

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIFTEEN
December 17, 2018
Meeting begins at 1:00 p.m.
Administration Building, Conference Room A

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. BOARD ROOM DECORUM
3. SHAREHOLDER COMMENTS (2-3 minutes per shareholder. Agenda items only)
4. ROLL CALL
5. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

Mr. Friedman, GRF Representative
Ms. Hopkins, Mutual Administration Director
Mr. Antisdell, Building Inspector
Mrs. Aquino, Recording Secretary
6. APPROVAL OF MINUTES:
Regular Board Meeting Minutes of November 19, 2018
7. BUILDING INSPECTOR'S REPORT Mr. Antisdell
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 3-4)
8. GRF REPRESENTATIVE Mr. Friedman
9. **UNFINISHED BUSINESS**
None
10. **NEW BUSINESS**
 - a. Discuss and vote to approve/deny the Tree Trimming proposal (p. 5)
 - b. Discuss and vote to approve/deny Smoke Detector Resolution (p. 6)
 - c. Appointment and establishment of Mutual Fifteen Executive Committee (p. 7.)
11. SECRETARY / CORRESPONDENCE Mr. Gildner
12. CHIEF FINANCIAL OFFICERS REPORT Mr. Harlow
 - a. Discuss and vote to approve the transfer of funds from Capital Account to Appliance Reserves (p. 8)
 - b. Discuss and vote to approve the transfer of funds from BNY Mellon to US Bank Non – Restricted account (p. 9)

STAFF BREAK BY 3:00 p.m.

13. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
14. ANNOUNCEMENTS
 - a. **Next Meeting: Tuesday, January 22, 2019 9:00 a.m.
Building Five, Conference Room B**
15. COMMITTEE REPORTS
16. DIRECTORS' COMMENTS
17. SHAREHOLDER(S') COMMENTS (2-3 MINUTES)
18. ADJOURNMENT
19. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 4:00 p.m.

INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: **Jerry Antisdel**

REPORT DECEMBER 17 TH

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
3-P	DRYWALL LIVINGROOM	BOTH	08/21/18	10/21/18	NO	09/28/18 FINAL	CGR CONSTRUCTION
5-P	WINDOWS	BOTH	09/18/18	10/18/18	NO	10/12/18 FINAL	SWENMAN
7-D	REMODEL	BOTH	09/10/18	10/26/18	NO	10/15/18 FINAL	BERGKVIST
10-R	HEAT PUMP	BOTH	10/10/18	11/10/18	NO	10/17/18 FINAL	ALPINE
12-A	HEAT PUMP	BOTH	08/31/18	11/30/18	NO	11/08/18 FINAL	GREENWOOD
12-A	SHOWER CUT DOWN	BOTH	10/30/18	11/30/18	NO	NONE	NUKOTE
13-A	MICROWAVE	BOTH	10/08/18	12/10/18	NO	NONE	LOS AL BLDRS
16-B	HEAT PUMP	BOTH	10/08/18	01/20/18	NO	11/06/18 FINAL	GREENWOOD
16-P	SECURITY/ENTRY DOORS	BOTH	07/30/18	10/10/18	NO	NONE	LW DECOR
18-B	SOLATUBE	BOTH	10/01/18	12/29/18	NO	11/06/18 FINAL	SOLATUBE
20-G	WINDOWS	BOTH	09/24/18	11/15/18	NO	10/12/18 FINAL	LOS AL BLDRS
23-Q	WINDOWS	BOTH	09/28/18	09/31/18	NO	10/09/18 FINAL	BROADWAY GLASS
26-B	WINDOWS	BOTH	12/09/18	01/09/19	NO	NONE	SWENMAN
34-A	WINDOWS	BOTH	09/12/18	10/12/18	NO	10/11/18 FINAL	SWENMAN
36-B	WINDOWS	BOTH	03/05/18	04/19/18	NO	NONE	SEAPORT SASH AND DOORS
36-B	SLIDER	BOTH	08/23/18	10/23/18	NO	09/26/18 FINAL	BODIES GLASS SERVICE
37-K	SOLA TUBES	BOTH	09/15/18	12/31/18	NO	NONE	SOLA TUBE
42-F	WINDOWS	BOTH	08/23/18	09/23/18	NO	10/08/18 FINAL	BROADWAY GLASS
47-G	BLOCK WALL PATIO	GRF	10/08/18	11/08/18	NO	NONE	BERGKVIST
48-G	REMODEL	BOTH	06/11/18	08/31/18	NO	07/02/18 FOOTING	BERGKVIST
48-G	REMODEL	BOTH	06/11/18	08/31/18	NO	08/10/18 FRA/ELE/LATH/PLUM	BERGKVIST
48-G	REMODEL	BOTH	06/11/18	08/31/18	YES	08/13/18 INSULATION	BERGKVIST
48-G	REMODEL	BOTH	06/11/18	08/31/18	YES	10/04/18 FINAL	BERGKVIST

ALL SHADED AREAS HAVE BEEN SIGNED OFF

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
8-F		07/10/18					
9-C		08/02/18	11/13/18	11/16/18	12/03/18		
9-E		07/12/18					
13-C		05/04/18					
13-H		09/20/18					
14-D		12/05/18					
14-R		09/12/18					
16-R		09/20/18					
19-A		11/15/18					
21-C		07/31/18					
23-L		10/24/18					
37-E		11/06/17					
40-A		06/28/18					
40-F		03/20/18					
41-Q		10/17/18					
42-M		05/25/18					
46-M		10/10/18					
47-C		09/25/18					

SHADED AREAS HAVE BEEN SIGNED OFF

NMI = New Member Inspection
 PLI = Pre-Listing Inspection
 NBO = New Buyer Orientation
FI = Final Inspection
 FCOEI = Final COE Inspection
 ROF = Release of Funds

INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: **Jerry Antisdel**

CONTRACTS/PROJECTS

SEWER CLEANING WITH EMPIRE PIPE CONTRACT GOOD THROUGH 2020

JOHNS LANDSCAPE CONTRACT GOOD THROUGH 2019

PEST /TERMITE CONTRACT GOOD THROUGH 2020

DRYER CONTRACT WITH WASH MULTIFAMILY GOOD THROUGH 2022

WORKING WITH ROOFING STANDARDS ON NEW ROOFS

MJJURADO WILL START CURB AND PARKING SPACES FOR REPAINTING THIS WEEK

CALLS AND VISITS TO UNITS 52 CALLS ON LIFTS 15

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE TREE TRIMMING PROPOSAL
(NEW BUSINESS ITEM A)
DATE: DECEMBER 17, 2018
CC: MUTUAL FILE

I move to approve/deny the tree trimming proposal for fifty-three (53) trees at a cost not to exceed \$11,830 and authorize the President to sign the contract. Work to be completed between the months of January 1, 2019 through December 31, 2019

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY SMOKE DETECTOR RESOLUTION
(NEW BUSINESS ITEM B)
DATE: DECEMBER 17, 2018
CC: MUTUAL FILE

At the November 1, 2018 Presidents Council meeting Facilities Director Weaver discussed the new requirements for all 10-year smoke detector batteries.

I move that at the time of Fire, Health, Safety and Sanitation inspection, the Building Inspector will verify that the smoke detectors are within the 10-year maximum life and in working condition. Further, if the Mutual has made improvement to the unit at a cost of \$1,000 or more the responsibility of maintaining all batteries in all smoke detectors is with the Mutual, otherwise, improvements made by the shareholder as a cost of \$1,000 or more, will make only the non-standard smoke detectors a shareholder responsibility.

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPOINTMENT AND ESTABLISHMENT OF MUTUAL FIFTEEN EXECUTIVE COMMITTEE (NEW BUSINESS ITEM C)
DATE: DECEMBER 17, 2018
CC: MUTUAL FILE

On December 17, 2018, the Mutual President will appoint and establish a Mutual Fifteen Executive Committee.

I appoint, _____ (Chair), _____,
_____, _____,
_____, _____

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE TRANSFER OF FUNDS FROM CAPITAL TO APPLIANCE RERSERVES (CHIEF FINANCIAL OFFICERS REPORT ITEM A)
DATE: DECEMBER 17, 2018
CC: MUTUAL FILE

I move to approve/deny the transfer of funds in the amount of \$35,000 from Capital to Appliance Reserves.

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE TRANSFER OF FUNDS FROM
BNY MELLON TO US BANK NON-RESTRICTED ACCOUNT
(CHIEF FINANCIAL OFFICERS REPORT ITEM B)
DATE: DECEMBER 17, 2018
CC: MUTUAL FILE

I move to approve/deny the transfer of funds in the amount of \$40,000 from BNY Mellon to US Bank Non-Restricted account.