

PLEASE DO NOT DROP INTO THE MAIL SLOTS

**MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIVE
December 20, 2017**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Five was called to order by President Coven on Wednesday, December 20, 2017, at 9:00 a.m. in Building Five, Conference Room B, followed by the *Pledge of Allegiance*.

ROLL CALL

Present: President Coven, CFO Tran (9:06 a.m.), Secretary Boryta, and Directors Cude, Deady and Powell

Absent: Vice President Van Wyk

GRF Representative: Mr. Gould

Guests: Five shareholders of Mutual Five

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

MINUTES

President Coven asked if there were any corrections to the November 15, 2017, Regular Meeting minutes. There being none, the minutes were approved by acclamation.

SHAREHOLDERS' COMMENTS

Several shareholders made comments.

BUILDING INSPECTOR'S REPORT

Inspector Alvarez presented his report (attached).

Following questions, Inspector Alvarez left at 9:22 a.m.

GRF REPRESENTATIVE'S REPORT

GRF Representative Gould presented his report on the GRF activity (attached).

CORRESPONDENCE

President Coven received one piece of correspondence.

CHIEF FINANCIAL OFFICER'S REPORT

CFO Tran presented her financial report (attached).

OFFICER ('S) REPORT

President Coven presented her report (attached).

COMMITTEES - REPORTS

Laundry Rooms

Director Powell presented his report (attached).

Carports

Secretary Boryta presented her report (attached).

Landscaping

Director Deady discussed what the committee is working on.

Building Captains/Caregivers/Pets

Secretary Boryta presented her reports (attached).

Policy Committee

President Coven discussed what the Committee is working on.

UNFINISHED BUSINESS

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

RESOLVED, To approve a one year tree contract with BrightView Landscape, at a cost not to exceed \$23,735, and authorize the President to sign the contract.

The MOTION passed.

**BOARD OF DIRECTORS
MUTUAL FIVE**

December 20, 2017

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

RESOLVED, To ratify amended/posted Policy 7306.05 – Banking Resolution.

The MOTION passed.

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

RESOLVED, To ratify adopted/posted Policy 7491.05 – Roof Access.

The MOTION passed.

Following a discussion, it was the consensus of the Board to postpone discussion regarding Policy 7506.05 – Sidewalk Traffic Restriction and Policy 7506 – Sidewalk Traffic Restriction for further research.

NEW BUSINESS

Following a discussion, and upon a MOTION duly made by President Coven and seconded by CFO Tran, it was

RESOLVED, To reinvest \$300,000 in CD's held at US Bank and \$150,000 in a CD held at Morgan Stanley.

The MOTION passed.

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

RESOLVED, 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.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Mr. Powell and seconded by Ms. Deady, it was

RESOLVED, To amend Policy 7441.05 – Building Permit Signatures on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

**BOARD OF DIRECTORS
MUTUAL FIVE**

December 20, 2017

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

RESOLVED, To accept the California Repipe proposal and contract to re-pipe Buildings 69 and 70, per specifications, at a cost not to exceed \$79,200, and authorize the President to sign the contract.

The MOTION passed.

MUTUAL ADMINISTRATION DIRECTOR

Mutual Administration Director Hopkins updated the Board on Mutual Administration activity (attached).

DIRECTOR'S COMMENT

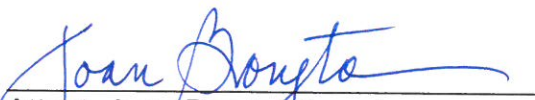
No comments were made by Directors.

SHAREHOLDERS' COMMENTS

Several shareholders made comments.

ADJOURNMENT

There being no further business to conduct, President Coven adjourned the meeting at 11:00 a.m. and stated an Executive Session would follow to discuss member issues.


Attest, Joan Boryta, Secretary
SEAL BEACH MUTUAL FIVE
cp. 12/22/17
Attachments

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

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING DECEMBER 20, 2017**

12/20/17 RESOLVED, To approve a one year tree contract with BrightView Landscape, at a cost not to exceed \$23,735, and authorize the President to sign the contract.

RESOLVED, To ratify amended/posted Policy 7306.05 – Banking Resolution.

RESOLVED, To ratify amended/posted Policy 7491.05 – Roof Access.

Following a discussion, it was the consensus of the Board to postpone discussion regarding Policy 7506.05 – Sidewalk Traffic Restriction and Policy 7506 – Sidewalk Traffic Restriction.

RESOLVED, To reinvest \$300,000 in CD's held at US Bank, and \$150,000 in a CD held at Morgan Stanley.

RESOLVED, 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.

RESOLVED, To amend Policy 7441.05 – Building Permit Signatures on a preliminary basis until the 30-day posting period is completed.

RESOLVED, To accept the California Repipe proposal and contract to re-pipe Buildings 69 and 70, per specifications, at a cost not to exceed \$79,200, and authorize the President to sign the contract.

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 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)

Mutual 5
President's report
December 20, 2017

Not so long ago, during the Holidays, the Mutual 5 Board was able to take a break and cancel the December Board meeting. Alas, nowadays we have so much going on that we don't dare skip a meeting.

In the coming New Year, I hope that more of you will take the time to come to a Board meeting or two, to learn for yourself what it is that we are doing with your money. Find out our plans for the coming year as they become real actionable contracts and service orders.

So, what else can you do?

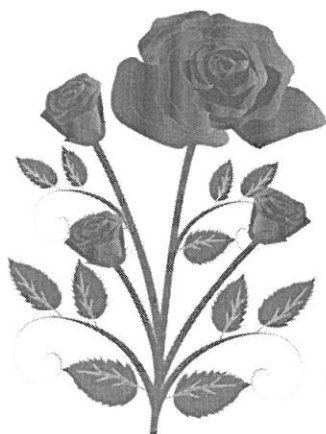
We need you to be a Reporter. Sometimes, with the myriad of things that go on in our beautiful Mutual 5, somethings that may need attention, get lost. Or new stuff happens. We need you to tell us what is going on. Send an email, or contact one of the Directors. Please let us know!

The coming year promises to be busy. Major projects such as Roofing, Fresh water Attic re-piping and the latest area to start improving – the sewers. Several sewer failures throughout Leisure World this past year have brought home the need to start on yet another preventive maintenance program. How many of each of these major replacements is yet to be decided by the Board.

Have a Happy Holiday Season
Respectively submitted



Betty Coven Ph.D.
President Mutual 5



ROSE PRUNING

will be done January - February.

If you prefer to prune your own
rose bushes, please call the
Landscape Hotline and request a red
flag to put in your garden.

Thank you.

(562) 804-5525

Wayne R. Gould
GRF Director
Mutual 5

December 2017 GRF Directors Report

It has been a very busy month for the GRF as we wrap up last minute items connected to the 2017 budget. In the Physical Properties Committee the Saint Andrews project is well underway. Paving should be done today and landscaping will follow after the first of the year.

Ground breaking has started on Mission Park, The first new recreation project in 40 years with projected completion to be June 1. Also in the planning stages is the swimming pool replacement. This major project has been moved up from 2022 to 2019. The pool has undergone its annual deep cleaning and is now open.

Lots of repair and upgrading going on including replacing the doors of clubhouse 1, painting in various places, and adding an emergency generator to protect our computers in case of power outages. New electrical upgrades at the RV Lot are complete and GRF continues to work on a new lease and a new policy governing the RV lot.

Broadband speed is to be improved in the clubhouses as well as in the Admin Building. Our aging infrastructure is slowly but steadily being improved. In addition the plans are underway to have a new Emergency Operations Center in the amphitheater.

The plaza Concept continues to evolve for the area between the library and clubhouse three. It has been approved in principle and details are being worked on. Look for a new meeting and entertainment place for all of us.

By now you should have received your new LW Calendar. This project was completed at no cost to the shareholders by selling the ads that appear along the page bottoms. We have a new Communications and Technology Director Nataly Chigireva. She comes to us with a very impressive background.

Respectfully Submitted
Wayne R. Gould

Laundry Report

Dec 20th 2017

Our laundry rooms are currently in good shape. We've caught up with most of the maintenance. Be sure to call in any problems you find so I can stay on top of them. Remember: even though our washers and dryers are no-cost, please clean up after yourselves. Others have to use the washers after you.

A special note- the lint bucket are for lint only; do not dispose of used Depends or other incontinence items in our lint buckets. It creates health issues as well as a stench for those who use the laundry rooms after you.

Kevin Powell

Director Mutual 5

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 5
REMINDERS FOR THE NEW
YEAR



1. PETS must be registered with the Stock Transfer Office. Existing registrations need to be updated on or before Jan 1 **each** year, so bring in your Long Beach 2018 license and proof of insurance. If your pet is not in compliance during January, a letter from GRF will follow. This information is needed in case of shareholder death, hospitalization, or coyote issues.

2. CAREGIVERS must be registered with Stock Transfer Office. Existing registered caregivers need to renew on or before Jan 1. Caregivers must wear badge at all times in Leisure World. Caregiver must obtain a temporary carport pass and display on dashboard of vehicle to use shareholder carport. Check with Stock Transfer for more information.

3. CARPORTS please look at your Leisure World decal to see that it is up to date. If not, simply go to Security at Clubhouse 5 for a new decal. You will need to show your Golden Rain card, registration, driver's license, and proof of insurance.

Perhaps you no longer own a car. Please let Security know. Consider renting out your carport as our parking is so limited. Call your carport chair at 714-842-0674..

2017 December 20

Building Captains Report

The building captain's party held on December 7 was a huge success. Over half of the building captains attended and were surprised by the game we played "Getting to Know You". The room was abuzz! Our President, Dr. Betty Coven spoke thanking all the attendees for the very important role building captains play in our mutual. Our Physical Property Director Ken Cude spoke for a few minutes about our delicate sewer system and what should not go down the garbage disposal. Everyone then did a craft piece (origami), a small folded box to use during the holidays. This turned out to be a very fun project with a memory to take home. The Board then served comfort food topped off with ice cream. We were then all tired and ready for our afternoon naps. Thanks to all who attended and to those who wanted to...but forgot or for some reason were unable.

Amazingly since this party and for the first time ever, all but 2 clipboards are at my home waiting for the next Minutes to be attached. Thanks!

Respectfully,

Joan Boryta, Building Captain Chair