

AGENDA
REGULAR MONTHLY CONFERENCE CALL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIVE
Wednesday, February 21, 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, 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. Meza, Building Inspector
Ms. Equite, Portfolio Specialist

5. APPROVAL OF MINUTES:
 - a. **Regular Meeting Minutes of January 17, 2024**
 - b. **Special meeting minutes of February 6, 2024 (p. 3)**
6. **GRF REPRESENTATIVE** Mr. Thompson
7. **BUILDING INSPECTOR'S REPORT** Mr. Meza
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (pp. 4-5)
 - a. Discuss and vote to approve patio proposal for Unit 122L (pp. 6-7)
 - b. Discuss and vote to approve Doctor Pest proposal (p. 8) (handout)
8. **UNFINISHED BUSINESS**
 - a. No unfinished business
9. **NEW BUSINESS**
 - a. Approval of Monthly Finances (p. 9)
 - b. Discuss and vote to amend form and renumber 05-7415-4 Encroachment onto Common Area for Non-Exclusive Use (pp. 10-14)
 - c. Discuss and vote to assign a three member IDR committee (p. 15)
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, March 20, 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
February 6, 2024**

The Special Meeting of the board of Directors of Seal Beach Mutual No. Five was called to order by President DeRungs at 9:04 a.m. on Tuesday, February 6, 2024, in Conference Room B.

Those members present were President DeRungs, Vice President Murphy, Chief Financial Officer Cude, Directors Gould, and Powell.

Absent: Secretary Lee and Director Shannon

No shareholders were present.

The purpose of this meeting is to discuss and vote to renew CD's.

Following a discussion and upon a MOTION duly made by Chief Financial Officer Cude and seconded by Vice President Murphy, it was

RESOLVED to approve the purchase of one CD through U.S. Bancorp in the amount of \$200,000.00. Funds to come from U.S. Bank Money Market Account Restricted Reserves, for a term not to exceed three months at the prevailing interest rate.

The MOTION passed unanimously.

President DeRungs adjourned the meeting at 9:50 a.m.

Attest: Laura Gardner, Secretary
SEAL BEACH MUTUAL NO. FIVE
DE: 02/02/24

INSPECTOR MONTHLY MUTUAL REPORT

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

MUTUAL BOARD MEETING DATE: **February, 2024**

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	FINAL 01/22/24	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
92-H	HEAT PUMP	BOTH	12/15/23	03/15/24	\$4,250	FINAL 01/30/24	GREENWOOD
69-B	WASHER AND DRYER	BOTH	01/02/24	03/08/24	\$32,795		GODMAN CONSTRUCTION
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
108-C	SHOWER REMODEL	BOTH	01/22/24	04/12/24	\$24,210	DRYWALL 01/19/24	MARCO CONSTR TUCTION
69-K	HEAT PUMP	BOTH	01/29/24	04/19/24	\$5,525		GREENWOOD
125-F	ADDING BATH	BOTH	02/05/24	04/30/24	\$21,800		KANG'S CONSTRUCTION
122-L	RETRO WINDOWS/DOOR	BOTH	03/01/24	03/10/24	\$8,985		OGAN
71-H	SCREEN ROOM	GRF	03/11/24	04/30/24	\$8,353		JOHN BERGKVIST

ESCROW ACTIVITY

Unit #	NMI	PLI	NBO	FI	FCOEI	ROF	ACTIVE, CLOSING, CLOSED
							9 6 1
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	01/18/2024	
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	01/22/24	
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

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (05) FIVE		INSPECTOR: Mike Meza
MUTUAL BOARD MEETING DATE:	February, 2024	
CONTRACTOR	PROJECT	
J&J LANDSCAPE AUGUST 8th 2025	Landscaping & Irrigation	
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	
MP CONSTRUCTION	Electrical replacement proposal	

SPECIAL PROJECTS

Contractor	Discription of Work
122-L	New patio proposal

SHAREHOLDER AND MUTUAL REQUEST

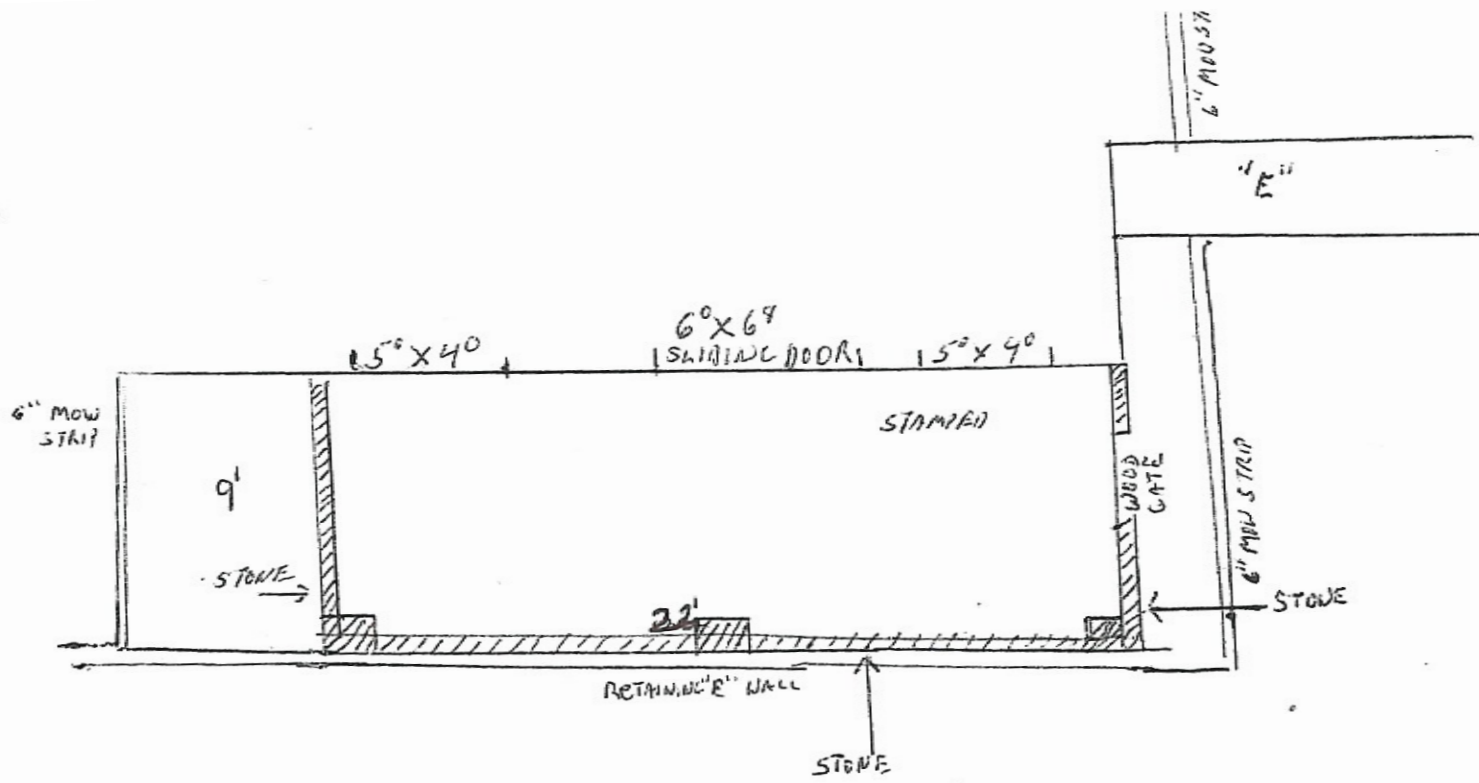
92-E Leak at shower	Inspect mutual sidewalk
112-B Inspect refrigerator for leak	
97-K Roof leak	
94-E Downspout missing	
107-D Leak in kitchen	
107-I Leak in kitchen	
105-K Roof leak	
125-K Roof leak	
96-H Question regarding water shut off valve location	
118-K Entry door location	
115-K Inspect patio 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

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE PATIO PROPOSAL FOR UNIT 122-L
(BUILDING INSPECTOR, ITEM B)
DATE: FEBRUARY 21, 2024
CC: MUTUAL FILE

I move to approve the patio proposal for Unit 122-L, work to be done at the shareholder's expense.



DOUG BOWYER
 13481 ST ANDREWS 1224
 SEAL BEACH, CA 90740
 MUTUALS

OCEAN CONSTRUCTION
 12601 KENSINGTON RD
 LOS ALAMITOS, CA, 90720

Mutual Corporation No. Five

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE DOCTOR PEST PROPOSAL (BUILDING INSPECTOR, ITEM A)
DATE: FEBRUARY 21, 2024
CC: MUTUAL FILE

I move to approve the Doctor Pest proposal for Mutual Five, at a cost not to exceed \$_____. Funds to come from _____ 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: FEBRUARY 21, 2024
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 months of December 2023 and January 2024.

Mutual Corporation No. Five

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND AND RENUMBER FORM 05-7415-4 (NEW BUSINESS, ITEM B)
DATE: FEBRUARY 21, 2024
CC: MUTUAL FILE

I move to amend form 05-7415-4 Encroachment onto Common Areas for NON-EXCLUSIVE Use and renumber to 05-7415.1-4 and rename to Encroachment onto Common Areas for NON-EXCLUSIVE Use for New/Remodeled Patio and adopt 05-7415.2-4 Encroachment onto Common Areas for NON-EXCLUSIVE Use for Established Patio. No 28-day posting needed due to renumbering and title change and no change to existing form verbiage.

SEAL BEACH MUTUAL NO. FIVE

Mutual Five New / Remodeled / Patio / Permit Required

Addendum to Occupancy Agreement

Seal Beach Mutual Five

Encroachment onto Common Areas for NON-EXCLUSIVE Use for New/Remodeled Patio

Application for a NEW / REMODELED / Patio Encroachment

The Shareholder(s) of that certain apartment unit, _____, Seal Beach, California, 90740, entered into an Occupancy Agreement on _____ by and between Seal Beach Mutual No. Five ("**Corporation**") and _____ hereinafter referred to as ("**Member/s**").

In accordance to Policy **05-7415-1** this document represents a required "Disclosure Agreement", "Addendum to Occupancy Agreement" setting forth the permission extended by the Mutual Corporation to the requesting Mutual Five Member's acceptance of a patio encroachment into common area, and all of the terms and conditions as set forth below.

Terms of Agreement:

_____, (Member/s) are allowed to complete a patio of apartment _____ using _____ square feet of common area on the _____ side of the unit for a patio to extend the _____ side of the unit.

_____, agree/s that they will execute the "Disclosure Agreement", "Addendum to Occupancy Agreement" acknowledging that the Corporation may reasonably condition its consent on terms that both protect the Corporation's rights over/to Landscape area and prevent the Corporation from being burdened with additional or increased maintenance, repair or other costs/expenses or increased potential liabilities and/or risks and in accordance with all terms and conditions as set forth in the Mutual Five Policy.

Members further agree that they will accept the full liability for upkeep and maintenance, as well as insurance covering the area of the permitted encroachment and further, that the encroachment must be removed at the expense of the shareholder who is selling or otherwise conveying the share unless the subsequent shareholder agrees to execute a new Addendum to Occupancy Agreement assuming all the terms as set forth in the Mutual Five Policy number 05-7415-1.

Execution Addendum to Occupancy Agreement

I, (We) _____ (**Member/s**) hereby agree to the terms and conditions of the attached Mutual Five Patio Policy and the Addendum to Occupancy Agreement, in its entirety, as evidenced by our signature/s below:

I, (We) _____ (**Member/s**) agree and

(Jan 2022)

SEAL BEACH MUTUAL NO. FIVE

Mutual Five New / Remodeled / Patio / Permit Required

46 acknowledge that nothing contained herein or omitted here from shall be deemed to be an
47 admission, limitation, or waiver of any of the Mutual rights, remedies and defenses, either at law
48 or in equity, all of which rights, remedies and defenses are hereby expressly reserved.
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50 This Addendum to Occupancy Agreement is entered on the _____ of
51 _____, 20 _____, by and between Seal Beach Mutual No. Five and Members:
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53 Important! All remodeling and any encroachment onto common area requires a Permit be on file
54 in the Physical Property Department.
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56 Member Signature _____ Date: _____
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58 Member Signature _____ Date: _____
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60 Approval:
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62 Mutual President: _____ Date: _____
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SEAL BEACH MUTUAL NO. FIVE

05-7415.2-4

Mutual Five New / Remodeled / Patio / Permit Required

Mutual Five Disclosure Agreement for Established Patio Encroachment

Addendum to Occupancy Agreement

Seal Beach Mutual Five

Encroachment onto Common Areas for NON-EXCLUSIVE Use for Established Patio

Application for an ESTABLISHED PATIO Encroachment

The Shareholder(s) of that certain apartment unit, _____, Seal Beach, California, 90740, entered into an Occupancy Agreement on _____ by and between Seal Beach Mutual No. Five ("**Corporation**") and _____ hereinafter referred to as ("**Member/s**").

In accordance to Policy **05-7415-1** this document represents a required "Disclosure Agreement", "Addendum to Occupancy Agreement" setting forth the permission extended by the Mutual Corporation to the requesting Mutual Five Member's acceptance of an already established remodel to their unit which includes a patio encroachment into common area, and all of the terms and conditions as set forth below.

Terms of Agreement:

_____, (Member/s) accept full liability for apartment _____ patio, which includes a _____ square foot patio on the _____ side of the unit.

Members agree that they will accept the full liability for upkeep and maintenance, as well as insurance covering the area of the permitted encroachment and further, that the encroachment must be removed at the expense of the shareholder who is selling or otherwise conveying the share unless the subsequent shareholder agrees to execute a new "Addendum to Occupancy Agreement" assuming all the terms as set forth in the Mutual Five Patio Policy number 05-7415-1.

Execution Addendum to Occupancy Agreement

I, (We) _____ (**Member/s**) hereby agree to the terms and conditions of the attached Mutual Five Patio Policy and the Addendum to Occupancy Agreement, in its entirety, as evidenced by our signature/s below:

I, (We) _____ (**Member/s**) agree and acknowledge that nothing contained herein or omitted here from shall be deemed to be an admission, limitation, or waiver of any of the Mutual rights, remedies and defenses, either at law or in equity, all of which rights, remedies and defenses are hereby expressly reserved.

(Jan 2022)

SEAL BEACH MUTUAL NO. FIVE

05-7415.2-4

Mutual Five New / Remodeled / Patio / Permit Required

136 This Addendum to Occupancy Agreement is entered on the _____ of
137 _____, 20 _____, by and between Seal Beach Mutual No. Five and Members:

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139 Member Signature _____ Date: _____
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141 Member Signature _____ Date: _____
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143 Approval:
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145 Mutual President: _____ Date: _____
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147 Original to Stock Transfer Corporate File
148 cc: Physical Property Office
149 Mutual President
150

Document History

Adopted: XX Dec 2019 Amended: 17 Nov 2021

Keywords: Mutual Five Common Area Encroachment Patio Remodeled
Permit New Non-Exclusive Use

151

Mutual Corporation No. Five

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ASSIGN AN IDR/HEARING COMMITTEE (NEW BUSINESS, ITEM C)
DATE: FEBRUARY 21, 2024
CC: MUTUAL FILE

I move to assign _____, _____, _____ to an Internal Dispute Resolution (IDR) /Hearing Committee.