

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIFTEEN
September 16, 2019
Meeting begins at 1:00 p.m.
Administration Building, Conference Room A

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. BOARD ROOM DECORUM
3. SHAREHOLDERS' 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. Miller, Finance Director
 - Ms. Hopkins, Mutual Administration Director
 - Mr. Antisdell, Building Inspector
 - Ms. Kemp, Recording Secretary
6. APPROVAL OF MINUTES:
Regular Board Meeting Minutes of August 19, 2019
7. **GUEST SPEAKER** **Ms. Miller**
 - a. Discuss and vote to approve 2020 Mutual Fifteen Budget (p. 3)
8. BUILDING INSPECTOR'S REPORT Mr. Antisdell

Permit activity, escrow activity, contracts and projects, shareholder and mutual requests (p. 4-6)

 - a. Update on landscaping bids
 - b. Update on replacement of lift in building 42
 - c. Update on request to inspect and assess elevators
 - d. Update on signage for laundry rooms
 - e. Update on bulletin boards in laundry rooms
 - f. Update on replacing door at laundry room F
 - g. Update on roofing contract
 - h. Update on walking on concrete
 - i. Discuss Policy 7405.15 – Flooring – Second-Story Apartments (p. 7)
9. GRF REPRESENTATIVE Mr. Friedman
10. CONSENT CALENDAR
 - a. Discuss and vote to authorize transfers of funds for Mutual Fifteen (p. 8)
11. **UNFINISHED BUSINESS**

There is no unfinished business to discuss.

STAFF BREAK BY 3:00 P.M.

12. **NEW BUSINESS**

- a. Approval Mutual monthly finances (p. 9)
- b. Discuss and vote to reschedule Regular Monthly Meeting of January 2020 (p. 10)
- c. Discuss and vote to reschedule Regular Monthly Meeting of February 2020 (p. 11)
- d. Discuss and vote to approve annual General Counsel Attorney Retainer Program (p. 12-13)
- e. Discuss and vote to approve Mr. C's Towing Agreement for 2019-2020 (p. 14-16)
- g. Discuss decals placed on the back of cars

13. SECRETARY / CORRESPONDENCE Mr. Pahlow

14. CHIEF FINANCIAL OFFICERS REPORT Mr. Harlow

15. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins

16. ANNOUNCEMENTS

a. **Special Meeting: Friday, September 20, 2019, at 10:00 a.m.,
Building Five, Physical Property Conference Room**

b. **Next Regular Meeting: Monday, October 21, 2019, at 1:00 p.m.,
Administration Building, Conference Room A**

17. COMMITTEE REPORTS

18. DIRECTORS' COMMENTS

19. SHAREHOLDERS' COMMENTS (2-3 minutes)

20. ADJOURNMENT

21. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 4:00 P.M.

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE 2020 MUTUAL FIFTEEN BUDGET
(GUEST SPEAKER, ITEM A)
DATE: SEPTEMBER 16, 2019
CC: MUTUAL FILE

At the October 15, 2018, board meeting, the Board of Directors passed the following resolution: *RESOLVED, To approve the 2019 Operating Budget for Mutual Fifteen of \$2,286,588, resulting in a regular monthly assessment of \$379.58 per apartment per month, for an increase of \$15.57 per month over the total regular assessment of 2018, as presented, and to adopt this budget forthwith.*

On September 16, 2019, the Board of Directors will review and vote to approve the 2020 Mutual Fifteen Budget.

I move to approve the 2020 Operating Budget for Mutual Fifteen of \$2,364,148.00, resulting in a regular monthly assessment of \$392.46 per apartment per month, for an increase of \$12.88 per month over the total regular assessment of 2019, as presented, and to adopt this budget forthwith.

INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: **Jerry Antisdel**

REPORT: MUTUAL 15 09/16/19

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
1-C	PATIO SLAB	BOTH	05/10/19	08/31/19	NO	NONE	MAMUSCIA
2-C	AWNING	BOTH	08/21/19	09/21/19	NO	NONE	PIP CONSTRUCTION
3-D	WINDOWS	BOTH	06/03/19	08/03/19	NO	08/20/19 FINAL	BODIES GLASS SERVICE
3-G	PATIO REMODEL	BOTH	08/05/19	10/31/19	NO	08/06/19 FOOTING	MAMUSCIA CONSTRUCTION
3-G	PATIO REMODEL	BOTH	08/05/19	10/31/19	NO	08/09/19 GROUT	MAMUSCIA CONSTRUCTION
3-G	PATIO REMODEL	BOTH	08/05/19	10/31/19	NO	08/15/19 GROUND WORK	MAMUSCIA CONSTRUCTION
3-K	HEAT PUMP	BOTH	08/14/19	09/24/19	NO	NONE	ALPINE
7-A	REMODEL	BOTH	07/15/19	09/30/19	NO	08/06/19 FOOTING	LOS AL BLDRS
8-F	REMODEL	BOTH	02/04/19	08/31/19	NO	03/04/19 UNDERGROUND PLUMB	LOS AL BLDRS
8-F	REMODEL	BOTH	02/04/19	08/31/19	NO	04/25/19 FRAME/SHEAR/ELEC	LOS AL BLDRS
8-F	REMODEL	BOTH	02/04/19	08/31/19	NO	04/25/19 SHEATHING/PLUMB	LOS AL BLDRS
8-F	REMODEL	BOTH	02/04/19	08/31/19	NO	05/17/19 LATH/DRYWALL	LOS AL BLDRS
10-P	SOLATUBE	BOTH	07/01/19	07/31/19	NO	NONE	SOLATUBE HOME
15-B	HEAT PUMP	BOTH	06/03/19	09/03/19	NO	NONE	GREENWOOD
16-R	KITCHEN REMODEL	BOTH	02/20/19	06/30/19	YES	03/22/19 ROUGH PLUMBING	MAMUSCIA
16-H	COUNTER TOPS	BOTH	08/20/19	10/30/19	NO	NONE	MAMUSCIA
19-A	HEAT PUMP	BOTH	07/17/19	10/17/19	NO	NONE	HEATWAVE
28-F	SOLATUBE	BOTH	05/01/19	07/01/19	NO	NONE	SOLATUBE HOME
29-F	WINDOW/SLIDER	BOTH	07/15/19	08/15/19	NO	NONE	LOS AL BLDRS
30-B	WINDOWS	BOTH	08/20/19	09/20/19	NO	NONE	RYDEN CONSTRUCTION
40-G	WASHER/DRYER	BOTH	06/01/19	06/30/19	YES	NONE	M&M SKYLIGHTS
42-E	HEAT PUMP	BOTH	06/24/19	09/24/19	NO	NONE	KRESS
42-N	HEAT PUMP	BOTH	06/27/19	09/27/19	NO	08/28/19 FINAL	GREENWOOD
45-G	CARPORT CABINET	GRF	08/01/19	08/15/19	NO	NONE	IMAGINATION UNLIMITED
ALL SHADED AREAS HAVE BEEN SIGNED OFF							

INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: **Jerry Antisdel**

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
1-G		02/07/19					
1-L		04/15/19					
1-D		07/18/19					
3-A		08/05/19					
6-A		05/06/19					
9-B		04/19/19					
13-H		09/20/18					
14-D		12/05/18					
16-Q		01/03/19					
17-H		08/27/19					
22-H		06/04/19					
23-C		07/03/19					
23-F		05/30/19					
23-L		06/04/19					
23-K		06/06/19					
25-B		07/10/19					
29-R		06/06/19					
37-Q		04/19/19					
40-A		06/28/18					
40-B		06/06/19					
41-E		06/06/19					
42-M		05/25/18					
46-M		10/10/18					
48-B		08/26/19					
48-D		05/07/19					

SHADED AREAS HAVE BEEN SIGNED OFF

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation

INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: **Jerry Antisdel**

FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

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

WILL BE DONE WALKING CONCRETE BEFORE NEXT MEETING

NEW SIGNS FOR LAUNDRY ROOMS

LIFT REPLACEMENT COST NOT TO EXCEED \$36,000.00 FROM LAST MEETING

WORKING ON CONTRACT FOR NEW LIFT AT BUILDING 42

WAITING ON NEW BID FOR ROOFS FROM ROOFING STANDARDS

CALLS AND VISITS TO UNITS 32 CALLS ON LIFTS 15

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Flooring – Second-Story Apartments – Mutual Fifteen Only

WHEREAS, Mutual Fifteen does not permit hardwood or laminate flooring in second story apartments due to the possible transmission of noise to the first story apartment.

- 1) Non-skid ceramic tile with sound-absorbent backing may be installed in the front entry, kitchen and bathroom areas only.
- 2) Prior to the installation of ceramic tile flooring, the owner must obtain a permit from the Physical Property Department.
- 3) The Mutual recommends carpeting or vinyl as the floor coverings that transmit the least noise.

FURTHER BE IT RESOLVED, That owners who have installed hardwood flooring or ceramic tile in the living room area, dining room area, bedrooms, or hallways of their apartment prior to the adoption of this resolution shall be “grandfathered in.”

MUTUAL ADOPTION

FIFTEEN: 16 Oct 06

AMENDMENT(S)

5-20-13

(May 13)

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AUTHORIZE TRANSFERS OF FUNDS FOR MUTUAL FIFTEEN (CONSENT CALENDAR, ITEM A)
DATE: SEPTEMBER 16, 2019
CC: MUTUAL FILE

I move that the Board authorizes the following transfers of funds, per detailed and dated resolutions, by consent calendar.

<i>Transfer/ Invoice Date</i>	<i>Amount</i>	<i>Originating/Destination Accounts or Payee</i>
08/21/2019	\$18,000.00	US Bank Non-Restricted MM to US Bank Checking
08/22/2019	\$39,125.47	US Bank Checking to US Bank Restricted MM
09/01/2019	\$15,713.50	Anguiano Lawn Care (invoice MO091915)
09/05/2019	\$15,000.00	US Bank Non-Restricted MM to US Bank Checking
09/05/2019	\$155,236.62	US Bank Checking to GRF-US Bank Checking
09/05/2019	\$228,968.93	ACH-Direct Debit from multiple shareholders to US Bank Checking
09/06/2019	\$98,456.25	US Bank Checking to US Bank Impound

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: SEPTEMBER 16, 2019
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 month of August 2019.

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RESCHEDULE REGULAR MONTHLY MEETING OF JANUARY 2020 (NEW BUSINESS, ITEM B)
DATE: SEPTEMBER 16, 2019
CC: MUTUAL FILE

I move to reschedule the Regular Monthly Meeting of Monday, January 20, 2020, to Tuesday, January 21, 2020, at 9:00 a.m., in Clubhouse Four, due to the Martin Luther King Day holiday.

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RESCHEDULE REGULAR MONTHLY MEETING OF
FEBRUARY 2020 (NEW BUSINESS, ITEM C)
DATE: SEPTEMBER 16, 2019
CC: MUTUAL FILE

I move to reschedule the Regular Monthly Meeting of Monday, February 17, 2020, to Tuesday, February 18, 2020, at 9:00 a.m., in Clubhouse Four, due to the Presidents' Day holiday.

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE ANNUAL GENERAL COUNSEL
ATTORNEY RETAINER PROGRAM (NEW BUSINESS, ITEM D)
DATE: SEPTEMBER 16, 2019
CC: MUTUAL FILE

I move to approve renewal of the annual General Counsel Attorney Retainer Program (GCARP) with Roseman Law, APC, effective immediately, at a cost not to exceed \$500.00 annually, and authorize the President to sign the necessary documentation.

Roseman Law, APC

21650 Oxnard Street, Suite # 2000
Woodland Hills, CA 91367



INVOICE

Invoice # 113480
Date: 07/15/2019

Seal Beach Mutual No. Fifteen
c/o Jodi Hopkins
P.O. Box 2069
Seal Beach, CA 90740

sea082613.001 - Seal Beach Mutual No. Fifteen

Date	Description	Quantity	Rate	Total
07/15/2019	General Counsel - Annual Retainer	1.00	\$500.00	\$500.00
			Subtotal	\$500.00
			Total	\$500.00

Please make all amounts payable to: Roseman Law, APC. If you have any questions, or would like to pay via credit card or wire transfer, please contact Carmen Menendez at Menendez@Roseman.Law or call (818) 380-6700

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE MR. C'S TOWING AGREEMENT FOR 2019-2020 (NEW BUSINESS, ITEM E)
DATE: SEPTEMBER 16, 2019
CC: MUTUAL FILE

At the August 20, 2018, board meeting, the Board of Directors passed the following resolution: *RESOLVED, To approve the Mr. C's Towing Agreement for the towing of Vehicles when there is a violation of Mutual Policy, effective 2018–2019 and authorize the President to sign the Agreement*

On September 16, 2019, the Board of Directors will vote to approve the Mr. C's Towing Agreement for 2019-2020 (attached).

I move to approve the Mr. C's Towing Agreement for the towing of vehicles when there is a violation of Mutual Policy, effective 2019-2020, and authorize the President to sign the agreement.



PRIVATE PROPERTY TOW SERVICES AGREEMENT

AGREEMENT DATE:		EFFECTIVE DATE:	
CUSTOMER:	Mutual Fifteen Corporation		
PROPERTY:	Mutual Fifteen		
TYPE OF PROPERTY:	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Retail
	<input type="checkbox"/> HOA		

This agreement by and between the Towing Company (named below) and Customer (named above) shall serve as authorization to serve the Property named above in accordance with the requirements of California Vehicle Code Section 22658 (CVC 22658) "Removal From Private Property" upon the specific written authorization of Customer, except for Section 22658(1)(1)(E), for which this agreement may serve as the general authorization.

The Towing Company agrees to respond to the Property within a reasonable period of time when requested by Customer for the purposes of removing any vehicle(s) that are not in compliance with the property or business regulations as determined by Customer and communicated to the Towing Company in the written authorization provided by Customer under CVC 22658(1).

The Towing Company will, as prescribed by law, promptly report all impounded vehicles to the appropriate law enforcement agency and will perform all operations within the guidelines set forth in CVC 22658.

The Towing Company agrees that their employees will act and conduct themselves in a professional, workman-like manner on and off the above Property. This agreement is for a period of one (1) year commencing on the Effective Date noted above and shall automatically renew annually, unless terminated in writing upon 30-days written notice by either party.

ACCEPTED

Customer:	Mutual Fifteen Corporation	Tow Company:	Mr. C's Towing
Signed:		Signed:	
Print Name:	Jackie Dunagan	Print Name:	
Title:	Mutual Fifteen Board President	Title:	
Date:		Date:	

ACCOUNT INFORMATION

Original Updated _____

Property/Complex Name:	
Property Address:	
City/Zip:	
Cross Streets:	
Mailing Address:	PO Box 2069, Seal Beach, CA 90740
Property Management Co.	X Yes <input type="checkbox"/> No
If Yes, Name, Address & Phone:	Golden Rain Foundation, PO Box 2069, Seal Beach, CA 90740 (562) 431-6586, Ext. 377

MANAGER	ASSISTANT MANAGER	ON-SITE CONTACT
Executive Director	Mutual Administration Manager	Security Services Director
Phone: 562-431-6586	Phone: 562-431-6586	Phone: 562-594-4754
Fax: 714-851-1251	Fax: 714-851-1253	Fax: 562-431-8206
Security Company:	X Yes <input type="checkbox"/> No	
If Yes, Name, Address & Phone:	Internal Department of Property Management Company (562) 431-6586, Ext. 377	

Persons Authorized to Sign for Vehicle Removals (Two Board Members Must be Present)	1.	Title: President
	2.	Title: Vice President
	3.	Title: CFO
	4.	Title: Secretary
	5.	Title: Director at Large

PLEASE CHECK APPROPRIATE BOXES

<input type="checkbox"/> Fire Lane Removals	<input type="checkbox"/> Visitor Only Parking	<input type="checkbox"/> Posted "Tow-Away Zone"
<input type="checkbox"/> Ingress/Egress Interference	<input type="checkbox"/> Manager Parking Only	<input type="checkbox"/> Parking Permits
<input type="checkbox"/> Within 15' of Fire Hydrant	<input type="checkbox"/> Expired Tags	<input type="checkbox"/> Handicap Parking
<input type="checkbox"/> No Street Parking	<input type="checkbox"/> Tenants authorized to tow	<input type="checkbox"/> Blocking Carports
<input type="checkbox"/> Time Limit Parking	<input type="checkbox"/> Blocking Dumpster	<input type="checkbox"/> Double Parked
<input type="checkbox"/> Violation of Mutual Fifteen Policies on Mutual Fifteen Property, when directed by authorized Board Member		
<input type="checkbox"/> Proof of residence required. Describe: Carport spaces assigned and vehicle is to display decal of registration with Security. Non-resident parking by permission of Mutual Fifteen on a case-by-case basis.		

Local Rate Jurisdiction:	
Tow Rate:	\$215.00
Storage Rate/Day:	\$75.00
Other / Weekend Drop Fee:	Gate Fee: \$108.00 Drop Fee: \$108.00

NOTICE

TO: SHAREHOLDERS OF MUTUAL FIFTEEN

**FROM: MUTUAL FIFTEEN
BOARD OF DIRECTORS**

SUBJECT: SPECIAL MEETING

DATE: FRIDAY SEPTEMBER 20, 2019

TIME: 10:00 A.M.

**LOCATION: BUILDING FIVE, PHYSICAL PROPERTY
CONFERENCE ROOM**

The purpose of this meeting is to ratify:

- **Rescinded Policy 7573 – Walkway Light Covers**
- **Adopted Policy 7503.15 – Plumbing Stoppages**
- **Adopted Policy 7574.15 – Satellite Dish Installation**
- **Amended Policy 7510.15 – Eligibility Requirements**