

SEAL BEACH MUTUAL NO. FIFTEEN

Physical Property

Communications

- 1 **1.** The Service Maintenance Supervisor will determine if a matter needs to be called to the
2 attention of the Physical Property representative of the Mutual involved or if it can be
3 routinely handled. If the matter is one that needs to be taken up with the Service
4 Maintenance Supervisor, an advance appointment should be arranged.
5
- 6 **2.** The Service Maintenance Supervisor will determine if a matter needs to be called to the
7 attention of the Physical Property representative of the Mutual involved or if it can be
8 routinely handled. If the matter is one that needs to be taken up with the Service
9 Maintenance Supervisor, an advance appointment should be arranged.
10
- 11 **3.** Questions pertaining to overcharges or other matters pertaining to Accounting should
12 be taken up by telephone with the office of the Controller. If further explanation is
13 necessary following the telephone call, an appointment will be arranged with the
14 appropriate person.
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