

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL THREE
May 13, 2022
Meeting begins at 9:00 a.m.

Conference Room A and Zoom/Video Conference Call Meeting

TO ATTEND VIA ZOOM: The Shareholder will be provided with instructions on how to access the call via telephone upon the Shareholder contacting Mutual Administration and requesting the call-in information. Please submit your information, including your name, Unit number, and telephone number, via e-mail at mutualsecretaries@lwsb.com, by no later than 3:00 p.m., the business day before the date of the meeting.

TO PROVIDE COMMENTS DURING MEETING: In order to make a comment during the open Shareholder forum, the Shareholder must (i) notify their parcel director of their intent to speak during Shareholder open forum, or (ii) submit their information, including their name, Unit number, and telephone number, via e-mail at mutualsecretaries@lwsb.com, by no later than 3:00 p.m., the business day before the date of the meeting.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. SHAREHOLDER COMMENTS (2-3 minutes per shareholder)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

Mr. Geffner, GRF Representative
Mr. Van Horn, Building Inspector
Ms. Barua, Portfolio Specialist
Ms. Vasquez, Recording Secretary

5. APPROVAL OF MINUTES:
 - a. **Regular Monthly Meeting Minutes of April 8, 2022.**
6. BUILDING INSPECTOR'S REPORT Mr. Van Horn
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (pp.3-5)
7. GRF REPRESENTATIVE Mr. Geffner
8. CONSENT CALENDAR
Discuss and vote to authorize transfers of funds for Mutual Three (p.6)
9. **UNFINISHED BUSINESS**
 - a. Discuss painting update
 - b. Discuss the election calendar and voting process
10. **NEW BUSINESS**
 - a. Approval of Mutual Monthly Finances (p.7)

- b. Discuss and vote to approve the rental request for Unit 19I (p.8)

STAFF BREAK BY 11:00 a.m.

- 11. SECRETARY / CORRESPONDENCE Ms. Garduno
- 12. CHIEF FINANCIAL OFFICER'S REPORT Ms. Ledbetter
- 13. PRESIDENT'S REPORT Ms. Ginthner
- 14. PORTFOLIO SPECIALIST'S REPORT Ms. Barua
- 15. ANNOUNCEMENTS
 - a. **MONTHLY MEETING:** June 10, 2022, Monthly Board Meeting has been **CANCELED** due to Annual Elections.
 - b. **ANNUAL SHAREHOLDER'S MEETING:** Wednesday, June 08, 2022, at 10:00 a.m. Registration begins at 9:00 a.m. in Clubhouse 4.
- 16. COMMITTEE REPORTS
 - a. Emergency Information
 - b. Laundry Rooms
 - c. Service Maintenance
 - d. Landscape
- 17. DIRECTORS' COMMENTS
- 18. SHAREHOLDERS' COMMENTS (2-3 minutes)
- 19. ADJOURNMENT
- 20. EXECUTIVE SESSION

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

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(03) THREE**

INSPECTOR: **Dave Van Horn**

MUTUAL BOARD MEETING DATE: **MAY 13, 2022**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
19 C	ADA SHOWER	GRF	03/16/22	04/16/22	NO	SIGNED OFF	NUKOTE 4/15/22
3 H	DECO BLOCKS	GRF	02/28/22	04/30/22	NO	SIGNED OFF	MP CON. 4/19/22
21 A	HEAT PUMP	BOTH	02/03/22	05/03/22	NO	NA	GREENWOOD
20 D	HEAT PUMP	BOTH	04/04/22	07/04/22	NO	NA	GREENWOOD
7 I	C/P CABINET	GRF	03/21/22	04/30/22	NO	SIGNED OFF	MP CON. 4/13/22
18 J	REMODEL	BOTH	11/30/22	05/01/22	YES	SIGNED OFF	MAMUSCIA 4/19/22
16 F	BATH REMODEL	BOTH	03/01/22	06/30/22	NO	SIGNED OFF	LOS AL 4/28/22
11 G	REMODEL	BOTH	02/16/22	06/30/22	NO	D.W. NAILING	BA CON 3/15/22
20 B	WINDOWS	BOTH	04/07/22	05/20/22	NO	NA	SWENMAN
13 L	FLOORING	GRF	02/15/22	04/15/22	NO	SIGNED OFF	KARYS 4/11/22
26 A	HEAT PUMP	BOTH	04/26/22	05/26/22	NO	NA	ALPINE
4 I	FLOORING	GRF	04/30/22	05/30/22	NO	NA	KARY'S
35 D	KITVHEN/BTH REMODEL	BOTH	04/04/22	05/31/22	NO	NA	PNI CON
12:00 AM	TUB/SHOWER	BOTH	05/01/22	08/31/22	NO	NA	MAMUSCIA
26 D	LVRM RETROFIT WIN	BOTH	12/10/21	5/30/22	NO	NA	MP CON
22 C	MICROWAVE	GRF	05/09/22	05/24/22	NO	NA	MARCO
25 F	HEAT PUMP	BOTH	03/15/22	04/15/22	NO	SIGNED OFF	ALPINE 4/15/22
31 B	WINDOWS/SHOWER	BOTH	01/31/22	03/31/22	NO	SIGNED OFF	KONRAD KONSTRUCTION 4/11/22

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
35 C		03/01/22	04/22/22	04/22/22	05/04/22		
31 K		02/28/22	03/30/22	03/30/22			
7 D		01/31/22	03/17/22	03/31/22			
30 A		02/24/22	04/13/22	04/13/22	04/25/22		
10 F			04/20/22	04/20/22	05/02/22		
12 C		03/28/22					
4 F		05/02/22					
36 G		04/29/22					
3 L		04/28/22					
18 D			04/27/22	04/27/22			
19 J		04/15/22					

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
TOTAL LANDSCAPE MAINTENANCE	SIGNED 3 YEAR CONTRACT 11/1/21 - 10/31/24
FENN TERMITE & PEST CONTROL	SIGNED 3 YEAR CONTRACT - 2020 WITH CHANGE ORDER START IN JUNE 2020
ANDRE LANDSCAPE SERVICE INC.	SIGNED 3 YEAR CONTRACT 11/8/21 - 12/31/23

SITE VISITS	
UNIT NUMBER	UNIT NUMBER
16 H, CHECKED UNIT FOR WINDOW/SLIDER	REPLACEMENT 4/27/22
BLDG 36 - 34 WALKED BUILDINGS FOR TERMS & DRY	ROT 4/28/22 - 4/29/22

Mutual Corporation No. Three

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AUTHORIZE TRANSFERS OF FUNDS FOR MUTUAL THREE (CONSENT CALENDAR, ITEM A)
DATE: MAY 13, 2022
CC: MUTUAL FILE

I move that the board authorizes the following transfers of funds per detailed resolutions.

Transfer/ Invoice Date	Amount	Originating/Destination Accounts or Payee
03/24/2022	\$15,500.00	Invoice # 7402C Check # 11569 – Total Landscape Maintenance
03/24/2022	\$50,968.66	US Bank Checking to US Bank Restricted Money Market
04/01/2022	\$15,000.00	Invoice # Sale of 27F Check #040295 – Castlehead, Inc. Escrows
04/05/2022	\$110,277.37	US Bank Checking to GRF - US Bank Checking
04/05/2022	\$193,835.20	ACH-Direct Debit from Multiple Shareholders to US Bank Checking
04/06/2022	\$69,619.71	US Bank Checking to US Bank Impound (Property Taxes)
04/19/2022	\$50,968.66	US Bank Checking to US Bank Restricted Money Market
4/29/2022	\$15,000.00	Invoice # Sale of 4I Check # 040711 – Castlehead, Inc. Escrows
4/29/2022	\$15,000.00	Invoice # Sale of 30A Check # 549985 – Citywide Escrow

Mutual Corporation No. Three

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: MAY 13, 2022
CC: MUTUAL FILE

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 April 2022.

Mutual Corporation No. Three

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE THE RENTAL REQUEST FOR UNIT 19I
(NEW BUSINESS, ITEM B)
DATE: MAY 13, 2022
CC: MUTUAL FILE

I move to approve the rental request for Unit 19I. Per Section 17.13.2 of the Mutual Three Rules and Regulations the leasing shareholder and tenant must attend a New Tenant Orientation at a cost of \$500.00 at the leasing shareholder's and/or tenant's expense.