PLEASE DO NOT DROP INTO THE MAIL SLOTS

MINUTES OF THE CONFERENCE CALL MEETING OF THE BOARD OF DIRECTORS SEAL BEACH MUTUAL FIVE May 20, 2020

A Special Conference Call meeting of the Board of Directors of Seal Beach Mutual Five was called to order by President DeRungs on Wednesday, May 20, 2020 at 9:06 a.m.

ROLL CALL

Present:	President DeRungs, Vice President Gould, Chief Financial Officer Tran, Secretary Boryta (absent), Directors Cude, Powell and Deady.
Staff:	Ms. Hopkins, Mutual Administration Director Mr. Meza, Building Inspector Ms. Hopkins, Recording Secretary

MINUTES

Following a discussion and upon a MOTION duly made by Vice President Gould and seconded by Director Cude, it was

> RESOLVED to approve the regular meeting minutes of April 15, 2020 as written.

The MOTION passed unanimously.

BUILDING INSPECTOR'S REPORT

Following a discussion and upon a MOTION duly made by Vice President Gould and seconded by Director Cude, it was

> RESOLVED to approve a three-year contract with Empire Cleaning at a cost not to exceed $8,888.58. Funds to come from Operating Expenses and authorize the President to sign the contract.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Vice President Gould and seconded by Director Cude, it was

> RESOLVED to approve the emergency sidewalk concrete replacement proposal located by Unit 97-H in the amount of $6097.50 from MJ Jurado Inc. Funds to come from Infrastructure Reserves and authorize the President to sign the contract.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Vice President Gould and seconded by Director Cude, it was

> RESOLVED to approve the patio proposal for Unit 97-C at the shareholder's expense.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Vice President Gould and seconded by Director Cude, it was

> RESOLVED to approve the patio proposal for Unit 96-A at the shareholder's expense.

The MOTION passed unanimously.

Following questions Inspector Meza left the meeting at 10:34 a.m.

GRF REPRESENTATIVE'S REPORT

GRF Representative Thompson presented his report.

Following questions Mr. Thompson left the meeting at 10:15 a.m.

UNIFINISHED BUSINESS

Following a discussion and upon a MOTION duly made by Vice President Gould and seconded by Director Cude, it was

> RESOLVED to ratify rescission of Policy 7503 – Plumbing Stoppages and ratify adoption of Policy 7503.05 – Plumbing Stoppages; the 28-day posting requirement has been met.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Vice President Gould and seconded by Director Cude, it was

> RESOLVED ratify adoption of Policy 7556 – Co-Occupant Not Allowed Immediate or Collateral Family to Reside with Them; the 28-day posting requirement has been met.

The MOTION passed unanimously.

NEW BUSINESS

Following a discussion and upon a MOTION duly made by Vice President Gould and seconded by Director Cude, it was

> RESOLVED 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 April 2020.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Vice President Gould and seconded by Director Cude, it was

> RESOLVED to ratify the phone poll conducted on March 13, 2020, to accept that the Board of Directors of Seal Beach Mutual Five, upon a presentation of the Financial Statements as of December 31, 2019, 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 authorize the President to sign the Management Representation Letter

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Vice President Gould and seconded by Director Cude, it was

> RESOLVED to appoint Accurate Voting Services as Mutual Five's Inspectors of Election.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Vice President Gould seconded by Director Cude, it was

> RESOLVED to amend Policy 7531.05 – Inspection of Vacant, Unoccupied or Occasional- Use Units on a preliminary basis until the 28-day posting period is completed. A decision on the policy will be made at the next scheduled meeting and the Board of Directors will take into account any shareholder comments.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Vice President Gould, and seconded by Director Cude, it was

> RESOLVED to amend Policy 7502.05 – Carport Regulations on a preliminary basis until the 28-day posting period is completed. A decision on the policy will be made at the next scheduled meeting and the Board of Directors will take into account any shareholder comments.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Vice President Gould, and seconded by Director Cude, it was

> RESOLVED to purchase number tags for car rear windows at a cost not to exceed $202.03. Funds to come from Office Supply and authorize the president to sign the contract.

The MOTION passed unanimously.

ADJOURNMENT

Following a discussion and upon a MOTION duly made by Vice President Gould, and seconded by Director Cude, it was

> RESOLVED to adjourn the meeting at 11:25 a.m.

The MOTION passed unanimously.

EXECUTIVE SESSION SUMMARY

The Board met in Executive Session on May 20, 2020, at 11:29 a.m., and took the following actions:

The board approved the minutes from the April 15, 2020 Executive Session.

1. Legal Matters
    a. One Legal matter was discussed. One file sent to attorney regarding letters.
2. Contracts
    a. No contracts were discussed.
3. Assessments / Delinquencies
    a. One Delinquent letter was drafted.
4. Disciplinary Hearings
    a. No disciplinary hearing occurred.

The Executive Session was adjourned at 12:08 p.m.

Attest, Joan Boryta, Secretary
SEAL BEACH MUTUAL FIVE
05/20/20
Attachments

INSPECTOR MONTHLY MUTUAL REPORT

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

MUTUAL BOARD MEETING DATE: May, 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	FINAL 03/19/20	LW DÉCOR
99-C	ENTRY DOOR	GRF	11/25/19	12/09/19	$6,350	Waiting on contractor	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	FINAL 04/30/20	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	FINAL 03/09/20	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	Waiting on contractor	BA CONSTRUCTION
96-E	I/2 BATH, KITCHEN REMOD	BOTH	01/15/20	03/31/20	$45,000	FINAL 03/25/20	MP CONSTRUCTION
90-G	KITCHEN/BATH REMODEL	BOTH	02/15/20	06/15/20	$26,000	FINAL 03/31/20	ALPHA MASTER
97-D	KITCHEN REMODEL	BOTH	01/24/20	03/13/20	$9,700	FINAL 02/28/20	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	FINAL 03/02/20	12 GAUGE CONSTRUCTION
111-E	PATIO CARPET	GRF	02/15/20	03/15/20	$1,600	FINAL 02/28/20	KARY'S CARPET
110-F	PATIO	GRF	02/27/20	04/28/20	$6,900	Waiting on contractor	MJ JURADO
100-A	PORCH TILE	GRF	03/01/20	04/01/20	$2,640	FINAL 03/25/20	KARY'S CARPET
110-J	CAN LIGHTING	BOTH	03/02/20	03/06/20	$2,555		CAL CUSTOM INTERIORS
97-L	HEAT PUMP	BOTH	03/02/20	06/02/20	$500		GREENWOOD
110-I	ENTRY DOOR	BOTH	03/13/20	06/30/20	$4,315	FINAL 03/10/20	LOS AL BUILDERS
123-F	DRYWALL/LIGHTING	BOTH	03/16/20	04/20/20	$1,520	Waiting on contractor	TRADE MARK ELECTRIC
69-A	WASHER/DRYER	BOTH	03/18/20	07/01/20	$7,000		BA CONSTRUCTION
100-A	HEAT PUMP	BOTH	03/19/20	06/19/20	$3,350		GREENWOOD
104-J	FLOORING	GRF	03/27/20	04/03/20	$3,700	FINAL 05/01/20	BIXBY PLAZA
71-B	CARPORT STORAGE	GRF	04/01/20	04/15/20	$499	FINAL 04/15/20	IMAGINATION UNLIMITED
100-G	HEAT PUMP	BOTH	04/02/20	07/02/20	$4,200		GREENWOOD
93-A	SHOWER CUT DOWN	GRF	04/07/20	05/07/20	$1,610	FINAL 05/06/20	NUKOTE
106-E	HEAT PUMP	BOTH	04/10/20	07/10/20	$3,475		GREENWOOD
70-K	MICROWAVE/GLASSTOP	GRF	04/10/20	06/30/20	$395		BA CONSTRUCTION
70-B	CARPORT CABINET	GRF	04/15/20	05/01/20	$499	FINAL 04/21/20	IMAGINATION UNLIMITED
71-A	CARPORT CABINET	GRF	04/15/20	05/01/20	$499	FINAL 04/20/20	IMAGINATION UNLIMITED
71-B	WINDOW/DOOR & KITCHEN	BOTH	04/20/20	07/31/20	$9,900		MP CONSTRUCTION
107-H	COUNTER TOP/MICRO	BOTH	04/30/20	07/30/20	$3,500		MAMUSCIA
113-J	WASHER/DRYER COMBO	BOTH	05/03/20	08/15/20	$700		MAMUSCIA
104-J	WALL HEATER	BOTH	05/05/20	05/10/20	$850		OGAN CONSTRUCTION
110-F	KITCHEN REMODEL	BOTH	05/11/20	07/31/20	$9,675		BA CONSTRUCTION
70-K	KITCHEN BACKSPLASH	GRF	05/15/20	06/30/20	$800		LOS AL BUILDERS
105-I	BATH COUNTER TOP	BOTH	05/15/20	06/30/20	$2,250		LOS AL BUILDERS
106-D	26" STUCCO WALL	GRF	05/15/20	07/31/20	$4,525		LOS AL BUILDERS

ESCROW ACTIVITY

Unit #	NMI	PLI	NBO	FI	FCOEI	ROF	ACTIVE, CLOSING, CLOSED

INSPECTOR MONTHLY MUTUAL REPORT

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

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

69-A		09/04/18	04/26/19	04/29/19	05/09/19	05/30/19	**15**	**4**	**16**
70-J		07/19/18	09/03/19	09/04/19	09/16/19	11/21/19			
70-K		12/31/19	01/29/20	02/11/20	02/24/20	03/04/20			
71-B		02/10/20	03/10/20	03/13/20	03/25/20	04/20/20			
71-G		04/10/19							
72-D		07/10/17							
91-L		02/26/20							
96-E		11/15/19	11/26/19	12/09/19	12/19/19	03/03/20			
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	08/01/9			
102-J		04/10/19	05/14/19	05/14/19	05/28/19	06/19/19			
103-I		10/30/19	04/06/20	04/06/20					
104-F		11/08/18							
104-H		06/14/19							
106-B		07/16/19	05/01/20						
106-E		01/24/20	03/30/20	04/03/20	04/15/20	05/01/20			
106-F		12/31/19	03/12/20	03/12/20	03/24/20				
107-I		04/23/20							
108-K		12/31/19							
109-K		11/15/19	01/23/20	01/30/20	02/11/20	03/04/20			
110-C		05/11/20							
110-J		07/30/19	11/13/19	11/29/19	12/11/20	02/03/20			
111-E		02/26/20	04/14/20						
111-G		03/20/20							
114-B		05/11/20							
114-K		02/10/20							
114-L		03/13/18							
120-C		10/30/19							
121-K		10/31/19	03/30/20	03/31/20	04/10/20				
121-L		08/14/19	08/21/19	08/29/19	09/11/19	10/14/19			
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 END DATE: AUGUST 8th 2022	Landscaping & Irrigation
EMPIRE PIPE END DATE: PENDING	New contract pending BOD appoval
FENN END DATE: MAY 31st 2023	Insect, and pest control
ROOFING STANDARDS AUGUST, 2020	69, 71, 99, & 102
	Start date delayed
MJ JURADO FEI	Remove and repour concrete sidewalk near 5-97-I
	Work approved on 5-7-20, to be ratified at monthly meeting.

INSPECTOR MONTHLY MUTUAL REPORT

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

SPECIAL PROJECTS

Contractor	Discription of Work
CALIFORNIA REPIPE	Smoke Alarms
97-C	New patio pending BOD appoval
96-A	New patio pending BOD appoval
94-A	New patio pending BOD appoval

SHAREHOLDER AND MUTUAL REQUEST

96-L Roof leak	Walk mutual for uneven concrete to grind/ remove & repour
110-F Inspect rain gutters	Follow up with Mutual letter
119-A Boxes on patio	Building 95 drain issues
70-K Pick up smart burners	
90-A Check refrigerator statues	
71-J Skylight shaft repair	
96-L Roof leak and repair	
96-I Check for leak at hose bib	
102-K Question regarding garden pavers	
90-F Items on patio wall	
96-A Question regarding patio	
113-J Washer and dryer questions	
114-K Check water alarm	
107-I Question regarding escrow repairs from selling agent	
100-G Have Greenwood paint line cover	
93-F Washer and dryer question	
125-L Follow up with cooktop replacement	
124-L Drop off Contractor list to S/H unit	
104-G Inspect for termite activity	
69-G Question regarding unit remodeling	
112-H Hose bib questions	
124-A Broken non-standard door knob	
97-H Check for birds in patio	
71-A Inspect porch cabinet	
107-H Inspect bath fan and oven	
114-A Bath fan light	
104-A Have lock change out to entry door	
90-H Roof leak around skylight	
108-G Check for dryrot in cabinet above oven	
107-C Phone wiring issues	

MUTUAL OPERATIONS

RESIDENT REGULATIONS **AMEND**

Carport Regulations - Mutual Five

A. Carport Use

1. Carports are to be used for parking of self-propelled land vehicles in operating condition. All passenger vehicles, gas, or electric carts that can be operated on city streets MUST have current DMV registration, current license plate tags, **a Mutual Five number tag in the driver's side rear window lower corner,** and sufficient insurance as mandated by the State of California Vehicle Code (CVC) § 22658. All vehicles, gas or electric, parked in the carport must have a Seal Beach Leisure World (SBLW) decal issued by the Security Department affixed and displayed on the lower left windshield.

   a. Board approval may be granted in waiving the display and affixing of the SBLW decal in ONLY unique and rare circumstances.
   b. Any vehicle that is in non-compliance with these rules may be towed at the owner's expense and as specified in CVC § 22658, and in RESIDENT REGULATIONS, Policy 7582.05 – Towing Vehicles.

2. Your assigned carport is for operative vehicles only. You, as the shareholder, are responsible for spilled or dripped contaminates such as oil, grease, or fuel. These contaminates can pose a significant safety hazard and must be cleaned. Failure to clean the floor of these contaminates will result in the hazard being corrected by the Mutual and charged to the shareholder.

3. A motorcycle, three-wheeled vehicle or an electric cart may occupy your carport car space in the absence of a car, but not in addition to a car. As in the case of a car, such parking is your responsibility. In the absence of a vehicle, the carport floor space may not be used as a storage area, whether free-standing or in any type of container, and no boats or trailers of any size or kind may be parked in the carport.

4. A form titled "Carport Usage/Rental Agreement" is available in the Stock Transfer Office and must be completed and approved by your Mutual Director and/or President before renting or loaning your carport space to a Mutual Five (only) resident and automobile owner. The exchange or use of a carport space and/or storage cabinet is not permitted on a permanent basis.

5. A hung ladder (length not to exceed 6 feet), and/or a bicycle, and/or a tricycle, and/or a collapsible grocery cart may be stored on the raised platform under your cabinet. No other storage is allowed on the platform. Any damage to the wall or an adjacent car because of this storage is the assigned member's liability.

6. Any vehicle in your carport space must be parked front end in.

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MUTUAL OPERATIONS

RESIDENT REGULATIONS **AMEND**

Carport Regulations - Mutual Five

7. Your two wooden raised cabinets are for your convenience for locked storage. *NOTE:* No inflammables. Fire or combustion could damage your belongings and your neighbors' belongings and intensify your liability.

8. Shareholders, contractors or handymen must have a permit from Physical Property, to build a cabinet directly beneath the existing cabinet in the carport;

   a. The dimensions of the new cabinet shall be 92 1/2" wide x 28" deep x .48" tall (see attached drawing), and the material shall be 2x4 wood frame with 3/4" plywood.

   b. The exterior painted color and hardware shall match the existing cabinet.

   c. Approval must be obtained from the President and/or Board of Directors of the Mutual before cabinet is built and installed.

   d. A permit from the GRF Physical Property Department is required for the cabinet.

   e. Sliding doors on the cabinet may be allowed on a case-by-case basis.

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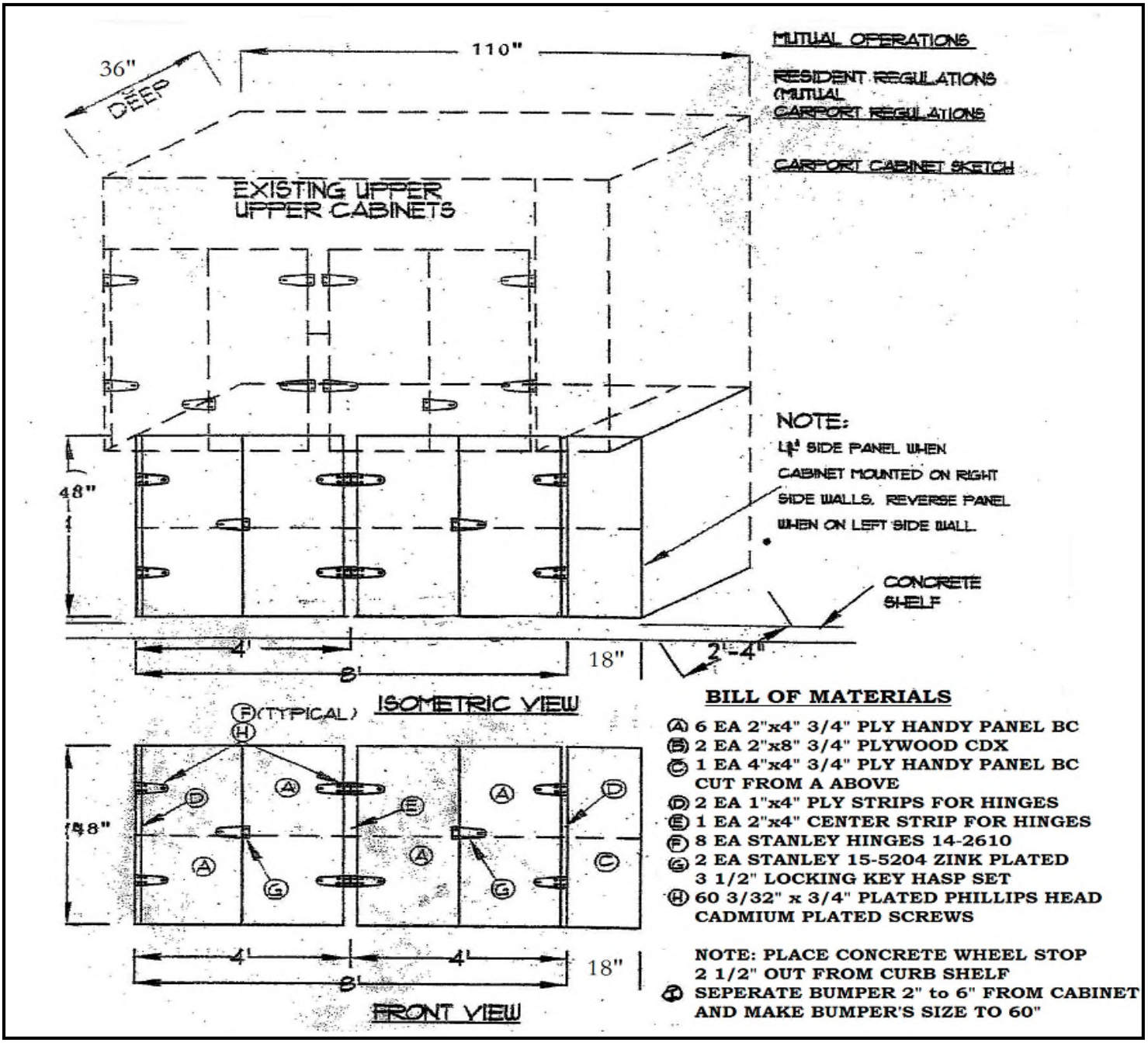
MUTUAL OPERATIONS

RESIDENT REGULATIONS **AMEND**

Carport Regulations - Mutual Five

GRF PERMIT REQUIRED



MUTUAL ADOPTION:
FIVE: 04-17-68

AMENDMENT(S)
09-27-90, 09-15-99, 05-17-06, 03-20-13, 06-21-17

(Draft created on: 5/8/2020)

MUTUAL OPERATIONS

RESIDENT REGULATIONS **AMEND**

Inspection of Vacant, Unoccupied or Occasional-Use Units

Any Vacant, Unoccupied or Occasional-Use Unit in Mutual Five shall be inspected every 90 days by a Physical Property Inspector, the President and the Mutual director assigned to the respective building. Inspections shall be conducted during the months of February, May, August, and November. ~~There will be a maintenance/inspection charge for Vacant, Unoccupied or Occasional-use Units at the amount of the current hourly rate of Service Maintenance.~~ **A fee of $75.00 will be charged to the shareholder.**

The Mutual directors shall provide a list of vacant, unoccupied or occasional-use units to the President. Appointments for inspections of the unit shall be coordinated by the President. (Mutual Directors are encouraged to talk to Building Captains to update the list of units to be inspected.)

The inspection of Vacant, Unoccupied or Occasional-Use units shall be posted at least 72 hours prior to the inspection.

MUTUAL	ADOPTION	AMENDED
FIVE:	02-21-18	

(Draft created on 5/8/2020)

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