

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SIX
March 22, 2019
Meeting begins at 9:30 a.m.
Administration Building Conference Room A

1. CALL TO ORDER
2. SHAREHOLDER COMMENTS (**limited to 2-3 minutes - agenda items only**)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):
 - Ms. Miller, Finance Director
 - Ms. Hopewell, GRF Representative
 - Ms. Hopkins, Mutual Administration Director
 - Mr. Van Horn, Building Inspector
 - Ms. Villalobos, Recording Secretary
5. APPROVAL OF MINUTES:
Regular Meeting Minutes of February 22, 2019
6. BUILDING INSPECTOR'S REPORT Mr. Van Horn
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p.3)
7. CONSENT CALENDAR
 - a. Discuss and vote to authorize the transfer of funds for Mutual Six (p.4)
8. **GUEST SPEAKER** Ms. Miller
 - a. Review and approve the 2018 Financial Statements Audit (p.5)
9. GRF REPRESENTATIVE Ms. Hopewell
10. **UNFINISHED BUSINESS**
None
11. **NEW BUSINESS**
 - a. Discuss and vote to approve/deny the Financial Review for February 2019 (p.6)
 - b. Discuss Building Captain Duties and Luncheon
12. SECRETARY/CORRESPONDENCE Ms. Simpson
13. CHIEF FINANCIAL OFFICERS REPORT Mr. Turetskiy
14. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins

STAFF BREAK BY 11:00 a.m.

15. COMMITTEE REPORTS
 - a. Landscape/Contract Update
 - b. Physical Property

Mrs. Burge
Mr. May

16. DIRECTORS' COMMENTS

17. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)

18. ANNOUNCEMENTS

a. **Town Hall Meeting**, Tuesday, April 2, 2019 at Clubhouse Four
at 11:00 am -1:00 p.m.

b. **NEXT MEETING, Friday, April 26, 2019, at 9:30 a.m.
in the Administration Building Conference Room, A**

19. ADJOURNMENT

STAFF WILL LEAVE THE MEETING BY 12:00 p.m.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(06) SIX**

INSPECTOR: **Dave Van Horn**

MUTUAL BOARD MEETING DATE: **MARCH 22, 2019**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
56 C	WINDOWS	BOTH	11/05/18	11/19/18	NO	RED TAG	SEAPORT 1/4/2019
56 L	WINDOWS	BOTH	02/04/19	02/05/19	NO	NA	SEAPORT
138 H	SHOWER REMODEL	BOTH	01/28/19	03/01/19	NO	FRAME,ELEC,PLUM	BERKVIST 1/30/19
59 D	1/2BTH WASHER/DRYER	BOTH	12/15/18	2/30/19	NO	D.W.NAILING	JERRY CON 1/28/19
64 B	WINDOWS	BOTH	12/01/18	01/01/19	NO	NA	CAL ENERG'
139 E	DOORS/WINDOWS	BOTH			NO	SIGNED OFF	SWENMAN 3/12/2019
64 G	HEAT PUMP	BOTH			NO	NOT SIGNED OFF	HEATWAVE 3/8/2019
130 L	1/2 BATH	BOTH	04/15/19	05/15/19	NO	NA	HADI
62 B	WASHER/DRYER	BOTH	03/25/19	04/03/19	NO	NA	HADI
55 E	SOLO TUBE	BOTH			NO	NOT SIGNED OFF	SOLO WORLD 3/4/2019
61 B	ADA SHOWER	BOTH			NO	SIGNED OFF	NUKOTE 3/1/2019

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
140 K		01/04/19					
144 L		07/19/18					
128 G		10/17/18					
135 D			02/21/19	03/04/19	03/13/19		
63 F		02/15/19					
141 J		01/30/19					
141 K		03/11/19					
132 F		11/26/18					
137 C		03/11/19					
55 L			02/25/19	02/25/19	03/07/19		
58 B			02/20/19	02/20/19	03/05/19		

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

CONTRACTS	
CONTRACTOR	PROJECT
JOHNS LANDSCAPE	5/1/18-4/30/19
OC RESERVE STUDY	12/31/17 - 12/31/19
EMPIRE PIPE	10/27/17- 10/27/2019

SITE VISITS	
UNIT NUMBER	REASONS
BAIT STATIONS HAVE BEEN PLACED (8) AT BUILDINGS	141-142
143 K, CHECKED UNIT FOR WATER DAMAGE. NONE ON	THAT DATE 3/11/19
134 E, INSTALLED NEW KEY IN LOCK BOX	BUILDING 54 A-L WITH JOHN REGARDING DRAINAGE

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AUTHORIZE THE TRANSFER OF FUNDS FOR
MUTUAL SIX (CONSENT CALENDAR ITEM A)
DATE: MARCH 22, 2019
CC: MUTUAL FILE

I move that the Board authorizes the following transfer of funds per detailed Resolutions.

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE 2018 AUDITED FINANCIAL STATEMENTS (GUEST SPEAKER ITEM A)
DATE: MARCH 22, 2019
CC: MUTUAL FILE

On March 22, 2019, Ms. Miller, Director of Finance, will review the Financial Statements as of the year ending December 31, 2018, by the Independent Accountant's Report as submitted by CliftonLarsonAllen (CLA).

I move to accept that the Board of Directors of Seal Beach Mutual Six, upon a presentation of the Financial Statements as of December 31, 2018, 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.

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE THE FINANCIAL REVIEWS FOR FEBRUARY 2019 (NEW BUSINESS ITEM A)
DATE: MARCH 22, 2019
CC: MUTUAL FILE

I move to acknowledge, that per the requirements of Civil Code Section 5500(a)-(f), a review has been completed of the Mutual's' 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, income and expense statement for the Mutual's operating and reserve accounts, the check registers, the monthly general ledger and delinquent assessment receivable reports, for the month of February 2019.