

**AGENDA**  
**REGULAR MONTHLY CONFERENCE CALL MEETING OF THE**  
**BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL FIVE**  
**January 17, 2024**  
**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](mailto: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](mailto: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. Dockstader, Doctor Pest Representative  
Mr. Meza, Building Inspector  
Ms. Equite, Portfolio Specialist

5. APPROVAL OF MINUTES:
  - a. **Regular Meeting Minutes of November 15, 2023.**
  - b. **Special Meeting Minutes of December 15, 2023 (pp. 3)**
6. **GRF REPRESENTATIVE** Mr. Thompson
7. **BUILDING INSPECTOR'S REPORT** Mr. Meza/ Mr. Dockstader  
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (pp. 4-5)
  - a. Guest Speaker – Doctor Pest Presentation
  - b. Discuss and vote to approve electrical panel proposal from MP Construction (pp. 6-7)
  - c. Discuss paint specifications
8. **UNFINISHED BUSINESS**
  - a. Discuss and vote to approve/deny having Mutual documents removed from the public LWSB Mutual website (pp. 8)
9. **NEW BUSINESS**
  - a. Approval of Monthly Finances (p. 9)
10. SECRETARY / CORRESPONDENCE Ms. Lee

11. CHIEF FINANCIAL OFFICER'S REPORT

Mr. Cude

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

12. PRESIDENT'S REPORT

Ms. DeRungs

13. PORTFOLIO SPECIALIST REPORT

Ms. Equite

14. ANNOUNCEMENTS

- a. **NEXT REGULAR MEETING:** Wednesday, February 21, 2024, at 9:00 a.m., Building 5, Conference Rm B and Zoom Video/Conference Call.

15. COMMITTEE REPORTS

16. DIRECTORS' COMMENTS

17. ADJOURNMENT

18. EXECUTIVE SESSION

**STAFF WILL LEAVE THE MEETING BY 12 PM**

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL NO. FIVE  
December 15, 2023**

The Special Meeting of the board of Directors of Seal Beach Mutual No. Five was called to order by President DeRungs at 1:00 p.m. on Friday, December 15, 2023, via Zoom Video Conference Call.

Those members present were President DeRungs, Vice President Murphy, Chief Financial Officer Cude, Secretary Lee, Director Gould, and Director Powell (all Directors via Zoom). Also, present was Portfolio Specialist Equite (via zoom).

Absent: Directors Shannon

One shareholder was present.

The purpose of this meeting is to

- a. Discuss and vote to ratify 05-7505.1-1 Appliances Maintenance Responsibility
- b. Discuss and vote to ratify 05-7709.1-1 Escape Tax Deposit

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

RESOLVED to ratify proposed rule change by adopting rule 05-7505.1-1 Appliances Maintenance Responsibility; the 28-day posting requirement has been met.

The MOTION passed unanimously with ROLL CALL vote.

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

RESOLVED to ratify proposed rule change by amending procedure 05-7709.1-3 Escape Tax Deposit and renumbering to 05-7709.1-1 the 28-day posting requirement has been met.

The MOTION passed unanimously with ROLL CALL vote.

President DeRungs adjourned the meeting at 1:10 p.m.

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Attest: Eun Jin Lee, Secretary  
SEAL BEACH MUTUAL NO. FIVE  
DE: 12/15/23

## INSPECTOR MONTHLY MUTUAL REPORT

<b>MUTUAL: (05) FIVE</b>	<b>INSPECTOR: Mike Meza</b>
<b>MUTUAL BOARD MEETING DATE:</b> <b>January, 2024</b>	

### 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
97-G	UNIT REMODEL	BOTH	06/19/23	11/15/23	\$140,400	DRYWALL 08/28/23	JC KRESS
98-C	UNIT REMODEL	BOTH	06/10/232	11/30/23	\$104,000		MP CONSTRUCTION
121-K	WINDOWS AND DOORS	BOTH	08/01/23	09/20/23	\$11,000	WAITING ON CONTRACTOR	BROTHERS GLASS
122-A	UNIT REMODEL	BOTH	08/07/23	12/03/23	\$70,000		NATIONWIDE
95-K	WASHER AND DRYER	BOTH	08/07/23	10/30/23	\$6,800		BA CONSTRUCTION
101-C	WASHER AND DRYER	BOTH	08/28/23	10/29/23	\$27,730	ELECTRICAL 10/04/23	MARCO CONSTR TUCTION
122-L	HEAT PUMP	BOTH	08/28/23	11/28/23	\$4,925		M&M SKYLIGHTS
101-C	WASHER AND DRYER	BOTH	08/28/23	10/29/23	\$27,730		MARCO CONSTR TUCTION
91-F	UNIT REMODEL	BOTH	09/22/23	12/22/23	\$101,125		MARCO CONSTR TUCTION
118-K	LOWER STORAGE CABINET	GRF	09/25/23	10/25/23	\$950		VICKERS CONSTRUCTION
107-I	HEAT PUMP	BOTH	09/28/23	12/28/23			GREENWOOD
117-L	HAND RAIL	GRF	10/03/23	11/03/23	\$1,900		GRECO
93-L	HEAT PUMP	BOTH	10/10/23	12/10/23	\$9,200		ALPINE
126-G	WASHER AND DRYER	BOTH	01/03/24	02/12/24	\$11,850		HADI
120-E	LOWER STORAGE CABINET	GRF	01/03/24	02/03/24	\$975		VICKERS CONSTRUCTION
103-H	WASHER AND DRYER	BOTH	01/10/24	04/30/24	\$39,555		LOS AL BUILDERS

### ESCROW ACTIVITY

Unit #	NMI	PLI	NBO	FI	FCOEI	ROF	ACTIVE, CLOSING, CLOSED
							9      6      0
69-G		10/19/23	12/04/23	12/19/23	01/04/24		
69-L		04/17/23					
90-B		12/06/23					
90-D		11/08/23	11/20/23	11/21/23	12/07/23		
90-J		11/08/23					
91-J		06/23/23					
94-F		11/21/23	12/07/23	12/07/23	12/21/23		
94-H		06/23/23					
101-B		06/21/22					
102-L		12/06/23					
104-F		12/06/23					
104-K		01/03/24					
111-C		10/04/23	11/29/23	12/01/23	12/15/23		
125-F		10/03/23	12/14/23	12/26/23	01/10/24		
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

## INSPECTOR MONTHLY MUTUAL REPORT

<b>MUTUAL: (05) FIVE</b>		<b>INSPECTOR: Mike Meza</b>
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<b>MUTUAL BOARD MEETING DATE:</b>	<b>January, 2024</b>	
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FENN	MAY 31st 2026	Pest and rodent control services New contract is being drafted
FENN PEST CONTROL	JULY, 2026	Bait stations
ROOFING STANDARDS	May, 2024	Buildings 96, 97, 107, 112, 123, 125
MP CONSTRUCTION		Electrical replacement proposal

### SPECIAL PROJECTS

Contractor	Discription of Work
MP Construction	Electrical panel replacement proposal

### SHAREHOLDER AND MUTUAL REQUEST

92-E Leak at shower	Inspect mutual sidewalk
112-B Inspect refrigerator for leak	
97-K Roof leak	
94-E Downspout missing	
107-D Leak in kitchen	
107-I Leak in kitchen	
105-K Roof leak	
125-K Roof leak	
96-H Question regarding water shut off valve location	
118-K Entry door location	
115-K Inspect patio flooring	
112-C Ants in unit	
113-G Question regarding panels to unit	
112-K Toilet issues	
101-L Toilet issues	
97-K Roof leak	
70-F Termites in unit	
105-K Skylight issues	
102-H Rain gutter issues	

# *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 ELECTRICAL PANEL PROPOSAL FROM MP CONSTRUCTION (BUILDING INSPECTOR, ITEM B)  
**DATE:** JANUARY 17, 2024  
**CC:** MUTUAL FILE

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I move to approve the MP Construction electrical panel proposal for Mutual Five, at a cost not to exceed \$2,100.00 per panel. Funds to come from Infrastructure Reserves and authorize the President to sign any necessary documentation.



- NEW ADDITIONS • REMODELING • CONCRETE
- MASONRY WORK • PLUMBING • WINDOWS

**Martin Perez**

[REDACTED]

[REDACTED]

**Address: Mutual , Building**

- remove existing electrical panel and install a new QO124L125PG electrical panel
- patch drywall and paint if it is needed
- permits included

**For the total price of \$2,100 per panel.**

# 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/DENY WHETHER MUTUAL BOARD DOCUMENTS SHOULD BE POSTED ON LWSB PUBLIC WEBSITE (UNFINISHED BUSINESS, ITEM A)  
**DATE:** JANUARY 17, 2024  
**CC:** MUTUAL FILE

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**Mutual Documents:** agendas, minutes, summary reports, governing documents, policies/rules, bylaws, occupancy agreement, board roster

I move to have Mutual meeting documents: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, removed from the public LWSB Mutual Website and posted only to CINC for Mutual 05 shareholders viewing only.

Or

I move to deny removing the Mutual meeting documents from the public LWSB Mutual Website.



# *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:** JANUARY 17, 2024  
**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 months of November and December 2023.