

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL FIVE**  
**September 18, 2019**  
**Meeting begins at 9:00 a.m.**  
**Building Five, Conference Room B**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. SHAREHOLDERS' COMMENTS (2-3 minutes per shareholder)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):  

Mr. Thompson, GRF Representative  
Ms. Hopkins, Mutual Administration Director  
Mr. Meza, Building Inspector  
Ms. Kemp, Recording Secretary
5. APPROVAL OF MINUTES:
  - a. **Regular Meeting Minutes of August 21, 2019**
6. BUILDING INSPECTOR'S REPORT Mr. Meza  
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder  
and Mutual Requests (p. 3-6)
7. GRF REPRESENTATIVE Mr. Thompson
8. **UNFINISHED BUSINESS**  
There is no unfinished business to discuss.
9. **NEW BUSINESS**
  - a. Approval of Mutual Monthly Finances (p. 7)
  - b. Discuss and vote to approve planting pygmy palm tree and flowers near building 123 (p. 8)
  - c. Discuss and vote to approve planting carrotwood tree near buildings 121 and 123 (p. 9)
  - d. Discuss and vote to amend Policy 7405.05 – Flooring and Floor Covering Permits (p. 10-14)
  - e. Discuss and vote to approve patio expansion at unit 110-F (p. 15)
  - f. Discuss and vote to approve towing agreement for 2019-2020 (p. 16-18)
  - g. Discuss 2020 Mutual Five Budget

**STAFF BREAK BY 11:00 A.M.**

- |     |                                  |             |
|-----|----------------------------------|-------------|
| 10. | SECRETARY / CORRESPONDENCE       | Ms. Boryta  |
| 11. | CHIEF FINANCIAL OFFICER'S REPORT | Ms. Tran    |
| 12. | PRESIDENT'S REPORT               | Ms. DeRungs |
| 13. | MUTUAL ADMINISTRATION DIRECTOR   | Ms. Hopkins |
| 14. | ANNOUNCEMENTS                    |             |

**NEXT MEETING: Wednesday, October 16, 2019, 9:00 a.m.  
Building Five, Conference Room B**

- |     |  |  |
|-----|--|--|
| 15. | COMMITTEE REPORTS                                    |  |
| 16. | DIRECTORS' COMMENTS                                  |  |
| 17. | SHAREHOLDERS' COMMENTS (2-3 minutes per shareholder) |  |
| 18. | ADJOURNMENT  |  |
| 19. | EXECUTIVE SESSION                                    |  |

**STAFF WILL LEAVE THE MEETING BY 12:00 P.M.**

# INSPECTOR MONTHLY MUTUAL REPORT

<b>MUTUAL: (05) FIVE</b>		<b>INSPECTOR: Mike Meza</b>
<b>MUTUAL BOARD MEETING DATE:</b>	<b>September, 2019</b>	

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	Improvement Values	RECENT INSPECTION	CONTRACTOR
113-C	UNIT REMODEL	BOTH	12/01/19	09/01/19		FOOT/PLUMB 04/22/19	TELEMACHUS FABRICATION
113-C	UNIT REMODEL	BOTH	12/01/18	09/01/19		ROUGH ELEC/LATH 06/4/19	TELEMACHUS FABRICATION
113-C	UNIT REMODEL	BOTH	12/01/19	09/01/19	\$32,000		TELEMACHUS FABRICATION
71-L	DISHWASHER	BOTH	12/07/18	01/04/19	\$925	FINAL 12/27/18	BERGKVIST
71-L	DECO BLOCK WALL	GRF	12/10/18	01/11/19	\$2,025	Final 02/08/19	BERGKVIST
98-H	FLOORING	GRF	12/15/18	01/20/19	\$1,200	FINAL 01/02/19	KARY'S CARPETS
95-H	UNIT REMODEL	BOTH	12/17/18	03/08/19		FRAM,ELEC,PLUM 01/10/19	BERGKVIST
95-H	UNIT REMODEL	BOTH	12/17/18	03/08/19		CHANGE ORDER 04/08/19	BERGKVIST
95-H	UNIT REMODEL	BOTH	12/17/19	03/08/19	\$103,020	FINAL 04/03/19	BERGKVIST
124-L	FLOORING	GRF	12/20/18	01/20/19	\$2,393	FINAL 01/08/19	KARY'S CARPETS
107-B	KIT/REMODEL WINDOWS	BOTH	12/26/18	06/26/19	\$31,000	FINAL 03/26/19	NATIONWIDE PAINTING
71-L	SOLATUBE	BOTH	01/01/19	01/31/19	\$3,117	FINAL 01/08/19	SOLATUBE HOME
109-G	HEAT PUMP	BOTH	01/17/19	04/30/19	\$3,200	FINAL 01/25/19	GREENWOOD
112-E	HEAT PUMP	BOTH	01/24/19	02/24/19	\$10,500	FINAL 01/25/19	ALPINE
124-B	HEAT PUMP	BOTH	01/28/19	03/01/19	\$3,500	FINAL 02/05/19	ALPINE
117-A	WINDOW/DOOR	BOTH	02/04/19	03/29/19	\$7,500	FINAL 03/01/19	MP CONSTRUCTION
93-E	ELECTRICAL PANEL	BOTH	02/06/19	04/06/19	\$1,800	FINAL 02/28/19	MP CONSTRUCTION
124-B	ELECTRICAL PANEL	BOTH	02/06/19	04/06/19	\$1,800	FINAL 02/28/19	MP CONSTRUCTION
108-K	PATIO WORK	BOTH	02/18/19	04/18/19	\$5,120	FINAL 08/13/19	AC&R CONSTRUCTION
123-I	EZ ACCESS TUB	BOTH	02/19/19	03/19/19	\$1,600	FINAL 02/28/19	NUKOTE
113-E	HEAT PUMP	BOTH	03/12/19	04/12/19	\$6,500	FINAL 04/13/19	ALPINE
70-C	30" STUCCO WALL	GRF	03/15/19	05/15/19	\$2,500	FINAL 04/18/19	NATIONWIDE PAINTING
104-G	DRYWALL / RECESS LIGHT	BOTH	03/15/19	09/15/19	\$5,550		LW DÉCOR
111-E	HEAT PUMP	BOTH	03/18/19	04/30/19	\$3,200	FINAL 06/11/19	HEATWAVE A/C
102-J	FLOORING PATIO	GRF	03/25/19	04/25/19	\$1,500	FINAL 04/01/19	KARY'S CARPETS
121-I	EZ ACCESS TUB	BOTH	03/28/19	04/28/19	\$1,610	FINAL 04/23/19	NUKOTE
95-E	FLOORING	GRF	03/28/19	04/28/19	\$1,400	FINAL 04/08/19	KARY'S CARPETS
112-D	PATIO FLOORING	GRF	04/01/19	04/30/19	\$2,357	FINAL 04/24/19	CARROLL'S CARPET
94-D	WINDOWS	BOTH	04/01/19	04/01/19	\$4,957	FINAL 04/17/19	LAKEWOOD GLASS
114--L	FLOORING	GRF	04/01/19	05/30/19	\$895	FINAL 05/08/19	LOS AL BUILDERS
107-L	FLOORING	GRF	04/01/19	05/15/19	\$7,830	FINAL 04/18/19	MICHAEL CARPET
103-C	SHOWER REMODEL	BOTH	04/04/19	05/12/19		ROUGH PLUMBING	LOS AL BUILDERS
103-C	SHOWER REMODEL	BOTH	04/04/19	05/12/19	\$5,460	FINAL 04/19/19	LOS AL BUILDERS
90-I	HEAT PUMP	BOTH	04/08/19	05/08/19	\$4,300	FINAL 04/12/19	ALPINE
117-A	HEAT PUMP	BOTH	04/15/19	07/15/19	\$5,200	FINAL 05/08/19	GREENWOOD
104-B	FLOORING	GRF	04/01/19	04/26/19	\$5,750	FINAL 04/24/19	BIXBY PLAZA
106-D	WINDOWS	BOTH	04/20/19	09/20/19	\$9,500		LW DÉCOR
111-A	WINDOWS	BOTH	04/22/19	05/31/19	\$1,200	FINAL 04/26/19	MP CONSTRUCTION
119-J	WINDOWS	BOTH	05/02/19	06/02/19	\$4,600	FINAL 05/28/19	SWENMAN
106-K	FLOORING	GRF	05/06/19	06/06/19	\$3,800	05/29/19	GL GUNDERSON CARPET
123-E	FLOORING	GRF	05/06/19	06/10/19	\$4,400	FINAL 05/28/19	KARY'S CARPETS
105-I	PATIO TILE	GRF	05/15/19	06/30/19	\$2,010	FINAL 06/18/19	LOS AL BUILDERS
113-J	FLOORING	GRF	05/15/19	06/15/19	\$4,800	FINAL 05/28/19	KARY'S CARPETS
72-E	FLOORING	GRF	05/20/19	06/20/19	\$3,800	FINAL 06/03/19	KARY'S CARPETS
92-H	BATH/KITCHEN REMODEL	BOTH	05/24/19	07/25/19		FRAM/ELEC/PLUM 06/19/19	HADI CONSTRUCTION
92-H	BATH/KITCHEN REMODEL	BOTH	05/24/19	07/25/19	\$88,800	FINAL 07/24/19	HADI CONSTRUCTION
122-E	KITCHEN REMODEL	BOTH	05/27/19	07/12/19	\$36,461	FINAL 07/18/19	BERGKVIST
93-I	FLOORING	GRF	05/28/19	05/31/19	\$3,000	FINAL 06/21/19	CORNERSTONE
122-E	HEAT PUMP	BOTH	05/28/19	06/28/19	\$3,500	FINAL 07/18/19	ALPINE
102-H	SHOWER CUT DOWN	GRF	05/29/19	06/29/19		07/16/19	NUKOTE
124-B	PATIO FLOORING	GRF	05/30/19	09/19/19	\$475	FINAL 07/24/19	LW DÉCOR
125-H	FLOORING	GRF	05/30/19	06/30/19	\$3,250	FINAL 06/10/19	KARY'S CARPETS
102-C	SOLA TUBE	BOTH	05/31/19	07/01/19	\$2,084	FINAL 06/21/19	SOLA TUBE

## INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: <b>(05) FIVE</b>		INSPECTOR: <b>Mike Meza</b>					
MUTUAL BOARD MEETING DATE:		<b>September, 2019</b>					
121-B	CODE CHECK ELECTRICAL	GRF	05/31/19	06/28/19	ESCROW	FINAL 06/06/19	BERGIN
103-K	FLOORING	GRF	06/01/19	07/01/19	\$4,380	FINAL 07/09/19	KARY'S CARPETS
103-K	HEAT PUMP	BOTH	06/03/19	09/03/19	\$3,500	FINAL 07/09/19	GREENWOOD
121-D	COUNTER TOP	BOTH	06/03/19	07/31/19	\$4,200	FINAL 06/10/19	MP CONSTRUCTION
109-D	CARPORT STORAGE	GRF	06/03/19	07/20/19	\$700	FINAL 07/09/19	MP CONSTRUCTION
119-I	FLOORING	GRF	06/05/19	07/30/19	\$4,000	FINAL 06/10/19	KARY'S CARPETS
110-I	UNIT REMODEL	BOTH	06/06/19	07/12/19		PLUMB/GROUND 06/27/19	LOS AL BUILDERS
110-I	UNIT REMODEL	BOTH	06/06/19	07/12/19	\$44,180	FINAL 08/13/19	LOS AL BUILDERS
69-A	HEAT PUMP	BOTH	06/12/19	07/12/19	\$6,950	FINAL 07/11/19	GREENWOOD
101-L	WINDOWS	BOTH	06/13/19	06/14/19	\$7,341	FINAL 08/12/19	CALIFORNIA DELUXE
72-E	PATIO TILE	GRF	06/15/19	07/15/19	\$2,040	FINAL 06/24/19	KARY'S CARPET
94-D	34" PATIO WALL	GRF	06/19/19	08/17/19	\$4,885	FINAL 07/30/19	T.J HOCKEL CONSTRUCTION
103-K	MICROWAVE	BOTH	06/24/19	07/12/19	\$1,675	FINAL 07/12/19	CAL CUSTOM INTERIORS
101-L	HEAT PUMP	BOTH	07/08/19	10/08/19	\$5,200	FINAL 07/25/19	HEATWAVE A/C & HEATING
93-E	RETRO WINDOWS	BOTH	07/15/19	08/31/19	\$5,200	FINAL 08/01/19	LOS AL BUILDERS
116-J	FLOORING	GRF	07/16/19	07/18/19	\$0	FINAL 07/19/19	
101-D	SHOWER CUT DOWN	GRF	07/21/19	08/21/19	\$1,071		NUKOTE
104-L	DISH TV	GRF	07/24/19	08/24/19	\$0	FINAL 07/24/19	DISH NETWORK
117-I	WASHER/DRYER	BOTH	07/29/19	10/31/19		ELEC,FRAM,PLUMB 08/15/19	BA CONSTRUCTION
117-I	WASHER/DRYER	BOTH	07/29/19	10/31/19	\$4,040		BA CONSTRUCTION
108-C	WASHER/DRYER	BOTH	07/30/19	10/30/19		PLUMB/GROUND 06/27/19	MAMUSCIA
108-C	WASHER/DRYER	BOTH	07/30/19	10/30/19	\$7,900	FINAL 08/30/19	MAMUSCIA
104-L	FLOORING	BOTH	07/30/19	08/30/19	\$2,020	FINAL 08/09/19	KARY'S CARPET
104-K	FLOORING	GRF	08/01/19	09/01/19	\$4,500	FINAL 08/07/19	KARY'S CARPET
122-F	FLOORING	GRF	08/01/19	08/10/19	\$3,983	FINAL 08/09/19	CORNERSTONE
96-C	WINDOWS	BOTH	08/12/19	10/31/19	\$9,800		MP CONSTRUCTION
104-H	ABATEMENT	GRF	08/14/19	08/15/19	\$2,000	FINAL 08/16/19	UNIVERSAL ABATEMENT
107-B	PENINSULA TOP	GRF	08/15/19	09/15/19	\$700		NATIONWIDE
101-A	FLOORING	GRF	08/22/19	08/22/19	\$1,525	FINAL 08/28/19	BIXBY PLAZA
70-D	FLOORING	GRF	08/25/19	09/25/19	\$6,000		NATIONWIDE
90-F	FLOORING ABATEMANT	GRF	08/26/19	08/28/19	\$6,800	FINAL 08/28/19	ERC
123-F	FLOORING	GRF	08/27/19	12/31/19	\$6,505		WESTBY4HOMES
106-B	FLOORING	GRF	08/28/19	09/23/19	\$6,100		B&B CARPET
121-D	PAVERS	GRF	09/05/19	09/20/19	\$3,500		FRANK'S GARDENING
104-E	FLOORING	GRF	09/10/19	10/10/19	\$3,738		KARY'S CARPET
123-F	RE-FINISH COUNTERTOP	GRF	09/11/19	09/15/19	\$1,863		CALBATH
117-I	WINDOWS AND DOOR	BOTH	09/17/19	10/17/19	\$7,400		SWENMAN
71-L	WINDOWS	BOTH	10/18/19	10/28/19	\$4,520		HARDY WINDOW

### ESCROW ACTIVITY

Unit #	NMI	PLI	NBO	FI	FCOEI	ROF	ACTIVE, CLOSING, CLOSED
69-A		09/04/18	04/26/19	04/29/19	05/09/19		15      6      20
70-J		07/19/18	09/03/19				
71-G		04/10/19					
72-D		07/10/17					
90-G		02/09/18	06/05/18	06/05/18	06/15/18	07/24/19	
92-H		02/06/19	04/26/19	05/03/19	05/16/19	06/06/19	
93-E		02/06/19	03/26/19	03/26/19	04/05/19	04/12/19	
93-I		04/10/19	04/25/19	04/26/19	05/08/19	06/05/19	
95-H		03/29/18	09/25/18	09/26/18	10/08/18	10/26/19	
96-G		06/19/19					
97-J		07/30/19					
98-H		01/31/19	07/11/19	07/15/19	07/25/19	08/20/19	
99-J		12/20/18	01/29/19	03/01/19	03/13/19	04/04/19	
100-D	06/20/19						
101-A		11/08/18	06/13/19	06/13/19	06/25/19		

## INSPECTOR MONTHLY MUTUAL REPORT

<b>MUTUAL: (05) FIVE</b>							<b>INSPECTOR: Mike Meza</b>
<b>MUTUAL BOARD MEETING DATE:</b>		<b>September, 2019</b>					
102-J		04/10/19	05/14/19	05/14/19	05/28/19		
103-K		12/05/18	05/08/19	05/10/19	05/22/19	07/01/19	
104-F		11/08/18					
104-H		06/14/19					
106-B		07/16/19					
106-D		05/18/18	03/18/19	03/19/19	03/29/19	06/17/19	
107-B		06/07/18	03/11/19	03/18/19	03/28/19	04/18/19	
107-H		05/17/19	06/19/19	06/21/19	07/09/19	07/24/19	
110-H		07/02/19	08/28/19				
110-J		07/30/19					
112-F		09/04/18	02/14/19	02/15/19	03/12/19	04/24/19	
112-K		03/22/19	07/23/19	08/02/19	08/14/19	09/06/19	
113-D		05/17/19					
114-A		01/31/19	02/22/19	02/25/19	03/06/19	04/04/19	
114-L		03/13/18					
115-C		01/31/19					
115-E		08/14/19					
121-B		04/04/19	05/21/19	05/23/19	06/05/19	07/08/19	
121-H		09/04/18	06/13/19	06/26/19	05/31/19	07/02/19	
121-L		08/14/19	08/21/19	08/29/19	09/11/19		
122-E		12/05/18	03/12/19	03/13/19	03/21/19	04/25/19	
122-H		04/10/19	06/13/19	06/26/19	07/09/19	08/22/19	
123-F		03/22/19					
124-B		02/06/19					
124-L		03/22/19					
126-C		04/10/19	08/09/19	08/13/19	08/23/19	08/28/19	

**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
J&J LANDSCAPE	AUGUST 8th 2022	Landscaping
EMPIRE PIPE	DECEMBER 31st 2019	Sewer Cleanout
FENN	MAY 31st 2020	Insect, and Pest Control
CALFORNIA RE-PIPE SPECIALIST	AUGUST 2018	Completed 08/09/19
ERC ABATEMENT	AUGUST 2018	Completed 07/01/19
ROXYGEN PAINTING	AUGUST 2018	Completed 07/01/19
ROOFING STANDARDS	JULY 2019	Building 115 Completed
		Building 119 Completed
		Building 116 Completed
MJ JURADO		Removed section of sidewalk near 116-L due to cracks from roofing project. Billed to Roofing Standard.
MJ JURADO		Warrenty work, removed bad section of sidewalk.

## INSPECTOR MONTHLY MUTUAL REPORT

<b>MUTUAL: (05) FIVE</b>		<b>INSPECTOR: Mike Meza</b>
<b>MUTUAL BOARD MEETING DATE:</b>	<b>September, 2019</b>	

### SPECIAL PROJECTS

	Contractor	Discription of Work
	BA CONSTRUCTION	FIRE INSPECTION WORK ORDERS. BATH FANS.
	M.P CONSTRUCTION	REPLACING ELECTRICAL PANELS
	M.P. CONSTRUCTION	REBUILD WALL NEAR BUILDING 116-L ROOFING STANDARDS PAYING 50% Wall completed on 09/10/19

### Calls and Visits to Units

	<b>125</b>	

# *Mutual Corporation No. Five*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)  
**DATE:** SEPTEMBER 18, 2019  
**CC:** MUTUAL FILE

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*I move to acknowledge, per the requirements of the Civil Code Section 5500(a)-(f), a review of the reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year's budget, statements prepared by the financial institutions where the Mutual has its operating and reserve accounts, an income and expense statement for the Mutual's operating and reserve accounts, the check registers, monthly general ledger and delinquent assessment receivable reports for the month of August 2019.*

# *Mutual Corporation No. Five*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE PLANTING PYGMY PALM TREE AND FLOWERS NEAR BUILDING 123 (NEW BUSINESS, ITEM B)  
**DATE:** SEPTEMBER 18, 2019  
**CC:** MUTUAL FILE

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*I move to approve the planting of one pygmy palm tree and flowers around the tree circle at the end of building 123, outside of the laundry room, to replace a dead tree, at a cost not to exceed \$216.00, with work to be completed by J & J Landscaping.*



# *Mutual Corporation No. Five*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE PLANTING CARROTWOOD TREE NEAR BUILDINGS 121 AND 123 (NEW BUSINESS, ITEM C)  
**DATE:** SEPTEMBER 18, 2019  
**CC:** MUTUAL FILE

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*I move to approve the planting of one carrotwood tree at the common area between buildings 121 and 123, to replace a missing tree, with the total cost of \$550.00 to be divided by the shareholder and Mutual Five.*

# *Mutual Corporation No. Five*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO AMEND POLICY 7405.05 – FLOORING AND FLOOR COVERING PERMITS (NEW BUSINESS, ITEM D)  
**DATE:** SEPTEMBER 18, 2019  
**CC:** MUTUAL FILE

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At the February 20, 2019, board meeting, the Board of Directors adopted Policy 7405.05 – Flooring and Floor Covering Permits.

On September 18, 2019, the Board of Directors will vote to amend Policy 7405.05 – Flooring and Floor Covering Permits (attached).

***I move to amend Policy 7405.05 – Flooring and Floor Covering Permits on a preliminary basis until the 28-day posting period is completed.***

**MUTUAL OPERATIONS****PHYSICAL PROPERTY****AMEND – DRAFT version 1****Flooring and Floor Covering Permits****Building Permit – to include all floor coverings**

Effective immediately, Mutual Five requires a GRF Building Permit for **all** floor covering, including carpet installed by a shareholder or a **GRF approved** contractor. Both interior and patio/porch floor covering will require a GRF Building Permit. If original flooring is disturbed this will require all abatement procedures for asbestos be followed. All testing reports and EPA/AQMD permits will be required as needed. Copies of permits and testing reports shall be filed with GRF flooring permit.

Reason for this requirement includes:

- Assurance that no asbestos contained material is removed or compromised.
- No Mutual property is damaged
- Interior/exterior patio/porch flooring must be nonskid, with C.O.F. minimum 0.42
- Shareholder understands what is and what is not allowed
- Shareholder understands that Mutual Five is not responsible for damage to, or failure of, flooring purchased and installed by shareholders or their successor shareholders.

A copy of this Policy, signed below by the shareholder and installer or contractor, shall be attached to the permit.

Shareholder Signature: \_\_\_\_\_ Apartment # \_\_\_\_\_

Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor/Installer:

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Mutual Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MUTUAL ADOPTION**  
FIVE Feb 19

**AMENDMENT**

**MUTUAL OPERATIONS****PHYSICAL PROPERTY****AMEND – DRAFT version 1****Flooring and Floor Covering Permits****Building Permit – to include all floor coverings**

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Reason for this requirement includes:

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- No Mutual property is damaged
- Interior/exterior patio/porch flooring must be nonskid, with C.O.F. minimum 0.42
- Shareholder understands what is and what is not allowed
- Shareholder understands that Mutual Five is not responsible for damage to, or failure of, flooring purchased and installed by shareholders or their successor shareholders.

A copy of this Policy, signed below by the shareholder and installer or contractor, shall be attached to the permit.

Shareholder Signature: \_\_\_\_\_ Apartment # \_\_\_\_\_

Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor/Installer:

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Mutual Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MUTUAL ADOPTION**  
FIVE Feb 19

**AMENDMENT**

**MUTUAL OPERATIONS****PHYSICAL PROPERTY****AMEND – DRAFT version 2****Flooring and Floor Covering Permits****Building Permit – to include all floor coverings**

Effective immediately, Mutual Five requires a GRF Building Permit for **all** floor covering, including carpet ~~installed by a shareholder or a contractor.~~ **Floor covering must be installed by a GRF approved contractor.** Both interior and patio/porch floor covering will require a GRF Building Permit. If original flooring is disturbed this will require all abatement procedures for asbestos be followed. All testing reports and EPA/AQMD permits will be required as needed. Copies of permits and testing reports shall be filed with GRF flooring permit.

Reason for this requirement includes:

- Assurance that no asbestos contained material is removed or compromised.
- No Mutual property is damaged
- Interior/exterior patio/porch flooring must be nonskid, with C.O.F. minimum 0.42
- Shareholder understands what is and what is not allowed
- Shareholder understands that Mutual Five is not responsible for damage to, or failure of, flooring purchased and installed by shareholders or their successor shareholders.

A copy of this Policy, signed below by the shareholder and installer or contractor, shall be attached to the permit.

Shareholder Signature: \_\_\_\_\_ Apartment # \_\_\_\_\_

Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor/Installer:

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Mutual Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MUTUAL ADOPTION**  
FIVE Feb 19

**AMENDMENT**

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Shareholder Signature: \_\_\_\_\_ Apartment # \_\_\_\_\_

Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor/Installer:

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Mutual Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MUTUAL ADOPTION**  
FIVE Feb 19

**AMENDMENT**

# *Mutual Corporation No. Five*

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## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE PATIO EXPANSION AT UNIT 110-F (NEW BUSINESS, ITEM E)  
**DATE:** SEPTEMBER 18, 2019  
**CC:** MUTUAL FILE

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*I move to approve the proposal for patio expansion at unit 110-F, as submitted.*

# *Mutual Corporation No. Five*

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## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE TOWING AGREEMENT FOR 2019-2020  
(NEW BUSINESS, ITEM F)  
**DATE:** SEPTEMBER 18, 2019  
**CC:** MUTUAL FILE

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At the August 15, 2018, board meeting, the Board of Directors passed the following resolution: *RESOLVED, To approve the Mr. C's Towing Agreement for the towing of vehicles when there is a violation of Mutual Policy, effective 2018-2019 and authorize the President to sign the agreement.*

On September 18, 2019, the Board of Directors will vote to approve the Mr. C's Towing Agreement of 2019-2020 (attached).

***I move to approve the Mr. C's Towing Agreement for the towing of vehicles when there is a violation of Mutual Policy, effective 2019-2020, and authorize the President to sign the agreement.***





# PRIVATE PROPERTY TOW SERVICES AGREEMENT

<b>AGREEMENT DATE:</b>		<b>EFFECTIVE DATE:</b>	
<b>CUSTOMER:</b>	Mutual Five Corporation		
<b>PROPERTY:</b>	Mutual Five		
<b>TYPE OF PROPERTY:</b>	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Retail
	<input type="checkbox"/> HOA		

This agreement by and between the Towing Company (named below) and Customer (named above) shall serve as authorization to serve the Property named above in accordance with the requirements of California Vehicle Code Section 22658 (CVC 22658) "Removal From Private Property" upon the specific written authorization of Customer, except for Section 22658(1)(1)(E), for which this agreement may serve as the general authorization.

The Towing Company agrees to respond to the Property within a reasonable period of time when requested by Customer for the purposes of removing any vehicle(s) that are not in compliance with the property or business regulations as determined by Customer and communicated to the Towing Company in the written authorization provided by Customer under CVC 22658(1).

The Towing Company will, as prescribed by law, promptly report all impounded vehicles to the appropriate law enforcement agency and will perform all operations within the guidelines set forth in CVC 22658.

The Towing Company agrees that their employees will act and conduct themselves in a professional, workman-like manner on and off the above Property. This agreement is for a period of one (1) year commencing on the Effective Date noted above and shall automatically renew annually, unless terminated in writing upon 30-days written notice by either party.

## ACCEPTED

<b>Customer:</b>	Mutual Five Corporation	<b>Tow Company:</b>	Mr. C's Towing
<b>Signed:</b>		<b>Signed:</b>	
<b>Print Name:</b>	Linda DeRungs	<b>Print Name:</b>	
<b>Title:</b>	Mutual Five Board President	<b>Title:</b>	
<b>Date:</b>		<b>Date:</b>	

# ACCOUNT INFORMATION

Original  Updated \_\_\_\_\_

<b>Property/Complex Name:</b>	
<b>Property Address:</b>	
<b>City/Zip:</b>	
<b>Cross Streets:</b>	
<b>Mailing Address:</b>	PO Box 2069, Seal Beach, CA 90740
<b>Property Management Co.</b>	X Yes <input type="checkbox"/> No
<b>If Yes, Name, Address &amp; Phone:</b>	Golden Rain Foundation, PO Box 2069, Seal Beach, CA 90740 (562) 431-6586, Ext. 377

MANAGER	ASSISTANT MANAGER	ON-SITE CONTACT
Executive Director	Mutual Administration Manager	Security Services Director
Phone: 562-431-6586	Phone: 562-431-6586	Phone: 562-594-4754
Fax: 714-851-1251	Fax: 714-851-1253	Fax: 562-431-8206
<b>Security Company:</b>	X Yes <input type="checkbox"/> No	
<b>If Yes, Name, Address &amp; Phone:</b>	Internal Department of Property Management Company (562) 431-6586, Ext. 377	

<b>Persons Authorized to Sign for Vehicle Removals</b>  <b>(Two Board Members Must be Present)</b>	1.	Title: President
	2.	Title: Vice President
	3.	Title: CFO
	4.	Title: Secretary
	5.	Title: Director at Large

## PLEASE CHECK APPROPRIATE BOXES

<input type="checkbox"/> Fire Lane Removals	<input type="checkbox"/> Visitor Only Parking	<input type="checkbox"/> Posted "Tow-Away Zone"
<input type="checkbox"/> Ingress/Egress Interference	<input type="checkbox"/> Manager Parking Only	<input type="checkbox"/> Parking Permits
<input type="checkbox"/> Within 15' of Fire Hydrant	<input type="checkbox"/> Expired Tags	<input type="checkbox"/> Handicap Parking
<input type="checkbox"/> No Street Parking	<input type="checkbox"/> Tenants authorized to tow	<input type="checkbox"/> Blocking Carports
<input type="checkbox"/> Time Limit Parking	<input type="checkbox"/> Blocking Dumpster	<input type="checkbox"/> Double Parked
<input type="checkbox"/> Violation of Mutual Five Policies on Mutual Five Property, when directed by authorized Board Member		
<input type="checkbox"/> Proof of residence required. Describe: Carport spaces assigned and vehicle is to display decal of registration with Security. Non-resident parking by permission of Mutual Five on a case-by-case basis.		

<b>Local Rate Jurisdiction:</b>	
<b>Tow Rate:</b>	<b>\$215.00</b>
<b>Storage Rate/Day:</b>	<b>\$75.00</b>
<b>Other / Weekend Drop Fee:</b>	<b>Gate Fee: \$108.00      Drop Fee: \$108.00</b>