

PLEASE DO NOT DROP INTO THE MAIL SLOTS

**MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIVE
January 17, 2018**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Five was called to order by President Coven on Wednesday, January 17, 2018, at 9:00 a.m. in Building Five, Conference Room B, followed by the *Pledge of Allegiance*.

ROLL CALL

Present: President Coven, Vice President Van Wyk, CFO Tran,
Secretary Boryta, and Directors Cude, Deady and Powell

GRF Representative: Mr. Gould

Guests: Seven shareholders of Mutual Five

Staff: Ms. Hopkins, Mutual Administration Director
Mr. Weaver, Facilities Director
Mr. Alvarez, Building Inspector
Mr. Jones, Building Inspector
Mrs. Mancilla, Assistant to the Executive Director
Mrs. Aquino, Recording Secretary

MINUTES

President Coven asked if there were any corrections to the December 20, 2017, Regular Meeting minutes. There being none, the minutes were approved by acclamation.

SHAREHOLDERS' COMMENTS

Several shareholder made comments.

BUILDING INSPECTOR'S REPORT

Inspector Alvarez presented his report (attached).

Mr. Weaver introduced Mr. Jones as the new Mutual Inspector.

Following questions, Mr. Weaver, Inspector Alvarez and Inspector Jones left the meeting at 9:22 a.m.

GRF REPRESENTATIVE'S REPORT

GRF Representative Gould presented his report on the GRF activity.

UNFINISHED BUSINESS

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

RESOLVED, To adopt Policy 7506.05 – Sidewalk Traffic Restrictions on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

NEW BUSINESS

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

RESOLVED, To rescind Policy 7910 – Regulatory Agreement 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 Powell and seconded by Director Deady, it was

RESOLVED, To amend Policy 7306.05 – Investment of Mutual Five Accounts 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 Secretary Boryta and seconded by Director Powell, it was

RESOVLED, To approve the abatement contract with Environmental Remediation Contractors (ERC), for Buildings 69 and 70, at a cost not to exceed \$ 10,000, and authorize the President to sign the contract.

The MOTION passed.

NEW BUSINESS (continued)

Following a discussion, and upon a MOTION duly made by CFO Tran and seconded by, Director Deady, it was

RESOLVED, To reinvest \$ 175,000, into a CD account.

The MOTION passed.

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

RESOLVED, To request legal counsel opinion regarding AB (Assembly Bill) 634 and Proposition 64.

The MOTION passed.

President Coven called a break from 10:21 a.m. to 10:36 a.m.

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

RESOLVED, That should a Shareholder(s) request an Incident Report relative to actions of a Mutual Board or a Mutual Board Member, that GRF Security Services is to direct the Shareholder to draft correspondence to the attention of the Mutual Board.

The MOTION passed.

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

RESOLVED, To authorize GRF (Golden Rain Foundation) to provide Orange County Fire authority with **four (4)** master lock box keys to be used in any and all emergency situations that may arise within the Mutual.

The MOTION failed.

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

RESOLVED, To post amended Policy 7525 – Withdrawal Inspection Process Fee, amended on 08/19/15, never ratified and/or posted, on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

SECRETARY / CORRESPONDENCE

Secretary Boryta received no correspondence.

CHIEF FINANCIAL OFFICER'S REPORT

CFO Tran presented her financial report (attached).

MUTUAL ADMINISTRATION DIRECTOR

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

DIRECTOR'S COMMENT

Several Directors made comments.

SHAREHOLDERS' COMMENTS

Several shareholders made comments.

January 17, 2018

ADJOURNMENT

There being no further business to conduct, President Coven adjourned the meeting at 11:36 a.m. and stated an Executive Session would follow to discuss member issues.


Attest, Joan Boryta, Secretary
SEAL BEACH MUTUAL FIVE
ka: 01/26/18
Attachments

NEXT REGULAR BOARD MEETING: February 21, 2018, 9:00 a.m.
BUILDING FIVE, CONFERENCE ROOM B

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING JANUARY 17, 2018**

01/17/18 RESOLVED, To adopt Policy 7506.05 – Sidewalk Traffic Restrictions on a preliminary basis until the 30–day posting period is completed.

RESOLVED, To rescind Policy 7910 – Regulatory Agreement on a preliminary basis until the 30–day posting period is completed.

RESOLVED, To amend Policy 7306.05 – Investment of Mutual Five Accounts on a preliminary basis until the 30–day posting period is completed.

RESOVLED, To approve the abatement contract with Environmental Remediation Contractors (ERC), for Buildings 69 and 70, at a cost not to exceed \$ 10,000, and authorize the President to sign the contract.

RESOLVED, To reinvest \$ 175,000, into a CD account.

RESOLVED, To request legal counsel opinion regarding AB (Assembly Bill) 634 and Proposition 64.

RESOLVED, That should a Shareholder(s) request an Incident Report relative to actions of a Mutual Board or a Mutual Board Member, that GRF Security Services is to direct the Shareholder to draft correspondence to the attention of the Mutual Board.

RESOLVED, To post amended Policy 7525 – Withdrawal Inspection Process Fee, amended on 08/19/15, never ratified and/or posted, on a preliminary basis until the 30-day posting period is completed.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL (05) FIVE

INSPECTOR: **BRUNO ALVAREZ**

MUTUAL BOARD MEETING

DATE:

January 17, 2018

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
72-A	FLOORING	GRF	01/11/18	02/28/18	NO	NONE	BIXBY PLAZA
91-E	HEAT PUMP	BOTH	10/09/17	01/20/18	NO	NONE	GREENWOOD
91-L	COUNTER TOP	BOTH	01/05/18	02/15/18	NO	NONE	GRANITE TRANSFORMATI
91-L	KITCHEN REMODEL	BOTH	08/22/17	02/09/18	NO	NONE	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
103-F	HEAT PUMP	BOTH	01/11/18	04/24/18	NO	NONE	GREENWOOD
106-H	EZ ACCESS TUB	BOTH	01/10/18	02/22/18	NO	NONE	NUKOTE
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
111-F	BATHROOM REMODEL	BOTH	01/08/18	06/15/18	NO	NONE	NATIONWIDE PAINTING
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
118-K	WASHER /DRYER/APPLIANCES	BOTH	01/05/18	02/15/18	NO	NONE	OGAN
121-F	REMODEL	BOTH	11/20/17	05/25/18	NO	NONE	HADI CONSTRUCTION
121-D	REP. FRONT DOOR	GRF	12/26/17	03/10/17	NO	NONE	LW DÉCOR
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

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
69-G		09/07/16	03/07/17	03/13/17	03/23/17		
69-C		11/08/17					
71-L		11/16/17					
72-D		07/10/17	07/17/17	07/25/17	08/08/17	08/29/17	
72-K		02/16/17	03/14/17	03/21/17	04/04/17		
70-C		09/07/16	01/04/17	01/04/17	01/13/17		
71-F		09/14/16	11/30/16	12/01/16	12/16/16		
93-D		02/16/17					
72-E		09/14/17	10/10/17	10/10/17	10/24/17	12/06/17	
99-I		05/05/17					
105-I		04/01/16					
106-H		04/01/16					
100-A		08/23/17	01/02/18	01/08/18	01/22/18		
108-K		01/24/17	03/20/17	04/06/17			

110-D		02/23/17	03/30/17	03/30/17	04/11/17		
110-F		08/23/17	10/20/17	10/24/17	11/07/17	12/06/17	
112-D		03/14/17	04/14/17	04/19/17	05/05/17		
113-F		07/10/17	11/02/17	11/02/17	11/16/17	12/19/17	
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	

Pre-Listing Inspection **NBO** = New Buyer Orientation

Final COE Inspection **ROF** = Release of Funds

**Mutual 5 - January 17, 2018
Financial Report**

As of December 31, 2017, the total market values of Mutual 5's investment portfolios are

- US Bank Wealth Management \$ 1,343,694.95
 Estimated Annual Income \$22,117.50
- Morgan Stanley \$1,426,591.71
 Interest earned \$18,123.72

- Excess Income Expense After Off-Budget is \$29,769.

The ending balance of the reserves are:

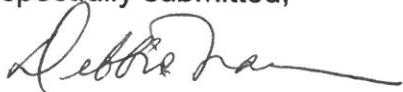
- Appliance \$42,274.64
- Painting \$232,780.48
- Contingency Operating Funds \$50,705.68
- Roofing \$2,277,763.33
- Emergency \$96,280.10
- Infrastructure (sewer cleaning, gutters replacing, repiping...) \$230,606.81

The ending balance of project commitments through December 31, 2017 is \$92,047.58.

The committed projects are listed below:

- Roofing - completion building 90, 91, 93, 94, 95, 98, 102, 114, 121 by Kelfy Vaughn and ABC Supply
- Replace gutters on 7 buildings by Mr. Gutter inc.
- Sewer pipe cleaning 1 building by Empire Pipe Cleaning & Equipment
- Repipe 2 buildings by CA Repipe Specialists
- Concrete 10% by MJ Jurado, Inc.

Respectfully submitted,



Debbie Tran - Chief Financial Officer

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.

FAILURE TO REGISTER OR UPDATE CAREGIVERS/PETS BY JANUARY 31, 2018 WILL RESULT IN A LETTER TO COMPLY.



Community Action Partnership of Orange County

FREE FOOD

Monthly Distributions in the Following cities:

- Anaheim
 - Buena Park
 - Costa Mesa
 - Garden Grove
 - Huntington Beach
 - Irvine
 - La Habra
 - Midway City
 - Orange
 - Placentia
 - San Clemente
 - Santa Ana
 - Seal Beach
 - Stanton
 - Westminster
- Also
- Long Beach, Norwalk,
 - Whittier, Santa Fe Springs,
 - Riverside, Mira Loma
 - Rubidoux

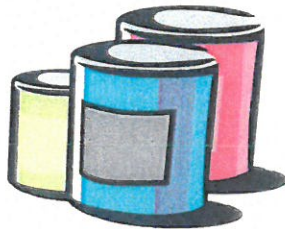
▪ SENIOR CITIZENS (60 YEARS AND OLDER)

Each eligible person receives a box of food weighing approximately 30 pounds. The box contains canned fruit, vegetables, meat, rice, juice, cereal and more!

**BRING
YOUR PHOTO ID WITH YOU**

Income Guidelines	
Household	Monthly Income
1	\$1,287.00
2	1,736.00
3	2,184.00
4	2,633.00
5	3,081.00
6	3,530.00

**QUALIFIED
PEOPLE
Will
Receive
FOOD THE
SAME DAY.**



**Call 714-897-6670
Julie ext. 3613
Esther ext. 3612
For locations, days and times.**

The Mutual Administration Director's Comments

JANUARY 2018

Pet Registration

Per Pet Policy 7501, Article II, your pet must be registered with the Stock Transfer Office before it is brought onto the Mutual premises. Further, the pet registration and licensing must be updated on or before December 31 of each year. The Mutual Pet Registration Form can be picked up at the Stock Transfer Office. To complete the registration, you will need to include the following:

Requirements for Dogs: City of Seal Beach Pet License, proof of spay or neuter, proof of dog's inoculations, proof of liability insurance, and proof of dog's weight.

Requirements for Cats: Proof of spay or neuter, and proof of liability insurance.

If you are renewing a currently-registered pet in the Stock Transfer Office, you do not need to complete a new form, but you do need to provide current liability insurance documents and, for dogs only, a current City of Seal Beach Pet License.

Caregiver registration

Per Policy 7557 all Caregivers whether working as a family member, as an individual, or through an agency, must apply and receive a special photo pass from the Golden Rain Foundation Stock Transfer Office:

- 1) The ID must be renewed every six months.
- 2) The ID must be worn around the neck at all times.
- 3) ID, Badge, or Pass may not be transferred or lent to anyone.

Please ask a Director for individual Mutual requirements and/or see your specific Mutual 7557 Caregiver policy posted on your individual Mutual website.

Year-end mail out information

The 2018 guest passes, and property tax and assessment information was mailed December 29, 2017. Payment coupons will be mailed under separate cover.

If your monthly assessment is via direct debit, the money will automatically be withdrawn from your account.

As a reminder, guest passes are intended for your trusted family and friends, and are not to be given to contractors, caregivers, neighbors or someone you've hired to work in your home.

If you have not received your guest passes or payment coupons by January 16, 2018, or have questions about registering your Caregiver or pet call the Stock Transfer Office at (562) 431-6586 ext. 347,348.

Estates will not receive guest passes but will receive the property tax and assessment information.

The New Year is yours, what will you do with it?

