

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIFTEEN
August 17, 2020
Meeting begins at 1:00 p.m.
Zoom Video and Call Conference Meeting

TO ATTEND: The Shareholder will be provided with instructions on how to access the call via telephone or via video upon the Shareholder contacting GRF Mutual Administration at mutualsecretaries@lwsb.com or (562)431-6586 ext. 313 and requesting the call-in or log-in information.

TO MAKE COMMENTS DURING MEETING: In order to make a comment during the open Shareholder forum, the Shareholder must submit their name, Unit number, and telephone number, via e-mail at mutualsecretaries@lwsb.com, by no later than 3:30 p.m., on 08/14/2020, the business day before the date of the meeting. If you do not have access to an email, please call (562)431-6586 ext. 313 and let us know that you wish to make a comment during the open shareholder forum.

1. CALL TO ORDER
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
Ms. Barua, Recording Secretary

6. APPROVAL OF MINUTES:
 - a. **Regular Board Meeting Minutes of July 20, 2020**
7. BUILDING INSPECTOR'S REPORT Mr. Antisdell
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (pp. 3-7)
 - a. Update on roofing project for Buildings 6 and 15
 - b. Update on Gutter Cleaning and Service for roofs for buildings 3 & 5
 - c. Update on the replacements of the Laundry Room doors
 - d. Discuss and vote to approve the stenciling of the yellow curbs (pp. 8-9)
8. GRF REPRESENTATIVE Mr. Friedman
9. CONSENT CALENDAR
 - a. Discuss and vote to authorize transfers of funds for Mutual Fifteen (p. 10)

(8.13.2020 rb)

10. **UNFINISHED BUSINESS**

No Unfinished Business

11. **NEW BUSINESS**

- a. Approval of Mutual Monthly Finances (p. 11)
- b. Discuss attorney opinion on second-floor flooring at the time of sale
- c. Discuss and vote to approve Annual General Counsel Attorney Retainer Program (GCARP) (pp. 12-15)
- d. Discuss and vote to appoint Barbara Keenoy as Advisory Director to the Mutual 15 Board of Directors (p. 16)

STAFF BREAK BY 3:00 p.m.

- 12. SECRETARY / CORRESPONDENCE Mr. Pahlow
- 13. CHIEF FINANCIAL OFFICERS REPORT Mr. Harlow
- 14. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
- 15. ANNOUNCEMENTS

a) ANNUAL ELECTION MEETING : Friday, August 21, 2020 at 10 a.m. Clubhouse 4.

b) NEXT MEETING: Monday, September 21, 2020 1:00 p.m. via Zoom

- 16. COMMITTEE REPORTS
- 17. DIRECTORS' COMMENTS
- 18. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES, IF TIME PERMITS)
- 19. ADJOURNMENT
- 20. EXECUTIVE SESSION

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

INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: Jerry Antisdel

REPORT: AUGUST 17 TH 2020

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
1-J	HEAT PUMP	BOTH	06/02/20	07/02/20	YES	STARTED LATE DUE TO 19	ALPINE
6-A	FLOORING	GRF	07/06/20	09/06/20	NO	NONE	BIXBY PLAZA CARPET
7-A	ENTRY DOOR/WINDOWS	BOTH	06/15/20	08/15/20	NO	NONE	LOS AL BLDRS
10-E	CABINETS/COUNTER TOPS	GRF	06/24/20	07/31/20	NO	08/07/20 FINAL LATE DUE-19	FLAMINGO CABINET DOOR
14-D	HEAT PUMP	BOTH	05/27/20	08/27/20	NO	NONE	GREENWOOD
16-A	AWNING	GRF	07/15/20	07/20/20	NO	07/23/20 FINAL	AFFORDABLE AWNINGS
16-Q	BATH REMODEL/FLOORING	BOTH	03/09/20	04/17/20	YES	03/10/20 FRAM/ELEC/PLUMB	BRERKVIST ON HOLD 19
16-R	REMODEL/ADDITION	BOTH	02/20/19	06/30/19	YES	03/22/19 PLUMBING	MAMUSCIA ON HOLD 19
16-R	REMODEL/ADDITION	BOTH	02/20/19	06/30/19	YES	04/17/19 DRYWALL	MAMUSCIA ON HOLD 19
19-A	SCREEN ROOM	GRF	08/20/20	09/10/20	NO	NONE	JSB HOME IMPROVEMENT
20-C	AWNING	GRF	07/23/20	10/23/20	NO	NONE	AAA AWNINGS
20-F	PATIO COVER	GRF	06/30/20	08/30/20	NO	NONE	MAMUSCIA
27-D	AWNING	GRF	07/30/20	08/20/20	NO	NONE	AFFORDABLE AWNINGS
27-D	BATH REMODEL	BOTH	08/01/20	09/30/20	NO	07/29/20 PLUMBING	LOS AL BLDRS
31-B	FLOORING	GRF	07/01/20	08/01/20	NO	07/31/20 FINAL	KARYS CARPET
31-B	BLOCK WALL PATIO	BOTH	0810/20	09/30/20	NO	NONE	ALPHA MASTER BUILDERS
31-C	ENTRY SIDEWALK	GRF	08/05/20	11/30/20	NO	NONE	MAMUSCIA
43-B	FLOORING	GRF	03/18/20	05/18/20	NO	07/23/20 FINAL	BAMDITS CONSTRUCTION
45-G	PATIO AWNING	GRF	08/30/20	08/30/20	NO	NONE	AAA AWNINGS
47-C	PATIO SLAB/TILE	GRF	09/08/20	10/13/20	NO	NONE	BERGKVIST
ALL SHADED AREAS HAVE BEEN SIGNED OFF							

INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: **Jerry Antisdel**

ESCROW ACTIVITY

UNIT	PLI	NBO	FI	FCOEI	ROF	WARRANTY DATE
STOVE/OVEN/REFER						
1-C	08/12/20					
1-D	07/18/19	03/25/20	03/25/20	04/08/20	05/12/20	4/8/2021
1-L	04/15/19					
5-B	10/24/19					
7-L	06/02/20					
7-R	03/11/20	VIDEO	07/13/20	07/27/20		7/27/2021
9-D	10/25/19	VIDEO	06/19/20	07/06/20	07/27/20	7/6/2021
10-D	04/27/20	VIDEO	07/01/20	07/16/20		7/12/2021
13-C	03/13/20	07/17/20	07/21/20	08/04/20	08/06/20	8/4/2021
13-H	09/28/18					
14-A	05/06/20	VIDEO	07/01/20	07/16/20		7/16/2021
14-D	02/03/20	03/17/20	03/23/20	04/06/20	05/04/20	4/6/2021
14-H	07/28/20	08/03/20	08/07/20	08/21/20		8/21/2021
15-B	01/02/19					
17-H	07/29/19	01/24/20	01/24/20	02/07/20	02/19/20	2/7/2021
18-D	02/19/20	03/02/20	03/12/20	03/26/20	05/08/20	3/26/2021
20-H	08/05/20					
21-M	01/17/20					
22-E	09/13/19					
22-H	09/13/19					
23-K	06/06/19					
25-F	08/19/19	12/19/19	01/06/20	01/21/20	02/23/20	1/21/2021
29-R	06/08/20					
31-B	04/27/20	06/15/20	06/17/20	07/01/20	07/27/20	7/1/2021
31-C	12/18/19	VIDEO	07/02/20	07/17/20		7/16/2021
32-A	08/19/19					
32-J	10/26/19					

INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: **Jerry Antisdel**

32-K		12/09/19	07/23/20	07/28/20	08/11/20		8/11/2021
34-L		03/02/20					
37-Q		04/19/19	03/28/20	04/07/20	04/21/20	05/28/20	4/21/2021
40-A		06/28/18	07/14/20	07/20/20	08/03/20		8/3/2021
41-E		05/16/19	12/03/20	12/10/20	12/19/19	01/31/20	12/19/2020
41-H		10/07/19	12/11/20	12/11/20	12/26/19	01/31/20	12/24/20220
41-K		05/19/20	08/03/20	08/04/20	08/18/20		8/18/2021
41-P		06/10/20	VIDEO	07/08/20	07/22/20		7/22/2021
42-J		12/13/19					
44-A		08/30/19	06/30/20	07/07/20	07/21/20		7/21/2021
44-F		11/15/19					
46-E		01/16/20	05/06/20	05/06/20	05/20/20	06/03/20	5/20/2021
46-M		09/11/19					

ALLSHADED 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

CONTRACTS AND PROJECTS

FENN TERMITE AND PEST CONTROL CONTRACT GOOD UNTIL MAY 31 ST 2023

FENN BAIT CONTROL WORKING ON CONTRACT

EMPIRE PIPE CLEANING CONTRACT GOOD UNTIL DECEMBER 2022

ANGUIANO LAWN CARE CONTRACT GOOD UNTIL JUNE 30 2021

WASH MUTIFAMILY CONTRACT GOOD UNTIL MAY 11TH 2022

SOUTHERN PROPERTY FIRE PROTECTION SERVICED FIRE EXTINGUISHERS IN 12/ 2019 GOOD UNTIL 12/20

LIFT CONTRACT WITH RF ERECTION GOOD UNTIL DECEMBER 31 2020

OGAN HAS STARTED LAUNDRY ROOM DOORS THEY LOOK GREAT

CLEANING OF GUTTERS AND LEAF GUARD BLD.S 3 AND 5 DEPENDS ON HOW LONG IT WILL TAKE TO GET LEAF GUARD BUILDING 15 DRY ROT AND TERMITE WORK IS ALMOST COMPLETE

PAINTING OF YELLOW CURBS AT CARPORTS FOR LOADING AND UN LOADING IN BLACK IS \$1,100.00

PAINTING GREEN TO YELLOW AT CARPORTS IS DONE

CALLS AND VISITS TO UNITS AND LIFTS

INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: **Jerry Antisdel**

15--8-E WENT TO UNIT TO CHECK ATRIUM SKYLIGHT
15-28-H WENT TO UNIT TO CHECK ON TERMITES IT WAS NATS
15-27-B WENT TO UNIT TO MEET WITH MAINTENANCE TO GO OVER DOWNSPOUT REPLACEMENT
15-3-F WENT TO UNIT TO CHECK ON MILDEW
15-18-A&B WENT TO CHECK ON TERMITE DAMAGE
15 CARPORT 1 SPACE 36 WENT TO CUT LOCKS
15-1-L PUT IN WORK ORDER FOR NEW HASP AND HINGES
15-2-B AND 39-D CALLED IN WORK ORDERS TO REMOVE PLASTIC
15-41-E WENT TO UNIT TO CHECK SHOWER AND TURNED IN WORK ORDERS
15-40-A FINAL DUE FOR ESCROW
15-1-L WENT TO UNIT TO MEET WITH NEW BUYER
15-40-A WENT TO MEET WITH MAINTENANCE TO GO OVER SIDEWALK REPAIR
15-41-E WENT TO UNIT TO CHECK ON SHOWER REFINISH
15-31-C WENT TO UNIT TO CHECK OVEN
15-LIFT 7 WENT TO CHECK
15-27-B WENT TO UNIT TO CHECK ON FINISHED DOWNSPOUT
15-LAUNDRY M TURNED IN TOUCH UP PAINT ORDER
15-23-Q TALKED TO SHAREHOLDER ABOUT FLOORING
15-15- WENT TO MEET WITH CONTRACTOR TO GO OVER ROOF REPAIRS
15-16-A WENT TO DO FINAL ON AWNING
15-43-B WENT TO UNIT TO DO FINAL FOR FLOORING
15-25-G WENT TO UNIT TO MEET WITH CABLE GUY
15-42-E WENT TO UNIT TO CHECK ON SLAB LEAK
15-15- WENT TO CHECK ON DRY ROT AND TERMITE WORK
15-42-E WENT BACK TO UNIT TO MEET LEAK GUY
15-14-A TURNED IN WORK ORDER FOR KITCHEN AND BATHROOM FAUCETS
15-31-B TURNED IN WORK ORDER TO RESET TOILET
15-7-J TURNED IN WORK ORDER FOR WASP NEST
15-39-D AND 2-B TURNED IN WORK ORDER TO REMOVE PLASTIC
15-41-E TURNED IN WORK ORDER FOR NEW BASINS
15-41-H TURNED IN WORK ORDER TO PATCH AND PAINT AT HALLWAY

INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: **Jerry Antisdel**

15-14-H WENT TO UNIT TO DO PRELISTING
15-9-F TURNED IN WORK ORDER TO REPLASE ATRIUM SKYLIGHT
15-13-C FINAL DUE FROM ESCROW
15-41-P FINAL FINAL
15-43-B FINAL INSPECTION FLOORING
15-1-L WENT TO UNIT TO MEET WITH NEW BUYERS
15-7-R FINAL FINAL
15-32-K NBO
15-14-D FINAL INSPECTION FOR HEAT PUMP
15-13-C FINAL FINAL
15-32-K FINAL DUE FROM ESCROW
15-33-G FINAL INSPECTION REMOVE PATIO SLIDER
15-40-A FINAL FINAL
15-31-C FINAL INSPECTION FLOORING
15-14-H NBO
15-41-K NBO
15-41-K FINAL INSPECTION AWNING
15-33-E FINAL INSPECTION LIGHTS AT PATIO
15-25-B GROUT INSPECTION BLOCK WALL
15-32-K FINAL FINAL
15-14-H FINAL DUE FROM ESCROW
15-5-A WORKING ON LEAK FROM UPSTAIRS
15-42-E MET WITH FLOORING COMPANY TO DO FLOORS
15-15- MET WITH ROOFERS TO DO ROOFS ON FLAT AREAS
MET WITH M J JURADO TO GO OVER PAINTING OF LOADING AND UNLOADING AT YELLOW AREAS OF CARPORTS
15-42-E SET UP CLEANING OF UNIT COMPLETE

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE THE STENCLINING OF THE YELLOW CURBS (BUILDING INSPECTOR'S REPORT, ITEM D)
DATE: AUGUST 17, 2020
CC: MUTUAL FILE

I move to approve the MJ Jurado proposal to stencil the yellow curbs at a cost not to exceed \$1,100.00. Funds to come from Operating Expense and authorize the President to sign the proposal.



Ph: (714) 397-0143
 Fax: (714) 827-2110

Lic.# 987670

Proposal

Date	Estimate #
8/12/2020	17-0797

ATTN:

Mutual 15/Leisure World
 ATT: Jerry A.

Project			
Stencil Loading & Unloading			
Description	Qty	Rate	Total
Stencil All New Yellow Curb , Loading & Unloading Only . Black Paint . All Locations	1	1,100.00	1,100.00
<p>*Exclusions: Demo grading, water, permits, surveys, approved plans, soils tech, inspections, underground utilities that may be damaged during excavation, all work or items furnished by others.</p> <p>We can schedule this work to meet your production requirements. Thank you for your consideration. We trust we can be of service. Michael J. Jurado</p>		Total	\$1,100.00

Approved By: _____

Date: _____

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: AUGUST 17, 2020
CC: MUTUAL FILE

I move that the Mutual Fifteen Board authorizes the following transfers of funds per detailed and dated resolutions.

<i>Transfer/ Invoice Date</i>	<i>Amount</i>	<i>Originating/Destination Accounts or Payee</i>
06/26/20- 07/01/20	\$17,179.00	Anguiano Lawn Care (Invoice #:101 & M0072015)
07/17/20	\$41,635.50	US Bank Checking to US Bank Restricted Money Mkt.
07/27/20	\$13,000.00	Cost Cities Escrow (Invoice #: Sale of 14A)
08/01/20	\$16,829.00	Anguiano Lawn Care
08/04/20	\$13,000.00	Castlhead, Inc. Escrows (Sale of 44A)
08/05/20	\$246,446.00	ACH-Direct Debit from Multiple Shareholders to US Bank Checking
08/05/20	\$124,270.62	US Bank Checking to GRF-US Bank Checking
08/06/20	\$130,676.75	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: AUGUST 17, 2020
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 July 2020.

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 C)
DATE: AUGUST 17, 2020
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. Funds to come from Operations and authorize the President to sign the necessary documentation.

July 15, 2020

File No.: sea082613.001

VIA ELECTRONIC COMMUNICATION

jodih@lwsb.com

Board of Directors
Seal Beach Mutual No. Fifteen
c/o Jodi Hopkins
PO Box 3519
Seal Beach, CA 90740

Re: Seal Beach Mutual No. Fifteen – Renewal of General Counsel Annual Retainer Program

Dear Board of Directors:

Thank you for the opportunity to provide Seal Beach Mutual No. Fifteen with legal services this past year. Our firm considers it a privilege to serve the association. We would like to take this opportunity to remind you that your annual retainer due date is approaching. A reinstating amount of \$500.00 will be due on September 15, 2020. The annual retainer will be reinstated upon payment of \$500.00, for the Association to continue to receive services at a reduced hourly rate of \$260.00. Should we fail to receive the annual retainer amount of \$500.00 on or before September 15, 2020, all invoicing for legal services dated after September 15, 2020, will be billed at our standard hourly rate of \$295.00.

With the annual retainer program, our firm offers a fiduciary duty seminar for all boards of directors at no cost to the association. Once your annual election is complete, please contact our office to schedule the seminar.

Designed to assist board of directors and homeowner associations when preparing their annual budget, the GCAR Program will offer associations an opportunity to manage their legal costs.

For an annual retainer fee of \$500.00, the GCAR Program will include the following:

- a. Attend one (1) annual election meeting choice (includes legal seminar regarding fiduciary duties of the board at the meeting) or client meeting of the Client's choice;
- b. Unlimited free telephone conversations with Attorney at no charge to the association. This service does not include research or review time for specific issues

- and review, drafting, and responding to written communication, documents and emails and executive session conference calls;
- c. Reduced hourly rate of \$260.00 for all other services provided by Attorney¹;

Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

ROSEMAN LAW, APC



TERESA AGNEW
PRESIDENT OF OPERATIONS

THE PARTIES HAVE READ AND UNDERSTAND THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE ATTORNEY FIRST PROVIDED SERVICES.

ACKNOWLEDGED AND AGREED:

By: _____
Title: _____
SEAL BEACH MUTUAL NO. FIFTEEN

Dated: _____

¹ For existing Clients, the Reduced Fee Services shall take effect upon receipt of this signed Agreement and the Retainer Fee by Attorney, and shall also apply to existing Matters, provided any overdue invoices are paid in full. The non-refundable amount must be paid in full on execution of this Agreement.

Roseman Law, APC

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



INVOICE

Invoice # 117749
Date: 07/15/2020

Seal Beach Mutual No. Fifteen
c/o Jodi Hopkins
P.O. Box 3519
Seal Beach, CA 90740

sea082613.001 - Seal Beach Mutual No. Fifteen

Date	Description	Quantity	Rate	Total
07/15/2020	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 APPOINT BARBARA KEENOY AS ADVISORY
DIRECTOR RO THE MUTUAL 15 BOARD OF DIRECTORS (NEW BUSINESS,
ITEM D)
DATE: AUGUST 17, 2020
CC: MUTUAL FILE

I move to appoint Barbara Keenoy as Advisory Director to the Mutual 15 Board of Directors.