

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

**MINUTES OF THE REGULAR MONTHLY MEETING OF THE  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL FIVE  
February 21, 2024**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Five was called to order by President DeRungs on Wednesday, February 21, 2024, 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, Secretary Lee, Director Powell, Director Gould, and Director Shannon.

Absent: Chief Financial Officer Cude

GRF Representative: Mr. Thompson (via zoom)

Guests: No Mutual Five Shareholders attended

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

**SHAREHOLDER COMMENTS**

No shareholders made a comment.

**MINUTES**

The Regular Meeting Minutes of January 17, 2024, were approved by general consent of the board to stand as presented.

The Special Meeting Minutes of February 6, 2024, 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 9:45 a.m. (via zoom)

**BUILDING INSPECTOR'S REPORT**

Building Inspector Meza presented his report (attached).

**BOARD OF DIRECTORS  
MUTUAL FIVE**

**February 21, 2024**

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

RESOLVED to approve the Doctor Pest proposal for Mutual Five, at a cost not to exceed \$6,000.00. Funds to come from Operating Budget and authorize the President to sign any necessary documentation.

The MOTION passed unanimously.

Following questions, Mr. Meza left the meeting at 10:06 a.m.

**UNFINISHED BUSINESS**

No unfinished business.

**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 December 2023 and January 2024.

The MOTION passed unanimously.

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

RESOLVED 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.

The MOTION passed unanimously.

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

RESOLVED to create a three-member committee to address Internal Dispute Resolution (IDR) /Hearing.

The MOTION passed unanimously.

**SECRETARY / CORRESPONDENCE**

Secretary Lee received no correspondence.

**CHIEF FINANCIAL OFFICER'S REPORT**

Vice President Murphy presented the report on behalf of Mr. Cude.

**PRESIDENT'S REPORT**

President DeRungs provided an update.

**PORTFOLIO SPECIALIST'S REPORT**

Portfolio Specialist Equite presented her report (attached).

**ANNOUNCEMENTS**

- a. **NEXT MEETING:** Wednesday, March 20, 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 10:47 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, February 21, 2024, at 11:05 a.m., and took the following actions:

The board approved the Regular Executive Session Minutes of January 17, 2024.

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 11:54 a.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  
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.

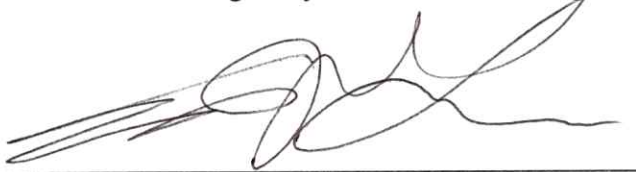
The purpose of this meeting is to discuss and vote to renew CD's.

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.



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Attest: Eun Jin Lee, 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 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	FINAL 01/22/24	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
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 CONSTRTUCTION
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
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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

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

# **PORTFOLIO SPECIALIST REPORT**

## **February 2024**

### **Election time is here!**



If you wish to run for a director's position on the Mutual Board and be included on the ballot for your Mutual election, please see the staff in the Stock Transfer Office in the Administration Building window on the first floor for a candidate's application form.

**Please see the 2024 GRF & Mutual Election and Annual Meeting Schedule in LW Weekly.**





**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:

61 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  
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**Document History**

Adopted: XX Dec 2019 Amended: 17 Nov 2021

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

151