

**PLEASE DO NOT DROP INTO THE MAIL SLOTS**

**MINUTES OF THE REGULAR MONTHLY MEETING OF THE  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL FIVE  
November 15, 2023**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Five was called to order by President DeRungs on Wednesday, November 15, 2023, at 9:01 a.m. followed by the Pledge of Allegiance led by President DeRungs via Zoom/Video Conference Call and Conference Room B.

**ROLL CALL**

Present: President DeRungs, Vice President Murphy, Chief Financial Officer Cude, Secretary Lee, Director Powell, and Director Shannon (via zoom).

Absent: Directors Gould

GRF Representative: Mr. Thompson (via zoom)

Guests: One Mutual Five Shareholder (via zoom)

Staff: Ms. Barua, Sr. Portfolio Specialist (via zoom)  
Mr. Meza, Building Inspector  
Ms. Equite, Portfolio Specialist

**SHAREHOLDER COMMENTS**

One shareholder made a comment.

**MINUTES**

The Regular Meeting Minutes of October 18, 2023, were approved by general consent of the board to stand as presented.

**GRF REPRESENTATIVE'S REPORT**

Mr. Thompson provided updates on GRF projects.

Following questions Mr. Thompson left the meeting at 9:27 a.m. (via zoom)

**BUILDING INSPECTOR'S REPORT**

Building Inspector Meza presented his report (attached).

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

RESOLVED to authorize the Physical Property Department to go out to bids to paint Mutual Five buildings.

The MOTION passed unanimously with ROLL CALL vote.

Following a discussion and upon a MOTION duly made by Chief Financial Officer Cude and seconded by Director Powell, it was

RESOLVED to approve sidewalk concrete proposal from MJ Jurado, at a cost not to exceed \$15,227.00 plus twenty percent in contingency. Funds to come from Infrastructure Reserves and authorize the President to sign any necessary documentation; and authorize the necessary transfer of funds in accordance with provisions of Civil Code 5502.

The MOTION passed unanimously with ROLL CALL vote.

Following a discussion and upon a MOTION duly made by President DeRungs and seconded by Director Powell, it was

RESOLVED to approve a 7x7 seating area proposal for Unit 121-H, to include a 6-inch mow strip and pavers for the mow strip work to be done at the shareholder's expense.

The MOTION passed unanimously with ROLL CALL vote.

Following questions, Mr. Meza left the meeting at 10:00 a.m.

### **UNFINISHED BUSINESS**

No unfinished business.

### **NEW BUSINESS**

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

RESOLVED 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 October 2023.

The MOTION passed unanimously with ROLL CALL vote.

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

RESOLVED to propose a rule change by adopting rule 05-7505.1-1 Appliances and Maintenance Responsibility as presented by Mutual Attorney and approve 28-day posting of notice of the proposed rule change. The proposed rule change will be considered by the board at the next scheduled meeting following review of any shareholder comments received.

The MOTION passed unanimously with ROLL CALL vote.

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

**MOTION FAILED** to propose a rule change by rescinding rule 05-7505-1 Maintenance Responsibility and approve 28-day posting of notice of the proposed rule change. The proposed rule change will be considered by the board at the next scheduled meeting following review of any shareholder comments received.

The **MOTION FAILED**.

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

RESOLVED to propose a rule change by amending procedure 05-7709.1-3 Escape Tax Deposit and renumbering to 05-7709.1-1 and approve 28-day posting of notice of the proposed rule change. The proposed rule change will be considered by the board at the next scheduled meeting following review of any shareholder comments received.

The MOTION passed unanimously with ROLL CALL vote.

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

RESOLVED to cancel the December monthly board meeting for Mutual Five and schedule a special board meeting.

The MOTION passed unanimously with ROLL CALL vote.

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

RESOLVED to approve rental for unit 05-91-J.

The MOTION passed unanimously with ROLL CALL vote.



**SECRETARY / CORRESPONDENCE**

Secretary Lee received no correspondence.

**CHIEF FINANCIAL OFFICER'S REPORT**

Chief Financial Officer Cude presented his report (attached).

**PRESIDENT'S REPORT**

President DeRungs provided an update.

**PORTFOLIO SPECIALIST'S REPORT**

Portfolio Specialist Equite presented her report (attached).

**ANNOUNCEMENTS**

- a. **NEXT MEETING:** Wednesday, January 17, 2024, at 9:00 a.m. via Zoom/Video Conference Call and Conference Room B.

**COMMITTEE REPORTS**

Finance

No report.

Landscape

Director Shannon provided an update.

Physical Property

No report was presented.

Laundry Rooms/Emergency Information

Director Powell provided an update.

**DIRECTORS' COMMENTS**

Several Directors made comments.

**ADJOURNMENT**

President DeRungs adjourned the meeting at 10:52 a.m. and announced that there would be an Executive Session following the meeting to discuss members issues.

**EXECUTIVE SESSION SUMMARY**

The Board met in Executive Session on Wednesday, November 15, 2023, at 11:07 a.m., and took the following actions:

The board approved the Regular Executive Session Minutes of October 18, 2023.

1. Legal Matters
  - a. Several legal matters were discussed.
2. Contracts
  - a. No contracts were discussed.
3. Assessments / Delinquencies
  - a. Several letters were drafted.
  - b. Several accounts to monitor.
  - c. Several accounts were closed.
4. Disciplinary Hearings
  - a. No disciplinary hearing occurred.

The Executive Session was adjourned at 11:57 a.m.



Attest, Eun Jun Lee, Secretary  
SEAL BEACH MUTUAL FIVE  
DE: 11/15/23  
Attachments

## INSPECTOR MONTHLY MUTUAL REPORT

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

**MUTUAL BOARD MEETING DATE: November, 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	FINAL 03/15/23	JC KRESS
70-F	ELECTRICAL WORK	BOTH	11/01/22	01/30/23	\$750	FINAL 01/26/23	CJ 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	FINAL 08/28/23	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	FINAL 05/29/23	VICKERS CONSTRUCTION
121-B	UNIT REMODEL	BOTH	01/01/23	07/30/23	\$65,000	FINAL 06/01/23	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	FINAL 04/30/23	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	FINAL 07/12/23	MP CONSTRUCTION
113-D	HEAT PUMP	BOTH	02/13/23	05/13/23	\$7,835	FINAL 03/22/23	GREENWOOD
97-H	SHOWER CUT DOWN	BOTH	02/13/23	03/13/23	\$3,512	FINAL 03/13/23	NUKOTE
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	FINAL 09/28/23	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	FINAL 07/10/23	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	FINAL 04/18/23	VICKERS CONSTRUCTION
113-J	UNIT REMODEL					FINAL 06/01/23	OGAN CONSTRUCTION
69-J	SHOWER CUT DOWN	BOTH	03/28/23	04/28/23	\$4,535	FINAL 04/28/23	NUKOTE
115-J	WINDOWS	BOTH	03/30/23	04/30/23	\$3,280	FINAL 04/05/23	VICKERS CONSTRUCTION
115-I	WINDOWS	BOTH	03/31/23	04/30/23	\$4,920	FINAL 04/30/23	VICKERS CONSTRUCTION
111-E	ELECTRICAL OUTLET	BOTH	04/07/23	04/28/23	\$450	04/28/23	OGAN CONSTRUCTION
94-G	SKYLIGHT FLARE/SLIDER	BOTH	04/10/23	07/20/23	\$30,235	FINAL 08/25/23	LOS AL BUILDERS
126-K	FLOORING	GRF	04/10/23	05/30/23	\$5,570	FINAL 08/01/23	KARYS CARPET
120-E	SHOWER CUT DOWN	BOTH	04/13/23	05/13/23	\$2,815	FINAL 05/13/23	NUKOTE
118-K	PORCH TILE	GRF	04/15/23	05/30/23	\$3,000	FINAL 05/30/23	KARYS CARPET
102-D	PATIO GLASS	GRF	04/15/23	06/15/23	\$707	FINAL 06/15/23	BODIES GLASS
115-F	PORCH GATE	GRF	04/17/23	05/10/23	\$690	FINAL 08/01/23	VICKERS CONSTRUCTION
103-K	SHOWER CUT DOWN	BOTH	04/25/23	05/25/23	\$4,535	FINAL 08/02/23	NUKOTE
125-E	FLOORING	GRF	04/30/23	05/30/23	\$4,500	FINAL 07/31/23	KARYS CARPET
97-G	UNIT REMODEL	BOTH	06/19/23	11/15/23	\$140,400	DRYWALL 08/28/23	JC KRESS
121-D	LOWER STORAGE CABINET	GRF	05/08/23	06/30/23	\$1,750	FINAL 07/01/23	BERGKVIST
98-C	UNIT REMODEL	BOTH	06/10/232	11/30/23	\$104,000		MP CONSTRUCTION
98-B	SHOWER CUT DOWN	BOTH	06/26/23	07/26/23	\$5,222	FINAL 07/26/23	NUKOTE
110-B	FLOORING	GRF	07/08/23	07/29/23	\$1,980	FINAL 07/29/23	BIXBY PLAZA
117-L	PATIO	GRF	07/20/23	08/20/23	\$19,500	FINAL 09/12/23	GRECO
121-K	WINDOWS AND DOORS	BOTH	08/01/23	09/20/23	\$11,000	WAITING ON CONTRACTOR	BROTHERS GLASS
122-A	ABATE FLOORING	GRF	08/09/23	08/20/23	\$3,100	FINAL 09/06/23	SIRRIS ABATMENT
122-A	UNIT REMODEL	BOTH	08/07/23	12/03/23	\$70,000		NATIONWIDE
90-G	HEAT PUMP	BOTH	08/10/23	11/10/23	\$2,985	FINAL 09/28/23	GREENWOOD
95-K	WASHER AND DRYER	BOTH	08/07/23	10/30/23	\$6,800		BA CONSTRUCTION
106-J	GLASS AT PORCH	GRF	08/11/23	09/29/23	\$3,075	FINAL 08/28/23	KONRAD KONSTRUCTION
101-C	ABATEMENT ELEC PANEL	GRF	08/18/23	09/30/23	\$450	FINAL 09/22/23	SIRRIS ABATMENT
101-C	WASHER AND DRYER	BOTH	08/28/23	10/29/23	\$27,730	ELECTRICAL 10/04/23	MARCO CONSTRTUCTION
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 CONSTRTUCTION

## INSPECTOR MONTHLY MUTUAL REPORT

<b>MUTUAL: (05) FIVE</b>			<b>INSPECTOR: Mike Meza</b>			
<b>MUTUAL BOARD MEETING DATE:</b>		<b>November, 2023</b>				
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

ESCROW ACTIVITY							
Unit #	NMI	PLI	NBO	FI	FCOEI	ROF	ACTIVE, CLOSING, CLOSED
							9      8      11
69-L		04/17/23					
71-L		03/24/22	07/07/23	07/07/23	07/21/23	08/21/23	
90-D		11/08/23					
90-J		11/08/23					
91-F		06/30/23	7/26/23	7/26/23	08/09/23	10/03/23	
91-J		06/23/23					
94-H		06/23/23					
95-K		03/29/23	05/08/23	05/12/23	05/24/203		
97-G		03/14/23	04/20/23	05/01/23	05/15/23	07/10/23	
98-F		05/23/23	06/26/23	06/30/23	07/17/23		
101-B		06/21/22					
101-L		02/21/23	06/26/23	06/26/23	07/10/23	09/06/23	
103-H		05/12/23					
104-F		01/27/23					
105-I		12/13/22	04/11/2023	04/11/23	04/23/23	05/16/23	
107-I			11/07/23	11/08/23			
110-B		08/28/23	09/07/23	09/08/23			
111-C		10/04/23					
111-G		08/17/23	08/17/23	10/04/23			
112-C			11/08/23	11/08/23			
115-F		10/13/22	01/10/23	01/11/23	1/26/2023	03/01/2023	
116-E		12/06/22	09/25/23	10/02/23			
118-K		07/07/23	08/08/23	08/21/23	09/05/23		
120-J		03/17/23	05/03/23	05/03/23	05/17/23	08/21/23	
122-A		03/29/23	07/13/23	07/13/23	07/27/23	09/25/23	
122-L		11/17/22	08/10/23	08/10/23	08/24/23		
122-E		10/21/22	01/03/23	01/03/23	01/17/23	03/01/2023	
123-D		04/014/23	05/02/23	05/02/23	05/16/23	07/10/23	
124-J		11/17/22	03/09/23	03/14/23	03/28/23		
124-G		10/03/23	11/08/23	11/08/23			
124-L		02/24/23	08/10/23	08/10/23	08/24/23		
125-E		06/15/23	07/21/23	07/21/23	08/04/23	09/25/23	
125-F		10/03/23					
126-G		03/24/23	04/10/23	04/10/23	04/24/23	07/10/23	
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

## INSPECTOR MONTHLY MUTUAL REPORT

<b>MUTUAL: (05) FIVE</b>		<b>INSPECTOR: Mike Meza</b>
<b>MUTUAL BOARD MEETING DATE:</b>	<b>November, 2023</b>	
EMPIRE PIPE	DECEMBER 31st 2022	Annual inspection
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

### SPECIAL PROJECTS

Contractor	Discription of Work
HADI CONSTRTUCTION	Seating area
MJ Jurado	Sidewalk replacement proposal

### SHAREHOLDER AND MUTUAL REQUEST

107-J Pest control	Inspect mutual sidewalk
101-H Check for skylight issues	Submitted grind work orders
111-E Water valve not turning off	PPC meeting
98-C Job walk for patio	Roofing repairs thru out Mutual
100-A Hose bib leaking	
102-B Skylight question	
108-J Leak at roof	
108-H Ceiling stain	
118-K Leak in kitchen	
114-F Showed proof of insurance	



MUTUAL 5 - October 31, 2023 FINANCIAL REPORT SUMMARY

Line No. **October Highlights:** [Please refer to the Monthly Financial Report Package(MFRP) for more details]

- 1 **October financials show that M-5, overall, is in a favorable financial position (under budget) with excess income of \$24,364 for the month and \$84,148 for YTD. See the 5th page of the MFRP.**
- 2 Other Income from Inspection Fees and Buyer's Premium continue to be under what was expected in the Budget. Over Budget expenses continue to be Electricity, painting of building repairs, and Property and Liability Insurance Premiums. (Electricity and Insurance will average out by the end of the year).

**Please Use Water Wisely! The More WATER We Save,  
The More MONEY We Save!**

- 3 Investment Portfolio: please see the last page of the MFRP to see how some of the reserve Funds are invested. Most of the available cash is in money-market accounts with an interest rate of 1.00% to 1.25%). The remainder is in CD's with 4.3% and 4.4% interest rates. The 4.3% CD matured on October 26, 2023 and paid interest of \$10,806.03. The Board at the last meeting approved reinvesting \$400,000 in four new CDs with interest rates of 5.35%,5.40%, 5.45% and 5.5%.

4 **ENDING BALANCE BANK ACCOUNTS**

5	RESTRICTED RESERVES (acct ending...9690)	1,707,399.18
6	OTHER RESERVES MM ACCOUNT (acct ending...3364)	268,097.21
7	CHECKING ACCOUNT (acct ending...3181) <small>adjusted for outstanding checks</small>	125,843.36
8	IMPOUND ACCOUNT (acct ending...3165)	628,228.33
9	REPAIR AND TAX DEPOSIT FUND (acct ending...5738)	61,106.24
10	M5 INVESTMENTS (US Bancorp Investments)	100,000.00
		2,890,674.32

**ENDING BALANCE OF MAJOR RESERVES**

Types	Ending Balance	S/H Contribution	
		Monthly	per unit
11 ROOFING <small>After Project Commitments for 2022 ReRoofs</small>	1,040,763.66	47,700.00	96.95
12 APPLIANCES	29,029.77	4,321.75	8.78
13 PAINTING	324,474.28	690.00	1.40
14 INFRASTRUCTURE	338,210.78	20,410.00	41.48
15 CONTINENCY OPERATING FUNDS	65,519.68	-	-
16 EMERGENCY RESERVES	65,401.30	-	-
	1,863,399.47	73,121.75	148.62

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**INCOME AND EXPENSES**

From Monthly Financial Statement	October Actual	October Budget	October Variance	2023 YTD Actual	2023 YTD Budget
17 MUTUAL TOTAL INCOME	237,663	234,493	3,170	2,353,491	2,344,927
18 CONTRIBUTION TO RESERVES	73,122	73,122	-	731,218	731,218
19 OPERATING EXPENSES *	45,108	66,302	21,194	587,436	663,020
20 EXCESS INCOME over(under) EXPENSES	24,364			84,148	

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\* Operating Expenses Do Not include reserve funded projects or GRF Carrying Charges Transfer.

## CONCRETE PROJECTS - (Jurado or SM or JJ) 2022

October 31, 2023

Line #	Date of Work	Location	2023 Project Cost	Date of Payments	Remarks
21	Sept 2022	Concrete Walks: Bldg. 100F *	7,737.00	9/14/22	Total project cost was \$11,682.00.
22	April 2023	Concrete Walks: 70F Phase 1 *	15,045.00	6-1-23; 9-7-23	Approved by Board 4-19-23- Completed
23		Concrete Walks: 70/71 Phase 2 *	40,754.00	Pending	Const. Pending: Appdby Bd 7-19-23
24	Nov, 2023	Concrete Walks: 102F/110G *	15,227.70	Pending	Bd. Approval 11-15-23
25					
26					
27					
28		* Infrastructure Reserves for Concrete			Balance Remaining: \$21,236.30
29		Walks/Drains for 2023			
30		Total to Date:	<b>78,763.70</b>	2023 Budget: \$100,000	

31

32

33

Fees Collected	Mthly Budget	Oct '23	Sep '23	Aug '23	Jul '23	Jun '23	May '23	Apr '23	Mar '23	Feb'23
Buyer's Premium	2,436	1,200	3,525	3,000	3,000	0	2,250	2,250	1,500	0
Inspection Fees	4,349	750	2,250	3,600	3,600	4,350	3,525	4,800	0	1,875
Transfer Fee			25			250	250			
Laundry Rev.		729.65	1,057.45	1,073.01	895.34					

### ROOFING PROJECTS 2023 Budget Year (Construction starts in April 2024 | Finish: September 2024)

Building No. and Type	Roof Type	Roof Area (SQ)	Cost (\$) per SQ	Contract Cost (\$)
96 2 Bedrooms	Low Slope	153	1008	154,224
97 2 Bedrooms Laundry Room	High Slope	163	617	100,571
107 2 Bedrooms Laundry Room	High Slope	163	617	100,571
112 2 Bedrooms Laundry Room	High Slope	163	617	100,571
123 1 & 2 Bedrooms Laundry Room	Low Pitch	127	1008	128,016
125 1 & 2 Bedrooms	Low Pitch	123	1008	123,984
TOTAL				707,937

Avg Cost/Apt = \$9832

### ROOFING PROJECTS 2022 Budget Year (Start date: September 13, 2022 | Finish 4-7-23)

Building No. and Type	Roof Type	Roof SQ	Cost (\$) per SQ	Contract Cost (\$)
113 2 Bedrooms (4) <b>Completed</b>	Low Slope	153	941	143,973
120 1 and 2 Bedrooms (5) <b>Completed</b>	Low Slope	123	941	115,743
100 2 Bedrooms (3) <b>Completed</b>	Low Slope	153	941	143,973
101 2 Bedrooms (2) <b>Completed</b>	Low Slope	153	941	143,973
70 2 Bedrooms (1) <b>Completed</b>	Low Slope	153	941	143,973
TOTAL				691,635

Avg Cost/Apt = \$11,527

**SUMMARY FOR REFERENCE—2023 OPERATING BUDGET**

Line #

- 51 **EXPECTED MONTHLY M5 HOA Income: \$132,057.72** (\$268.41/month X 492 UNITS)
- 52 **M5 HOA Fees per month per unit: \$268.41 [58.1%]** (increase of \$29.74) for year 2023
- 53 **GRF HOA Fees per month per unit: \$193.23 [41.9%]** (increase of \$21.20) for year 2023

**2023 OPERATING BUDGET**

	Monthly-Average \$ per Unit	Yearly-Total \$ for 492 Units	Total \$ Change From 2022 to 2023
54 <b>OPERATING EXPENSES</b>	134.76	795,622	56,677
55 <b>OPERATING INCOME</b>	14.97	88,382	(4,133)
56 <b>NET OPERATING COST</b>	119.79	707,240	60,810
57 <b>RESERVE FUNDING</b>	148.62	877,461	114,764
58 <b>Total Operating-Reserve</b>	268.41	1,584,701	175,574

**2023 RESERVE FUNDING DISTRIBUTION**

Project	Monthly-Average \$ per Unit	Yearly-Total \$ for 492 Units	Total Dollar Change
			Per Unit per Month
			From 2022 to 2023
59 <b>APPLIANCE</b>	8.78	51,861	(2.25)
60 <b>PAINTING</b>	1.40	8,280	0.00
61 <b>ROOFING</b>	96.95	572,400	9.50
62 <b>INFRASTRUCTURE</b>	41.48	244,920	19.62
63 <b>TOTAL</b>	148.62	877,461	26.03

\*See Appendix B of M5 Budget

**2023 LANDSCAPING BUDGET**

	Monthly-Average \$ per Unit	Yearly-Total \$ for 492 Units	Total \$ Change From 2022 to 2023
64 <b>LANDSCAPE-CONTRACT</b>	29.70	185,031	15,114
65 <b>LANDSCAPE-EXTRAS</b>	3.39	18,007	(2,067)
66 <b>LANDSCAPE-TREES</b>	3.05	16,000	(2,007)
67 <b>TOTAL</b>	36.14	219,038	11,040

**2023 SERVICE REQUEST ORDERS (SRO) BUDGET**

	Average Monthly per Unit	Yearly Total for 492 Units	Total Dollar Change From 2022 to 2023
68 <b>STANDARD SERVICE</b>	\$19.14	\$113,003	\$9,978



# PORTFOLIO SPECIALIST REPORT

NOVEMBER 2023

## PROPER USE OF GARBAGE DISPOSAL

**DISCLAIMER: Many Mutuals discourage the usage of garbage disposal, but if you happen to use the garbage disposal be sure to run plenty of water!**

Follow these easy steps when using the garbage disposal:

1. Turn on the cold water
2. Turn on the disposal
3. Feed the material into the disposal a little at a time
4. When the hammering stops, turn off the disposal and keep the water running for one minute
5. Make sure to run the disposal every day, even though you are not putting it to normal use
6. If the disposal stops working, locate the RED re-set button on the bottom surface of the unit and hold for 30-seconds.

### **\*REMINDER\***

#### **Please do not grind these items**

Bones

Carrot peelings

Celery & Rhubarb Stalks

Coffee Grounds

Corn Cobs—Husks or Silks

Egg Shells

Onion Skins

Pea Pods

Potato Peelings

Grease

Pills

Glass

Rice

Any fibrous materials

If the disposal is not grinding as well as it should, grind some ice to sharpen the blades. To deodorize the disposal, grind some lemon, lime, or orange rinds.





# FIRE SAFETY

November 2023

Portfolio Specialist Report





# ORANGE COUNTY FIRE AUTHORITY NOVEMBER 2022 SOCIAL MEDIA / RSG! TOPICS

**KEEP** a lid or fire extinguisher  
**NEARBY** when cooking



ocfa.org



**Holiday Cooking Safety:** More cooking fires are reported on Thanksgiving Day than any other day of the year, followed by Christmas and Christmas Eve. Help protect your family and home by keeping a lid or fire extinguisher nearby when cooking this holiday season. For more information on holiday cooking safety, visit [ocfa.org](http://ocfa.org).

**STAY** in the kitchen when cooking  
**NEVER LEAVE** food unattended



ocfa.org



**Holiday Cooking Safety:** Unattended cooking is the leading cause of home cooking fires. Stay in the kitchen when frying, grilling, or broiling food. For more information on cooking safety, visit [ocfa.org](http://ocfa.org)

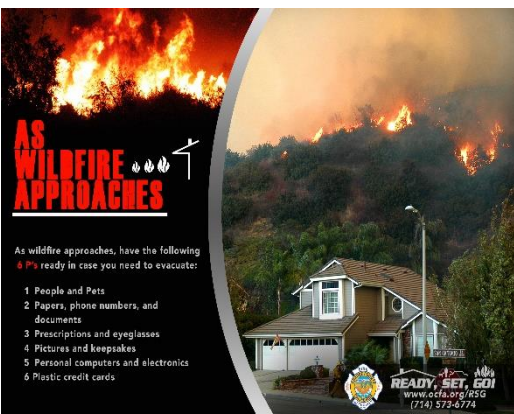
**PULL** the PIN, **AIM** LOW, **SQUEEZE** the LEVER,  
**SWEEP** the NOZZLE from side to side



ocfa.org



**Fire Extinguishers:** Fire extinguishers can save lives and property! Use the P.A.S.S. Method – Pull the pin, Aim low, Squeeze the lever, and Sweep the nozzle from side to side. For more information on fire extinguishers, visit [ocfa.org](http://ocfa.org).



**AS WILDFIRE APPROACHES**

As wildfire approaches, have the following ready in case you need to evacuate:

- 1 People and Pets
- 2 Papers, phone numbers, and documents
- 3 Prescriptions and eyeglasses
- 4 Pictures and keepsakes
- 5 Personal computers and electronics
- 6 Plastic credit cards

**READY, SET, GO!**  
www.ocfa.org/RSG  
(714) 573-6774

**As Wildfire Approaches:** To prepare for a possible evacuation, load everything in your car, including your Disaster Supply Kit and Go! Bag. Back the car in the driveway and keep the keys with you in case you need to leave quickly. For more information on what to do as wildfire approaches, visit [ocfa.org/RSG](http://ocfa.org/RSG).

# FIRE EXTINGUISHERS



*Fire extinguishers can save lives and property, but should only be used if the fire is small, smoke and heat have not filled the room, and if you have a clear escape route. If you're unsure, evacuate immediately and call 9-1-1.*



*Since fire grows and spreads rapidly, the number one priority is to get out safely.*



**Orange County  
Fire Authority**

**(714) 573-6200**  
[ocfa.org](http://ocfa.org)



## **Types of Fire Extinguishers**

Multipurpose (ABC) fire extinguishers are recommended for home use. Fire classifications are used to indicate the type of fire they will extinguish.

- A – For use with ordinary materials like cloth, wood, and paper.
- B – For use with flammable liquids like grease, gasoline, oil, and oil-based paints.
- C – For use with electrical equipment that is connected to an outlet.

## **Before Using a Fire Extinguisher**

- Alert others that there is a fire and appoint someone to call 9-1-1.
- Make sure the fire is small, not spreading, and that you have a clear escape route.

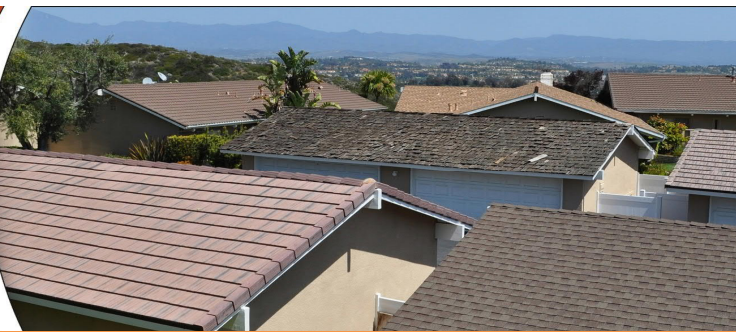
## **The P.A.S.S. Method**

- Pull the pin.
- Aim low. Stand six to eight feet away and point the extinguisher nozzle at the base of the fire.
- Squeeze the lever slowly and evenly.
- Sweep the nozzle from side to side until the fire is completely out.

## **Fire Extinguisher Maintenance**

- Keep your extinguisher in plain view and out of the reach of children.
- Read and follow all instructions on the label and check for dents, corrosion or damage monthly.
- Non-rechargeable fire extinguishers should generally be replaced every five to seven years.
- Fire extinguishers are good for one use only. To dispose of an extinguisher, release the pressure by squeezing contents into a trash can. Let the extinguisher sit for 48 hours and then throw it in a trash can. You can also drop off used extinguishers at any household hazardous waste facility.





The roof is the most at-risk part of a home during a wildfire. Even if the flames never reach your property, windblown embers can threaten your home and bring fire to your front door.



Keep your roof clear of debris year round.



Orange County  
Fire Authority

[www.ocfa.org/RSG](http://www.ocfa.org/RSG)

If burning embers cause your roof to catch fire, it is likely that the fire will spread to the rest of your home. Homes with flammable roofs are much more likely to be destroyed than those with fire-resistant roofs.

Pine needles, leaves, and debris build up put your roof at risk from burning embers.

Plug gaps between the roof covering, roof deck or sheathing with non-combustible materials regardless of your roof's rating. This is often called "bird stopping," as it stops birds from building nests in gaps on the roof's edge.

Replacing plastic skylights with dual pane glass is another way to better protect your home. Dual panes and tempered glass are much more likely to resist damage if exposed to burning embers.

For more information, please visit the OCFA website or call (714) 573-6774 to schedule a Wildfire Home Assessment.



**READY, SET, GO!**

# AS WILDFIRE APPROACHES



**Early evacuation is the best way to protect yourself and your loved ones during a wildfire. As a wildfire approaches, follow these steps to help prepare your family and home, and make your evacuation safer.**



*Review your Wildfire Action Plan so all family members have the same information and know what to do.*



**Orange County  
Fire Authority**

[www.ocfa.org/RSG](http://www.ocfa.org/RSG)

Have all necessities ready, including the 6 P's, in case you have to evacuate:

1. People and pets
2. Papers, phone numbers, and important documents
3. Prescriptions, medical equipment, and eyeglasses
4. Pictures, family keepsakes, and other meaningful items
5. Personal computers, hard drives, tablets, or other data storage devices, including cell phones, and chargers
6. Plastic credit cards, ATM cards, and cash

Load everything into your car, including your Disaster Supply Kit and Go! Bag. Then, back the car into the driveway and close the windows and doors. Keep the keys with you, in case you need to leave quickly.

**At Home:**

- Close all windows and doors
- Shut off air conditioning and fans
- Close the fireplace flue
- Leave lights on, including porch lights
- Move outdoor combustible items (patio furniture, door mats, charcoal, firewood, lighter fluid, brooms, trash cans, etc.) away from the house or bring them inside
- Turn off propane tanks
- Close the garage door
- Connect garden hoses to spigots and place them so they can reach any area of the house
- Don't leave sprinklers on or water running as this can waste critical water pressure

For more information, please visit the OCFA website or call **(714) 573-6774** to schedule a Wildfire Home Assessment.

**05-7505.1-1**

**APPLIANCES MAINTENANCE RESPONSIBILITY**

**SECTION 1.**

**MUTUAL STANDARD APPLIANCES/FIXTURES** are defined as: cooktops/stovetops, ovens, refrigerators, garbage disposals, water heaters (for all Occupancy Agreements executed prior to September 20, 2023), hoods, sinks, faucets, lighting fixtures and ceiling heater/vent/light units.

- 1.1** Permanent/attached fixtures and appliances to the unit become Non-Standard when attached to the building.
- 1.2** The Mutual and/or GRF will not be responsible for any reimbursement for Non-Standard items

**SECTION 2.**

**WARRANTY ON STANDARD AND NON-STANDARD APPLIANCES, Effective September 20, 2023:** The Mutual shall no longer warranty any standard or non-standard cooktop/stovetop, oven, refrigerator, garbage disposal, and water heater to new Shareholders and/or Qualifying Residents as of September 20, 2023.

- 2.1** Garbage Disposals and Water Heaters must be serviced, maintained, and replaced by Service Maintenance or a vetted GRF-approved contractor.
- 2.2** The Mutual requires that a one-year home and appliance warranty (“Home Warranty”) be purchased upon the sale of any unit.
- 2.3** The Home Warranty must be part of the escrow package related to the sale of the unit. The selling Shareholder and purchasing Shareholder have the right to negotiate which party will purchase the Home Warranty. The Home Warranty is required prior to the close of escrow and the warranty must be provided to the new Shareholder in the escrow packet.

**SECTION 3.**

**DAMAGE CAUSED BY LEAKAGE FROM NON-STANDARD APPLIANCES:** The Mutual shall not be liable for any damage caused to the interior of the Unit or surrounding Units caused by leaking from non-standard appliances. This includes, without limitation, damage to the flooring, walls, ceiling, decorations, and contents of the Unit or surrounding Units, caused by leakage or overflow of water, electricity, steam or vapor, from drains, pipes, or electrical conduits, or from any other source, which result from any non-standard appliances located in the Unit.

- 3.1** This provision includes any and all water damage caused by the Qualifying Resident's installation, maintenance, and/or use of a water filter, ice maker, bidet, and water heater.

**SECTION 4.**

**DISHWASHERS:** Shareholders may have any make or model built-in dishwasher installed in their Unit at their own expense by a licensed contractor vetted by the GRF Physical Property Department and the City of Seal Beach after securing the necessary permits from the GRF Physical Property Department prior to beginning work. A dishwasher requires a separate electrical circuit and the Shareholder is financially responsible for replacing the electrical panel if necessary. The Shareholder assumes full responsibility for any damage incurred to their Unit and other Units as a result of installation and use of a dishwasher, whether built-in or portable.

ADOPT

**SEAL BEACH MUTUAL NUMBER FIVE**  
**Administrative Services**

**Escape Tax Deposit**

1 In order to avoid *escaped property tax* due the County Assessor's Office upon the death of a  
2 stockholder, funds of ~~\$3,000~~ \$5,000 will be withheld in escrow to cover the *escaped property*  
3 *tax* whenever a sale or transfer of a certificate is by an estate or heir of the deceased  
4 stockholder or co-owner of the certificate. These funds will be held in a separate account from  
5 the Withdrawal Inspection Deposit.  
6  
7

**Document History**

Adopted: 18 Aug 2021

**Keywords:** Mutual Five      Escape      Tax Deposit

8

AMEND