A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIVE
February 19, 2020
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. Barua, Recording Secretary

5. APPROVAL OF MINUTES:
   a. **Regular Meeting Minutes of January 15, 2020**

6. **GUEST SPEAKER** **Mr. Weaver**
   a. Discussion on new stove tops and coils

7. **BUILDING INSPECTOR'S REPORT** Mr. Meza
   Permit Activity; Escrow Activity; Contracts & Projects;
   Shareholder and Mutual Requests **(pp. 3-5)**
   a. Discuss and vote to approve Patio Plan for Unit 113-C **(pp. 6-7)**
   b. Discuss and vote to approve sidewalk repair near 72 A-E **(pp. 8-9)**
   c. Discuss and vote to repair trash enclosure at Carport 63 **(pp. 10-11)**

8. **GRF REPRESENTATIVE** Mr. Thompson

9. **UNFINISHED BUSINESS**
   a. Discuss and vote to ratify Policy 7415.05 – Porch and Patio Regulations **(p. 12-18)**

10. **NEW BUSINESS**
   a. Approval of Mutual Monthly Finances **(p. 19)**
   b. Discuss and vote to approve the Notice of Authorization to Close Escrow **(p. 20-21)**
   c. Approval of Transfer of Funds **(p. 22)**
   d. Discuss and vote to renew Reserve Study Project with Association Reserves **(pp. 23-25)**
   e. Discuss and vote to rescind resolution dated December 18, 2019 **(p. 26)**
   f. Discuss and vote to withdraw from Restricted Reserves to invest to OZK Bank. **(p. 27)**
   g. Discuss and vote to cancel Mutual 5's regular Board of Director's meeting

(2-7-2020 rb)

on June 17, 2020 **(p. 28)**

STAFF BREAK BY 11:00 A.M.

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

NEXT MEETING: Wednesday, March 18, 2020, 9:00 a.m.
Building Five, Conference Room B

16. COMMITTEE REPORTS

17. DIRECTORS' COMMENTS

18. SHAREHOLDERS' COMMENTS **(2-3 minutes per shareholder)**

19. ADJOURNMENT

20. EXECUTIVE SESSION

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

(2-7-2020 rb)

INSPECTOR MONTHLY MUTUAL REPORT

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

MUTUAL BOARD MEETING DATE: February, 2020

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	Improvment Values	RECENT INSPECTION	CONTRACTOR
113-C	UNIT REMODEL	BOTH	12/01/18	02/01/20	$32,000	Change Order Pending	TELEMACHUS FABRICATION
95-L	CEILING FAN	BOTH	09/29/19	02/20/20	$450		LW DÉCOR
99-C	ENTRY DOOR	GRF	11/25/19	12/09/19	$6,350	Waitng On Contractor For Final	SEAPORT SASH & DOOR
93-E	PATIO CONCRETE	GRF	11/30/19	12/30/19	$7,000	FINAL 02/10/20	MJ JURADO
124-H	HEAT PUMP	BOTH	12/02/19	01/02/20	$3,700	FINAL 02/04/20	ALPINE
104-H	SHOWET CUTDOWN	BOTH	12/05/19	01/05/20	$1,610	FINAL 01/08/20	NUKOTE
101-A	PATIO	GRF	12/12/19	02/29/20	$10,350	FINAL 02/04/20	LOS AL BUILDERS
101-G	HEAT PUMP	BOTH	12/19/19	03/13/20	$3,550	FINAL 02/11/20	GREENWOOD
72-E	HEAT PUMP/WINDOWS	BOTH	12/16/19	02/28/20	$9,250	FINAL 01/14/20	MP CONSTRUCTION
124-L	CARPORT STORAGE	GRF	12/23/19	02/29/20	$475		BA CONSTRUCTION
106-F	FLOORING	GRF	12/30/19	01/30/20	$6,300	FINAL 02/12/20	KARY'S CARPET
119-E	HEAT PUMP	BOTH	12/30/19	01/30/20	$3,500	FINAL 01/10/20	ALPINE
111-J	ENTRY DOOR	GRF	01/01/20	03/01/20	$1,409		RYDEN CONSTRUCTION
103-K	PATIO FLOORING	GRF	01/01/20	02/01/20	$1,800	FINAL 01/10/20	KARY'S CARPET
107-H	HEAT PUMP	BOTH	01/06/20	04/06/20	$3,500	FINAL 02/05/20	GREENWOOD
124-C	FLOORING	GRF	01/06/20	02/28/20	$4,259	FINAL 01/22/20	B&B CARPET
112-A	SHOWER CUT DOWN	BOTH	01/09/20	02/09/20	$1,610	FINAL 01/17/20	NUKOTE
113-D	WASHER/DRYER	BOTH	01/13/20	03/31/20	$6,800	FINAL 01/22/20	BA CONSTRUCTION
113-D	KITCHEN REMODEL	BOTH	01/13/20	03/31/20	$8,975		BA CONSTRUCTION
96-E	I/2 BATH, KITCHEN REMOD	BOTH	01/15/20	03/31/20		DRYWALL 02/06/20	MP CONSTRUCTION
96-E	I/2 BATH, KITCHEN REMOD	BOTH	01/15/20	03/31/20	$45,000	PLUM/ELEC 02/04/20	MP CONSTRUCTION
90-G	KITCHEN/BATH REMODEL	BOTH	02/15/20	06/15/20	$26,000		ALPHA MASTER
97-D	KITCHEN REMODEL	BOTH	01/24/20	03/13/20	$9,700		12 GAUGE CONSTRUCTION
103-D	REPLACE RANGE	GRF	01/27/20	02/27/20	$300	FIANL 02/06/20	NATIONWIDE
119-G	FLOORING/APPLIANCES	GRF	02/03/20	03/03/20	$9,900		12 GAUGE CONSTRUCTION

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		**16 8 6**
70-J		07/19/18	09/03/19	09/04/19	09/16/19		
70-K		12/31/19	01/29/20	02/11/20			
71-B		02/10/20					
71-G		04/10/19					
72-D		07/10/17					
96-E		11/15/19	11/26/19				
96-G		06/19/19	10/28/19	10/31/19	11/08/19	01/21/20	
97-J		07/30/19					
98-I		01/24/20					
101-A		11/08/18	06/13/19	06/13/19	06/25/19		
102-J		04/10/19	05/14/19	05/14/19	05/28/19		
103-I		10/30/19					
104-F		11/08/18					
104-H		06/14/19					
106-B		07/16/19					
106-E		01/24/20					
106-F		12/31/19					
108-K		12/31/19					
109-K		11/15/19	01/23/20	01/30/20	02/11/20		
110-J		07/30/19	11/13/19	11/29/19	12/11/20	02/03/20	
114-K		02/10/20					
114-L		03/13/18					

INSPECTOR MONTHLY MUTUAL REPORT

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

MUTUAL BOARD MEETING DATE: **February, 2020**

120-C		10/30/19					
121-K		10/31/19					
121-L		08/14/19	08/21/19	08/29/19	09/11/19		
122-F		11/15/19	11/20/19	11/27/19	12/10/19	01/21/20	
123-F		03/22/19	12/11/19	12/12/19	12/24/19	01/29/250	
124-B		02/06/19	11/15/19	11/22/19	12/07/19	01/21/20	
125-H		10/30/19	01/06/20	01/10/20	01/23/20	02/06/20	

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 & Irrigation
EMPIRE PIPE	DECEMBER 31st 2019	Completed, Report On File. GRF working on new contract.
FENN	MAY 31st 2020	Insect, and Pest Control
ROOFING STANDARDS	JUNE 2020	69, 71, 99, & 102
		Contract Signed 01/29/2020
MJ JURADO	FEI	Proposal For Sidewalk Removal & Repour Near Building 72
MJ JURADO		Proposal For Remove & Repour Carport 63 Trash Bin Area

SPECIAL PROJECTS

Contractor	Discription of Work
CALIFORNIA REPIPE	Smoke Alarms
BA CONSTRUCTION	Bath fan. **(Being Re-Inspected)**
113-C	To Approve Patio

SHAREHOLDER AND MUTUAL REQUEST

93-D Inspect shower for cracks	Walk Mutual For Uneven Concrete/Trippers To Grind, Remove & Repour
113-D Check shower floor for markings	Had Service Maintenanance Repair Drain Cover For Sidewalk Near 110-L
118-B Check unit for lock box	Inspected Bus Bench Near 111-A
118-C Check unit for lock box	Walked Mutual For Loose Retaining Wall Caps
69-I Check status on counter tops	
103-A Check for leak at sprinkler	
101-F Check crack in shower	
108-K Cracked glass in living room window	
72-G Check wall at end of building	
122-F Check heat pump	
93-L No hot water in shower	
113-L water stain in den and check sliding glass	
109-D Inspect raised concrete from tree roots	
113-C New patio job walk with contractor	
93-H Check bathroom sink and counter top	
113-L Check on refrigerator status	
99-K Check patio for leak damage	

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL:	(05) FIVE	INSPECTOR:	Mike Meza
MUTUAL BOARD MEETING DATE:	February, 2020		

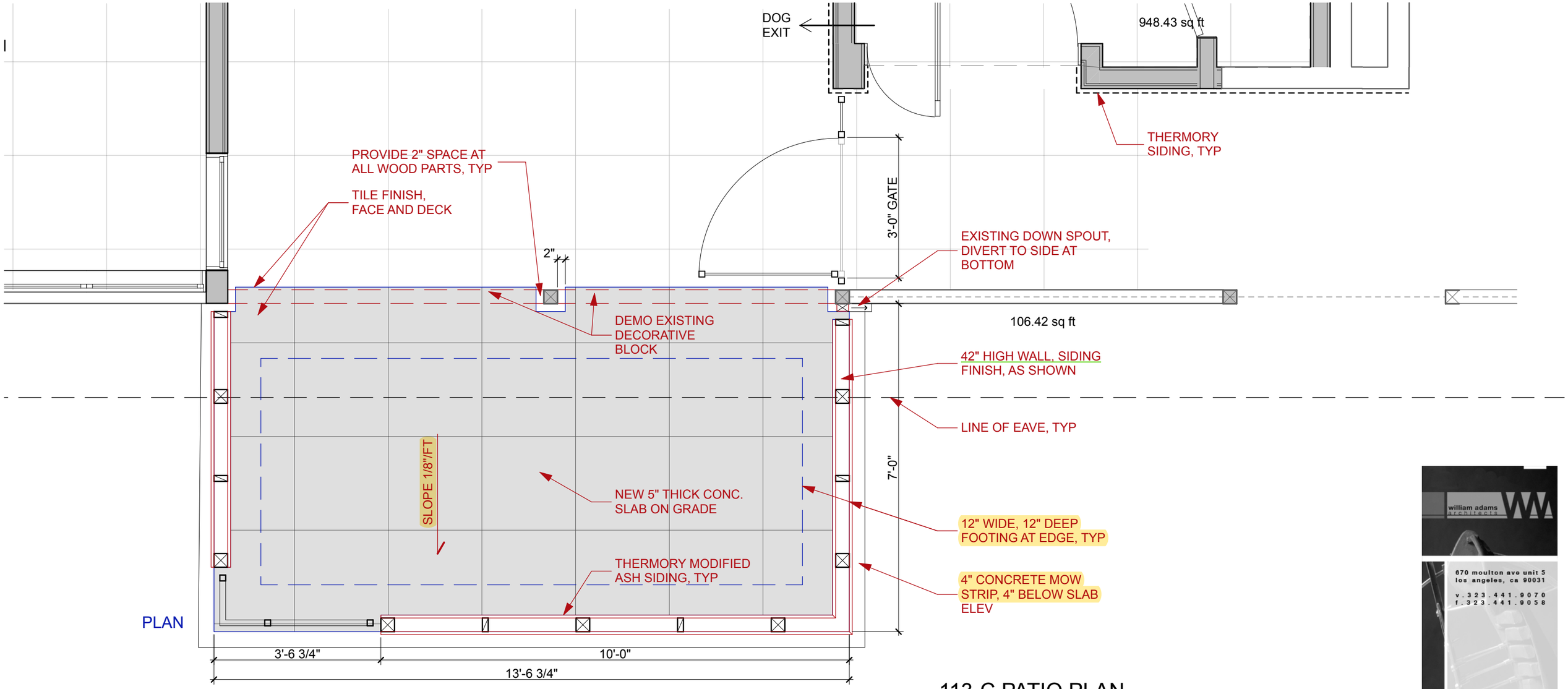
102-H Open door for painter	
126-D Check walk light	
97-L Check for leaking sprinkler	
96-E Inspect air duct connection	
119-G Meet shareholder regarding refrigerator	
97-C Check damage from roof repair	
112-E Check shower 90 piping	
71-J Check skylight shaft for damage after roof repair	
71-D Check water damage in bathroom/ call restoration	
99-K Paint order for patio	

Mutual Corporation No. Five

MEMO

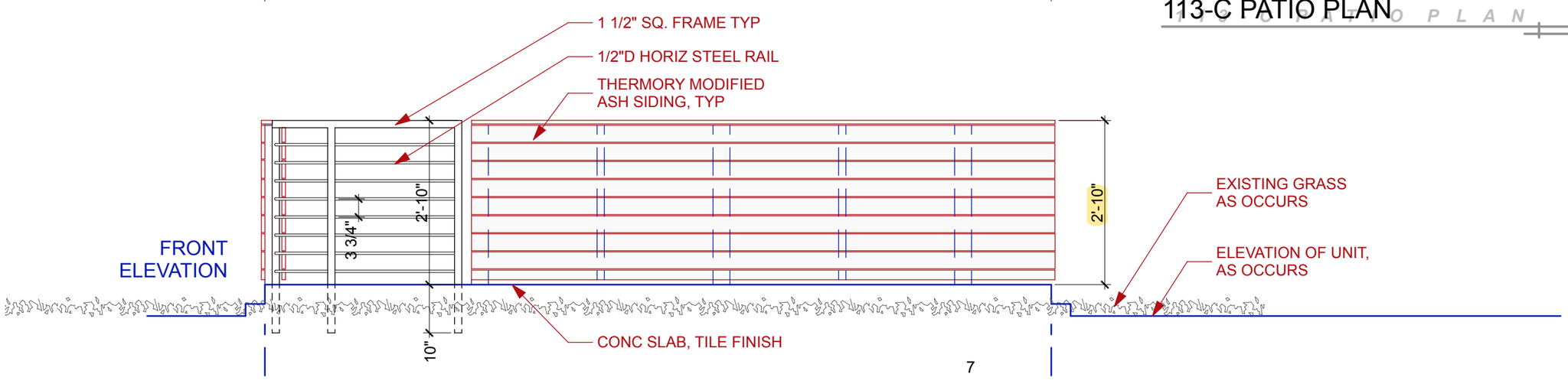
TO: MUTUAL FIVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE PATIO PLAN FOR UNIT 113-C (BUILDING INSPECTOR'S REPORT, ITEM A)
DATE: FEBRUARY 19, 2020
CC: MUTUAL FILE

I move to approve the patio plan for Unit 113-C.



113-C PATIO PLAN

1/2" = 1'-0"



william adams architects
670 moulton ave unit 5
los angeles, ca 90031
v.323.441.9070
f.323.441.9058

SMITH v2.0

OWNER:
ROSEMARY SMITH
605 10TH STREET
HUNTINGTON BCH, CA

These plans are not to be used for construction unless accompanied by the architect's stamp on each sheet of the prints.

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created:	#CAD
submittal:	####
resub1:	####

SK-8

Mutual Corporation No. Five

MEMO

TO: MUTUAL FIVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE SIDEWALK REPAIR NEAR 72 A-E (BUILDING INSPECTOR'S REPORT, ITEM B)
DATE: FEBRUARY 19, 2020
CC: MUTUAL FILE

I move to approve the sidewalk repair near Unit 72 A-E at a cost not to exceed $20,351.25. Funds to come from Infrastructure Reserves and authorize President to sign the contract.

MJ JURADO INC.
General Engineering Contractor
Lic# 950958 CL#A

726 S. Sherrill St., Anaheim, CA 92804
Tel: 714-397-0143 • Fax: 714-827-2110
State Contractor's License #987670 - A

№ 1950

BID PROPOSAL and CONTRACT

Job # _____

Date 1/31/2020

Bid to MUTUAL 5 SIDEWALK CONCRETE.

Location MUTUAL 5 BUILDING 72

Owner/Dev _____

We promise to furnish you labor and materials as noted below at the unit prices shown for the construction of

Item No	Quantity	Type or description	Unit Price		Total	
	1338 ☐	BUILDING 72 -A- E REMOVE & REPLACE	11.	25	15,052	50
		WALKWAY CONSTRUCT NEW				
	135 ☐	BUILDING 101 H REMOVE & REPLACE	11.	25	1,518.	75
		WALKWAY				
	7 EA.	REMOVE EXISTING WALKWAYS FROM UNITS.	540	00	3780	00
		JOINING MAIN WALKWAY BLDG. 72 A-E				

PRICES BASED ON **SACK TYPE** **CONCRETE** **VALID TO**

TOTAL	20,351	25

ACCEPTED:

_____ Buyer

_____ Date By MIKE JURADO.

Mutual Corporation No. Five

MEMO

TO: MUTUAL FIVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO TRASH ENCLOSURE REPAIR AT CARPORT 63 (BUILDING INSPECTOR'S REPORT, ITEM C)
DATE: FEBRUARY 19, 2020
CC: MUTUAL FILE

I move to approve the trash enclosure repair at Carport 63 at a cost not to exceed $6,500.00. Funds to come from Infrastructure Reserves and authorize President to sign the contract.

MJ JURADO INC.
General Engineering Contractor
Lic# 950958 CL#A

726 S. Sherrill St., Anaheim, CA 92804
Tel: 714-397-0143 • Fax: 714-827-2110
State Contractor's License #987670 - A

№ 1953

BID PROPOSAL and CONTRACT

Job # _____

Date 2/11/2020

Bid to MUTUAL 5 SEAL BEACH - LW.

Location CARPORT 63 EAST END.

Owner/Dev _____

We promise to furnish you labor and materials as noted below at the unit prices shown for the construction of

Item No	Quantity	Type or description	Unit Price		Total	
		REMOVE EXISTING CONCRETE TRASH				
		ENCLOSURE, CONSTRUCT NEW CONCRETE				
	L.S.	WITH 5" CURB PROTECT WALL			6500	00

PRICES BASED ON **SACK TYPE** **CONCRETE** **VALID TO**

TOTAL	6500	00

ACCEPTED:

_____ Buyer

_____ Date

By MICHAEL JURADO

Mutual Corporation No. Five

MEMO

TO: MUTUAL FIVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND REVISED POLICY 7415.05- PORCH AND PATIO REGULATIONS (UNFINISHED BUSINESS, ITEM A)
DATE: FEBRUARY 19, 2020
CC: MUTUAL FILE

At the May 20, 2015, Board Meeting, the Board of Directors adopted Policy 7415.05 – Porch and Patio Regulations.

The 28–day posting requirement has been met and on October 28, 2019 the Board of Directors will vote to ratify the amended/posted 7415.05 – Porch and Patio Regulations (attached).

I move to ratify amended/posted 7415.05 – Porch and Patio Regulations.

PHYSICAL PROPERTY

Porch and Patio Regulations – Mutual Five

This policy has been developed to enhance the enjoyment of the Mutual Five living style by setting and enforcing standards for open and enclosed porches and to provide guidelines for the building and maintenance of patios that are user friendly, increase the value to the Mutual, and improve the aesthetics of the shareholder's units and of Mutual Five. It is the responsibility of the Mutual and its shareholders to manage the appearance, safety, and health conditions of porches and patios by respecting approved standards.

Definition of Terms

a. A Porch is any surface that is between the outside wall of a unit and the original building footprint measured at the foundation.

b. A Patio is any improved area outside of the original building footprint measured at the foundation.

c. A Porch and Patio can be built as a continuous structure, but only the portion inside the original building footprint will be considered and maintained as a porch with this policy.

A. Porch Use and Maintenance

1. Maintenance of porches is the responsibility of the shareholder.
2. Emergency egress: windows and walkways.
   a) All porch window spaces both inside and out must be kept clear to facilitate emergency exit and entrance.
   b) A clear path of at least 36 inches must be maintained from the entrance of the porch to the entry door of the unit.
   c) Walkway must have a clean 36-inch pathway. No obstructions allowed including potted plants.
3. Emergency egress: doors
   a) No porch addition may have a door that locks. Only doors with direct entry into the unit may have locks, i.e., front door or sliding glass door leading directly into the unit from the porch. A door outside in the porch without direct access into your unit is not considered an entry door. To clarify, there

PHYSICAL PROPERTY

Porch and Patio Regulations – Mutual Five

can be no door locked before arriving to the front door of your unit. Any lock on a porch door must be removed or the Mutual will remove it at the shareholder's expense.

4. Any object which contributes to uncleanliness or impedes passage for emergency personnel and equipment, and may lead to unhealthy or dangerous conditions to shareholders, must be corrected by the shareholder. If such items are not removed, the Mutual will do so at the shareholder's expense.
5. Inspection: Porches will be periodically inspected by a Building Inspector assigned by the Physical Property Department
6. Storage: Open porches
   After the initial 30-day move-in period, the following items may not be stored or placed on open porches**:**

   a) Any type of food, including birdseed, dog or cat food except in airtight containers.
   b) Cardboard boxes
   c) Charcoal or highly flammable items, old newspaper, magazines, etc. (unless stored in approved containers). Gasoline-operated equipment or gas cans, flammable chemicals.
   d) Laundry hung for airing or drying
   e) Non-working refrigerators or freezers
   f) On ungated porches:
      Unattended pets or pets in permanent outdoor kennels or cages (including birds).
   g) Spas or hot tubs, indoor upholstered furniture

7. Porch Décor:
   a) Screens, panels, or drapes to block the sun must be of outdoor fire-retardant fabric and must be maintained.
   b) Obscene objects hanging or stationary are prohibited.

8. Prohibited activities:
   a) Any workshop causing noise, odor, unsightliness, and/or unhealthy conditions. Be guided by the "occasional hobby-oriented" activity rather

than an ongoing business or any activity considered to be a nuisance to neighbors. Contact the Board by sending a letter to the Secretary for information and guidance.

b) Converting an open porch into a storeroom is prohibited.

9. Porch size:
Mutual building permits are required for any alteration to porches. A porch may not be increased by expanding outwards into the garden/common area. Porches may be reduced in size by:

a) Construction of porch closets requires a Mutual building permit
b) Adding pre-assembled cabinets/sheds
c) By expanding the interior rooms of the unit outward into the porch space

10. Porch floor: Outdoor carpeting is permitted. Any permanent resurfacing of the porch floor requires a Mutual building permit. Flooring installed without a permit may be removed by the Mutual at the shareholders expense.

11. Approved items:
The list of approved items cannot possibly include all items. Approval for questionable items placed without prior approval may be removed by the Mutual at the shareholder's expense.

12. Enclosed porches:
a) A permit from the Physical Property Department is required for any construction to a porch.
b) An enclosed porch may not function as a bedroom, kitchen, or storage closet.
c) Any items not appropriate to a porch will be removed by the shareholder or by the Mutual at the shareholder's expense.

13. Enclosed Porches Acceptable items:
a) Refrigerator or freezer in working condition plugged directly into wall socket only.
b) A washer or a dryer or a stacking washer and dryer installed inside a porch storage cabinet.
c) A permit must be obtained for the installation of these appliances, and all codes relating to electrical and, if applicable, plumbing and ventilation

must be adhered to.

B. Patio Approval Process

1. All requests for patios must be submitted to the Golden Rain Foundation (GRF) Physical Property Department. The GRF Physical Property Inspector must submit the plans for approval to the Physical Property Committee. Upon approval by the Physical Property Committee a request will be sent to the Mutual Five Board of Directors for final approval. Once approved a permit must be obtained through a contractor vetted by the Golden Rain Foundation.

C. Stipulations for Existing Patios

1. All current patios must comply with the requirements of this policy.
2. At the time of transfer of stock ownership, the buyer must agree to manage, maintain, and insure the cost of the patio. All existing patios must be brought into compliance at the sale or transfer of a unit at seller's expense.
3. Remodels of existing patios must comply with this patio policy in its entirety and requires a permit.

D. Patio Area Requirements

1. Patio plot plans must be drawn to scale and be easily understood with dimensions. Plans must include any proposed walls, wall caps, fences, and gates.

2. All patio requests will be considered by the Physical Property Committee on a site-specific basis, taking into consideration, but not limited to the following:
   a. Aesthetic/financial value to the Mutual
   b. Functionality for the shareholder
   c. Utility boxes
   d. Electrical enclosures/panels
   e. Sprinkler systems
   f. Sprinkler valves/plumbing
   g. Telephone pull boxes/equipment
   h. Sidewalks
   i. Laundry rooms

PHYSICAL PROPERTY

Porch and Patio Regulations – Mutual Five

j. Landscaping

3. Patios must slope away from the building.

4. All patios must include a 4" mow strip. In order to provide for utility runs, patio walls must provide for an 18" setback from the sidewalk.

5. Patio top surface material must be non-skid when wet and natural grass may not be planted within the patio.

6. All patios must be enclosed by a wall. Patio wall with cap must be between 24" and 35" high. Gates must not be higher than 36". All walls must be equipped with adequate weep holes in walls for draining.

7. Any changes or deviations from the approved plans must be submitted to the Physical Property Department for a changed order. prior to implementation.

8. Physical Property Department will provide a disclosure to all new shareholders stating that their patios might have been built over sewer, water, electrical, or other types of utilities that the potential to require access or relocation and that this could require removal of all or a portion of the patio at the owner's expense. This disclosure must be signed by the selling shareholder and it will be provided to the purchasing shareholder with the Licensing and Indemnity Agreement.

9. Shareholders shall bear any and all costs of the patio including the maintenance of the patio, sprinkler relocation, grass replacement, tree replacement, and flower bed repairs. As a condition of patio approval, the shareholder must obtain and maintain liability insurance covering any and all lawsuits involving the patio. The shareholder must agree and sign the Licensing and Indemnity Agreement

provided by the Mutual.

10. A majority vote of a quorum of the board of directors is necessary for final approval, and the plans must be approved before the start of construction.

E. Patio Use: Rules and Maintenance Requirements

1. Patio items appropriate for patio and outdoor use such as tables, chairs and lounges with/without cushions are allowed. Storage boxes designed for patio use

PHYSICAL PROPERTY

Porch and Patio Regulations – Mutual Five

may not exceed 2 feet in width by 6 feet in length and must not exceed the height of the wall.

2. Patios and areas around patios must be kept free of clutter at all times. Excessive clutter or inappropriate items will not be tolerated.

3. Barbeques may be kept on patios and must be used according to the barbeque policy.

4. Pets must not be left unattended on patios.

5. Pet doors giving pets free access to and from patios are not allowed.

6. Potted plants may NOT be placed on patios walls.

7. Items not permitted on patios overnight are newspapers, magazines, paper, laundry, plastic bags, and cardboard.

8. Any item in, on, built into or onto a patio in conflict with this policy must be removed by the shareholder within 10 days of written notification. If the item is not removed after the 10-day period, the Mutual will have the right to remove the item at the shareholder's expense.

9. Patio-related items must not block walkways.

MUTUAL ADOPTION	**RATIFIED**
FIVE: 05-20-15	02-19-2020

Mutual Corporation No. Five

MEMO

TO: MUTUAL FIVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: FEBRUARY 19, 2020
CC: MUTUAL FILE

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 January 2020.

Mutual Corporation No. Five

MEMO

TO:	MUTUALBOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	DISCUSS AND VOTE TO APPROVE THE FORM THE NOTICE OF AUTHORIZATION TO CLOSE ESCROW (NEW BUSINESS, ITEM B)
DATE:	FEBRUARY 19, 2020
CC:	MUTUAL FILE

I move to approve the Notice of Authorization to Close Escrow form.

Notice of Authorization to Close Escrow

MUTUAL/UNIT NO.: _____

Date of Orientation: _____

Move-in Date: _____

Escrow company: _____

Buyer(s) Name(s): _____

Approval given by: _____ Date: _____

_____ Date: _____

SIGNED COPY TO STOCK TRANSFER OFFICE

ST/BM1/27/2020

Notice of Authorization to Close Escrow

MUTUAL/UNIT NO.: _____

Date of Orientation: _____

Move-in Date: _____

Escrow company: _____

Buyer(s) Name(s): _____

Approval given by: _____ Date: _____

_____ Date: _____

SIGNED COPY TO STOCK TRANSFER OFFICE

ST/BM1/27/2020

Mutual Corporation No. Five

MEMO

TO: MUTUAL FIVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF TRANSFER OF FUNDS (NEW BUSINESS, ITEM C)
DATE: FEBRUARY 19, 2020
CC: MUTUAL FILE

I move to approve the transfer of $40,000.00 from Operating Funds to Emergency Reserves.

Mutual Corporation No. Five

MEMO

TO:	MUTUALBOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	DISCUSS AND VOTE TO RENEW RESERVE STUDY PROJECT WITH ASSOCIATION RESERVE (NEW BUSINESS, ITEM D)
DATE:	FEBRUARY 19, 2020
CC:	MUTUAL FILE

I move to renew the Reserve Study Project with Association Reserves and its Loyalty Program at a cost not to exceed $1,250 per year over three consecutive years with an economy eight weeks turnaround: this being the first of three years. Funds to be taken from Operating Expenses and authorize the President to sign the contract.

Serving Orange County
32244 Paseo Adelanto, Suite D8
San Juan Capistrano, CA 92675

Tel : (949) 481-0421
Fax : (949) 481-0516
www.reservestudy.com

ASSOCIATION RESERVES™
Planning For The Inevitable™

Regional Offices
Arizona
California
Colorado
Florida
Hawaii
Nevada
North Carolina
Texas
Washington

February 3, 2020

21575 - 9a

Leisure World - Mutual 5
c/o Linda DeRungs
President
PO Box 3519
Seal Beach CA 90740

History with our organization
Report Exp. Date: - DEC 31 2020
Level of Service: WSV
% Funded: 22.6%

Subject: Bid Options for 492 units in Seal Beach, CA

Dear Ms. DeRungs,

Thank you for your interest in a Reserve Study and for requesting a proposal from Association Reserves. It would be our privilege to serve as the Reserve Planning partner for your Association-governed community! Your Reserve Study will include answers to the following fundamental questions:

1. What are our major capital assets, what condition are they in, how much will it cost to repair or replace them, and when will these expenses likely occur?
2. How much money should have already been set aside to be prepared for these projects?
3. How much should we contribute to reserves on an annual basis to prepare for the next 30 years?

We recognize that you have a choice of Reserve Study providers and want to make sure you understand the **many unique benefits** of partnering with our company:

- We've completed over 45,000 Reserve Studies throughout California & the United States
- Your Study will be prepared by a credentialed Reserve Specialist™ (RS) in accordance with National Reserve Study Standards™
- Your free Video Explanation of Results will help you better understand the report
- Your free Funding Analysis Software will allow you to compare various "what-if" scenarios
- Your report will be completed on time and deliverables will be posted online for easy, 24/7 access
- Free preparation of CA state Disclosure Form 5570 is included with your Reserve Study!

Please take a look at the different levels of service outlined in the following pages. When you're ready for the next step, **simply sign and return the Agreement**. Preparing current, credible Reserve Studies is all we do and **we'd love to get started on yours!**

Sincerely,

Sean Andersen, RS
President
sandersen@reservestudy.com

Learn more

"Loyalty Update Plan" Agreement
21575 - 9a, Leisure World - Mutual 5

Services Provided: Association Reserves [AR] will perform one With-Site-Visit Reserve Study Update and two No-Site-Visit Reserve Study Updates, in any order, delivered over three consecutive years. The studies will be prepared in accordance with National Reserve Study Standards, pursuant to the schedule and scope of work indicated below:

Year	FY Reporting	Period Ending	Level of Service
1	DEC-31	2021	FULL WSV NSV
2	DEC-31	2022	FULL WSV NSV
3	DEC-31	2023	FULL WSV NSV

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Upon each completion, all Reserve Study related files will be posted online for password-protected viewing and printing.

Fees: Client agrees to pay AR an annual fee of $1,250 for these services. A 50% deposit is due upon start-up of each year's Reserve Study. The final 50% is due and payable upon delivery. Consulting services (i.e., custom analysis, meeting attendance, revisions, etc.) outside the scope of this Reserve Study agreement will be billed on an hourly basis, inclusive of out of pocket costs incurred related to such consulting services, and are due upon receipt of invoice.

Term: The term of this agreement is one year. However, this agreement shall automatically renew for consecutive one-year terms, up to a maximum of three (3) years, unless and until the Client gives AR written notice of non-renewal at least thirty (30) days prior to the expiration of any given one-year term.

Non-Renewal Fee: Client understands and agrees that the annual fee for this agreement is based on the expectation that the agreement shall be renewed for three (3) consecutive one-year terms. Although the Client is entitled not to renew this agreement after any given one-year term, if the Client chooses to do so, the Client agrees to pay AR a non-renewal fee of $1,250 payable concurrently with the giving of the notice of non-renewal as described above.

Modification & Waiver: This agreement cannot be modified or waived except by a writing signed by both parties.

Assignment: This agreement shall not be assignable by either party, without the written consent of the other.

Indemnity: Client agrees to indemnity AR and to hold AR harmless from and against any and all liability, loss, damage, claim and expense, including reasonable attorney's fees and expenses, that may be incurred by AR arising out of or related to Client's breach of this agreement, Client's violation of any law or regulation, and/or Client's intentional misconduct or gross negligence.

Execution: By signing below, Client is indicating Client's agreement to all of the terms & conditions of this agreement. Client has the full right, power, and authority to enter into and be bound by the terms and conditions of this agreement and to perform Client's obligations under this agreement without the approval or consent of any other party. The person signing this agreement on behalf of Client represents and warrants that he/she has the authority to do so.

Agreement dated _____ **between:**

Client: Leisure World - Mutual 5

Represented by _____

Title _____ **Company** _____

Signature _____

-and- **Association Reserves**
Orange County Regional Office
Sean Andersen, RS
President

Return via email
or FAX (949) 481-0516

Mutual Corporation No. Five

MEMO

TO:	MUTUALBOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	DISCUSS AND VOTE TO RESCIND RESOLUTION DATED DECEMBER 18, 2019 (NEW BUSINESS, ITEM E)
DATE:	FEBRUARY 19, 2020
CC:	MUTUAL FILE

At the December 19, 2019, Board Meeting, The Board of Directors passed the following resolution: *RESOLVED to approve that Mutual 5 will be going from Heated Bath Fans to ordering Non-Heated bath fans, Model ELS805 at a price of $177.57 each with fees and tax included.*

I move to approve rescinding the Resolution dated December 19, 2019, RESOLVED to approve that Mutual 5 will be going from Heated Bath Fans to ordering Non-Heated bath fans, Model ELS805 at a price of $177.57 each with fees and tax included.

Mutual Corporation No. Five

MEMO

TO:	MUTUALBOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	DISCUSS AND VOTE TO WITHDRAW FROM RESTRICTED RESERVES TO INVEST TO OZK BANK (NEW BUSINESS, ITEM F)
DATE:	FEBRUARY 19, 2020
CC:	MUTUAL FILE

I move to approve to withdraw from restricted reserves with US Bank Corp. to invest $100,000 CD (Certificate of Deposit) with OZK Bank, which will mature on April 23, 2020 with 1.55% interest rate.

Mutual Corporation No. Five

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO CANCEL MUTUAL 5'S REGULAR BOARD OF DIRECTORS MEETING ON JUNE 17, 2020 (NEW BUSINESS, ITEM G)
DATE: FEBRUARY 19, 2020
CC: FILE

I move to approve canceling Mutual 5's Regular Board of Directors meeting scheduled for Wednesday, June 17, 2020.