

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL FIFTEEN**  
**MARCH 21, 2022**  
**Meeting begins at 1:00 p.m.**  
**Conference Room A**  
**And via Zoom Video and Call Conference Meeting**

**TO ATTEND VIA ZOOM:** 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](mailto:mutualsecretaries@lwsb.com) or (562) 431-6586 ext. 313 and requesting the call-in or log-in information by no later than 3:30 p.m., on 3/18/2022, the business day before the date of the meeting.

**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](mailto:mutualsecretaries@lwsb.com), by no later than 3:30 p.m., on 3/18/2022, 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/ PLEDGE OF ALLEGIANCE
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. Miller, Director of Finance
  - Mr. Rocha, Security Service Director
  - Mr. Antisdell, Building Inspector
  - Mr. Monroy, Portfolio Specialist
  - Ms. Duarte, Recording Secretary
6. GUEST SPEAKER Ms. Miller
  - a. Discuss and vote accept the 2021 drafted audited financial statements (p.3)
7. GUEST SPEAKER Mr. Rocha
  - a. Discuss rules regarding coroner seals
8. APPROVAL OF MINUTES
  - a. **Regular Board Meeting Minutes of February 22, 2022**
9. BUILDING INSPECTOR'S REPORT Mr. Antisdell

Permit Activity, Escrow Activity, Contracts & Projects; Shareholder and Mutual Requests (pp.4-5)

- a. Discuss and vote to renew WASH Multi-Family Laundry Systems contract (p.6) (handout)
- b. Discuss replacing sidewalk lights
- c. Update on engineer report regarding stairway repairs
- d. Update on laundry room doors and fiber glass patio doors
- e. Update on fire inspections

10. GRF REPRESENTATIVE Mr. Friedman

11. DIRECTOR UPDATES

12. CONSENT CALENDAR

- a. Discuss and vote to authorize transfers of funds for Mutual Fifteen (p.7)

13. **NEW BUSINESS**

- a. Approval of Monthly Finances (p.8)
- b. Shareholder's intent to vote cumulatively (p.9)
- c. Discuss and vote to appoint Accurate Voting Services as Inspectors of Elections for Mutual 15's Annual Shareholder's Meeting (p.10)
- d. Discuss and vote to amend lift resolution dated December 20, 2021 (p.11) (handout)

**STAFF BREAK BY 3:00 p.m.**

14. SECRETARY / CORRESPONDENCE Bruce Bowles

15. CHIEF FINANCIAL OFFICERS REPORT Barbara Keenoy

16. PORTFOLIO SPECIALIST Josh Monroy

17. ANNOUNCEMENTS

**NEXT MONTHLY BOARD MEETING: Monday, April 18, 2022, at 1:00 p.m. in Administration Building Conference Room A and via Zoom Video and Call Conference Meeting**

18. COMMITTEE REPORTS

19. DIRECTORS' COMMENTS

20. SHAREHOLDER COMMENTS (2-3 MINUTES, IF TIME PERMITS)

21. ADJOURNMENT

22. EXECUTIVE SESSION

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

# *Mutual Corporation No. Fifteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO ACCEPT THE 2021 DRAFTED AUDITED FINANCIAL STATEMENTS (GUEST SPEAKER, ITEM A)  
**DATE:** MARCH 21, 2022  
**CC:** FILE

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I move to accept that the Board of Directors of Seal Beach Mutual Fifteen, upon a presentation of the Financial Statements as of December 31, 2021, for the year then ended, and the proposed Accountant's Report as submitted by CliftonLarsonAllen (CLA), hereby accepts the above-mentioned Financial Statements and reports therein, and authorize the President to sign the Management Representation Letter.

# INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: Jerry Antisdal

REPORT: MARCH 21ST 2022

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
3-B	HEAT PUMP	BOTH	03/07/22	06/07/22	NO	NONE	GREENWOOD
3-P	CEILINGS	BOTH	03/10/22	05/30/22	NO	NONE	LOS AL BLDRS
5-E	PORCH LIGHT	BOTH	03/18/22	06/18/22	NO	NONE	LOS AL BUILDERS
13-L	SHOWER CUT DOWN	BOTH	04/28/22	05/28/22	NO	NONE	NUKOTE
13-L	KITCHEN REMODEL	BOTH	12/20/21	06/15/22	NO	03/11/22 FINAL	ACE MAINTENANCE
13-Q	FLOORING	GRF	12/07/21	02/15/22	NO	03/10/22 FINAL	LW DECOR
14-K	KITCHEN REMODEL	BOTH	11/18/21	03/31/22	YES	NONE	LOS AL BLDRS
16-C	REMODEL	BOTH	04/01/22	05/31/22	NO	NONE	BERGKVIST
17-H	WASHER/DRYER	BOTH	11/20/21	03/30/22	NO	NONE	LOS AL BLDRS
22-A	FLOORING	GRF	03/01/22	04/30/22	NO	NONE	KARYS CARPET
23-A	SHOWER CUT DOWN	GRF	03/14/22	04/14/22	NO	NONE	NUKOTE
23-D	HEAT PUMP	BOTH	02/14/22	03/14/22	NO	03/07/22 FINAL	ALPINE
27-F	KITCHEN REMODEL	BOTH	10/20/21	01/30/22	YES	11/9/21ROUGH WIRE/INSULA	MAMUSCIA
27-F	KITCHEN REMODEL	BOTH	10/20/21	01/30/22	YES	02/22/22 FINAL	MAMUSCIA
33-G	BLOCK WALL PATIO	BOTH	02/15/22	04/30/22	YES	03/04/22 FOOTING	MAMUSCIA
34-B	REMODEL	BOTH	01/15/22	04/15/22	NO	NONE	GRECO DESIGN
37-J	KITCHEN REMODEL	BOTH	02/07/22	06/17/22	YES	NONE03/01/22 FRAM/ELEC/PL	CAL CUSTOM INTERIORS
37-J	KITCHEN REMODEL	BOTH	02/07/22	06/01/22	NO	03/04/22 DRYWALL	CAL CUSTOM INTERIORS
39-A	KITCHEN REMODEL	BOTH	12/31/21	04/30/22	YES	01/25/22 ELECTRICAL	MAMUSCIA
39-A	HEAT PUMP	BOTH	01/21/22	02/21/22	NO	03/16/22 FINAL	ALPINE
39-B	FLOORING	GRF	03/15/22	04/30/22	NO	NONE	KARYS CARPET
41-C	REMODEL	BOTH	10/27/22	03/26/22	NO	03/04/22 FINAL	MARCO CONSTRUCTION
41-C	HEAT PUMP	BOTH	12/02/21	03/02/22	NO	03/11/22 FINAL	GREENWOOD
41-C	ROOM ADDITION	BOTH	01/18/22	05/27/22	YES	NONE	MARCO CONSTRUCTION
41-G	CARPORT CABINET	GRF	03/01/22	03/15/22	NO	03/09/22 FINAL	MJ JURADO
41-G	FLOORING	GRF	03/01/22	04/30/22	NO	NONE	KARYS CARPET
42-H	SHOWER CUT DOWN	BOTH	02/24/21	03/24/22	NO	NONE	NOKOTE
42-Q	REMODEL	BOTH	10/01/21	04/22/22	NO	NONE	ALPHA MASTER BUILDERS
42-Q	HEAT PUMP	BOTH	01/30/22	04/30/22	NO	NONE	GREENWOOD
42-R	KITCHEN REMODEL	BOTH	12/01/21	03/30/22	NO	03/02/22 FINAL	MAMUSCIA
44-G	PATIO ROOF	BOTH	03/21/22	05/06/22	NO	NONE	BERKVIST
48-B	CARPORT CABINET	GRF	02/02/22	04/04/22	NO	03/02/22 FINAL	MARCO CONSTRUCTION
ALL SHADED AREAS HAVE BEEN SIGNED OFF							

ESCROW ACTIVITY							
UNIT	PLI	NBO	FI	FCOEI	ROF		WARRANTY EXPIRES
							STOVE/OVEN/REFER
1-C		08/12/20					
2-D		02/08/22					
3-N		08/21/21	01/12/22	01/12/22	01/26/22	02/15/22	1/26/2023
7-Q		01/20/22					
8-H		12/17/21	03/10/22	03/10/22	03/24/22		3/24/2023
10-C		09/17/21					
10-D		10/11/21	02/10/22	02/10/22	02/24/22	03/08/22	2/24/2023
11-Q		03/03/22					
14-G		12/03/20					
22-A		01/14/22	02/17/22	02/24/22	03/10/22		3/10/2023

# INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: **Jerry Antisdal**

29-J		09/09/20					
30-C		02/08/22					
30-D		11/17/21	03/08/22	03/08/22	03/22/22		3/22/2023
34-N		02/11/22	03/07/22	03/08/22	03/22/22		3/22/2023
37-Q		01/19/22					
40-B		06/06/19					
46-M		09/11/20					
47-B		01/26/22					

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 CONTRACT GOOD UNTIL JUNE 30TH 2023**

**EMPIRE PIPE CLEANING CONTRACT GOOD UNTIL DECEMBER 2022**

**ANGUIANO LAWN CARE CONTRACT GOOD UNTIL JUNE 30 2023**

**WASH MUTIFAMILY CONTRACT GOOD UNTIL MAY 11TH 2022**

**DISCUSS WALK LIGHT REPLACEMENTS**

**DISCUSS STAIRWAY REPAIRS**

**DISCUSS LAUNDRY ROOM DOORS AND PATIO DOORS**

**DISCUSS FIRE INSPECTIONS**

### CALLS AND VISITS TO UNITS AND LIFTS

**65 CALLS AND VISITS TO UNITS AND LIFTS**

# *Mutual Corporation No. Fifteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO RENEW WASH MULTI-FAMILY LAUNDRY SYSTEMS CONTRACT (BUILDING INSPECTOR'S REPORT, ITEM A)  
**DATE:** MARCH 21, 2022  
**CC:** FILE

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I move to approve the renewal of the WASH Multi-Family Laundry Systems contract, at a cost not to exceed \$\_\_\_\_\_. Funds to come from Operating Account and authorize the President to sign the contract.

# 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:** MARCH 21, 2022  
**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>
02/15/2022	\$51,744.50	Transfer from US Bank Checking to US Bank Restricted Money Mkt.
03/02/2022	\$15,000.00	Invoice # Sale of 10D Check # 101063 Payor Coast Cities Escrow
03/07/2022	\$133,311.81	Transfer from US Bank Checking to GRF – US Bank Checking
03/07/2022	\$277,975.46	Transfer from ACH- Direct Debit from Multiple Shareholders to US Bank Checking
03/08/2022	\$111,498.28	Transfer from US Bank Checking to US Bank Impound (Property Taxes)

# *Mutual Corporation No. Fifteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPROVAL OF MONTHLY FINANCES (NEW BUSINESS, ITEM A)  
**DATE:** MARCH 21, 2022  
**CC:** MUTUAL FILE

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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 February 2022.

# *Mutual Corporation No. Fifteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** SHAREHOLDER'S INTENT TO VOTE CUMULATIVELY (NEW BUSINESS, ITEM B)  
**DATE:** MARCH 21, 2022,  
**CC:** MUTUAL FILE

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Per the Mutual's Bylaws, Article IV, Section 7, I **(please state your first and last name)** Shareholder of Mutual Fifteen Unit \_\_\_\_\_, intends to vote cumulatively for the elections of Directors for the 2022-2023 term of office.

# *Mutual Corporation No. Fifteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPOINT ACCURATE VOTING SERVICES AS INSPECTORS OF ELECTIONS FOR MUTUAL 15'S ANNUAL SHAREHOLDER'S MEETING (NEW BUSINESS, ITEM C)  
**DATE:** MARCH 21, 2022  
**CC:** MUTUAL FILE

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Policy 7210.07 – Annual Elections, Section 4 – Number of Inspectors and Who may Serve as an Inspector, states that, “The Board of Directors shall appoint one (1) to three (3) person(s) to serve as independent Inspector(s) of Election... an inspector of elections may be an independent third party”.

On January 25, 2021, the Executive Committee voted to approve the election provider contract with Accurate Voting Services, as the Inspector of Elections.

I move to appoint Accurate Voting Services as Mutual Fifteen's Inspectors of Election.

# Mutual Corporation No. Fifteen

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE AMEND LIFT RESOLUTION DATED DECEMBER 20, 2021 (NEW BUSINESS, ITEM D)  
**DATE:** MARCH 21, 2022  
**CC:** FILE

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*At the December 20, 2021, Executive Session Board Meeting, the Mutual Fifteen Board of Directors passed the following resolution: RESOLVED to approve that Mutual 15 absorb 50% of the cost for putting in a new lift with the condition that the other 50% be paid by the shareholder. At a cost not to exceed \$20,324.12. Funds to come from Infrastructure Reserves and authorize the President to sign any necessary documentation.*

I move to amend resolution dated December 20, 2021 "RESOLVED to approve that Mutual 15 absorb 50% of the cost for putting in one lift with the condition that the other 50% be paid by the shareholder. At a cost not to exceed \$21,664.31 Mutual portion for one lift. And purchase a second lift for a cost not to exceed \$43,328.63. Total contract amount not to exceed \$88,000.00. Funds to come from Infrastructure Reserves and authorize the President to sign any necessary documentation.