

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL FIVE**  
**March 21, 2018**  
**Meeting begins at 9:00 a.m.**  
**Building Five Conference Room B**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. SHAREHOLDER COMMENTS (2/3 minutes per shareholder agenda items only)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):
  - Mr. Gould, GRF Representative
  - Ms. Hopkins, Mutual Administration Director
  - Ms. Miller, Director of Finance
  - Mr. Jones, Building Inspector
  - Mr. Meza, Building Inspector
  - Mr. Antisdell, Building Inspector
  - Mrs. Aquino, Recording Secretary
5. APPROVAL OF MINUTES:  
**Regular Meeting Minutes of February 21, 2018**
6. BUILDING INSPECTOR'S REPORT      Mr. Jones / Mr. Meza / Mr. Antisdell  
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 3)
7. GRF REPRESENTATIVE      Mr. Gould
8. **GUEST SPEAKER – Director of Finance**      Ms. Miller
  - a. Review and Acceptance of the draft 2017 Audited Financial Statements (p. 5)
9. **NEW BUSINESS**
  - a. Mutual Five Project updates:
    - i. Roofing bids
    - ii. Bath heater fans
    - iii. Swale
    - iv. Gutter cleaning
    - v. Vaults painted
    - vi. Fresh Water pipes

**STAFF SECRETARY BREAK 11:00 a.m**

10. SECRETARY / CORRESPONDENCE Ms. Boryta
11. CHIEF FINANCIAL OFFICERS REPORT Ms. Tran
12. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
13. ANNOUNCEMENTS
14. COMMITTEE REPORTS
15. DIRECTORS' COMMENTS
16. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
17. ADJOURNMENT
18. EXECUTIVE SESSION

**STAFF SECRETARY WILL LEAVE THE MEETING BY 12:10 p.m.**

**NEXT MEETING April 21, 2018 at 9:00 am  
Building Five Conference Room B**

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL (05) FIVE

INSPECTOR: **MIKE MEZA**

DATE: **March 21, 2018**

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
72-A	FLOORING	GRF	01/11/18	02/28/18	NO	NONE	BIXBY PLAZA
91-L	COUNTER TOP	BOTH	01/05/18	02/15/18	NO	NONE	GRANITE TRANSFORMATI
95-L	COUNTER TOP	BOTH	10/02/17	02/02/18	NO	NONE	WESTBY4HOMES
103-F	HEAT PUMP	BOTH	01/11/18	04/24/18	NO	NONE	GREENWOOD
103-K	WALL HEATER	GRF	02/26/18	03/28/18	NO	NONE	BERGIN ELECT.
111-F	BATHROOM REMODEL	BOTH	01/08/18	06/15/18	NO	NONE	NATIONWIDE PAINTING
111-F	BATHROOM REMODEL	BOTH	01/08/18	06/15/18	NO	03/06/18 FRAM/ELEC/PLUMB	NATIONWIDE PAINTING
113-I	PATIO DOOR	GRF	02/17/18	03/30/18	NO	03/14/-18 FINAL	LW DÉCOR
118-K	EZ ACCESS TUB	BOTH	03/07/18	03/07/18	NO	NONE	NUKOTE
118-K	HEAT PUMP	BOTH	01/26/18	03/30/18	NO	NONE	GREENWOOD
121-F	REMODEL	BOTH	11/20/17	05/25/18	NO	NONE	HADI CONSTRUCTION
125-I	WINDOWS/SLIDER	BOTH	11/20/17	05/25/18	NO	NONE	SEAPORT WINDOWS

SHADED AREAS HAVE BEEN SIGNED OFF

## ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
71-L		11/16/17	02/06/18	02/08/18	02/23/18		
72-D		07/10/17					
90-F		12/06/17	01/13/18	01/31/18	02/13/18	02/27/18	
90-G		02/09/18					
96-B	3/6/2018						
110-L		02/23/18					
125J	1/30/2018						

SHADED AREAS HAVE BEEN SIGNED OFF

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

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

## CONTRACTS

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# *Mutual Corporation No. Five*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** REVIEW AND ACCEPTANCE OF THE DRAFT 2017 AUDITED FINANCIAL STATEMENTS (GUEST SPEAKER ITEM A)  
**DATE:** MARCH 21, 2018  
**CC:** MUTUAL FILE

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On March 21, 2018, Ms. Miller, Director of Finance, will review the Financial Statements as of the year ending December 31, 2017, by the Independent Accountant's Report as submitted by CliftonLarsonAllen (CLA).

***I move to accept that the Board of Directors of Seal Beach Mutual Five, upon a presentation of the Financial Statements as of December 31, 2017, for the year then ended, and the proposed Accountant's Report as submitted by CliftonLarsonAllen (CLA), hereby accepts the above mentioned Financial Statements and reports therein, and to authorize the President to sign the Management Representation Letter.***