MINUTES OF THE REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS SEAL BEACH MUTUAL FIFTEEN November 21, 2022

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Fifteen was called to order by President Bowles at 1:00 p.m. on Monday November 21, 2022, in Conference Room A and via Zoom Video/Call Conference Meeting.

SHAREHOLDERS' COMMENTS

Several shareholders made a comment.

ROLL CALL

Present:	President Bowles, Vice President Koagel, Secretary Fuhrer, Chief Financial Officer Keenoy, Directors Crossley, Gildner **(via zoom)** and Advisory Director Beeler.
GRF Representative:	Mr. Friedman **(absent)**
Absent:	Director Larson
Guests:	16 Shareholders of Mutual Fifteen **(in-person)** 1 Shareholders of Mutual Fifteen **(via zoom)**
Staff:	Ms. Hopkins, Mutual Administration Director **(via zoom)** Mr. Antisdel, Building Inspector **(absent)** Mr. Monroy, Portfolio Specialist Ms. Duarte, Assistant Portfolio Specialist

President Bowles welcomed guests and staff to the meeting and recommended participants exhibit appropriate decorum during the meeting.

MINUTES

The Regular Monthly Meeting Minutes of October 17, 2022, were approved to stand as written.

BUILDING INSPECTOR'S REPORT

Building Inspector Antisdel provided his report (attached).

Following a discussion, and upon a MOTION duly made by President Bowles and seconded by Director Crossley, it was

RESOLVED to approve the proposal from Anguiano Lawn Care for two-story gutter cleaning, at a cost not to exceed $10,000.00. Funds to come from Roofing Reserves and authorize the President to sign any necessary documents.

The MOTION passed unanimously.

Following a discussion, and upon a MOTION duly made by Vice President Koagel and seconded by Director Crossley, it was

MOTION FAILED to approve the proposal from MJ Jurado for repainting arrows and stops at a cost not to exceed $3,500.00. Funds to come from Painting Reserves and authorize the President to sign any necessary documentation.

The **MOTION FAILED** unanimously.

Following a discussion, and upon a MOTION duly made by Chief Financial Officer Keenoy and seconded by Vice President Koagel, it was

RESOLVED to approve for Service Maintenance department to have 40 water shutoff valves refitted with a new key, if necessary, at the standard Service Maintenance fee of $50.00 per hour plus $1,000.00 per key, at a cost not to exceed $6,125.00. Funds to come from Infrastructural Reserves and authorize the President to sign any necessary documents.

The MOTION passed unanimously.

Following a discussion, and upon a MOTION duly made by President Bowles and seconded by Vice President Koagel, it was

RESOLVED to authorize GRF Building Inspector to go out for bids for breezeway lighting installation.

The MOTION passed with five “yes” votes (Bowles, Koagel, Fuhrer, Keenoy, Gildner) and one “no” vote (Crossley).

Following a discussion, and upon a MOTION duly made by President Bowles and seconded by Director Crossley, it was

RESOLVED to approve the proposal from MJ Jurado for preventative maintenance on concrete repair at breezeway stairs at a cost not to exceed $41,000.00. Funds to come from Infrastructural Reserves and authorize the President to sign any necessary documents.

The MOTION passed unanimously.

Following a discussion, and upon a MOTION duly made by President Bowles and seconded by

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Director Crossley, it was

> RESOLVED to authorize GRF Building Inspector to go out for bids for landscaping contractor to work in Mutual 15.

The MOTION passed unanimously.

Following a discussion, and upon a MOTION duly made by Vice President Koagel and seconded by President Bowles, it was

> RESOLVED to authorize GRF Building Inspector to purchase two (2) new lifts, at a cost not to exceed $106,036.66. Funds to come from Infrastructure Reserves and authorize the President to sign any necessary documentation.

The MOTION passed unanimously.

GRF REPRESENTATIVE

GRF Representative Friedman submitted no report.

CONSENT CALENDAR

Following a discussion and upon a MOTION duly made by Chief Financial Officer Keenoy and seconded by Director Crossley, it was

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

Transfer/ Invoice Date	*Amount*	*Originating/Destination Accounts or Payee*
09/30/2022	$10,560.00	Invoice# 10 Check# 12255 Payee: Anguiano Lawn Care
10/13/2022	$13,311.96	Invoice# multiple Check# 12253 Payee: OC Tax Collector
10/20/2022	$15,000.00	Invoice# sale of 37K Check# 551527 Payor: Citywide Escrow Serv.
10/20/2022	$51,744.50	Transfer from US Bank Checking to US Bank Restricted Money Mkt.
11/03/2022	$10,795.52	Transfer from US Bank Impound to US Bank Checking
11/04/2022	$681,716.44	Transfer from US Bank Impound to US Bank Checking
11/07/2022	$123,243.40	Transfer from US Bank Checking to GRF – US Bank Checking
11/07/2022	$290,272.93	Transfer from ACH – Direct Debit from multiple shareholders to US Bank Checking

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11/08/2022	$117,661.52	Transfer US Bank Checking to US Bank Impound (Property Taxes)

The MOTION passed unanimously.

UNFINISHED BUSINESS

Following a discussion, and upon a MOTION duly made by Vice President Koagel and seconded by Secretary Fuhrer, it was

> RESOLVED to ratify proposed policy change by amending the Policies to change "Caregiver(s)" to "Permitted Health Care Resident(s)"; the 28-day posting requirement has been met.

The MOTION passed with five "yes" votes (Bowles, Koagel, Fuhrer, Keenoy, Gildner) and one "abstention" vote (Crossley).

NEW BUSINESS

Following a discussion, and upon a MOTION duly made by Chief Financial Officer Keenoy and seconded by Director Crossley, it was

> 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 month of October 2022.

The MOTION passed unanimously.

Following a discussion, and upon a MOTION duly made by President Bowles and seconded by Vice President Koagel, it was

> RESOLVED to approve Superwire contract once reviewed by Roseman Law, APC.

The MOTION passed with five "yes" votes (Bowles, Koagel, Fuhrer, Keenoy, Gildner) and one "no" vote (Crossley).

Following a discussion, and upon a MOTION duly made by Secretary Fuhrer and seconded by President Bowles, it was

> RESOLVED to authorize Roseman Law APC to draft an amendment to Occupancy Agreement 11.1 – <u>All Maintenance and Repairs by Qualifying Resident</u>, 11.2 –

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> Repairs by Mutual and 12.1 – Exterior Maintenance and Repairs of Shareholder Garden Area.

The MOTION passed with five "yes" votes (Bowles, Koagel, Fuhrer, Keenoy, Gildner) and one "no" vote (Crossley).

Following a discussion, and upon a MOTION duly made by Secretary Fuhrer and seconded by President Bowles, it was

> RESOLVED to authorize Roseman Law, APC to amend Policy 7505 to Rule 15-7505-1 – Maintenance Responsibility.

The MOTION passed with five "yes" votes (Bowles, Koagel, Fuhrer, Keenoy, Gildner) and one "no" vote (Crossley).

Following a discussion, and upon a MOTION duly made by Chief Financial Officer Keenoy and seconded by President Bowles, it was

> RESOLVED to reschedule January 16, 2023, Monthly Board Meeting to Friday, January 20, 2023, at 9 a.m. in Conference Room A and February 20, 2023 Monthly Board Meeting to Thursday, February 23, 2023 at 9 a.m. in Conference Room B, due to the holidays.

The MOTION passed unanimously.

Following a discussion, and upon a MOTION duly made by President Bowles and seconded by Secretary Fuhrer, it was

> RESOLVED to approve the proposal from Anguiano Lawn Care 4th quarter tree trimming, at a cost not to exceed $11,220.00. Funds to come from Tree Reserve and authorize the President to sign any necessary documents.

The MOTION passed unanimously.

Following a discussion, and upon a MOTION duly made by Chief Financial Officer Keenoy and seconded by President Bowles, it was

> RESOLVED to propose a rule change amending Section 2.17 – Electrical of the Rules & Regulations and approve 28-day posting of notice of the proposed rule change. The proposed rule change will be considered by the board at the next scheduled meeting following review if any shareholder comments received.

The MOTION passed unanimously.

SECRETARY CORRESPONDENCE

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No correspondences were received.

CHIEF FINANCIAL OFFICER'S REPORT

Chief Financial Officer Keenoy submitted her report (attached).

PORTFOLIO SPECIALIST'S REPORT

Portfolio Specialist Monroy presented his report (attached).

ANNOUNCEMENTS

a. **Next Regular Board Meeting: Monday, December 19, 2022, at 1:00 p.m., Location: In Conference Room A and via Zoom Video/Call Conference Meeting.**

COMMITTEE REPORTS

Hospitality Committee
Chief Financial Officer Keenoy provided an update.

Beautification Committee
President Bowles provided an update.

DIRECTOR UPDATES

Some Directors provided updates and comments.

SHAREHOLDERS' COMMENTS

Several shareholders made a comment.

ADJOURNMENT

There being no further business to conduct, President Bowles adjourned the meeting at 2:47 p.m.

EXECUTIVE SESSION SUMMARY

The Board met in Executive Session on November 21, 2022, at 3:03 p.m. and took the following actions:

1. Legal Matters
    a. Several legal matters were discussed.
2. Contracts
    a. No contract was discussed.
3. Assessments / Delinquencies

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a. No assessments and several delinquencies were discussed.

4. Disciplinary Hearings
    a. No disciplinary hearing was discussed.

_____
Attest, John Fuhrer, Secretary
SEAL BEACH MUTUAL FIFTEEN
ND 11/21/22
(These are tentative minutes, subject to approval by the Board of Directors at the next Regular Board of Directors Meeting.)

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INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN **INSPECTOR: Jerry Antisdel**

REPORT: NOVEMBER 21 2022

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
1-D	BATH REMODEL& WASHER	BOTH	09/25/22	12/31/22	NO	10/3/22 PLUMB/ELEC/FRAMINC	ACE MAINTENANCE
1-D	BATH REMODEL& WASHER	BOTH	09/25/22	12/31/22	NO	10/05/22 HOT MOP	ACE MAINTENANCE
1-D	BATH REMODEL & WASHER	BOTH	09/25/22	12/31/22	NO	10/10/22 HARDI BACKER	ACE MAINTENANCE
1-D	BATH REMODEL &WASHER	BOTH	09/25/22	12/31/22	NO	10/18/22 FINAL	ACE MAINTENANCE
1-P	KITCHEN WINDOWS	BOTH	08/10/22	10/29/22	NO	YES 10/18/22 FINAL	LW DECOR
2-D	REMODEL	BOTH	08/29/22	11/03/22	NO	10/26/22 UNDER GROUND PLU	ROBERTS CONSTRUCTION
2-D	AWNING	GRF	10/17/22	10/17/22	NO	NONE	AAA AWNINGS
3-A	HEAT PUMP	BOTH	10/13/22	01/13/23	NO	NONE	GREENWOOD
4-C	KITCHEN COUNTER TOPS	BOTH	10/15/22	12/31/22	NO	NONE	BERKVIST
5-G	HEAT PUMP	BOTH	10/20/22	01/28/23	NO	NONE	GREENWOOD
5-K	WASHER/DRYER	BOTH	10/10/22	11/10/22	NO	10/28/22 ROUGH PLUM/ELECT	LOS AL BLDRS
5-P	HEAT PUMP	BOTH	10/31/22	01/31/23	NO	NONE	GREENWOOD
8-E	WASHER/DRYER	BOTH	10/10/22	12/10/22	NO	NONE	WEST COAST REMODELING
8-E	LIGHTS AND SWITCHES	BOTH	11/04/22	12/16/22	NO	NONE	WEST COAST REMODELING
10-B	WASHER/DRYER	BOTH	02/13/23	03/31/22	NO	NONE	BERGKVIST
13-H	FLOORING	GRF	10/17/22	11/30/22	NO	11/04/22 FINAL	ACE MAINTENANCE
13-Q	SCREEN DOOR	GRF	10/25/22	11/30/22	NO	NONE	LW DECOR
16-A	FLOORING	GRF	11/09/22	12/31/22	NO	NONE	BIXBY PLAZA CARPETS
16-N	HEAT PUMP	BOTH	10/24/22	01/24/23	NO	NONE	GREENWOOD
17-G	NEW SHOWER	BOTH	10/31/22	11/04/22	NO	NONE	AMERICAN VISION
20-C	FLOORING	GRF	10/25/22	11/30/22	NO	NONE	KARYS CARPET
22-F	SHOWER CUT DOWN	BOTH	11/16/22	12/16/22	NO	NONE	NUKOTE
23-F	REMOVE WALL A/C	GRF	11/01/22	01/30/22	NO	NONE	CJ CONSTRUCTION
27-A	FLOORING	GRF	10/15/22	11/30/22	NO	10/31/22 FINAL	KARYS CARPET
27-F	WINDOWS	GRF	10/01/22	12/15/22	NO	NONE	BODIES GLASS SERVICE
29-B	CLOSET SHELFS/POLES	GRF	10/25/22	12/20/22	NO	NONE	LOS AL BLDRS
28-F	CABINET AT PATIO	BOTH	09/15/22	12/31/22	NO	NONE	MAMUSCIA
29-E	CEILING FANS	BOTH	09/10/22	11/30/22	NO	10/14/22 ROUGH ELEC	MAMUSCIA
29-E	CEILING FANS	BOTH	09/10/22	11/30/22	NO	10/20/22 FINAL	MAMUSCIA
30-C	WINDOW	BOTH	09/01/22	11/02/22	NO	NONE	LOS AL BLDRS
30-C	CART PAD	GRF	10/01/22	11/10/22	NO	NONE	ANGUIANO LAWN CARE
30-G	COUNTER TOPS	BOTH	11/11/22	12/20/22	NO	NONE	LOS AL BLDRS
34-D	FLOORING	GRF	10/30/22	11/30/22	NO	NONE	KARYS CARPET
34-K	WASHER/DRYER/REMODEL	BOTH	08/30/22	08/30/23	NO	11/04/22 FINAL	CORONA CONSTRUCTION
34-P	FLOORING	BOTH	09/09/22	02/28/23	NO	NONE	TOP DOWN ROOFING RENOVAT
37-B	HEAT PUMP	BOTH	11/07/22	02/07/23	NO	NONE	GREENWOOD
40-C	KITCHEN COUNTER TOPS	BOTH	09/20/22	11/18/22	NO	NONE	LOS AL BLDRS
40-D	CART PAD	GERF	09/19/22	10/07/22	NO	NONE	ANGUIANO LAWN CARE
43-E	KITCHEN REMODEL	BOTH	10/24/22	12/07/22	NO	YES	OGAN CONSTRUCTION
44-C	KITCHEN REMODEL	BOTH	06/27/22	08/22/22	NO	NONE	OGAN CONSTRUCTION
47-C	CARPORT CABINET	GRF	11/01/22	11/30/22	NO	10/31/22 FINAL	MJ JURADO
47-C	AWNING	GRF	01/29/23	01/30/23	NO	NONE	AAA AWNINGS
48-C	REMODEL BATH/KITCHEN	BOTH	10/10/22	12/16/22	NO	NONE	MARCO CONSTRUCTION

ALL SHADED AREAS HAVE BEEN SIGNED OFF

ESCROW ACTIVITY

UNIT	PLI	NBO	FI	FCOEI	ROF	WARRANTY EXPIRES

INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN **INSPECTOR: Jerry Antisdel**

1-B		09/09/20	02/10/21	02/09/21	02/24/21	02/26/21	2/24/2022
1-P		04/07/22	04/20/22	05/04/22	05/18/22	06/28/22	5/18/2023
1-L		03/28/22	04/14/22	04/18/22	05/02/22	06/17/22	5/2/2023
2-D		02/08/22	02/23/22	02/24/22	03/10/22	05/17/22	3/10/2023
3-F		07/11/22	08/12/22	08/19/22	09/02/22	09/16/22	9/2/2023
3-N		08/21/21	01/12/22	01/12/22	01/26/22	02/15/22	1/26/2023
5-B		04/12/22	02/27/19	04/08/19	04/22/19	05/20/19	4/22/2023
7-Q		01/20/22	03/22/22	04/04/22	04/18/22	05/23/22	4/18/2023
8-E		08/04/22	08/31/22	08/31/22	09/15/22	09/27/22	9/15/2023
8-H		12/17/21	03/10/22	03/10/22	03/24/22	04/22/22	3/24/2023
10-B		07/20/22	08/17/22	08/25/22	09/12/22	09/19/22	9/12/2023
10-D		04/27/20	VIDEO	07/01/20	07/16/20	08/17/20	7/16/2021
10-F		10/07/22	11/04/22	11/04/22	11/08/22		
10-J		05/04/22	08/03/22	08/03/22	08/17/22	09/28/22	08/17/2023
10-N	NEW RESIDENT	07/29/22					
11-Q		03/03/22	04/28/22	04/28/22	05/12/22	06/03/22	5/12/2023
14-D		02/03/20	03/17/20	03/23/20	04/06/20	05/04/20	4/6/2021
14-F		05/10/22	08/12/22	08/12/22	08/26/22	09/13/22	8/26/2023
14-R		09/12/18					
18-C		08/25/22	10/10/22	10/11/22	10/25/22		10/25/2023
19-B		02/18/22	04/19/22	04/19/22	05/02/22	05/31/22	5/2/2023
21-L		09/14/22					
22-A		01/14/22	02/17/22	02/24/22	03/10/22	05/19/22	3/10/2023
23-P		08/18/22					
24-D		05/17/22	06/16/22	06/23/22	07/08/22	07/21/22	7/8/2023
24-M		11/10/22					
29-E		05/05/22	07/06/22	07/06/22	07/20/22	08/15/22	7/20/2023
29-J		06/29/22	09/07/22	09/08/22	09/22/22	10/03/22	9/22/2023
29-R		06/08/20	08/20/20	08/21/20	09/04/20	09/21/20	9/4/2021
30-C		02/08/22	04/12/22	04/18/22	05/02/22	05/24/22	5/2/2023
30-D		11/17/21	03/08/22	03/08/22	03/22/22	05/10/22	3/22/2023
30-G		06/30/22					
32-Q		04/20/22	05/03/22	05/04/22	05/17/22	08/25/22	5/17/2023
33-F		11/10/22					
34-B		09/23/22					
34-D		11/07/22					
34-K		06/23/22	07/21/22	07/22/22	08/05/22	09/26/22	8/5/2023
34-N		02/11/22	03/07/22	03/08/22	03/22/22	04/19/22	3/22/2023
37-F		09/22/22					
37-K		08/16/22					
37-P		04/27/22	05/12/22	06/03/22	06/17/22	08/08/22	6/17/2023
37-Q		01/19/22	05/03/22	05/04/22	05/17/22	06/28/22	5/17/2023
39-A		06/17/22	07/13/22	07/13/22	07/27/22	08/15/22	7/27/2023
41-L		07/08/22					
42-L	NEW RESIDENT	07/29/22					
42-R		07/20/22	10/05/22	10/18/22	11/01/22	11/03/22	11/1/2023
43-E		06/21/22	08/31/22	09/02/22	09/19/22	09/20/22	9/19/2023
46-G		08/10/21	11/05/21	11/05/21	11/19/21	11/29/21	11/19/2022
40-D		03/31/22	04/27/22	04/27/22	05/11/22	05/23/22	5/11/2023
40-H		04/29/22	05/10/22	05/10/22	05/26/22	06/07/22	5/26/2023
47-C		07/25/22	08/01/22	08/25/22	09/09/22	09/20/22	9/9/2023
46-M		09/11/20					

INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN **INSPECTOR: Jerry Antisdel**

SHADED ARES 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
ANGUIANO LAWN CARE CONTRACT GOOD UNTIL JUNE 30TH 2023
FENN TERMITE AND PEST CONTROL CONTRACT GOOD UNTIL MAY 31 ST 2023
FENN BAIT CONTROL CONTRACT GOOD UNTIL MAY 31 ST 2023
EMPIRE PIPE CLEANING CONTRACT GOOD UNTIL DECEMBER 2022
WASH MUTIFAMILY CONTRACT GOOD UNTIL AUGUST 1 ST 2023
DISCUSS AND VOTE TO APPROVE ANGUIANO LAWN CARE TO CLEAN TWO STORY GUTTERS
DISCUSS AND VOTE TO APPROVE MMJURADO FOR REPAINTING ARROWS AND STOPS
DISCUSS AND VOTE TO APPROVE SERVICE MAINTENANCE FOR WATERSHUT OFF VALVES
DISCUSS AND VOTE TO APPROVE MJJURADO FOR PREVENATIVE MAINTENANCE ON CONCRETE REPAIRS AT STAIRS
65 CALLS AND VISITS TO UNITS AND LIFTS
JANUARY 31ST 2022 LIFT 41 REPLACED INTERLOCK $996.00
FEBRUARY 28TH 2022 LIFT 10-J REPLACED PUMP AND MOTOR $4,107.78
MARCH 10TH 2022 LIFT 34-L REPLACED LEFT SHOE $149.30
MAY 18TH 2022 LIFT 34- Q REPLACED PUMP $3,731.78
JUNE 7 TH 2022 LIFT 10-J REPLACED LEFT SHOE $161.95
JULY 11TH 2022 LIFT 7 - Q SAFETY COMPLIANCE AND BATTERY REPLACEMENT $530.36
AUGUST 16TH LIFT37 ROLLER AND BATTERY $843.00
SEPTEMBER 26TH LIFT 13 N BATTERIES $300.00 6 AMP FUSE $39.04

MUTUAL 15 MONTHLY MEETING
November 21, 2022
CFO Report – Month of October 2022

Money in Bank Accounts

Total in all Accounts	$6,134,872
BNY Mellon	$2,061,021
US Bank Corp	$4,073,851

Total Mutual Operating Income

YTD Actual	$141,162
YTD Budget	$105,020
October Actual	$7,503
October Budget	$10,502

Total Operating Expenses

YTD Actual	$818,949
YTD Budget	$834,940
October Actual	$82,176
October Budget	$83,494

Utility Charges

YTD Actual	$177,467
YTD Budget	$170,630
October Actual	$17,869
October Budget	$17,063

[PROPOSED] OPERATING RULE CHANGE
ELECTRICAL

The Board of Directors of Seal Beach Mutual No. Fifteen hereby proposes to amend the *Rules and Regulations* ("Rules") of Seal Beach Mutual No. Fifteen as follows:

Article II, Section 2.17 of the Rules is hereby deleted in its entirety and replaced with the following:

Section 2.17 – Electrical.

A Shareholder shall be required to upgrade the electrical panels when a Shareholder undertakes a remodel that costs $5,000.00 or more which also requires work to be done on the electrical panel, if the panel has not been upgraded from the original ZESCO panel. The upgrade shall be done at the Shareholder's expense.

Additionally, any electrical changes that increase the load on the electrical panel or number of circuits on the existing electrical panel will require upgrading the service panel at the Shareholders' expense.

All new panel shall only be 125-amp Square D Q0124L125PG24 or equant and with 100-amp main shut off. No sub panels are allowed. All electrical boxes in the common walls shall be metal, not plastic. All remodels shall require high efficiency lighting such as LED, Gu24, or fluorescent tube. No screw in bulbs shall be permitted.

Proposed and Adopted: _____ 2022

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FIRE SAFETY

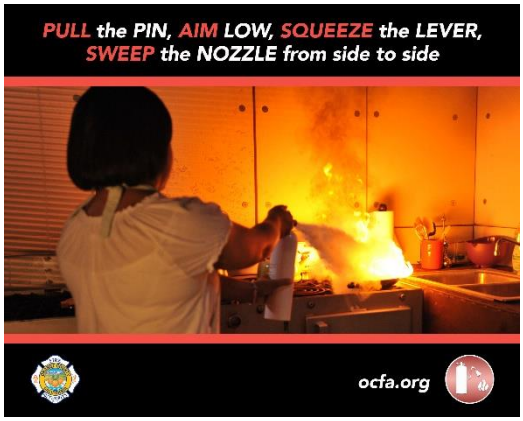
November 2022

Portfolio Specialist Report

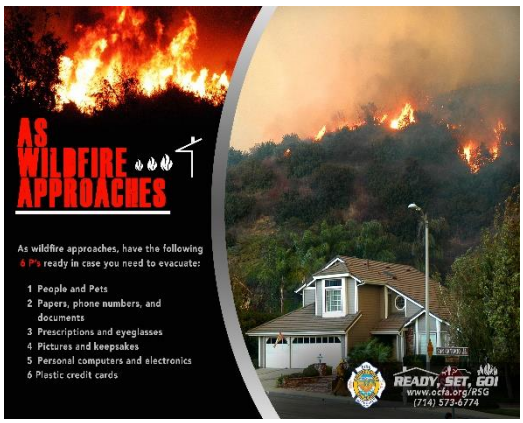
ORANGE COUNTY FIRE AUTHORITY
NOVEMBER 2022 SOCIAL MEDIA / RSG! TOPICS

Holiday Cooking Safety: More cooking fires are reported on Thanksgiving Day than any other day of the year, followed by Christmas and Christmas Eve. Help protect your family and home by keeping a lid or fire extinguisher nearby when cooking this holiday season. For more information on holiday cooking safety, visit ocfa.org.

Holiday Cooking Safety: Unattended cooking is the leading cause of home cooking fires. Stay in the kitchen when frying, grilling, or broiling food. For more information on cooking safety, visit ocfa.org



Fire Extinguishers: Fire extinguishers can save lives and property! Use the P.A.S.S. Method – Pull the pin, Aim low, Squeeze the lever, and Sweep the nozzle from side to side. For more information on fire extinguishers, visit ocfa.org.



As Wildfire Approaches: To prepare for a possible evacuation, load everything in your car, including your Disaster Supply Kit and Go! Bag. Back the car in the driveway and keep the keys with you in case you need to leave quickly. For more information on what to do as wildfire approaches, visit ocfa.org/RSG.

FIRE EXTINGUISHERS

Fire extinguishers can save lives and property, but should only be used if the fire is small, smoke and heat have not filled the room, and if you have a clear escape route. If you're unsure, evacuate immediately and call 9-1-1.

Since fire grows and spreads rapidly, the number one priority is to get out safely.

Types of Fire Extinguishers

Multipurpose (ABC) fire extinguishers are recommended for home use. Fire classifications are used to indicate the type of fire they will extinguish.

- A – For use with ordinary materials like cloth, wood, and paper.
- B – For use with flammable liquids like grease, gasoline, oil, and oil-based paints.
- C – For use with electrical equipment that is connected to an outlet.

Before Using a Fire Extinguisher

- Alert others that there is a fire and appoint someone to call 9-1-1.
- Make sure the fire is small, not spreading, and that you have a clear escape route.

The P.A.S.S. Method

- Pull the pin.
- Aim low. Stand six to eight feet away and point the extinguisher nozzle at the base of the fire.
- Squeeze the lever slowly and evenly.
- Sweep the nozzle from side to side until the fire is completely out.

Fire Extinguisher Maintenance

- Keep your extinguisher in plain view and out of the reach of children.
- Read and follow all instructions on the label and check for dents, corrosion or damage monthly.
- Non-rechargeable fire extinguishers should generally be replaced every five to seven years.
- Fire extinguishers are good for one use only. To dispose of an extinguisher, release the pressure by squeezing contents into a trash can. Let the extinguisher sit for 48 hours and then throw it in a trash can. You can also drop off used extinguishers at any household hazardous waste facility.

Orange County Fire Authority

(714) 573-6200
ocfa.org

The roof is the most at-risk part of a home during a wildfire. Even if the flames never reach your property, windblown embers can threaten your home and bring fire to your front door.

Keep your roof clear of debris year round.

If burning embers cause your roof to catch fire, it is likely that the fire will spread to the rest of your home. Homes with flammable roofs are much more likely to be destroyed than those with fire-resistant roofs.

Pine needles, leaves, and debris build up put your roof at risk from burning embers.

Plug gaps between the roof covering, roof deck or sheathing with non- combustible materials regardless of your roof's rating. This is often called "bird stopping," as it stops birds from building nests in gaps on the roof's edge.

Replacing plastic skylights with dual pane glass is another way to better protect your home. Dual panes and tempered glass are much more likely to resist damage if exposed to burning embers.

For more information, please visit the OCFA website or call (714) 573-6774 to schedule a Wildfire Home Assessment.

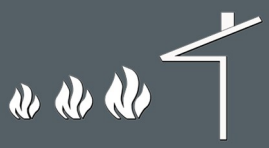
Orange County Fire Authority

www.ocfa.org/RSG

READY, SET, GO!

AS WILDFIRE APPROACHES

Early evacuation is the best way to protect yourself and your loved ones during a wildfire. As a wildfire approaches, follow these steps to help prepare your family and home, and make your evacuation safer.



Review your Wildfire Action Plan so all family members have the same information and know what to do.

Have all necessities ready, including the 6 P's, in case you have to evacuate:

1. People and pets
2. Papers, phone numbers, and important documents
3. Prescriptions, medical equipment, and eyeglasses
4. Pictures, family keepsakes, and other meaningful items
5. Personal computers, hard drives, tablets, or other data storage devices, including cell phones, and chargers
6. Plastic credit cards, ATM cards, and cash

Load everything into your car, including your Disaster Supply Kit and Go! Bag. Then, back the car into the driveway and close the windows and doors. Keep the keys with you, in case you need to leave quickly.

At Home:

- Close all windows and doors
- Shut off air conditioning and fans
- Close the fireplace flue
- Leave lights on, including porch lights
- Move outdoor combustible items (patio furniture, door mats, charcoal, firewood, lighter fluid, brooms, trash cans, etc.) away from the house or bring them inside
- Turn off propane tanks
- Close the garage door
- Connect garden hoses to spigots and place them so they can reach any area of the house
- Don't leave sprinklers on or water running as this can waste critical water pressure

Orange County Fire Authority

www.ocfa.org/RSG

For more information, please visit the OCFA website or call **(714) 573-6774** to schedule a Wildfire Home Assessment.

PORTFOLIO SPECIALIST REPORT

NOVEMBER 2022

PROPER USE OF GARBAGE DISPOSAL

When using the garbage disposal be sure to run plenty of water!

Follow these easy steps when using the garbage disposal:

1. Turn on the cold water
2. Turn on the disposal
3. Feed the material into the disposal a little at a time
4. When the hammering stops, turn off the disposal and keep the water running for one minute
5. Make sure to run the disposal every day, even though you are not putting it to normal use
6. If the disposal stops working, locate the RED re-set button on the bottom surface of the unit and hold for 30-seconds.

REMINDER

Please do not grind these items

Bones
Carrot peelings
Celery & Rhubarb Stalks
Coffee Grounds
Corn Cobs–Husks or Silks
Egg Shells
Onion Skins
Pea Pods
Potato Peelings
Grease
Pills
Glass
Rice
Any fibrous materials

If the disposal is not grinding as well as it should, grind some ice to sharpen the blades.

To deodorize the disposal, grind some lemon, lime, or orange rinds.