20)
 - c. Discuss amending Policy 7441.05 – Building Permit Signatures (pages 21-22)
 - d. Contracts:
 1. Attic Fresh Water Pipes redo
 2. Gutters – two buildings
 3. Swale between Mutual Five and Four
 4. Other?

(STAFF SECRETARY BREAK (TIME TO BE DETERMINED BY PRESIDENT))

15. MUTUAL ADMINISTRATION DIRECTOR REPORT Ms. Hopkins
16. DIRECTOR(S)' COMMENTS
17. SHAREHOLDERS' COMMENTS (on agenda items only)
18. ADJOURNMENT
19. EXECUTIVE SESSION (member, legal issues)

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

**NEXT REGULAR BOARD MEETING: January 17, 2018, 9:00 a.m.
BUILDING FIVE, CONFERENCE ROOM B**

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL (05) FIVE

INSPECTOR: BRUNO ALVAREZ

MUTUAL BOARD MEETING

DATE: DECEMBER 20 ,17

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
71-C	EZ ACCESS TUB	BOTH	12/01/17	01/11/18	NO	NONE	NUKOTE
91-E	HEAT PUMP	BOTH	10/09/17	01/20/18	NO	NONE	GREENWOOD
91-L	KITCHEN REMODEL	BOTH	08/22/17	02/09/18	NO	NONE	BERGKVIST
91-L	WASHER AND DRYER	BOTH	08/22/17	01/24/17	NO	FINAL 12/13/17	BERGKVIST
95-L	COUNTER TOP	BOTH	10/02/17	02/02/18	NO	NONE	WESTBY4HOMES
95-L	CARPORT CABINET	GRF	10/09/17	11/20/17	NO	NONE	HANDYMAN
97-D	EZ ACCESS TUB	GRF	10/30/17	12/27/17	NO	NONE	NUKOTE
97-H	HEAT PUMP	BOTH	08/21/17	12/07/17	NO	FINAL 11/17/17	GREENWOOD
100-C	EZ ACCESS TUB	BOTH	10/10/17	12/07/17	NO	FINAL 12/13/17	NUKOTE
103-L	SKYLIGHTS	BOTH		11/14/17	NO	FINAL 11/17/17	M&M
108-K	KITCHEN REMODEL	BOTH	07/28/17	10/16/17	NO	NONE	GREAT WEST CONSTRUCT.
110-A	REMODEL	BOTH	08/28/17	12/04/17	NO	NONE	TOM JEAN CONSTRUCTION
110-D	REMODEL	BOTH	09/11/17	12/18/17	NO	NONE	ROBERTS CONSTRUCTION
111-F	EZ ACCESS TUB	BOTH	10/10/17	12/13/17	NO	NONE	NUKOTE
113-I	REMODEL	BOTH	06/28/17	11/30/17	NO	NONE	LW DÉCOR
115-A	EZ ACCESS TUB	BOTH	12/05/17	01/12/18	NO	NONE	NUKOTE
121-F	REMODEL	BOTH	11/20/17	05/25/18	NO	NONE	HADI CONSTRUCTION
119-F	DISHWASHER	BOTH	10/11/17	11/30/17	NO	FINAL 12/13/12	LOS AL BLDRS
121-K	BATHROOM REMODEL	BOTH	10/02/17	12/15/17	NO	FINAL 12/07/17	BERGKVIST
122-C	CARPORT CABINET	GRF	12/01/17	01/19/18	NO	NONE	NATIONWIDE PAINTING
124-G	HVAC	BOTH	09/08/17	12/20/17	NO	NONE	GREENWOOD
124-H	FLOORING	GRF	11/22/17	01/12/18	NO	NONE	FAMILY FLOORS

SHADED AREAS HAVE BEEN SIGNED OFF

UNIT #	ESCROW ACTIVITY						
	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
69-C		11/08/17					
71-L		11/16/17					
72-E		09/14/17	10/10/17	10/10/17	10/24/17	12/06/17	
90-F		12/06/17					
95-L		06/15/17	08/28/17	09/05/17	09/19/17	11/17/17	
96-I		10/23/17	11/28/17	12/07/17	12/21/17		
97-C		07/10/17	10/03/17	10/11/17	10/25/17	11/28/17	
99-J				05/12/17	05/26/17		
100-A		08/23/17	10/12/17	10/12/17	10/26/17		
105-C		09/25/17	12/05/17	12/12/17	12/27/17		
106-L		06/15/17					
109-F		05/05/17					
110-F		08/23/17	10/20/17	10/24/17	11/07/17	12/06/17	
113-F		07/10/17	11/02/17	11/02/17	11/16/17		
115-L		10/09/17					
116-C		05/31/17	06/19/17	06/21/17			
118-K		11/08/17	12/12/17	12/12/17	12/27/17		
119-C		09/14/17	10/17/17	10/18/17	11/01/17	12/06/17	
121-D		09/25/17	10/24/17	10/24/17	11/07/17	12/06/17	
123-B		08/07/17	09/19/17	09/18/17	10/02/17	11/16/17	
124-F		09/01/17	10/27/17	11/09/17	11/27/17	12/06/18	
126-E		10/23/17	11/07/17	11/08/17	11/24/17	12/06/17	

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

Mutual Corporation No. Five

MEMO

TO: MUTUAL FIVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RATIFY POLICY 7306.05 – BANKING RESOLUTION
DATE: DECEMBER 20, 2017

I move to ratify amended/posted Policy 7306.05 – Banking Resolution.

MUTUAL OPERATIONS

AMENDED DRAFT POLICY

ACCOUNTING AND FISCAL

Banking ResolutionInvestment of Mutual Five Accounts

This policy has been developed to institute proper guidelines for the ongoing management of Mutual Five's investment of both "Reserve" and "Operating" funds.

A "Reserve" account is maintained by Mutual Five for the purpose of accumulating funds for capital improvements and for special needs, such as periodic maintenance and emergencies. An "Operating" account is maintained for the purpose of paying ongoing daily expenses.

1. Investment Objectives

The funds held in the Operating and Reserve Accounts represent the liquid and working funds for the present and future operations of the Mutual. Civil Code §1365.5 (c) (2) states, "the board shall exercise prudent fiscal management in maintaining the integrity of the reserve account." Therefore,

- a. The Board's primary goal is the preservation of Mutual Five's Reserves against loss, excluding the loss due to inflation which is not controllable by the Board of Directors.
- b. The Board's secondary concern is a reasonable return on the monies.
- c. The Board must ladder the funds so as to maintain availability of the funds for use as required by the Reserve needs for capital and special needs improvements.

2. Investment Guidelines

The Board should adopt a strategy that emphasizes preservation of principal over return. Permitted investments are listed below.

- a. Safe Investments include **FDIC insured** Certificates of Deposit, in all their forms, - three months to six years, ~~FDIC-insured~~, Treasury Bills and Notes and ~~Ginnie Mae securities because they are~~ **other** direct obligations of the U.S. Government **and Municipal bonds (with an S&P rating of AA or higher)**.
- b. ~~High-risk Investments include Mutual money funds, money market funds, municipal bonds, and any other products which are not FDIC insured nor backed by the U.S. Government and, therefore, pose an imprudent risk.~~
- c. The "Operating" or liquid portfolio will be limited to short-term money market instruments. Accumulated funds in this account should not exceed the FDIC

MUTUAL OPERATIONS**AMENDED DRAFT POLICY****ACCOUNTING AND FISCAL****Banking Resolution**

insured amount (currently \$250,000) in any single bank. Reliance on the bank's self-insurance poses an imprudent risk.

3. **Management**

- a. The President of the Board of Mutual Five shall appoint an Investment Committee of at least ~~three~~ **two Directors**, but no more than four **(maximum of three Directors)**, Board members, one of whom must be the Chief Financial Officer. This committee shall implement the investment policy in coordination with investment advisor(s). The committee members must be approved by the Board of Directors.
- b. The investment advisor(s) are compensated by the brokers who are associated with the banks with which Mutual Five has accounts.
- c. The President shall either chair the Investment Committee or appoint another committee member, preferably the Chief Financial Officer, as chair.
- d. A simple majority vote of the committee shall authorize the purchase of the financial instrument(s) selected from those offered by the advisors.
- e. The Investment Committee chair, in coordination with the advisors, shall monitor on-going investment activities to ensure that proper liquidity is being maintained and that the investment strategy is consistent with the needs and risk tolerance of Mutual Five's "Reserve" account needs.

4. **Reserve Account Transfers**

The signatures of at least two officers, preferably the President and the Chief Financial Officer, who shall also be members of Mutual Five's Investment Committee, shall be required for the withdrawal of moneys from the Mutual's reserve accounts. Civil Code §1365.5 (b).

Any transfer of funds from the "Reserve" account should be done by a resolution submitted to the Board at a Board meeting and recorded in the minutes so the membership is fully informed of the reserve transfers.

MUTUAL ADOPTION

FIVE: 1-11-93

AMENDED

01-18-12

Mutual Corporation No. Five

MEMO

TO: MUTUAL FIVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RATIFY POLICY 7491.05 – ROOF ACCESS
DATE: DECEMBER 20, 2017

I move to ratify adopted/posted Policy 7491.05 – Roof Access.

MUTUAL OPERATIONS

ADOPTION DRAFT POLICY

PHYSICAL PROPERTY

Roof Access – Mutual Five

Purpose: To protect the Mutual Five roofs from damage and premature wear by limiting the number or workmen and others on the roofs and protect the warranty.

No person shall access the roof of any Mutual Five building without the express permission and approval of the GRF Physical Property Department.

Emergency circumstances to protect persons or property, of course, preempt any and all such restrictions and limitations.

Access to the roofs for the following should be performed by authorized personnel only and may, in addition, require a GRF permit:

- Skylight repair, upgrade, and cleaning.
- TV antennas:
 - a. Satellite installation for DirecTV shall be connected to the master multi-family dish.
 - b. All others shall be pole mounted per Mutual Five standard. This includes garden poles of the type based on satellite line of sight. (See exhibit A, pg. 2)
- Gutter cleaning: shall not be done from the roof. (Except by qualified personnel.)
- Gutter guards: shall be installed, where necessary, by Mutual Five only.
- Holiday lights and decorations shall not be installed from or on the roof but may be attached to the gutters with plastic clips or to the fascia.
- Any foreign object landing on the roofs, as a result of a shareholders action, shall be removed by authorized personnel or Service Maintenance only, at the shareholder's expense.
- Roof access shall be points along the gutter where it is structurally attached to the building (where the nails are).
- Any antennas or other objects placed on any Mutual Five roof without a permit shall be removed at the shareholder's expense.

MUTUAL OPERATIONS

ADOPTION DRAFT POLICY

PHYICAL PROPERTY

Roof Access – Mutual Five

Exhibit A: Pole Mounts



MUTUAL ADOPTION

FIVE: *Ratified date*

Mutual Corporation No. Five

MEMO

TO: MUTUAL FIVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RATIFY POLICY 7506.05 – SIDEWALK TRAFFIC RESTRICTION AND RATIFY
RESCINDING POLICY 7506 – SIDEWALK TRAFFIC RESTRICTION
DATE: DECEMBER 20, 2017

I move to ratify adopting Policy 7506.05 – Sidewalk Traffic Restriction and ratify rescinding Policy 7506 – Sidewalk Traffic Restriction.

MUTUAL OPERATIONS**ADOPT MUTUAL FIVE****RESIDENT REGULATIONS****Sidewalk Traffic Restriction – Mutual Five**

1. Gasoline-powered vehicles are prohibited from using sidewalks in this Mutual. Exceptions shall be limited to the following:
 - a. Emergency medical vehicles belonging to the Health Care Center.
 - b. Service vehicles designated for sidewalk use belonging to the GRF.
 - c. Service vehicles designated for sidewalk use belonging to contractors or vendors doing business with shareholders or corporations (such as newspaper carriers).
2. The wheelbase on all electric carts (golf carts, two-seaters, gems and similar vehicles) must not exceed 68 inches. The width of the cart must not exceed 48 inches. The inflatable tires must be 8 ½ -inches wide.
3. Electric carts are restricted to traveling the shortest distance from the unit to the street.
4. In order to be parked at a Mutual Five residence, the vehicle must have a DMV-issued handicap placard or decal.
5. If eligible, shareholders must obtain all approvals and install a cement pad or Turfstone four feet wide next to the sidewalk at the unit. Shareholder is responsible for all costs relating to the installation and removal of the pad, including the cost of all permits, inspections, construction and removal.
6. Electric carts may be parked on a walkway or on the grass adjacent to the walkway to charge the batteries, and shall not be parked in such a way as to interfere with the entry into or the exit from the unit.
7. Electric cords for charging cannot be placed across any walkway.
8. A cart owner/operator shall maintain sufficient insurance to cover the operation of the cart upon the sidewalks, including personal injury and property damage coverage. The operation of the cart shall be contingent upon proof of insurance related to their cart operation.
 - a. Exceptions to the above are power chairs, scooters, and GRF maintenance vehicles.

MUTUAL ADOPTION**AMENDMENT(S)**

FIVE:

(Draft created 11-15-17 cd)

MUTUAL OPERATIONS**RESCIND MUTUAL FIVE****RESIDENT REGULATIONS****Sidewalk Traffic Restriction – Except Mutual Seven, Eight, Twelve, Fourteen, and Seventeen**

Mutuals One, Three, Four, Six, Nine, Eleven, Fifteen & Sixteen Only – See page 3 for adoption dates

1. Gasoline-powered vehicles are prohibited from using sidewalks in this Mutual. Exceptions shall be limited to the following:
 - a. Emergency medical vehicles belonging to the Health Care Center.
 - b. Service vehicles designated for sidewalk use belonging to the Golden Rain Foundation (GRF).
 - c. Service vehicles designated for sidewalk use belonging to contractors or vendors doing business with residents or corporations (such as newspaper carriers).

Mutual Two Only (effective 08-16-84)

1. Gasoline-powered vehicles are prohibited from using sidewalks in this Mutual. Exceptions shall be limited to the following:
 - a. Emergency medical vehicles belonging to the Health Care Center.
 - b. Service vehicles designated for sidewalk use belonging to the GRF.
 - c. Service vehicles designated for sidewalk use belonging to contractors or vendors doing business with residents or corporations (such as newspaper carriers). This exception does not include mopeds and motor scooters.

Mutual Five Only (effective 05-19-04)

- ~~1. Gasoline-powered vehicles are prohibited from using sidewalks in this Mutual. Exceptions shall be limited to the following:~~
 - ~~a. Emergency medical vehicles belonging to the Health Care Center.~~
 - ~~b. Service vehicles designated for sidewalk use belonging to the GRF.~~
 - ~~c. Service vehicles designated for sidewalk use belonging to contractors or vendors doing business with residents or corporations (such as newspaper carriers).~~

(Jul 14)

MUTUAL OPERATIONS**RESCIND MUTUAL FIVE****RESIDENT REGULATIONS****Sidewalk Traffic Restriction – Except Mutual Seven, Eight, Twelve, Fourteen, and Seventeen**Mutual Five (Cont'd.)

2. ~~The wheelbase on all electric carts (golf carts, two-seaters, gems and similar vehicles) must not exceed 68 inches. The width of the cart must not exceed 48 inches. The inflatable tires must be 8 ½ inches wide.~~
3. ~~Electric carts are restricted to traveling the shortest distance from the apartment to the street.~~
4. ~~In order to be driven on Mutual Five sidewalks, or to be parked at a Mutual Five residence, the vehicle must have a DMV-issued handicap placard.~~
5. ~~If eligible, resident must obtain all approvals and install a cement pad or Turfstone four feet wide next to the sidewalk at the apartment. Resident is responsible for all costs relating to the installation and removal of the pad, including the cost of all permits, inspections, construction and removal.~~
6. ~~The driver of the cart shall stop for pedestrian traffic at a sufficient distance away from the pedestrian to enable pedestrian traffic to safely navigate the sidewalk at all times.~~
7. ~~Any vehicle issued a Vehicle Identification Number (VIN) by its manufacturer, or one that fulfills all of the requirements of the State of California that would allow the vehicle to be licensed for highway operation, is prohibited from using sidewalks in Mutual Five and must be parked in an authorized parking space.~~
8. ~~Electric carts may not be parked on a walkway or breezeway and shall not be parked in such a way as to interfere with the entry into or the exit from the apartment.~~
9. ~~Electric cords for charging cannot be placed across any walkway.~~
10. ~~A cart owner/operator shall maintain sufficient insurance to cover the operation of the cart upon the sidewalks, including personal injury and property damage coverage. The operation of the cart shall be contingent upon proof of insurance related to their cart operation.~~

~~Exceptions to the above are power chairs, scooters, maintenance vehicles and newspaper carriers.~~

MUTUAL OPERATIONS**RESCIND MUTUAL FIVE****RESIDENT REGULATIONS****Sidewalk Traffic Restriction – Except Mutual Seven, Eight, Twelve, Fourteen, and Seventeen****Mutual Ten Only (effective 04-28-04)**

1. No motorized vehicle is to be parked at a residence or driven on sidewalks.

EXCEPTIONS: Power chairs, three-wheeled scooters, four-wheeled scooters, maintenance vehicles, health vehicles, safety vehicles, and newspaper carriers.

<u>MUTUAL ADOPTION</u>	<u>AMENDMENT(S)</u>
One: 01-27-77	
Two: 12-16-76	08-16-84
Three: 02-15-77	
Four: 01-03-77	
Five: 12-15-76	05-19-04
Six: 01-28-77	
Seven: 02-18-77	(11-21-03 See Policy 7506.7)
Eight: 12-27-76	(10-27-03 See Policy 7506.8)
Nine: 12-13-76	
Ten: 12-14-76	07-28-83, 04-28-04
Eleven: 01-20-77	
Twelve:	(04-11-68 See Policy 7502.12)
Fourteen: 12-17-76	(04-27-10 See Policy 7506.14)
Fifteen: 12-13-76	
Sixteen: 12-16-76	
Seventeen:	(04-03-01 See Policy 7506.17)

MUTUAL OPERATIONS

RESCIND MUTUAL FIVE

RESIDENT REGULATIONS

**Sidewalk Traffic Restriction – Except Mutual Seven, Eight, Twelve, Fourteen, and
Seventeen**

Proper format changes made on 09-06-16

DRAFT

Mutual Corporation No. Five

MEMO

TO: MUTUAL FIVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVE CONTRACT WITH BRIGHTVIEW LANDSCAPE CARE
DATE: DECEMBER 20, 2017

I move to approve a three-year contract with BrightView Landscape Care.

Mutual Corporation No. Five

MEMO

TO: MUTUAL FIVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVE REINVESTING CD AT US BANK AND A CD AT MORGAN STANLEY
DATE: DECEMBER 20, 2017

I move to reinvest \$ _____ in a CD held at US Bank CD and \$ _____ in a CD held at Morgan Stanley.

Mutual Corporation No. Five

MEMO

TO: MUTUAL FIVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVE ADOPTING POLICY 7531.05 – INSPECTION OF VACANT, UNOCCUPIED OR OCCASIONAL-USE UNITS
DATE: DECEMBER 20, 2017

I move to adopt Policy 7531.05 – Inspection of Vacant, Unoccupied or Occasional-Use Units on a preliminary basis until the 30-day posting period is completed.

MUTUAL OPERATIONS**ADOPTED DRAFT****RESIDENT REGULATIONS****Inspection of Vacant, Unoccupied or Occasional-Use Units**

Any vacant, unoccupied or occasional-use unit in Mutual Five shall be inspected every 90 days by a Physical Property Inspector, the President and the Mutual director assigned to the respective building. Inspections shall be conducted during the months of February, May, August, and November. There will be a maintenance/inspection charge for Vacant, Unoccupied or Occasional use Units at the amount of the current hourly rate of Service Maintenance.

The Mutual directors shall provide a list of vacant, unoccupied or occasional-use units to the President. Appointments for inspections of the unit shall be coordinated by the President. (Mutual Directors are encouraged to talk to Building Captains to update the list of units to be inspected.)

The inspection of vacant, unoccupied or Occasional-use units shall be posted at least 72 hours prior to the inspection.

MUTUAL ADOPTION

FIVE:

(Draft created 12-12-17 cd)

Mutual Corporation No. Five

MEMO

TO: MUTUAL FIVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVE AMENDING POLICY 7441.05 – BUILDING PERMIT SIGNATURES
DATE: DECEMBER 20, 2017

I move to amend Policy 7441.05 – Building Permit Signatures on a preliminary basis until the 30-day posting period is completed.

MUTUAL OPERATIONS**AMENDED DRAFT****PHYSICAL PROPERTY****Building Permit Signatures**

Mutual Five requires the signature of the Mutual Corporation's president or, **Physical Property Committee Chair**, **in** the absence of the president, **and the Physical Property Chair**, any officer of the Board, **may sign** on any building permit, building plan, or change orders issued for apartment **unit** remodeling.

DRAFT

MUTUAL ADOPTION**AMENDMENTS**

FIVE: 02-15-17

(Draft created 12-12-17 cd)