



**REGULAR MONTHLY BOARD OF DIRECTORS  
MEETING  
MUTUAL FIFTEEN  
SUMMARY REPORT  
Monday, May 18, 2020**

| Action/Request  |               |   | Person Responsible  |
|---|---------------|---|---------------------|
| <b>1. Approval of Regular Board Meeting – a</b><br>The minutes of the February 18, 2020 Regular Monthly Meeting were approved by general consent of the board as written.   |               |   | Recording Secretary |
| <b>2. Approval of Special Board Meeting – b</b><br>The minutes of the April 8, 2020 Special Meeting were approved by general consent of the board as read.  |               |   | Recording Secretary |
| <b>3. Building Inspector’s Report – a</b><br>RESOLVED to approve a three-year contract with Empire Cleaning at a cost not to exceed \$11,000.00. Funds to come from Infrastructure Reserves and authorize the President to sign the contract.   |               |   | Building Inspector  |
| <b>4. Building Inspector’s Report – b</b><br>RESOLVED to award a contract to Fenn Termite & Pest Control to service and maintain Mutual Fifteen Property for Pest and Termite services for a three-year period at a total cost of \$29,256.00 and approve the cost for pest control as itemized in Exhibit A using funding from Operations and to authorize the President to sign the contract. |               |   | Building Inspector  |
| <b>5. Consent Calendar – a</b><br>RESOLVED that the Board authorizes the following transfers of funds, per detailed and dated resolutions, by consent calendar.   |               |   | Finance Department  |
| <i>Transfer/<br/>Invoice Date</i>   | <i>Amount</i> | <i>Originating/Destination Accounts or Payee</i>                |                     |
| 01/29/2020  | \$23,986.13   | MJ Jurado, Inc. (Invoice #: 610)                                |                     |
| 02/19/2020  | \$24,256.80   | US Bank Restricted Money Mkt. to US Bank Non-Restr. Money Mkt.  |                     |
| 02/20/2020  | \$41,635.50   | US Bank Checking to US Bank Restricted Money Mkt.               |                     |
| 03/01/2020  | \$16,829.00   | Anguiano Lawn Care (Invoice #: M0032015)                        |                     |
| 03/01/2020 &<br>03/04/2020  | \$52,494.00   | MJ Jurado Inc, (Invoice #: 623 & 632)                           |                     |
| 03/05/2020  | \$246,076.84  | ACH-Direct Debit from Multiple Shareholders to US Bank Checking |                     |
| 03/05/2020  | \$125,832.46  | US Bank Checking to GRF-US Bank Checking                        |                     |
| 03/06/2020  | \$102,164.43  | US Bank Checking to US Bank Impound                             |                     |
| 03/09/2020  | \$586,101.33  | Orange County Treasurer – Tax Collector                         |                     |
| 03/10/2020  | \$563,000.00  | US Bank Impound to US bank Checking                             |                     |



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| 03/11/2020   | \$26,000.00  | US Bank Non-Restr. Money Mkt to US Bank Checking for Property Taxes |                    |
| 03/23/2020   | \$52,494.00  | US Bank Restricted Money Mkt. to US Bank Non-Restr. Money Mkt.      |                    |
| 03/24/2020   | \$50,000.00  | US Bank Non-Restr. Money Mkt to US Bank Checking                    |                    |
| 03/25/2020   | \$41,635.50  | US Bank Checking to US Bank restricted Money Mkt.                   |                    |
| 04/01/2020   | \$16,829.00  | Anguiano Lawn Care, Inc. (Invoice #: M0042015)                      |                    |
| 04/06/2020   | \$121,898.65 | US Bank Checking to GRF – US Bank Checking                          |                    |
| 04/06/2020   | \$244,611.08 | ACH – Direct Debit from Multiple Shareholders to US Bank Checking   |                    |
| 04/07/2020   | \$102,180.08 | US Bank Checking to US Bank Impound                                 |                    |
| 04/07/2020   | \$13,000.00  | Castlehead, Inc. Escrows (Invoice #: sale of 14D)                   |                    |
| 04/13/2020   | \$13,000.00  | Castlehead, Inc. Escrows (Invoice # : sale of 23F)                  |                    |
| 04/20/2020   | \$31,757.63  | US Bank Impound to US Bank Checking                                 |                    |
| 04/21/2020   | \$41,635.50  | US Bank Checking to US Bank Restricted Money Mkt.                   |                    |
| 05/05/2020   | \$126,802.85 | US Bank Checking to GRF-US Bank Checking                            |                    |
| 05/05/2020   | \$244,020.03 | ACH-Direct Debit from Multiple shareholders to US Bank Checking     |                    |
| 05/06/2020   | \$102,135.64 | US Bank Checking to US Bank Impound                                 |                    |
| <b>6. New Business – a</b><br>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 months of February, March, and April 2020. |              |   | Finance Department |
| <b>7. New Business – b</b><br>RESOLVED to ratify the phone poll conducted on March 12, 2020, to accept that the Board of Directors of Seal Beach Mutual Fifteen, upon a presentation of the Financial Statements as of December 31, 2019, for the year then ended, and the proposed Accountant’s report as submitted by CliftonLarsonAllen (CLA), hereby   |              |   | Finance Department |



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| accepts the above-mentioned financial statements and reports therein, and authorize the President to sign the Management Representation Letter.  |   |
| <p><b>8. New Business – c</b><br/>Per the Mutual’s Bylaws, Article IV, Section 7, Phil Friedman, Unit 027-D, shareholder of Mutual Fifteen intends to vote cumulatively for the elections of Directors for the 2020-2021 term of office.</p>   | Recording Secretary<br>Stock Transfer           |
| <p><b>9. New Business – d</b><br/>RESOLVED to appoint Accurate Voting Services as Mutual Fifteen’s Inspectors of Election.</p>   | Recording Secretary<br>Stock Transfer           |
| <p><b>10. New Business – g</b><br/>RESOLVED to approve to have Mutual 15’s, January and February’s, Regular Board of Directors meeting moved to the third Tuesday of the respective month for all upcoming years.</p>  | Recording Secretary<br>Executive<br>Coordinator |
| <p><b>11. New Business – h</b><br/>RESOLVED to rescind Policy 7401-<u>Contractor License</u>, 7401.1-<u>Licensed and Insured Contractors List</u>, 7403-<u>Building Alterations or Additions</u>, 7403.4-<u>Skylights for Bathrooms or Kitchens</u>, 7403.5 – <u>Skylights in Permanent Roof Extension</u>, 7403.6-<u>Microwave Ovens</u>, 7403.7- <u>Ceiling Fans</u>, 7403.8-<u>Building Permit Signature</u>, 7404-<u>Notification of Remodeling</u>, 7405.15 – <u>Flooring – Second Story Apartments</u>, 7407.15-<u>Washers and Dryers in Units</u>, 7410.15-<u>Apartment Fire/Safety Inspection</u> 7413.15- <u>Walk-in Therapeutic/Jacuzzi-Type Bathtubs</u>, 7416-<u>Breezeway Rules and Regulations</u>, 7419.15- <u>Skylights fir Bathrooms or Kitchens</u>, 7425.15-<u>Garden Areas, Trees, Shrubs</u>, 7427.G-<u>Barbeques – Usage and General Safety Precautions</u>, 7480.15 – <u>Architectural Standards</u>, 7490-<u>Standard Plans and Specifications – Remodeling</u>, 7490.1-<u>Standard Contract – Building Alterations</u>, 7490.3 – <u>Inspection Service – Building Alterations</u>, 7490.pb.15- <u>Performance Bond</u>, 7491-<u>Roof Extensions</u>, 7491.1 – <u>Roof Leak Procedure</u>, 7493 – <u>Patio Roof Covers</u>, 7494.1 – <u>Liners for Decorative Block Walls</u>, 7499.15-<u>Air Conditioning/HVAC/Heat Pump Units</u>, 7501 -<u>Pet Ownership</u>, 7502.15-<u>Carport Regulations</u>, 7502.15.1- <u>Adoption of GRF Policy 1927-37 Fines for Parked Vehicles</u>, 7506 – <u>Sidewalk Traffic Restrictions</u>, 7506.1-<u>Roller Skates, Roller Blades, Skateboards, Bicycles, Tricycles, and Scooters</u>, 7508.15-</p> | Recording Secretary                             |



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| <p><u>Patio/Estate Sales, 7549.15-Lockout Procedures, 7551.G-Unsanitary Premises and Fire Loading Conditions, 7555- Visitors, 7570-Sign Resolution, 7572 R-Flag Poles Regulation, 7572.15-Flag Poles, 7575.15-Laundry Room Use, 7581.15-Enforcement of Community Traffic Regulations, 7582-Towing Vehicles &amp; Letter Form, 7585.15 – Governing Document Compliance Corrective Measures and Fines, 7590.G-Feeding Wildlife, 7591.15 – Unmanned Aerial Flight Vehicles (Drones), 7707-Apartment Pre-Sale Cleanup, and 7708 – Listing Inspections</u> on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.</p> |  |
| <p><b>12. New Business – I</b><br/>RESOLVED to adopt the new Rules and Regulations on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.</p>  | Recording Secretary  |
| <p><b><u>Follow-up items for next regular meeting</u></b></p> <ol style="list-style-type: none"> <li>1. Consent Calendar</li> <li>2. Mutual Monthly Finances</li> <li>3. Ratify posted rescinded policies</li> <li>4. Ratify posted Rules and Regulations</li> </ol>  | Recording Secretary<br>Building Inspector<br>Physical Properties |