

**PLEASE DO NOT DROP INTO THE MAIL SLOTS**

**MINUTES OF THE REGULAR MONTHLY MEETING  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL FIVE  
September 19, 2018**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Five was called to order by President Coven on Wednesday, September 19, 2018, at 9:00 a.m. in Building Five, Conference Room B, followed by the *Pledge of Allegiance*.

**SHAREHOLDERS' COMMENTS**

Several shareholder comments were made.

**ROLL CALL**

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

GRF Representative: Mr. Gould

Guests: Eight Shareholders of Mutual Five

Staff: Ms. Hopkins, Mutual Administration Director  
Mr. Weaver, Facilities Director (arrived 9:54 a.m.)  
Mr. Meza, Building Inspector  
Mrs. Aquino, Recording Secretary  
Ms. Kemp, Recording Secretary

**MINUTES**

The Regular Meeting Minutes of August 15, 2018 were approved by general consent of the Board as printed.

The Special Meeting Minutes of August 29, 2018 were approved by general consent of the Board as corrected.

**BUILDING INSPECTOR'S REPORT**

Inspector Meza presented the monthly report (attached).

Following questions, Inspector Meza left the meeting at 9:13 a.m.

**GRF REPRESENTATIVE'S REPORT**

GRF Representative Gould presented his report (attached).

Following questions, GRF Representative Gould left the meeting at 9:30 a.m.

**UNFINISHED BUSINESS**

President Coven presented an update on the roofing, re-pipe, swale.

President Coven also updated the Board regarding Budget and Reserve Study projects (attached).

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

RESOLVED, To ratify adopted/posted Policy 7585.05 –  
Protocol for Enforcing Governing Documents.

The MOTION passed.

Mr. Weaver arrived and explained Policy 7490.pb.05 – Payment and Performance Bond. Following questions, Mr. Weaver left the meeting at 10:00 a.m.

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

RESOLVED, To ratify adopted/posted Policy 7490.pb.05 –  
Payment and Performance Bond.

The MOTION passed with five “yes” votes (Coven, Van Wyk, Cude, Powell, Deady) and two “no” votes (Tran, Boryta).

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

RESOLVED, To ratify amended/posted Policy 7465.05 –  
Skylights and/or Sola Tubes.

The MOTION passed with five “yes” votes (Coven, Van Wyk, Cude, Powell, Deady) and two “no” votes (Tran, Boryta).

Following a discussion, it was the consensus of the Board to postpone adoption of Policy 7541 – Co-Occupants, Qualified Permanent Resident and Health Care Providers pending further research.

**NEW BUSINESS**

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

RESOLVED, To approve contract with JC Kress for stove hoods in Buildings 109, 111 and 118 during the roofing project, and authorize the President to sign the work order.

The MOTION passed.

**NEW BUSINESS (continued)**

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

RESOLVED, To approve contract with Bruno Alvarez to complete the termite/dry rot repair, patch paint, and cutting end beams during the roofing project for Buildings 109, 111, and 118, and authorize the President to sign the work order.

The MOTION passed.

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

RESOLVED, To authorize the GRF Executive Director and/or the Mutual Administration Director to issue four **ADDITIONAL** Guest Passes, in accordance with GRF Policy 5536.1-33. Each Guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of Guest Passes issued noting the Shareholder/Member name as responsible party for the Guest, effective 2019.

The MOTION passed.

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

RESOLVED, To approve that Mutual Five publish all meeting minutes reports as a separate attachment packet.

The MOTION passed.

**SECRETARY / CORRESPONDENCE**

Secretary Boryta received no correspondence.

**CHIEF FINANCIAL OFFICER'S REPORT**

CFO Tran presented her report (attached)

**CHIEF FINANCIAL OFFICER'S REPORT (continued)**

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

RESOLVED, To approve the transfer of \$20,000 from Operating Expenses to Appliance Reserves.

The MOTION passed.

**MUTUAL ADMINISTRATION DIRECTOR**

Mutual Administration Director Hopkins presented her report (attached).

**ANNOUNCEMENTS**

NEXT REGULAR BOARD MEETING: October 17, 2018, 9:00 a.m.  
in Conference Room B.

**COMMITTEE – REPORTS**

Carports/Pets

Secretary Boryta had no reports.

Landscape

Director Deady gave her report verbally.

Smart Burners

Vice President Van Wyk submitted his report (attached).

Building Captains

Secretary Boryta had no reports.

Policy

President Coven gave her report verbally.

Physical Property

Director Cude submitted his report (attached).

Laundry Rooms/Emergency Information

Director Powell submitted his report (attached).

**DIRECTORS' COMMENTS**

Several Directors made comments.

**SHAREHOLDERS' COMMENTS**

Several shareholders made comments.

**ADJOURNMENT**

There being no further business to conduct, President Coven adjourned the meeting at 11:31 a.m. and stated an Executive Session would follow to discuss member issues.

  
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Attest, Joan Boryta, Secretary  
SEAL BEACH MUTUAL FIVE  
ck: 9/20/2018  
Attachments

**RESOLUTIONS IN THE REGULAR  
MONTHLY MEETING SEPTEMBER 19, 2018**

09/19/18 RESOLVED, To ratify adopted/posted Policy 7585.05 – Protocol for Enforcing Governing Documents.

RESOLVED, To ratify adopted/posted Policy 7490.pb.05 – Payment and Performance Bond.

RESOLVED, To ratify amended/posted Policy 7465.05 – Skylights and/or Sola Tubes.

Following a discussion, it was the consensus of the Board to postpone adoption of Policy 7541 – Co-Occupants, Qualified Permanent Resident and Health Care Providers pending further research.

RESOLVED, To approve contract with JC Kress for stove hoods in Buildings 109, 111 and 118 during the roofing project, and authorize the President to sign the work order.

RESOLVED, To approve contract with Bruno Alvarez to complete the termite/dry rot repair, patch paint, and cutting end beams during the roofing project for Buildings 109, 111, and 118, and authorize the President to sign the work order.

RESOLVED, To authorize the GRF Executive Director and/or the Mutual Administration Director to issue four ADDITIONAL Guest Passes, in accordance with GRF Policy 5536.1-33. Each Guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of Guest Passes issued noting the Shareholder/Member name as responsible party for the Guest, effective 2019.

RESOLVED, To approve that Mutual Five publish all meeting minutes reports as a separate attachment packet.

RESOLVED, To approve the transfer of \$20,000 from Operating Expenses to Appliance Reserves.

## MUTUAL FIVE PRESIDENT'S REPORT

### SEPTEMBER 19, 2018

Fall season means it is Budget time. We will be voting to approve the 2019 Budget at the October Board meeting. Therefore, I want to tell you about the decisions we made and the reasons we made those decisions. – This is going to be a long explanation First, I will outline the organization of the parts of the Budget. Basically, there are three parts to the Mutual Budget and a fourth, additional GRF Budget that the Mutual 5 Board has no control over.

The three parts of the Mutual 5 Budget are:

- The Operating Budget
- The Reserve Budget which is mandated by the Davis-Stirling Act and
- The Appliance Reserve Budget which is mandated by being in force since the beginning of LW.

**The Operating Budget** covers the everyday expenses such as utilities, professional fees, services, taxes and insurance. The budget worksheet comes to us from the Finance department with some of the major items already filled in with contracts commitments such as trash removal, landscaping, pest control and so on. In addition, there are estimates for LW wide insurance and water expenses that is shared proportionately by all Mutuals. Happily, our insurance bill went down. (That's due in large part to the safety precaution of switching to Smart Burners and Mutual 5 was the earliest adopter of that policy!) Then we come to the water bill with a suggested raise of \$14,000 or 13%. Gulp. We investigated this as best we could and found out that it is either or both of two situations. The first being that there has been a drastic increase in water usage by shareholders or second that the Water Department upgraded their equipment and therefore they are measuring our usage more accurately. Either way we can only control it by going back to DROUGHT usage – you know the drill. The final number for the Operating Budget is a reduction of **-\$2.67**. – per unit per month.

**The Reserve Study Budget.** The purpose of a reserve fund is to repair, replace, restore, or maintain the major common area components. ([Civ. Code §5510\(b\)](#); [§5565\(b\)\(1\)](#).) This is the money we have been saving up to pay for new roofs, replacing galvanized fresh water pipes with copper, relining the sewers, etc. Fortunately, we were diligent in saving for redoing the roofs. Unfortunately, previous Boards were blithely unaware of the need to replace the pipes and we did not save anything to do so. Then, in the past year, pin-hole leaks started to spring up in LW's 57-year-old galvanized pipes. The cost of two repairs, in some cases, is about the same as replacing the pipes in one building. After Mutual 5 had its first pin-hole leak, the Board thought it might be wise to take preventive measures and replace them all. The Finance Committee figured out a way to get them all done in one year by slowing down the re-roofing project. In the Budget, the Reserve funding is \$105.43. This amount is comprised of two elements. The first element is as described above as required by

Davis-Stirling. In the 2018 Budget this amount was \$85.37 and in the 2019 Budget year it is again \$85.37 for a zero (0) increase - per unit per month.

**The Appliance Budget.** I have not been able to discover why we even have this reserve budget. I imagine the founders of LW wanted to be sure there would always be enough money in reserve to replace worn out appliances. For this year's Budget (2018) we only paid \$3.19 per month per unit. Because of unforeseen need, we need to raise next year's Appliance budget to \$20.06 – per unit per month.

This is why we have to do this raise.

For every attic fresh-water re-pipe that we do, we are replacing the older water heaters. California Re-pipe does the labor as part of their contract. In 2019 we will be doing 22 buildings with approximately 5-6 new heaters needed per building. Let's say an average of five per building. That's 5x22 buildings equals 110 water heaters for 2019. Water heaters average cost is \$518.80. The math for this expense is 110 water heaters times \$518.80 = \$57,068 or \$9.67 per unit per month.

**Twelve buildings yet to be done in 2018 account for another sixty water heaters of \$31,128 or \$5.27 per unit per month.**

**Then there were 43 bath heater fans that were found in our fire inspection in late 2017 and therefore were not included in the 2018 budget. 43 x 635 = \$27,305 or \$8.93 per unit per month. Most of these have as yet to be installed because of supply problems. This will cause an over run in 2018. These three appliance problems altogether come to \$23.87 per unit per month.**

**These three appliance situations have created a need to raise the Appliance reserve budget. We have been able to keep it at \$16.87 and with the reduction in the Operating Budget we have a final raise of \$14.20**

**I know this is complicated and I hope I given you a clear enough picture of the budget raise for 2019. If you have any questions, please call me.**

**Respectfully submitted,  
Betty Coven Ph.D**

**President, Mutual 5**



## INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(05) FIVE** INSPECTOR: **Mike Meza**

MUTUAL BOARD MEETING DATE: **September, 2018**

### PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	Improvement Values	RECENT INSPECTION	CONTRACTOR
91-L	KITCHEN REMODEL		08/22/17	02/09/18	\$7,000		BERGKVIST
110-D	REMODEL	BOTH	09/11/17	12/18/17	\$17,673	02/28/18 LATH/PLUMB	ROBERTS CONSTRUCTION
110-A	KITCHEN/BATH REMODEL	BOTH	09/30/17	04/17/18	\$37,000	FINAL 05/21/18	TOM JEAN CONSTRUCTION
95-L	COUNTER TOP	BOTH	10/02/17	02/02/18	\$5,325		WESTBY4HOMES
112-F	LOWER CARTPORT STORAGE	GRF	10/05/17	11/15/17	\$500		HANDYMAN
91-E	HEAT PUMP	BOTH	10/09/17	01/20/18	\$3,300		GREENWOOD
111-F	EZ ACCESS TUB	BOTH	10/10/17	12/13/17	\$1,410	FINAL 01/12/18	NUKOTE
121-F	REMODEL	BOTH	11/20/17	05/25/18	\$160,000		HADI CONSTRUCTION
125-I	WINDOWS/SLIDER	BOTH	11/20/17	05/25/18	\$6,650	03/01/18 FINAL	SEAPORT WINDOWS
71-C	EZ ACCESS TUB	BOTH	12/01/17	01/11/18	\$1,410	FINAL 01/12/18	NUKOTE
115-A	EZ ACCESS TUB	BOTH	12/05/17	01/12/18	\$1,410	FINAL 01/12/18	NUKOTE
91-L	COUNTER TOP	BOTH	01/05/18	02/15/18	\$15,050		GRANITE TRANSFORMATI
118-K	WASHER/DRYER	BOTH	01/05/18	02/15/18		ROUGH 01/19/18	OGAN
118-K	WASHER/DRYER	BOTH	01/05/18	02/15/18		01/19/18 FRAM/ELEC/PLUMB	OGAN
118-K	WASHER/DRYER	BOTH	01/05/18	02/15/18	\$10,400	03/07/18 FINAL	OGAN
111-F	BATHROOM REMODEL	BOTH	01/08/18	06/15/18		03/06/18 FRAM/ELEC/PLUMB	NATIONWIDE PAINTING
111-F	BATHROOM REMODEL	BOTH	01/08/18	06/15/18	\$15,000	FINAL 04/03/18	NATIONWIDE PAINTING
121-D	ENTRY DOOR	GRF	01/10/18	03/10/18	\$600		LW DÉCOR
106-H	EZ ACCESS TUB	BOTH	01/10/18	02/22/18	\$1,410		NUKOTE
72-A	FLOORING	GRF	01/11/18	02/28/18	\$1,400		BIXBY PLAZA
103-F	HEAT PUMP	BOTH	01/11/18	04/24/18	\$3,540		GREENWOOD
118-K	HEAT PUMP	BOTH	01/26/18	03/30/18	\$7,350	FINAL 04/06/18	GREENWOOD
111-J	CART PATH	GRF	02/05/18	03/05/18	\$210	FINAL 08/01/18	JOHNS LANDSCAPE
113-I	PATIO DOOR	GRF	02/17/18	03/30/18	\$600	03/14/18 FINAL	LW DÉCOR
103-K	WALL HEATER	GRF	02/26/18	03/28/18	\$1,700		BERGIN ELECT.
118-K	EZ ACCESS TUB	BOTH	03/07/18	03/07/18	\$1,410		NUKOTE
121-K	HEAT PUMP	BOTH	03/09/18	06/20/18	\$2,900	FINAL 04/09/18	GREENWOOD
97-I	ROOM ADDITION	BOTH	03/10/18	07/06/18	\$79,000	FINAL 06/14/18	MP CONSTRUCTION
97-C	REMODEL	BOTH	04/02/18	06/11/18		04/16/18 FRAM/ELEC/PLUMB	CAL CUSTOM INTERIORS
97-C	REMODEL	BOTH	04/02/18	06/11/18	\$67,073	04/17/18 DRYWALL & LATHE	CAL CUSTOM INTERIORS
93-F	SKYLIGHT	BOTH	04/11/18	06/29/18	\$3,750	FINAL 08/01/18	B.A. CONSTRUCTION
96-I	BATH REMODEL/WINDOWS	BOTH	05/01/18	08/31/18		05/09/18 FRAM/ROUGH PLUM	LOS AL BUILDERS
96-I	BATH REMODEL/WINDOWS	BOTH	05/01/18	08/31/18	\$13,110	FINAL 06/27/18	LOS AL BUILDERS
101-G	WASHER/DRYER & CLOSET	BOTH	05/01/18	07/02/18		05/16/18 plum/elec/framing	LOS AL BUILDERS
101-G	WASHER/DRYER & CLOSET	BOTH	05/01/18	07/02/18		05/21/18 DRYWALL	LOS AL BUILDERS
101-G	WASHER/DRYER & CLOSET	BOTH	05/01/18	07/02/18	\$10,740	FINAL 06/21/18	LOS AL BUILDERS
111-J	HEAT PUMP	BOTH	05/01/18	06/01/18	\$5,600	FINAL 05/11/18	ALPINE
100-K	BATH FLOORING	GRF	05/05/18	06/01/18	\$1,100	FINAL 05/10/18	MP CONSTRUCTION
96-B	KITCHEN CABINET/WINDOW	BOTH	05/07/18	07/23/18		06/14/18FRAM/SHEAR/FLASH	MP CONSTRUCTION
96-B	KITCHEN CABINET/WINDOW	BOTH	05/07/18	07/23/18		06/21/18 LATH/INSULATION	MP CONSTRUCTION
96-B	KITCHEN CABINET/WINDOW	BOTH	05/07/18	07/23/18	\$26,000	FINAL 07/23/18	MP CONSTRUCTION
106-G	HEAT PUMP	BOTH	05/07/18	06/07/18	\$7,400	FINAL 05/09/18	ALPINE
108-C	FLOORING/CARPET	GRF	05/07/18	05/30/18	\$3,000	FINAL 05/16/18	KARY'S CARPETS
94-I	FLOORING	BOTH	05/21/18	06/21/18	\$838	FINAL 06/08/18	G.L. GUNDERSON CARPET.
100-D	WASHER/DRYER	BOTH	05/21/18	07/15/18	\$6,500		J.C. KRESS
120-K	WINDOWS/SLIDER	BOTH	05/25/18	06/25/18	\$3,250	FINAL 06/08/18	BROTHERS GLASS
111-D	FLOORING	GRF	05/25/18	06/25/18	\$1,980	FINAL 06/05/18	KARY'S CARPETS
115-A	WINDOWS/SLIDER	BOTH	05/31/18	07/01/18	\$6,750	FINAL 06/08/18	SWENMAN COMPANY
92-E	FLOORING	GRF	06/01/18	07/01/18	\$3,600	FINAL 06/13/18	KARY'S CARPETS
95-L	GARDEN PAD	GRF	06/07/18	07/07/18	\$601		ANGUIANO LAWN CARE
114-H	SKYLIGHT REPLACE	GRF	06/15/18	07/15/18	\$1,700		M&M CONSTRUCTION
105-C	REMODEL	BOTH	06/20/18	11/15/18		07/16/18 GOUND/PLUMB	J.C. KRESS
105-C	REMODEL	BOTH	06/20/18	11/15/18		07/23/18 FRAM/ELEC/INSUL	J.C. KRESS

## INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (05) FIVE		INSPECTOR: Mike Meza					
MUTUAL BOARD MEETING DATE:		September, 2018					
105-C	REMODEL	BOTH	06/20/18	11/15/18			J.C. KRESS
105-C	REMODEL	BOTH	06/20/18	11/15/18	\$101,425		J.C. KRESS
121-H	FLOORING	GRF	06/20/18	06/27/18	\$3,734	FINAL 06/27/18	V&S CARPET
119-B	WINDOWS/SLIDER	BOTH	06/20/18	07/06/18	\$3,200		BROTHERS GLASS
123-K	HEAT PUMP	BOTH	06/22/18	09/22/18	\$2,850		GREENWOOD
90-G	FLOORING	GRF	06/22/18	06/29/18	\$5,200	FINAL 06/28/18	MP CONSTRUCTION
71-G	HEAT PUMP	BOTH	06/25/18	07/25/18	\$6,500		ALPINE
71-E	SOLAR TUBE	BOTH	06/25/18	07/16/18	\$1,400	FINAL 07/09/18	MP CONSTRUCTION
92-L	KITCHEN REMODEL	BOTH	06/25/18	07/03/18	\$7,384	FINAL 07/02/18	GRANITE TRANSFORMATI
106-D	FLOOR/KIT/BATH REMODEL	BOTH	06/30/18	09/18/18	\$19,815	FINAL 08/04/18	LOS AL BUILDERS
116-A	KITCHEN REMODEL	BOTH	06/30/18	09/30/18	\$14,445	FINAL 07/30/18	LOS AL BUILDERS
70-E	HEAT PUMP	BOTH	07/05/18	08/05/18	\$7,900		ALPINE
100-D	FLOORING	GRF	07/15/18	08/15/18	\$5,637		KARY'S CARPETS
104-G	FLOORING	GRF	07/16/18	09/16/18	\$7,438		BIXBY PLAZA
94-A	HEAT PUMP	BOTH	07/31/18	08/31/18	\$5,800	FINAL 08/07/18	ALPINE
101-D	SKYLIGHT DOME	GRF	08/01/18	08/30/18	\$990		M&M CONSTRUCTION
95-I	DOOR/WINDOW/WASH/DRY	BOTH	08/08/18	12/31/18		08/06/18 GRD/ROU PLUMB	LOS AL BUILDERS
95-I	DOOR/WINDOW/WASH/DRY	BOTH	08/08/18	12/31/18	\$18,350		LOS AL BUILDERS
96-I	HEAT PUMP	BOTH	08/09/18	11/09/18	\$7,150	FINAL 09/07/18	GREENWOOD
95-L	HEAT PUMP	BOTH	08/09/18	11/09/18	\$3,000		GREENWOOD
97-I	HEAT PUMP	BOTH	08/14/18	09/14/18		FAIL 08/21 RODENT PROOF	
97-I	HEAT PUMP	BOTH	08/14/18	09/14/18	\$3,500		ALPINE
116-C	EZ ACCESS TUB	BOTH	08/15/18	09/15/18	\$1,610	08/23/18	NUKOTE
96-k	FLOORING	GRF	08/15/18	09/15/18	\$4,100	FINAL 08/30/18	KARY'S CARPETS
123-D	EZ ACCESS TUB	BOTH	08/16/18	09/16/18	\$1,610	FINAL 08/23/18	NUKOTE
108-I	HEAT PUMP	BOTH	08/03/18	09/16/18		NO SMOKE ALARM FAIL 8/10	
108-I	HEAT PUMP	BOTH	08/03/18	11/03/18	\$3,350		GREENWOOD
90-G	WINDOWS	BOTH	08/20/18	09/07/18	\$2,200	FINAL 08/30/18	MP CONSTRUCTION
108-C	HEAT PUMP	BOTH	08/20/18	11/20/18	\$7,500		GREENWOOD
95-B	SIDE WALK	GRF	08/22/18	09/22/18	\$2,000		MJ JURADO
108-C	FLOORING	GRF	08/31/18	10/31/18	\$3,500	FINAL 08/14/18	MAMUSCIA CONSTRUCTION
113-J	SOLATUBE	BOTH	09/01/18	12/31/18	\$834		SOLATUBE HOME
112-G	WINDOW & SLIDER	BOTH	10/22/18	11/22/18	\$1,610		NUKOTE

## ESCROW ACTIVITY

Unit #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
69-K		05/18/18	07/24/18	07/26/18	08/07/18		
69-A		09/04/18					
70-J		07/19/18					
71-K		05/18/18	06/19/18	06/19/18	06/21/18	07/30/18	
72-D		07/10/17					
90-G		02/09/18	06/05/18	06/05/18	06/15/18		
95-H		03/29/18					
96-K	04/24/18						
97-J		03/21/18	06/12/18	06/12/18	06/21/18	08/15/18	
99-J		07/19/18	08/21/18				
106-D		05/18/18					
107-B		06/07/18					
108-C		04/12/18	06/26/18	06/28/18	07/11/18	08/24/18	
110-L		02/23/18	05/08/18	05/09/18	05/21/18	06/11/18	
111-D		04/12/18	08/07/18	08/07/18	08/17/18		

## INSPECTOR MONTHLY MUTUAL REPORT

<b>MUTUAL: (05) FIVE</b>		<b>INSPECTOR: Mike Meza</b>					
<b>MUTUAL BOARD MEETING DATE:</b>		<b>September, 2018</b>					
112-D		03/16/18	05/15/18	05/16/18	05/25/18	08/14/18	
112-F		09/04/18					
113-I	08/14/18						
114-F		08/17/18	08/28/18	09/11/18			
114-L		03/13/18					
115-A		04/26/18	05/01/18	05/18/18	06/11/18	06/11/18	
120-K		04/04/18	04/17/18	04/30/18	05/10/18	07/16/18	
121-B		05/18/18					
121-H		09/04/18					
123-E		07/19/18					
126-C		07/19/18					

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

CONTRACTOR		PROJECT
BRIGHT VIEW	2020	Landscaping
EMPIRE PIPE	2020	
FENN	2020	Insect, and Pest Control
ERC INC.	August 2018	Building 71 Complete, building 72 start date 09/24 & building 100 on 09/26
CALIFORNIA RE-PIPE SPECIALIST	August 2018	Building 71 Complete, building 72 start date 09/24 & building 100 on 09/26
ROXYGEN PAINTING	August 2018	Building 71 Complete, building 72 start date 09/24 & building 100 on 09/26
ROOFING STANDARDS INC.	October 1st, 2018	Roofing start date moved up, Building 111 will start on 09/24/18
		Roofing permits for 109, 111, & 118 have been signed.
MJ JURADO	SWALE	started 09/11/18
MJ JURADO		Concrete sidewalk near M-96-F

### SPECIAL PROJECTS

Unit #	Contractor	Discription of Work

### Calls and Visits to Units

45

\*COMPLETED PATIO INSPECTIONS THRU OUT MUTUAL

Wayne R. Gould  
GRF Director  
Mutual 5

### September 2018 M5 GRF Director's Report

It has been a full month since I last reported to you. Mission Park was officially dedicated Monday Sept 11 with the courts full of Pickleball Players and Bocce Ball Players. There are still a few details to finish up like gas to the bbqs and some landscaping in Serenity Garden. Drop by and take a look.

St. Andrews drive continues to see attention with some surface grinding and overlay work and the pouring of the new center divider. Work is continuing on finalizing landscaping plans as we learn from the sample section completed a couple months ago.

The Amphitheater Season has come to a close after last week's performance of Big Bad Voodoo Daddy. We have been pleased for the most part with the shows and the entertainment committee is looking at your votes to determine which acts are to be invited back. The new sound system that was installed has proved how much better the music can sound.

It is budget time and the GRF moves forward with a plan to keep dues at as low a number as possible. Several departments were asked to trim their budgets. The GRF continues to be very cautious with your money.

Real Estate resales continue to decline and so far appear to be at about half of last years numbers. This will of course mean less revenue coming in to fund capital improvements as well as less money to fund reserves. Offsetting a small part of this is increased rent from the Medical Center building.

Respectfully Submitted  
Wayne R. Gould

**Mutual 5 - August 19, 2018  
Financial Report**

The total ending values of investment accounts :

- US Bank Wealth Management      \$1,995,000.00
- Mrgan Stanley                      \$903,000.00

Ending Balances of Designated Accounts Used for :

- Restricted Reserves                \$203,606.35
- Non-Restricted Reserves         \$163,589.16
- Impound Tax Reserves            \$334,406.25
- Checking Account                 \$ 42,287.17

August Actual Mutual Income	\$157,267
August Budget Mutual Income	\$173,021
2018 YTD Mutual Income	\$1,417,005
2018 YTD Budget Income	\$1,384,168

August Actual Mutual Expense Before Off-Budget	\$178,662
August Budget Mutual Expense Before Off-Budget	\$173,022
2018 YTD Actual Expense Before Off-Budget	\$1,356,355
2018 YTD Budget Expense Before Off-Budget	\$1,394,176

Respectfully submitted,



Debbie Tran - Chief Financial Officer



# Water Conservation Tips

## Kitchen & Bathroom:

- Don't run the faucet for a drink of water. Instead, chill a container of water in the refrigerator;
- Avoid running the water over frozen food. Defrost it the night before, or use the microwave defrost setting;
- Don't leave a faucet open. Use a dishpan or bowl to water the plants;
- Rethink any tasks that consume the most water, such as running a dishwasher or doing laundry;
- Run the washing machine with a full load, while setting the water level to match the size of the load;
- Avoid rinsing the dishes before using a dishwasher. Try setting it on a pre-rinse cycle instead, and only run it when it's full;
- Make sure toilets are all working properly. In case of a leak or a problem, call your Mutual Director. If water is heard running in an adjacent apartment, call Security;
- Keep showers as brief as possible;
- Turn water off while shaving, brushing your teeth or scrubbing the stall;
- While using a tub, monitor the water temperature and the tub as it fills, and turn it off at the halfway mark.

## Outside:

- Use a broom before a garden hose to wash off the patio or sidewalk;
- Problem with the sprinklers? Contact your Mutual Director;
- Use recycled water at Clubhouse Two to wash the car;
- Comply with State/City regulations and limit outdoor watering to early mornings or late evenings.

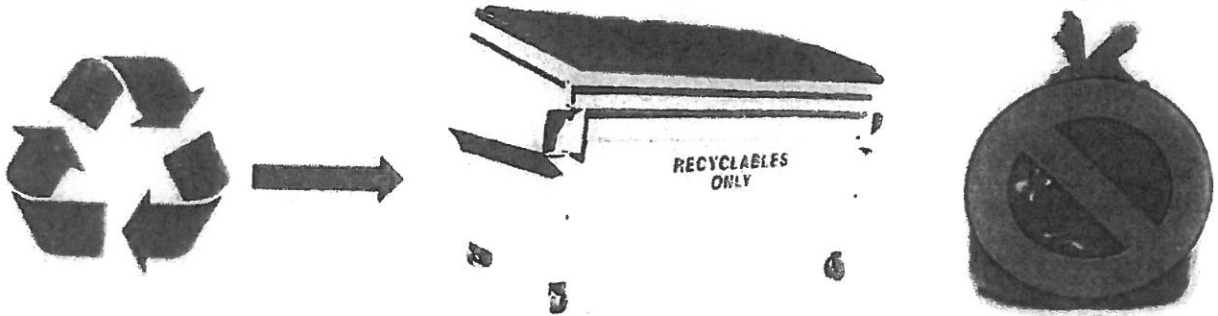
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Remember - water conservation begins with you.  
Play your part, be water smart!

# GUIDE TO RECYCLING...

## SEPARATING RECYCLE PRODUCTS FROM TRASH

CALMET (the waste collection agency serving Leisure World) has provided a S.O.R.T. (Saving Our Resources Together) Guide for the disposal of products from the home. Plastic bags CANNOT be recycled. Please be sure to place recyclables from plastic bags into WHITE bin and place plastic bags into the GREEN trash bin.



## RECYCLABLES

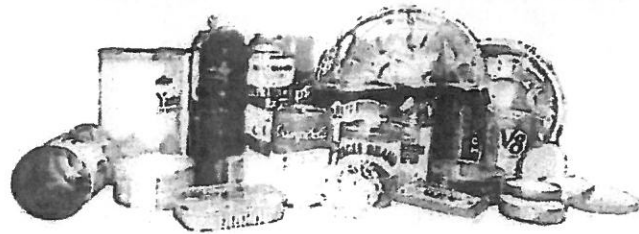
### GLASS

- Clear
- Brown
- Green
- Liquor
- Soft Drink
- Juice & Food Jars



### METAL

- Aluminum Foil
- Aerosol Cans (Empty)
- Food Cans & Lids
- Wire Coat Hangers
- Soda & Juice Cans



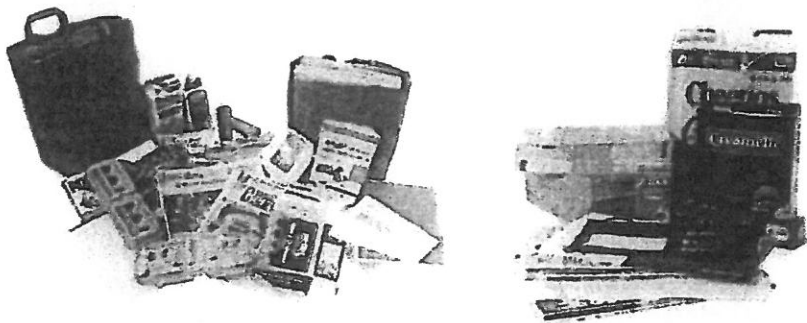
### PLASTIC

- Milk Jugs
- Soda, Juice & Water
- Soap Bottles
- Containers with Numbers 1-7



### PAPER

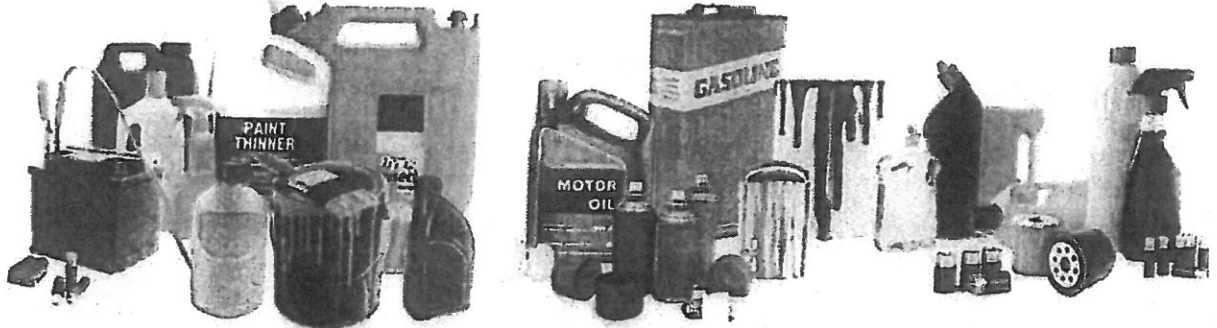
- Newspaper
- Junk Mail & Magazines
- Envelopes & Paper
- Wrapping Paper (non-metallic)
- Cereal Boxes
- Egg Cartons
- Paper Shopping Bags
- Phone Books
- Cardboard Boxes (flattened)
- Juice Drink Boxes



## IT'S AGAINST THE LAW...

To place these items into either the **GREEN** or the **WHITE** Regular Waste Containers:

- Electronic Waste\*
- Smoke Detectors
- Household Batteries\*
- Paint Cans & All Paint Products
- Sharps
- Pesticides & Herbicides
- Auto Products
- Fluorescent/Light Bulbs\*



### HOUSEHOLD HAZARDOUS WASTE

The law prohibits putting any hazardous liquids or hazardous waste materials in your regular waste containers. These waste items **MUST** be handled separately and taken to a **Hazardous Waste Collection Center**. Closest centers are: Rainbow Disposal, 714-847-3581 or the O.C. Integrated Waste Management Dept. 714-834-6752.



### E-WASTE, HOUSEHOLD BATTERIES & LIGHTING

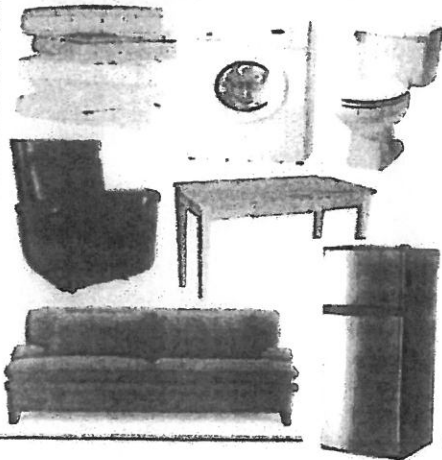
Instructions for proper disposing of the following items:

- **E-Waste** Service Maintenance Dept. 562-431-6586, x369
- **Household Batteries** Service Maintenance Dept. 562-431-6586, x369 or News Office
- **Fluorescent/Light Bulbs** Service Maintenance Dept. or Purchasing Office

### LARGE ITEMS

Furniture, mattresses, water closets and other large items must be taken to the North-West corner of Leisure World. Travel North on Oak Hills Road, turn **RIGHT** into the Mini-Farm area. Please use the Resident Recycling Containers.

**PLEASE NOTE:** An assessment of \$30 per item will be brought against an individual or Mutual for leaving these items in or around bin areas. If you are not sure or have questions regarding proper disposal of these items, please ask your Building Captain or Mutual Director for clarification.





During August, 23 sets of smart burners were installed in cook tops to replace coil burners which for various reasons were not replaced during the original project a year or so ago. I believe that this completes the replacement of all coil burners in Mutual 5.

It is, however, possible that there a few units which still do not have smart burners. If you know of such a case, please contact me so that they may be installed.

Rogell Van Wyk

562-430-2836

# M-5 FRESH WATER RE-PIPE PLAN 2018-19

Line No.	Bldg.	Roof Pitch		Bedrooms		Laund dry Rm	Confirmed Re-Pipe Starts	Date RePipe Completed	Cost (After Credits) Ca RePipe	Cost ERC	Roxygen Painting	Credits	Comments / Notes
		High	Low	1	2								
1	71		X		X	X	8/29/18	9/6/18	39,500	5,200	1,500	2,000	
2	72	X		X			9/24/18						
3	100		X		X		9/26/18						
4	101		X		X		10/1/18						
5	110		X		X		10/8/18						
6	102		X		X	X	10/15/18						
7	103		X		X		10/22/18						
8	104	X		X		X	10/29/18						
9	105		X		X		11/5/18*						
10	106		X		X		11/12/18*						
11	107	X			X	X	11/19/18*						
12	108		X		X		11/26/18*						
13	109		X		X		12/3/18*						
14	121		X		X		12/10/18*						
15	123		X	X		X	12/17/18*						
16	126		X	X			1/2/19*						
17	124		X		X		1/7/19*						
18	122	X		X			1/14/19*						
19	93		X	X			1/21/19*						
20	94		X	X			1/28/19*						
21	91		X		X	X	2/4/19*						
22	90		X	X			2/11/19*						
23	95		X		X		2/18/19*						
24	96		X		X		2/25/19*						
25	97	X			X	X	3/4/19*						
26	98		X	X			3/11/19*						
27	99		X	X			3/18/19*						
28	111		X		X		3/25/19*						
29	113		X		X		4/1/19*						
30	114		X		X		4/8/19*						
31	115		X	X			4/15/19*						
32	116		X		X		4/22/19*						
33	117	X			X	X	4/29/19						
34	118		X		X		5/6/19*						
35	119		X	X			5/13/19*						
36	120		X	X			5/20/19*						
37	69		X		X			12/2017	\$ 38,500				California Re-Pipe
38	70		X		X			12/2017	38,000				California Re-Pipe
39	92	X			X			5/2016	37,860				Nelson Plumbing
40	112	X			X	X		2/2015	37,200				Nelson Plumbing
41	125		X	X				5/2016	37,860				Nelson Plumbing
							36	5	\$ 228,920				

8 33 14 27 9  
41 Buildings

**\* Tentative start date for Building; subject to change due to weather or other unexpected reasons.**

Contract effective 8-6-18

## MUTUAL 5 PARKING

As our Mutual undergoes many renovations, it is necessary for each of us to conscientiously respect the parking spaces available to us. We have the attic re-piping going on as well as roofing. Therefore the Mutual Board asks that **every shareholder use his carport at all times** making room for caregivers, contractors, deliveries, and guests.

If you have or know of a carport space that is not being used, please call me at 714-842-0674. These empty spaces will be actively checked and may be rented or donated for use during this stressful time.

There are also 24-hour spaces available alongside the wall at the post office.

Be aware of nails and other construction materials that may be lost onto the ground by workers. Carports may save you a flat tire.

# Laundry Report

## Sept 2018

For this last month we had Laundry room expenses totaling \$136.

They just finished re-piping building 71 which has a laundry room. I had to have the re-pipers come back to fix the laundry room since it was re-opened and had no water. The Laundry Room at 71 is now open and operational. They are going to fix the faucet in the laundry room sink which should be happening today. They had to get a new faucet.

In knocking holes in the wall to do the re-piping they had to take down our 4 language posters. One survived and was put back up. I had to get a new poster board to redo one of the 4 language posters which has now been re-placed and has been put on the newly painted walls.

Since all our buildings are being re-piped, I am expecting that a few more of our 4 language posters will need to be replaced.

# Emergency Preparedness Committee

## September 2018

We will be having our last meeting, next week, in preparation for the Great California Shakeout coming October 18<sup>th</sup> at 10:18 am. We will be meeting near the Emergency Shed at building 112 ( just like last year) There will be sandwiches and water for all who attend. Also literature and displays of emergency packs. Everyone is invited to come.

Remember that it is our policy that every individual needs to be prepared. We will show you how.

Kevin Powell, Emergency Preparedness chair.