

AGENDA
REGULAR MONTHLY CONFERENCE CALL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIVE
April 19, 2023
Meeting begins at 9:00 a.m.
Building 5, Conference Room B / Zoom Video and Conference

TO ATTEND: The Shareholder will be provided with instructions on how to access the call via telephone upon the Shareholder contacting Mutual Administration and requesting the call-in information. Please submit your information, including your name, Unit number, and telephone number, via e-mail at mutualsecretaries@lwsb.com, by no later than 3:00 p.m., the business day before the date of the meeting.

TO PROVIDE COMMENTS DURING MEETING: In order to make a comment during the open Shareholder forum, the Shareholder must (i) notify their parcel director of their intent to speak during Shareholder open forum, or (ii) submit their information, including their name, Unit number, and telephone number, via e-mail at mutualsecretaries@lwsb.com, by no later than 3:00 p.m., the business day before the date of the meeting.

1. CALL TO ORDER/ PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. SHAREHOLDERS' COMMENTS (limited to 2-3 minutes per shareholder)
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):
 - Mr. Thompson, GRF Representative
 - Mr. Mario, IT Director
 - Mr. Meza, Building Inspector
 - Ms. Barua, Senior Portfolio Specialist
 - Ms. Equite, Assistant Portfolio Specialist
5. GUEST SPEAKER Mr. Mario
 - a. Discuss LWSB Mutual 05 email setting up new email service with new addresses for Mutual Five Board Members
6. APPROVAL OF MINUTES:
 - a. **Regular Meeting Minutes of March 15, 2023.**
7. **GRF REPRESENTATIVE** Mr. Thompson
8. **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 proposal for Unit 05-112C (pp. 6-7)
9. **UNFINISHED BUSINESS**
 - a. Discuss and vote to set up new email service with new addresses for Mutual Five Board Members (p. 8)

10. **NEW BUSINESS**

- a. Approval of Monthly Finances (p. 9)
- b. Discuss and vote to cancel June Monthly Board meeting due to the Annual Election (p. 10)
- c. Discuss and vote to approve Fenn Pest Control 3-year Contract for 2023-2026 (pp. 11-13)

STAFF BREAK BY 11:00 A.M.

- 11. SECRETARY / CORRESPONDENCE Ms. Gardner
- 12. CHIEF FINANCIAL OFFICER'S REPORT Mr. Cude
- 13. PRESIDENT'S REPORT Ms. DeRungs
- 14. PORTFOLIO SPECIALIST REPORT Ms. Barua
- 15. ANNOUNCEMENTS

- a. **SPECIAL BOARD MEETING:** Thursday, April 27, 2023, at 10:20 a.m., Building 5, Conference Rm B and Zoom Video/Conference Call
- b. **NEXT REGULAR MEETING:** Wednesday, May 17, 2023, at 9:00 a.m., Building 5, Conference Rm B and Zoom Video/Conference Call.

- 16. COMMITTEE REPORTS
- 17. DIRECTORS' COMMENTS
- 18. ADJOURNMENT
- 19. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 12 PM

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (05) FIVE	INSPECTOR: Mike Meza
MUTUAL BOARD MEETING DATE: April, 2023	

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	Improvement Values	RECENT INSPECTION	CONTRACTOR
100-A	KITCHEN REMODEL	BOTH	06/10/23	04/30/23	\$35,500	PLUMB, FRAM, ELEC, 03/27	BA CONSTRUCTINO
95-G	UNIT REMODEL	BOTH	11/20/22	03/15/23	\$138,700	FRAM, ELEC 01/26/23	JC KRESS
70-F	ELECTRICAL WORK	BOTH	11/01/22	01/30/23	\$750	FINAL 01/26/23	CJ CONSTRUCTION
118-F	ROOM ADDITION	BOTH	11/10/23	04/30/23	\$88,000		MP CONSTRUCTION
98-C	COUNTERS/ WASH/DRYER	BOTH	11/12/22	03/30/23	\$20,000	FINAL 02/23/23	MP CONSTRUCTION
113-A	COUNTERTOP KIT	BOTH	11/14/22	12/10/22	\$9,350	WAITING ON CONTRACTOR	M&M SKYLIGHTS
106-E	FLOORING	GRF	12/28/23	02/28/23	\$4,600	FINAL 02/27/23	B&B CARPET
97-C	SLIDING DOOR	BOTH	12/31/23	02/28/23	\$7,800	LATHE/FLASH 02/06/23	VICKERS CONSTRUCTION
121-B	UNIT REMODEL	BOTH	01/01/23	07/30/23	\$65,000	Framing, electrical, 04/12/23	MP CONSTRUCTION
105-C	WINDSCREEN PATIO	GRF	01/03/23	01/15/23	\$1,540	FINAL 01/11/2023	CUSTOM GLASS
93-L	ELECTRICAL OUTLETS	BOTH	01/05/23	04/30/23	\$2,000		JULIAN AGUILAR ELECTRIC
72-J	FLOORING	GRF	01/15/23	02/28/23	\$4,625	FINAL 02/07/23	KARYS CARPET
102-K	PORCH FLOORING	GRF	01/16/23	02/16/23	\$1,188	FINAL 02/10/23	CORNERSTONE FLOORS
115-F	LOWER STORAGE CABINET	GRF	01/20/23	02/26/23	\$1,100	FINAL 02/25/23	VICKERS CONSTRUCTION
115-F	ELECTRICAL OUTLETS	BOTH	01/26/23	03/01/23	\$1,450	FINAL 02/10/23	VICKERS CONSTRUCTION
116-K	LOWER STORAGE CABINET	GRF	01/30/23	03/01/23	\$950	FINAL 02/10/23	VICKERS CONSTRUCTION
98-D	ROOM ADDITION	BOTH	02/01/23	07/30/23	\$28,000		MP CONSTRUCTION
113-D	HEAT PUMP	BOTH	02/13/23	05/13/23	\$7,835	FINAL 03/22/23	GREENWOOD
116-A	SHOWER REMODEL	BOTH	01/30/23	05/18/23	\$23,450	FINAL 04/12/23	LOS AL BUILDERS
112-C	UNIT ABATEMENT	GRF	02/07/23	02/09/23	\$3,200	FINAL 02/09/23	UNIVERSAL ABATEMENT
112-C	UNIT REMODEL	BOTH	01/03/23	04/07/23	\$121,800	PLUMB, FOOTING 04/12/23	BA CONSTRUCTION
115-B	CARPORT CABINET	GRF	02/13/23	03/18/23	\$950	FINAL 03/15/23	VICKERS CONSTRUCTION
118-F	UNIT REMODEL	BOTH	11/10/23	04/30/23	\$88,000	Dry wall 04/01/23	MP CONSTRUCTION
123-D	COUNTERTOPS	BOTH	03/01/23	06/30/23	\$6,800	FINAL 03/27/23	MP CONSTRUCTION
121-K	LOWER STORAGE CABINET	GRF	03/16/23	04/15/23	\$950	FINAL 03/27/2023	VICKERS CONSTRUCTION
115-J	LOWER STORAGE CABINET	GRF	03/18/23	04/18/23	\$1,100		VICKERS CONSTRUCTION
69-J	SHOWER CUT DOWN	BOTH	03/28/23	04/28/23	\$4,535		NUKOTE
115-J	WINDOWS	BOTH	03/30/23	04/30/23	\$3,280		VICKERS CONSTRUCTION
115-I	WINDOWS	BOTH	03/31/23	04/30/23	\$4,920		VICKERS CONSTRUCTION
111-E	ELECTRICAL OUTLET	BOTH	04/07/23	04/28/23	\$450		OGAN CONSTRUCTION
94-G	SKYLIGHT FLARE/SLIDER	BOTH	04/10/23	07/20/23	\$30,235		LOS AL BUILDERS
126-K	FLOORING	GRF	04/10/23	05/30/23	\$5,570		KARYS CARPET
120-E	SHOWER CUT DOWN	BOTH	04/13/23	05/13/23	\$2,815		NUKOTE
103-K	SHOWER CUT DOWN	BOTH	04/25/23	05/25/23	\$4,535		NUKOTE

ESCROW ACTIVITY

Unit #	NMI	PLI	NBO	FI	FCOEI	ROF	ACTIVE, CLOSING, CLOSED
							11 4 2
71-L		03/24/22					
95-K		03/29/23					
97-G		03/14/23					
101-B		06/21/22					
101-L		02/21/23					
104-F		01/27/23					
105-I		12/13/22	04/11/2023	04/11/23			
115-F		10/13/22	01/10/23	01/11/23	1/26/2023	03/01/2023	
116-E		12/06/22					
120-J		03/17/23					
122-A		03/29/23					
122-L		11/17/22					
122-E		10/21/22	01/03/23	01/03/23	01/17/23	03/01/2023	

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (05) FIVE		INSPECTOR: Mike Meza				
MUTUAL BOARD MEETING DATE:		April, 2023				
124-J		11/17/22	03/09/23	03/14/23	03/28/23	
124-L		02/24/23				
126-G		03/24/23	04/10/23	04/10/23		
126-K		03/10/23	03/23/23	03/24/23	04/07/23	

SHADED AREAS HAVE BEEN SIGNED OFF

FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

CONTRACTS

CONTRACTOR	PROJECT
J&J LANDSCAPE AUGUST 8th 2025	Landscaping & Irrigation
EMPIRE PIPE DECEMBER 31st 2022	Annual inspection
FENN MAY 31st 2023	Pest and rodent control services BIDS received
ROOFING STANDARDS	Buildings 70, 100, 101, 113, 120 Completed
ROOFING STANDARDS 2023	Buildings 96, 97, 107, 112, 123, 125 Contract being drafted.

SPECIAL PROJECTS

Contractor	Discription of Work

SHAREHOLDER AND MUTUAL REQUEST

93-B Pass out notice	Inspect mutual sidewalks
93-A Pass out notice	
126-K Meet with contractor regarding escrow repairs	
90-G Inspect entry sidewalk	
120-K Roofing issues	
120-D Skylight issues from roofing	
121-J Open door for JC Kress roofing project	
121-E Termite at entry way door	
107-E Service Maintenace question	
94-J Permission to clean skylights	
103-G Window leaking	
121-L Have car moved for carport concrete replacement	

Mutual Corporation No. Five

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE PATIO PROPOSAL FOR UNIT 05-112C
(BUILDING INSPECTOR, ITEM A)
DATE: APRIL 19, 2023
CC: MUTUAL FILE

I move to approve the patio proposal for Unit 05-112C. Work to be done at the shareholder's expense.

Mutual Corporation No. Five

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE MUTUAL FIVE DIRECTORS TO HAVE AN LWSB EMAIL ADDRESS (UNFINISHED BUSINESS, ITEM A)
DATE: APRIL 19, 2023
CC: FILE

I move to authorize GRF IT Department to provide Mutual 5 Board of Directors to have a LWSB Mutual Five email address, of \$10.00 per month per Director for a total of \$70.00 per month. Funds to come from Operating Budget and authorize the President to sign any necessary documentation.

Mutual Corporation No. Five

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: APRIL 19, 2023
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 March 2023.

Mutual Corporation No. Five

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: VOTE AND DISCUSS TO CANCEL JUNE MONTHLY BOARD MEETING DUE TO THE ANNUAL ELECTION MEETING (NEW BUSINESS, ITEM B)
DATE: APRIL 19, 2023
CC: MUTUAL FILE

I move to cancel the June Monthly Board meeting due to the Annual Election meeting.

Mutual Corporation No. Five

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: VOTE AND DISCUSS TO APPROVE FENN TERMITE AND PEST CONTROL 3-YEAR CONTRACT FOR 2023-2026 (NEW BUSINESS, ITEM C)
DATE: APRIL 19, 2023
CC: MUTUAL FILE

I move to approve Fenn Termite and Pest Control 3-year contract from 2023-2026, at a cost not to exceed \$36,326.00. Funds to come from Operating Expenses and authorize the President to sign any necessary documentation.

MUTUAL	Fenn 2023	Fenn 2024	Fenn 2025	Total = 3 years
1	\$ 19,670.00	\$ 20,650.00	\$ 21,700.00	\$ 62,020.00
2	\$ 20,232.00	\$ 21,240.00	\$ 22,320.00	\$ 63,792.00
3	\$ 10,116.00	\$ 10,620.00	\$ 11,160.00	\$ 31,896.00
4	\$ 9,273.00	\$ 9,735.00	\$ 10,230.00	\$ 29,238.00
5	\$ 11,521.00	\$ 12,095.00	\$ 12,710.00	\$ 36,326.00
6	\$ 9,554.00	\$ 10,030.00	\$ 10,540.00	\$ 30,124.00
7	\$ 8,992.00	\$ 9,440.00	\$ 9,920.00	\$ 28,352.00
8	\$ 8,149.00	\$ 8,555.00	\$ 8,990.00	\$ 25,694.00
9	\$ 8,992.00	\$ 9,440.00	\$ 9,920.00	\$ 28,352.00
10	\$ 6,463.00	\$ 6,785.00	\$ 7,130.00	\$ 20,378.00
11	\$ 7,306.00	\$ 7,670.00	\$ 8,060.00	\$ 23,036.00
12	\$ 10,538.00	\$ 11,064.00	\$ 11,629.00	\$ 33,231.00
14	\$ 7,618.00	\$ 7,998.00	\$ 8,408.00	\$ 24,024.00
15	\$ 11,434.00	\$ 12,004.00	\$ 12,612.00	\$ 36,050.00
16	\$ 1,405.00	\$ 1,475.00	\$ 1,550.00	\$ 4,430.00
17	\$ 2,970.00	\$ 3,120.00	\$ 3,276.00	\$ 9,366.00

Extra Costs

Treatment - Residential unit interior, includes patio	30
Treatment - laundry room interior	20
Treatment - building outside perimeter	75
Treatment - attics	50
Spraying of carport building	65
ants	30
roaches	30
spiders	30
earwigs	30
crickets	30
mice/rats	35
mites	50
wasps	30
bees	150
monthly cost of mice/rat bait station maintenance	4
cost of mice/rat bait station install	25
bird best removal from patios	35
extermination/trapping of gophers	40
emergency call	