

**MINUTES OF THE REGULAR MONTHLY MEETING  
OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL EIGHT  
February 25, 2019**

The Regular Meeting of the Board of Directors of Seal Beach Mutual Eight was called to order by President Thompson at 9:30 a.m. on Monday, February 25, 2019, in Building Five Conference Room B, following Shareholders Open Forum.

**ROLL CALL**

Present: President Thompson, Vice President Weisenstein, Chief Financial Officer Park, Secretary Dolch, and Director Banfield

Absent: Advisory Director Kline

GRF Representative: Mrs. Fekjar

Guests: Ms. Hopkins, Mutual Administration Director  
Mr. Swordes, Building Inspector  
Mrs. Aquino, Recording Secretary

**INTRODUCTION**

President Thompson welcomed staff and guests to the meeting.

**MINUTES**

The January 28, 2018 Regular Minutes were approved by general consent of the Board as corrected.

**EMERGENCY AGENDA ITEMS**

Following a discussion, and upon a MOTION duly made by President Thompson and seconded by Secretary Dolch, it was

RESOLVED, To amend today's agenda of February 25, 2019, by adding the following items to New Business; Item "g", Discuss and vote to approve/deny the transfer of funds from Money Market Account to Checking.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President Thompson and seconded by Secretary Dolch, it was

RESOLVED, To amend today's agenda of February 25, 2019, by adding the following items to New Business; Item "h", Discuss and vote to accept the resignation of Mutual Eight Vice President.

The MOTION passed.

**EMERGENCY AGENDA ITEMS (continued)**

Following a discussion, and upon a MOTION duly made by President Thompson and seconded by Secretary Dolch, it was

RESOLVED, To amend today's agenda of February 25, 2019, by adding the following items to New Business; Item "i", Discussion and appointment of a new Mutual Eight Vice President.

The MOTION passed.

**GUEST SPEAKER – National Service Co. Inc**

Ms. Dillard, CEO of National Service Co. Inc, provided information of services of what her company can offer to the Mutual.

Following questions Ms. Dillard left the meeting at 9:52 a.m.

**BUILDING INSPECTOR'S REPORT**

Building Inspector Swordes updated the Board on Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (attached).

Following questions, Inspector Swordes left at 10:03 a.m.

**GRF Representative**

GRF Representative Mrs. Fekjar updated the Board on GRF Activity (attached).

**UNFINISHED BUSINESS**

Following a discussion, and upon a MOTION duly made by Secretary Dolch and seconded by Director Banfield, it was

RESOLVED, To ratify the phone poll conducted on February 6, 2019, to approve the legal opinion, from Roseman Law, APC, regarding recent legislations pertaining to Board approval of the transfer of funds in excess of certain amounts, and guidance for procedures, as to the approval process in order to comply, as well as the preparation of a resolution that can be used in connection with the same, at a cost not to exceed \$222.22, and authorize the President to sign the necessary documentation.

The MOTION passed.

**UNFINISHED BUSINESS (continued)**

Following a discussion, and upon a MOTION duly made by Secretary Dolch and seconded by Director Banfield, it was

RESOLVED, To ratify the phone poll conducted on February 19, 2019, to approve to thin and reduce the crown of thirty-three (33) Fruitless Mulberry Trees, at a cost not to exceed \$8,250, and authorizes the President to sign the necessary documentation.

The MOTION passed.

**NEW BUSINESS**

Following a discussion, and upon a MOTION duly made by President Thompson and seconded by CFO Park, it was

RESOLVED, To approve the use of Organic weed killer Suppress Herbicide, **as a test case**, for the Western Side of Mutual Eight during the month of February 2019, at a cost not to exceed \$469.79, and authorize the President to sign the necessary documentation. Funds to be taken from Landscape Extras.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President Thompson and seconded by Secretary Dolch, it was

RESOLVED, To approve a commitment, by the Board of Directors of Mutual Eight, to help and support the unified mission of the collective Mutuals of Leisure World Seal Beach, to insure appointments are made to meet with GRF staff

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Secretary Dolch and seconded by President Thompson, it was

RESOLVED, To approve that, in compliance with Assembly Bill 2912 (AB 2912) – Association Finances, the Mutual Board of Directors approve the “Resolution to Authorize Transfer of Funds” and further,

**NEW BUSINESS (continued)**

WHEREAS, Civil Code 5380(b)(6) requires that the Board of Directors ("Board") of Seal Beach Mutual No. Eight ("Mutual") give prior written approval for transfers of funds in amount greater than ten thousand dollars (\$10,000.00) or five percent (5%) of the Mutual's total combined reserve and operating account deposits, whichever is lower, that the Golden Rain Foundation ("GRF") receives on the Mutual's behalf, into Mutual accounts.

WHEREAS, Civil Code 5502 requires that the Board give prior written approval for any transfers of greater than ten thousand dollars (\$10,000.00) or five percent (5%) of the Mutual's total combine reserve or operating accounts, whichever is lower.

WHEREAS, the Board hereby certifies that a majority of the Board members present representing a quorum has voted on this resolution, in compliance with Civil Code Section 5380(b)(6) and/or Civil Code 5502.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President Thompson and seconded by Director Banfield, it was

RESOLVED, To approve the transfer of funds from Money Market Account Market to Checking

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President Thompson and seconded by Director Banfield, it was

RESOLVED, To approve the Transfer of Funds, in the amount of \$20,000 from Money Market to Checking.

Following a discussion, and upon a MOTION duly made by President Thompson and seconded by Secretary Dolch, it was

RESOLVED, To approve the appointment of Sandy Weisenstein, as Vice President, to the Mutual Eight Board of Directors, for the remaining 2018-2019 term of office.

The MOTION passed.

**NEW BUSINESS (continued)**

Following a discussion, and upon a MOTION duly made by President Thompson and seconded by Secretary Dolch, it was

RESOLVED, To accept, with regret, the resignation of Vice President Berg effective immediately.

The MOTION passed.

**GUEST SPEAKER – WASH**

WASH representative provided information of services of what the company can offer to the Mutual.

Following questions WASH Representative left the meeting at 10:40 a.m.

**SECRETARY / CORRESPONDENCE**

Secretary Dolch received several pieces of correspondence.

**CHIEF FINANCIAL OFFICER'S REPORT**

Chief Financial Officer Park presented his report (attached).

**MUTUAL ADMINISTRATION**

Mutual Administration Director Hopkins submitted her report.

**ANNOUNCEMENTS**

**NEXT MEETING: Monday, March 25, 2019, at 9:00 a.m. Building Five Conference Room B.**

**TOWN HALL: Saturday, March 16, 2019, at 1:00 p.m. Clubhouse Three Room One**

**SPECIAL MEETINGS:**

**Monday, March 11, 2019, at 11:00 a.m., Clubhouse Three Room Five**

**Monday, April 8, 2019, at 9:30 a.m., Clubhouse Three Room Five**

**Monday, April 29, 2019, Time TBD., Clubhouse Three Room Five**

**Monday, May 6, 2019, 1:00 p.m., Clubhouse Three Room Five**

**Monday, May 20, 2019, 9:00 a.m., Clubhouse Three Room Five**

**\*\*\*Times and Location subject to change\*\*\***

**COMMITTEE REPORTS**

There were no committee reports.

**DIRECTORS COMMENTS**

Several Directors made comments.

**SHAREHOLDER COMMENTS**

No Shareholders comments were made.

**ADJOURNMENT**

There being no further business to conduct, President Thompson adjourned the meeting at 11:00 a.m. and stated that an Executive Session would follow to discuss member issues.



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Attest, J. Dolch, Secretary  
SEAL BEACH MUTUAL EIGHT  
ka: 02/28/19  
Attachments

**RESOLUTIONS IN THE REGULAR  
MONTHLY MEETING FEBRUARY 25, 2019**

02/25/19      RESOLVED, To amend today's agenda of February 25, 2019, by adding the following items to New Business; Item "g", Discuss and vote to approve/deny the transfer of funds from Money Market Account to Checking.

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RESOLVED, To amend today's agenda of February 25, 2019, by adding the following items to New Business; Item "i", Discussion and appointment of a new Mutual Eight Vice President.

RESOLVED, To ratify the phone poll conducted on February 6, 2019, to approve the legal opinion, from Roseman Law, APC, regarding recent legislations pertaining to Board approval of the transfer of funds in excess of certain amounts, and guidance for procedures, as to the approval process in order to comply, as well as the preparation of a resolution that can be used in connection with the same, at a cost not to exceed \$222.22, and authorize the President to sign the necessary documentation.

RESOLVED, To ratify the phone poll conducted on February 19, 2019, to approve to thin and reduce the crown of thirty-three (33) Fruitless Mulberry Trees, at a cost not to exceed \$8,250, and authorizes the President to sign the necessary documentation.

RESOLVED, To approve the use of Organic weed killer Suppress Herbicide, **as a test case**, for the Western Side of Mutual Eight during the month of February 2019, at a cost not to exceed \$469.79, and authorize the President to sign the necessary documentation. Funds to be taken from Landscape Extras.

RESOLVED, To approve a commitment, by the Board of Directors of Mutual Eight, to help and support the unified mission of the collective Mutuals of Leisure World Seal Beach, to insure appointments are made to meet with GRF staff

RESOLVED, To approve that, in compliance with Assembly Bill 2912 (AB 2912) – Association Finances, the Mutual Board of Directors approve the “Resolution to Authorize Transfer of Funds” and further, WHEREAS, Civil Code 5380(b)(6) requires that the Board of Directors (“Board”) of Seal Beach Mutual No. Eight (“Mutual”) give prior written approval for transfers of funds in amount greater than ten thousand dollars (\$10,000.00) or five percent (5%) of the Mutual’s total combined reserve and operating account deposits, whichever is lower, that the Golden Rain Foundation (“GRF”) receives on the Mutual’s behalf, into Mutual accounts.

WHEREAS, Civil Code 5502 requires that the Board give prior written approval for any transfers of greater than ten thousand dollars (\$10,000.00) or five percent (5%) of the Mutual’s total combine reserve or operating accounts, whichever is lower.

WHEREAS, the Board hereby certifies that a majority of the Board members present representing a quorum has voted on this resolution, in compliance with Civil Code Section 5380(b)(6) and/or Civil Code 5502.

RESOLVED, To approve the transfer of funds from Money Market Account Market to Checking

RESOLVED, To approve the Transfer of Funds, in the amount of \$20,000 from Money Market to Checking.

RESOLVED, To approve the appointment of Sandy Weisenstein, as Vice President, to the Mutual Eight Board of Directors, for the remaining 2018-2019 term of office.



# MUTUAL 8 INSPECTORS YEAR END REPORT

MUTUAL: (08) EIGHT

INSPECTOR: ROBERT SWORDES

MUTUAL BOARD MEETING DATE: FEBRUARY 25,2019

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
177 i	contract work/sinking patio	both	09/18/18	03/18/19	no	11/14/18 final	Roberts construction
177 J	EZ access tub w/grab bar	both	04/16/18	05/26/18	no	5/16/18 final	Nu Kote
178 B	carpet	GRF	01/02/19	01/05/19	no	1/25/19 final	Family Floors
178 E	heatpump	both	02/05/18	05/16/18	no	5/16/18 final	Greenwood
178 F	asbestos abatement	both	12/13/18	01/17/19	no	2/7/19 final	Lance Freedman Construction
178 F	remodel	both	02/13/19	08/01/19	no		Lance Freedman Construction
179 B	patio tile	both	04/13/18	09/22/18	no	4/18/17 final	LW Décor
179 B	patio tile	both	04/22/18	09/22/18	no	10/29/18 final	
179 E	carpet at living room/bedroom 1/2 inch pad	GRF	01/30/19	03/01/19	no	2/7/19 final	Karys Carpets
180 A	bathroom remodel	both	08/03/18	10/31/18	no	9/10/18 final	Los Al Builders
180 H	carport cab #102 sp #14	GRF	12/31/18	01/31/19	no	1/17/19 final	Imagination Unlimited
181 E	bedroom carpet	GRF	09/04/18	10/04/18	YES	12/28/18 final	Lowes
181 K	heat pump/smoke detectors	both	10/29/18	01/30/18	no	11/27/18 final	Greenwood
182 C	heat pump/smoke detectors	both	12/27/18	03/30/19	no	1/15/19 final	Greenwood
182 F	flooring laminate throughout	GRF	10/19/18	10/26/18	no	11/6/18 final	Bernardo Morales
182 i	windows, door	both	01/26/18	04/21/18	no	4/21/18 final	Seaport
182 i	entry gate/walkway/patio wall	both	01/07/18	01/21/19	01/31/19	1/22/19 framing	Seaport Sash & Door
183 K	EZ access tub w/grab bar	both	04/06/18	05/20/18	no	5/17/18 final	Nu Kote
184 E	central air	both	12/14/17	04/30/18	no	1/30/18 final	Greenwood
184 F	carport cabinets	GRF	07/16/18	08/30/18	no	8/13/18 final	J & J Construction
185 C	carport cab/92 #21	GRF	09/25/18	10/25/18	no	9/28/18 final	Imagination Unlimited
185 C	door/doorbell/paint	GRF	10/31/18	11/15/18	no	12/3/18 final	Imagination Unlimited
185 i	heat pump/concrete base	both	08/03/18	12/04/18	no	10/3/18 final	Greenwood
185 K	kitchen counter/faucet/sink	both	12/30/18	03/01/19	no		Mamuschia
186 G	granite kitchen countertop	both	07/25/18	08/30/18	no	8/9/18 final	Nationwide Painting
186 J	EZ access tub w/grab bar	both	04/17/18	05/30/18	no	5/15/18 final	Nu Kote
186 J	kitchen remodel	both	05/02/18	08/31/18	no	7/18/18 final	Los Al Builders
186 J	AC/heat pump	both	03/06/19	04/06/19	no		Alpine
187 A	carport cab/ 93-#36	GRF	08/15/18	08/31/18	no	9/4/18 final	Imagination Unlimited
187 B	AC/heat pump & electrical	both	07/02/18	08/02/18	no	12/21/18 final	Alpine
187 H	carport cabinet	GRF	09/15/18	09/30/18	no	9/20/18 final	Imagination Unlimited
187 H	bedroom extend/remodel	both	05/25/18	10/31/18	01/30/19	1/24/19 brown coat	Roberts construction
187 L	carpad 5' x 8' with pavers	GRF	01/02/18	02/02/18	no	1/28/19 final	Anguiano Lawn Care
188 E	flooring/baseboards	GRF	11/21/18	12/21/18	no	11/28/18 final	Karys Carpets
188 H	shipap gate with latch	GRF	10/15/18	10/25/18	no	10/29/18 final	Ogan Construction
189 K	laminate/baseboards	GRF	10/05/18	11/18/18	no	10/17/18 final	Karys Carpets
191 A	remodel	both	09/23/18	06/20/19	no	1/9/19 hot mop/lathe	Alpha Master Builders
191 A	2 ton heat pump	both	12/10/18	03/10/19	no		Yes Remodeling&Maintenance
191 D	dual zone heat pump	both	08/10/18	11/10/18	no	10/11/18 final	Greenwood
191 H	A/C 12,000 btu Fujitsu	both	07/16/18	07/24/18	no	7/30/18 final	Alpine
191 i	A/C 12,000 btu Fujitsu	both	02/06/19	03/06/19	no	2/7/19 final	Alpine
192 A	vinyl sheet/floor	both	08/09/18	08/31/18	no	8/14/18 final	Cornerstone
192 B	flooring/kitch/hall/bath	GRF	11/05/18	12/05/18	no	11/14/18 final	Karys Carpets
192 G	total remodel	both	04/23/18	09/30/18	no	9/18/19 final	Kress
192 G	satellite dish	GRF	12/14/18	12/21/18	no	12/14/18 final	X-Factor Communications
192 G	ez access/remove shwr door	GRF	11/07/18	12/07/18	no	1/2/18 final	NuKote
193 H	A/C 2.5 ton/concrete base	both	08/03/18	12/05/18	no	10/19/18 final	Greenwood
194 A	windows/door/elec/stucco/dry	both	01/31/18	04/30/18	no	5/8/18 final	Real McCoy
194 B	carport cab/95 #11	GRF	10/15/18	10/31/18	no	10/22/18 final	Imagination Unlimited
194 D	entry door/screen unit	GRF	08/21/18	09/21/18	no	9/4/18 final	Swenman Company
194 D	replace 3 sliding doors with retrofit ones	GRF	02/13/19	03/13/19	no		Swenman Company
194 E	3 fans at patio	both	05/10/18	06/10/18	no	12/28/18 final	Kress
194 F	micro/fans/electrical/moulding	both	06/26/18	12/24/18	no	8/13/18 final	LW Décor
194 F	sidewalk/patio/closet/brick	GRF	10/22/18	11/06/18	YES	11/06/18 final	Hadi Construction
194 F	AC/heat pump/attic access	both	01/14/19	03/30/19	no		Greenwood
194 G	carport cab/95 #31	GRF	12/15/18	01/15/19	no	12/26/18 final	Imagination Unlimited
194 G	solatube 14"	both	11/29/18	12/29/18	no	12/17/18 final	Solatube Home
194 H	4 retrofit windows by "Value"	both	04/23/18	06/01/18	no	5/8/18 final	Swenman Company
195 A	6 windows/screens/entry door	both	06/22/18	07/29/18	no	8/2/18 final	Swenman Company
195 K	AC/heat pump/attic access/detectors	both	02/25/19	05/25/19	no		Greenwood
195 L	carport cab/95 #1	GRF	12/15/18	01/15/19	no	2/15/19 final	Imagination Unlimited
196 A	4 windows/one sliding door	both	07/13/18	08/30/18	no	8/22/18 final	Seascape Enterprises
197 L	carport cab/96 #10	GRF	12/15/18	01/15/19	no	1/3/19 final	Imagination Unlimited
198 A	microwave	both	05/01/18	05/20/18	no	7/6/18 final	Real McCoy
198 A	patio fan/solatube	both	01/19/19	02/05/19	no		Real McCoy
198 A	patio enclosure/smoked glass/plexiglass	GRF	01/30/19	03/01/19	no		Real McCoy
199 B	storage turn into bed closet	both	10/08/18	11/30/18	no	12/17/18 final	Los Al Builders
199 F	EZ access tub w/grab bar	both	05/04/18	06/15/18	no	5/23/18 final	Nu Kote



# MUTUAL 8 INSPECTORS YEAR END REPORT

MUTUAL: **(08) EIGHT**

INSPECTOR: **ROBERT SWORDES**

MUTUAL BOARD MEETING DATE: **FEBRUARY 25, 2019**

199 G	AC/heat pump	both	10/01/18	01/20/19	no	11/15/18 final	Greenwood
200 F	walk in tub/panel/water heater	both	12/14/18	12/21/18	no	1/16/19 final	Hadi Construction
200 G	remodel	both	06/26/18	12/28/18	#3 2/20/19	2/7/19 final	LW Décor
200 G	3/8 bronze tempered glass on patio wall	GRF	01/11/19	03/11/19	no	2/7/19 final	Bodies Glass Service
200 i	washer/dryer/upgrade panel	both	11/16/18	11/23/18	no	11/21/18 ground	Hadi Construction
200 i	in/outdoor carpet/vinyl flooring	GRF	11/25/18	12/25/18	no	12/4/18 final	Karys Carpets
200 L	A/C 12,000 btu Fujitsu	both			no	8/6/18 final	Alpine
202 A	remodel	both	07/19/17	03/31/18	no	2/8/18 final	Los Al Builders
202 F	bath remodel	both	02/21/18	05/05/18	no	5/14/18 final	Roberts
203 A	kit/bth counters/flooring	both	08/06/18	10/15/18	no	10/30/18 final	Mamusia
203 C	vinyl and carpet	GRF	01/03/19	03/03/19	no	1/24/19 final	Bixby Plaza Carpet&Flooring
203 D	3 heat pumps	both	09/24/18	12/30/18	no	11/7/18 final	Greenwood
203 i	A/C and heat pump	both	07/23/18	10/31/18	no	8/10/18 final	Greenwood
203 K	A/C and heat pump	both	07/23/18	11/15/18	no	8/23/18 final	Greenwood
204 A	washer/dryer/upgrade panel	both	02/04/19	04/30/19	no		Bruno H. Alvarez
204 D	patio tile	GRF	06/10/18	07/10/18	no	12/21/18 final	Karys Carpets
204 E	abatement of asbestos	GRF	04/17/18	04/23/18	no	4/24/18 final	PEA solutions
204 E	bathroom remodel	both	02/21/18	05/05/18	no	5/14/18 final	Roberts construction
204 E	flooring	GRF	05/01/18	05/10/18	no	5/14/18 final	Bixby Plaza Carpet&Flooring
205 F	heatpump/attic access/2.5ton	both	07/10/18	10/11/18	no	8/9/18 final	Greenwood

# MUTUAL 8 INSPECTORS YEAR END REPORT

MUTUAL: **(08) EIGHT**

INSPECTOR: **ROBERT SWORDES**

MUTUAL BOARD MEETING DATE: **FEBRUARY 25, 2019**

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
177 G		8/27/2018	11/15/2018	11/19/2018			
177 i		11/30/2018					
177 L		11/6/2018	2/6/2019	2/11/2019	2/21/2019		
178 B		8/15/2018	11/6/2018	11/20/2018	12/4/2018	1/17/2019	
178 F		9/10/2018	11/15/2018	11/21/2018	12/3/2018	1/3/2019	
178 G		6/25/2018					
180 B	2/13/2019						
181 D		6/27/2018	10/10/2018	10/12/2018	10/24/2018	1/11/2019	
181 K		4/4/2018	04/12/18	4/12/2018	4/26/2018	6/18/2018	
182 L		6/27/2018	10/25/2018	10/31/2018	11/9/2018	1/2/2019	
183 E		10/23/2018	12/4/2018	12/5/2018	12/17/2018	1/17/2019	
186 L		11/30/2018					
188 E		6/25/2018	10/30/2018	10/30/2018	11/13/2018	11/28/2018	
188 H		3/12/2018	1/3/2019	1/7/2019			
189 B		10/9/2017	03/05/18	3/22/2018	4/26/2018		
191 A		2/27/2018	5/23/2018	5/23/2018	6/7/2018	6/15/2018	
192 B		7/31/2018	9/17/2018	9/17/2018	9/27/2018		buyer damaged floor doing asbestos test
192 K	2/13/2019						
193 L	2/6/2019						
194 F		2/7/2018	5/15/2018	5/22/2018	6/4/2018	6/15/2018	
195 F		9/10/2018					
195 J	1/11/2019						
197 C		7/31/2018	2/20/2019				
197 C		2/1/2019					
197 F		10/25/2018					
199 D		2/8/2019					
200 E		11/7/2018					
200 G		11/16/2017	04/05/18	4/12/2018	4/25/2018	6/22/2018	
200 i		8/15/2018	10/31/2018	11/1/2018	11/12/2018	1/9/2019	
201 G		1/4/2018	5/30/2018	5/31/2018	6/13/2018	7/25/2018	
201 i		8/9/2018					
202 E		8/9/2018					
203 A		9/17/2018	10/11/2018	10/12/2018	10/23/2018	1/3/2019	
204 D		2/7/2018	6/1/2018	6/1/2018	6/8/2018	7/17/2018	
204 F		2/12/2019					
205 D		2/13/2019					

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation  
FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

## MUTUAL 8 INSPECTORS YEAR END REPORT

MUTUAL: **(08) EIGHT**

INSPECTOR: **ROBERT SWORDES**

MUTUAL BOARD MEETING DATE: **FEBRUARY 25, 2019**

CONTRACTS	
CONTRACTOR	PROJECTS
Brightview Landscape	Mutual gardening
So Cal Fire Protection	laundry room fire extinguishers
Empire Pipe and Supply	sewer cleaning - complete- paid 12/06/18 \$1,971.20
Fenn	termites and pest control
Roberts Construction	patio at 177 i- payed 11-20-18 payment 1 of 2



# MUTUAL 8 INSPECTORS YEAR END REPORT

MUTUAL: (08) EIGHT

INSPECTOR: ROBERT SWORDES

MUTUAL BOARD MEETING DATE: FEBRUARY 25, 2019

SITE VISITS	
UNIT	REASONS
April 24th 204 E	abatement PEA solutions
April 26th carport 94 space 18	concrete lifting up at parking space called in to S.M.
April 26th bldg 200 unit G	COE let in painter and called service maintenance for toilet running
April 26th bldg 181 unit K	let in painter for COE work
May 2nd bldg 204 unit D	check patio tile for compliance with mutual policies on traction
May 3rd bldg 204 unit D	met electrician for full inspection of unit for code compliance
May 2nd bldg 189 unit F	put new key in shareholders lockbox at 4:00 pm
April 16th 8-194 A	red tagged Real McCoy for no city permit
carport 94 and 95 space 18 and 18	cracks raised up trip hazard had ground down
May 10th 177 B	concerns over humming sound and replacing his front window frames
May 10th 193 E&F	concerns over smoke getting into unit put in W.O to smokeproof
May 9th 194 B	concerns over chipped window possible landscapers(can't prove)
May 10th 177 B	concerns over aluminum window frames at porch/put in W.O w/SM
May 10th 194 H	insect bite problem/called Fenn/will be there in morning 8-12am
May 11th 194 H	went by to check/fenn came out and laid traps/no sign of bed bugs
May 17th 193 E&F	check on smoke complaint coming from F into E/put in w.o w/SM
May 18th 193 E	met with maintenance for smoke seal and before and after pics
May 18th 196 C	met with trust one restoration and had unit snaked and dried out
May 18th 196 J	met with trust one restoration and had unit snaked and dried out
May 18th bldg 196	had bldg snaked from water backup
May 21st 193 F	smoke sealed unit and inspected the attic/needs new bath fan
May 21st 196 C	addressed concerns over water damage/garbage disposal problems
May 23rd 195 A	met with shareholder for termites at patio
May 24th	meeting with President of mutual
May 29th 193 F	installed bath fan for proper ventilation( smoke seal )
May 30th 201 G	had batteries installed at smoke detectors
June 1st 195 A	got a squirrel out that was trapped in skylight
June 5th 191 F	concerns over fire inspections coming up
June 5th 194 F	met with electrical contractor about replacing electrical panel cover
June 5th 191 A	went by to check unit for final before close of escrow
June 6th 201 G	went to check on entry concrete and block wall fix beside unit
June 6th 194 F	met with electrical contractor about installing new panel cover in unit
June 7th 194 F	removed items from patio storage closet at request of agent
June 7th 194 F	missing cabinet catches
June 7th 197 F	put in W.O with S.M for light pole rusted at base
June 8th 194 F	electrical panel installed
June 8th 193 F	took picture of bath fan install and ordered paint to be done
June 8th bldg 196	posted building about proper use of garbage disposer
June 8th 199 i	put down flooring without permit/did not take up asbestos tile
June 8th 200 F	went by to look at electrical plug at patio/no one home
June 13th 196 B	put in work order with S.M to fix slow draining sink in bathroom
June 13th 193 F	put in for painter to paint ceiling at new bath fan install
June 14th 205 A	concerns over gardeners/ not home
June 14th 183 J	concerns over odor getting into unit at night/put W.O with S.M.
June 14th 183 i	wants unit sprayed for bugs/ceiling still not painted
June 14th 204 D	clear out storage shed from escrow and put shelves back up
June 15th 197 J	met with jeri about fire inspections
June 18th 183 J	met with maintenance for odor seal of unit/ removed bags and plastic from roof
June 19th	meeting with President of mutual
June 21st	went out to check the lights at the wall from Edison/will call them 6/22
June 25th 179 F	concerns over refrigerator
June 26th	posted upcoming fire inspections at Mutual laundry rooms
June 26th 179 F	after several visits had new refer installed
June 27th	put in W.O at S.M for Edison lights 6 total that need to be fixed
July 2nd 178 D	check on unit for bugs
July 5th bldgs 204/205	fire inspections of all 24 units
July 6th bldgs 203/202	fire inspections of all 24 units
July 10th bldgs 189/184	fire inspections of all 24 units



# MUTUAL 8 INSPECTORS YEAR END REPORT

MUTUAL: **(08) EIGHT**

INSPECTOR: **ROBERT SWORDES**

MUTUAL BOARD MEETING DATE: **FEBRUARY 25,2019**

July 11th bldgs 177/179	fire inspections of all 24 units
July 12th bldgs 185/186	fire inspections of all 24 units
July 13th bldgs 197/196	fire inspections of all 24 units
July 16th bldgs 198/190	fire inspections of all 24 units
July 17th bldgs 183/182	fire inspections of all 24 units
July 18th bldgs 180/181	fire inspections of all 24 units
July 19th bldgs 191/192	fire inspections of all 24 units
July 20th bldgs 200/201	fire inspections of all 24 units
July 23rd	Inspectors report 9:30 am
July 24th bldgs 178/194	fire inspections of all 24 units
July 25th bldgs 193/195	fire inspections of all 24 units
July 26th bldg 199	fire inspections of all 12 units
July 27th bldgs 187/188	fire inspections of all 24 units
July 30th 177 i	met with Banfield and S.M over patio wall sinking
July 31st 199 H	concerns over dirty water in pipes(had main break in street)
August 2nd 188 C	checked on unit because of tree limb and crack under counter
August 2nd 189 K	shareholder had contractor out to do unpermitted work/redtagged
August 9th Physical Properties	met with Mutual president about fire inspections
August 21st 195 K	met with shareholder over security camera on mutual property
August 22nd 177 D	shareholder had small leak at clotheswasher
August 27th	Inspectors report 9:30 am
September 18th 177 A	water damage/mold under cabinet(kitchen) went in attic and condensor
	line broke away from vent pipe. Damage at 177 L as well from this.
September 18th	looked at the condition of the drains with the phy prop director
September 18th 194 L	shareholder has water damage from AC unit/meeting on 19th
September 19th 194 L	did damage report at 11:00 am
September 19th 177 A & 177 L	did damage report at 12:00 pm
September 19th 197 F	posted unit for inspection
September 24th	Mutual inspectors report
September 25th 197 F	Inspection of 197 F with director
October 1st 194 K&J	went to go look at patios for termites
October 1st 202 G	went to go look at patio for termites/ no bugs just peeling paint/ will have painter fix
October 1st 194 K	went to go look at patio for termites/ is crickets/ has damaged bath due to leak at shower/ will address
October 8th 200 G	check out post replacement from Maintenance and hardware
October 11th 191 A	went to check on demolition/contractor is following mutual policies
	had to go out twice because of bracing issue/resolved
October 15th 177 i	posted units for advance notice of construction
October 15th 200 G	stopped work on insulation needs to finish electrical first
October 15th 177 A	water damage check up/ needs to get fixed/uninsured?
October 15th 203 A	met with electrician and contractor over wiring in panels/oven/stove
October 15th 194 L	flooring being put down for restoration/insurance deal
October 15th 186 A	looked at damaged patio posts/termites/dryrot/needs replaced
October 17th	meet with mutual president and secretary
October 17th bldg 204	Edison pole had light line come down
October 22nd	Inspectors report 9:30 am
October 29th 180 B	went out to look at sprinkler issue with Mr. Kline
November 2nd	follow-up fire inspections at patios with director
November 6th 186 A	check with SM on post replacements
November 6th	posted units for follow up fire inspections
November 7th 190 H	met with Fenn at unit over termites at the bathroom skylight
November 7th 203 A	cut lock at carport cabinet #99 sp 1
November 9th	fire inspection follow ups
November 13th	posted units for follow up fire inspections
November 16th 190 H	met Fenn and inspected attic at skylight/pulled dome off/treated
November 16th	fire inspection follow ups
November 19th 204 F	ceiling fan installed without change order ( Hadi )
November 19th 188 E	flooring install no permit redtagged stopped work till resolved
November 20th 188 E	met with shareholder and contractor to get proper permit for flooring
November 21st 177 i	work order for downspout and gutter ( paint )
November 26th	post units for fire inspection follow ups

## MUTUAL 8 INSPECTORS YEAR END REPORT

MUTUAL: **(08) EIGHT**

INSPECTOR: **ROBERT SWORDES**

MUTUAL BOARD MEETING DATE: **FEBRUARY 25, 2019**

November 26th	Inspectors report 9:30 am
November 26th 184 C	concerns over downspout not being painted
November 27th 191 F	concerns over bugs/turned out to be moths
November 27th 191 A	check on progress of construction
November 29th	follow up fire inspections
November 30th	meet with mutual president
November 30th	building backup at bldg 182 and attached laundry rooms
November 30th	concerns over gutter again
November 30th 198 E	redtag order for nonpermitted work/flooring/smoke detector/cabinet
December 4th 214 D	concerns over golf cart damaging her block wall and posts
December 4th 178 B	following up on escrow work
December 6th	inspect gutters in the rain
December 7th 204 B	empty unit inspection of sound coming from unit
December 10th	measure all encroachments for admin and Mutual
December 11th 194 F	wall heater/water heater/sprinkler concerns
December 11th 189 A,B,C	gutters needed to be fixed
December 11th 197 J & G	called Fenn for ants at units
December 13th	met with KC Park over bench/trash/laundry room expense at 200
December 13th 183 A	met with shareholder and painter over roof leak damage at unit
December 14th 178 D	posted unit for special inspection/bugs
December 14th	measured encroachments with Mutual president
December 17th bldg 200	checked laundry room electrical with SM for inconsistencies
January 7th	met with Mr. Kline and electrician over lights at park
January 7th 196 C	met with SM and president over roof leak at building
January 7th bldg. 191	met with building captain about smell from remodel(hot mop)
January 7th 179 H carport 102 #5	met with shareholder and electrician over charging port for golfcart
January 9th 178 F	met with contractor at unit to salvage sinks and bath fan cover
January 9th 188 H	inspect concrete at patio
January 11th bldg 188	concrete to be removed at sidewalk due to safety concern
January 18th	posted vacant units for inspection
January 22nd	sent in inspectors report
January 24th	inspection of vacant units with Mutual president
January 25th	inspection of vacant units with Mutual president
January 28th	Inspectors report 9:30 am
February 5th	met with CFO to go over Reserve Study
February 6th 191 E	met with shareholder about drainage issue at sidewalk/possible hazard area
February 6th 191 F	met with shareholder over gutter improperly draining
February 6th 190 H	met with shareholder over gutter improperly draining



## Mutual 8 CFO Report – February 25, 2019

**Operating activities:** The Balance Sheet as of the end of January 2019 shows the following amounts. The total assets of Mutual 8 are \$5,220,604.85 with \$2,575,580.10 in reserves which are in the financial institutions as follows:

Reserves	US Bank Money Market	USBancorp Laddered CDs	Total
Appliance	\$4,237.95	\$0.00	\$4,237.95
Painting	\$33,513.99	\$30,000.00	\$63,513.99
Roofing	\$19,319.23	\$1,785,000.00	\$1,804,319.23
Emergency	\$80,916.66	\$0.00	\$80,916.66
Infrastructure	\$41,592.27	\$581,000.00	\$622,592.27
<b>Total</b>	<b>\$179,580.10</b>	<b>\$2,396,000.00</b>	<b>\$2,575,580.10</b>

The total liabilities to date are \$139,095.30. The excess income for the current year is \$8,919.00.

Significant expenses over budget (>\$500.00) includes Painting and service maintenance-standard. The service maintenance-standard was \$8,919 in January. The budget variance is \$3,487 which is a result of 12 gutter repairs, three concrete repairs, 13 back to back repairs and six plastic roof coverings.

Maintenance replacements were \$5,342 in January which was replenished with reserves. The maintenance service department worked on nine units which included installing a hot water heater, five bath heaters, and addressing other plumbing issues.

Electricity expenses are as follows for the last 12 months:

	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan 19</u>	<u>Total</u>
Electricity	287	6,156	627	328	363	351	335	354	317	319	373	348	10,159

According to the finance department, \$231 (= \$348 - \$117) of electricity was accrued (expensed) in 2018. The accrual was done as a late entry during the audit, because the bills were received after the finance department had provided the December interim financial statements. We will see the increased expense on the 2018 audited financials. The January statement shows \$117 for the electricity expense.

The total expenses of outside services for the month were \$21,975 which exceeds the budgeted amount of \$21,248.



**Investing activities:** Beginning in October, 2018 we started to purchase CDs. Some institutions pay us interest monthly which is deposited into our money market account. The interest calculation depends on the institution but total amount of interest will be the exact amount we can earn. The interest income status from our investing in CDs so far is as follows:

	<u>Nov.18</u>	<u>Dec.18</u>	<u>Jan. 19</u>	<u>Feb.19</u>	<u>Mar.19</u>	<u>Apr.19</u>	<u>May.19</u>	<u>Jun.19</u>	<u>Jul.19</u>	<u>Aug.19</u>	<u>Sep.19</u>	<u>Oct.19</u>
Expected	1,530.63	1,530.63	2,055.63	1,530.63	1,530.63	22,447.88	1,811.88	1,530.63	1,530.63	1,530.63	1,530.63	27,124.13
Actual	1,559.98	1,509.67	2,089.30									

Taxable interest income for the last 12 months according to the financial statement is as follows:

	<u>Feb.18</u>	<u>Mar.18</u>	<u>Apr.18</u>	<u>May.18</u>	<u>Jun.18</u>	<u>Jul.18</u>	<u>Aug.18</u>	<u>Sep.18</u>	<u>Oct.18</u>	<u>Nov.18</u>	<u>Dec.18</u>	<u>Jan.19</u>
Actual	214	241	725	830	873	947	1,001	1,084	6,128	6,787	5,865	5,926

An interest breakdown for January by the finance department is as follows:

BNY Mellon: \$2.10 (\$1,354.56 of the BNY Mellon transfer of \$1,356.66 had already been recognized in prior months)

US Bank Restricted MM: \$34.96  
 US Bank Non-Restricted: \$49.82  
 US Bank Tax Impound: \$95.61  
 US Bancorp CDs: \$2,089.30 (paid)  
 US Bancorp CDs: \$3,654.36 (accrued)  
 Total: \$5,926.15

The BNY Mellon account has been closed as of January 31, 2019. The account balance \$1,356.66 was transferred to our Money market account on January 25, 2019.

**2020 Budget:** I asked Mr. Robert Swordes, Physical Property Inspector, to provide an estimate on the cost of several repair items. We are requesting this new estimate to supersede the existing reserve study which requires adjustment. This estimate will help Mutual 8 to make a 2020 budget as realistic as possible.

Keechul (K.C.) Park  
 CFO Mutual 8



P.O. Box 2069  
Seal Beach CA 90740

Jan Actual	Jan Budget		2019 Y-T-D Actual	2019 Y-T-D Budget
88,744	88,743	Carrying Charges	88,744	88,743
33,025	33,025	Reserve Funding	33,025	33,025
<b>121,769</b>	<b>121,768</b>	<b>Total Regular Assessments</b>	<b>121,769</b>	<b>121,768</b>
868	787	Service Income	868	787
6,301	3,751	Financial Income	6,301	3,751
4,773	3,553	Other Income	4,773	3,553
<b>11,941</b>	<b>8,091</b>	<b>Total Other Income</b>	<b>11,941</b>	<b>8,091</b>
<b>133,710</b>	<b>129,859</b>	<b>Total Mutual Income</b>	<b>133,710</b>	<b>129,859</b>
55,054	55,054	GRF Trust Maintenance Fee	55,054	55,054
4,965	10,433	Utilities	4,965	10,433
195	2,962	Professional Fees	195	2,962
21,975	21,248	Outside Services	21,975	21,248
8,278	7,138	Taxes & Insurance	8,278	7,138
33,025	33,025	Contributions to Reserves	33,025	33,025
<b>123,491</b>	<b>129,860</b>	<b>Total Expenses Before Off-Budget</b>	<b>123,491</b>	<b>129,860</b>
<b>10,219</b>	<b>(1)</b>	<b>Excess Inc/(Exp) Before Off-Budget</b>	<b>10,219</b>	<b>(1)</b>
1,300	0	Depreciation Expense	1,300	0
<b>8,919</b>	<b>(1)</b>	<b>Excess Inc/(Exp) After Off-Budget</b>	<b>8,919</b>	<b>(1)</b>
		<b>Restricted Reserves</b>		
(3,233)	0	Appliance Reserve Equity	4,238	0
2,333	0	Painting Reserve	63,514	0
7,333	0	Roofing Reserve	1,804,319	0
4,583	0	Emergency Reserve Equity	80,917	0
16,667	0	Infrastructure Reserve	622,592	0
<b>27,684</b>	<b>0</b>	<b>Total Restricted Reserves</b>	<b>2,575,580</b>	<b>0</b>