

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

**MINUTES OF THE REGULAR MONTHLY MEETING OF THE  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL FIVE  
January 17, 2024**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Five was called to order by President DeRungs on Wednesday, January 17, 2024, at 9:00 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, Director Gould, and Director Shannon.

GRF Representative: Mr. Thompson (via zoom)

Guests: One Mutual Five Shareholder (via zoom)  
Mr. McCready, Doctor Pest Representative  
Mr. Dockstader, Doctor Pest Representative

Staff: Ms. Hopkins, Sr. Director of Mutual Administration (via zoom)  
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 November 15, 2023, were approved by general consent of the board to stand as presented.

The Special Meeting Minutes of December 15, 2023, were approved by general consent of the board to stand as presented.

**GUEST SPEAKER**

Mr. Dockstader, Doctor Pest Representative, presented his report on bait stations.

Following questions, Mr. Dockstader and Mr. McCready left the meeting at 9:42 a.m.

**GRF REPRESENTATIVE'S REPORT**

Mr. Thompson provided updates on GRF projects.

Building Inspector Meza left the meeting at 9:45 a.m. and returned at 9:51 a.m.

Following questions Mr. Thompson left the meeting at 9:51 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 Gould and seconded by Vice President Murphy, it was

RESOLVED 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.

The MOTION passed unanimously with ROLL CALL vote.

Following questions, Mr. Meza left the meeting at 10:18 a.m.

**UNFINISHED BUSINESS**

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

RESOLVED to have Mutual meeting document: Board Roster from the public LWSB Mutual Website and posted only to CINC for Mutual 05 shareholders viewing only.

The MOTION passed with six "yes" votes (DeRungs, Murphy, Lee, Shannon, Gould, Powell) and one "no" vote (Cude).

**NEW BUSINESS**

Following a discussion and upon a MOTION duly made by Director Gould 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 November 2023.

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.

**PRESIDENT'S REPORT**

President DeRungs provided an update.

**PORTFOLIO SPECIALIST'S REPORT**

Portfolio Specialist Equite presented her report (attached).

**ANNOUNCEMENTS**

- a. **NEXT MEETING:** Wednesday, February 21, 2024, at 9:00 a.m. via Zoom/Video Conference Call and Conference Room B.

**COMMITTEE REPORTS**

Finance  
No report.

Landscape  
No report.

Physical Property  
No report.

Laundry Rooms/Emergency Information  
No report.

**DIRECTORS' COMMENTS**

Several Directors made comments.

**ADJOURNMENT**

President DeRungs adjourned the meeting at 10:55 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, January 17, 2024, at 11:13 a.m., and took the following actions:

The board approved the Regular Executive Session Minutes of November 15, 2023.

1. Legal Matters
  - a. Several legal matters were discussed.
2. Contracts
  - a. Two 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 12:00 p.m.



Attest, Eun Jun Lee, Secretary  
SEAL BEACH MUTUAL FIVE  
DE: 01/17/24  
Attachments

**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.



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

## INSPECTOR MONTHLY MUTUAL REPORT

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

MUTUAL BOARD MEETING DATE: **January, 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 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 CONSTRUCTION
91-F	UNIT REMODEL	BOTH	09/22/23	12/22/23	\$101,125		MARCO CONSTRUCTION
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	

# Portfolio Specialist Report January 2024

## **NO WIPES IN THE PIPES**

**Wipes cause a pain in the drain!**

**Know what <sup>NOT</sup> to flush.**

**TOILET PAPER!**  
*Some products may say “flushable,” but the only safe items to flush are*  
**TOILET PAPER, WATER and HUMAN WASTE.**

**EVERYTHING ELSE...**

- × BABY WIPES
- × Q-TIPS
- × FACIAL WIPES
- × CLEANSING PADS
- × TAMPONS
- × SANITARY PADS
- × TOILET ROLL TUBE
- × MEDICINES
- × BANDAIDS
- × DIAPERS
- × FOOD WASTE

*...just to name a few!*

**Did you know that most wipes labeled “flushable” are not biodegradable and cause major stoppages?**

Even though our crews routinely pull wipes out of the pipes, there are still many items that are clogging the lines.

Flushing anything other than the Three P's causes blocked sewage pipes that can lead to sewage overflows into our homes, property, rivers and waterways; also expensive repairs.