

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL FOURTEEN**  
**Tuesday March 19, 2019**  
**Meeting begins 1:00 p.m.**  
**Building Five Conference Room B**

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE & WELCOME
2. SHAREHOLDER COMMENTS (2-3 minutes per shareholder, agenda items only)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):
  - Mr. Lukoff, GRF Representative
  - Ms. Miller, Director of Finance
  - Ms. Hopkins, Mutual Administration Director
  - Mr. Black, Building Inspector
  - Mrs. Aquino, Recording Secretary
5. APPROVAL OF MINUTES:
  - Regular Meeting Minutes of February 19, 2019**
  - Special Meeting Minutes of March 1, 2019 (p. 3)**
6. BUILDING INSPECTOR'S REPORT Mr. Black
  - Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 4-5)
  - a. Discuss and vote to approve/deny patio approval for Unit 54-A (p. 6)
  - b. Discuss and vote to approve/deny patio approval for Unit 20-I (p. 7)
  - c. Discuss and vote to approve/deny patio cover approval for Unit 16-F (p. 8)
  - d. Discuss and vote to approve/deny cart pad approval for Unit 19-E (p. 9)
  - e. Discuss and vote to approve/deny HVAC Condenser Blind approval for Unit 24-L (p. 10)
  - f. Discuss and vote to approve/deny HVAC Condenser Blind approval for Unit 20-L (p. 11)
  - g. Discuss and vote to approve/deny HVAC Condenser Blind approval for Unit 3-F (p. 12)
7. **GUEST SPEAKER** Ms. Miller
  - a. Review & Acceptance of the Draft 2018 Audited Financial Statements (p. 13)
8. GRF REPRESENTATIVE Mr. Lukoff
9. SECRETARY / CORRESPONDENCE Ms. Worthington
10. PRESIDENT'S REPORT Mr. Melody
11. VICE PRESIDENT'S REPORT Ms. Jorgenson
12. CHIEF FINANCIAL OFFICERS REPORT Ms. Rosenfeld

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

13. **UNFINISHED BUSINESS**

None

14. **NEW BUSINESS**

- a. Approval Mutual Monthly Finances (p. 14)
- b. Shareholder Statement to Vote Cumulatively (p. 15)

15. MUTUAL ADMINISTRATION DIRECTOR

Ms. Hopkins

16. ANNOUNCEMENTS

- a. **NEXT BOARD MEETING: Tuesday, April 16, 2019 at 1:00 p.m.  
Building Five Conference Room B**

17. COMMITTEE REPORTS

- a. Physical Property Committee Report                      Mr. Stefun
- b. Landscape Committee Report                                      Mr. Melody
- c. Emergency Information Report                                      Ms. Jorgenson
- d. Caregivers Committee Report                                      Ms. Simon
- e. Pet Committee Report                                                      Ms. Moore
- f. Patio Compliance Committee                                      Ms. Simon

18. DIRECTORS' COMMENTS

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

20. ADJOURNMENT

21. EXECUTIVE SESSION

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

**MINUTES OF THE SPECIAL MEETING OF  
THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL FOURTEEN  
March 1, 2019**

A Special Meeting of the Board of Directors of Seal Beach Mutual Fourteen was called to order by President Melody at 1:00 p.m. on Friday, March 1, 2019 in Clubhouse 3 Room 4.

Those members present were: President Melody, Vice President Jorgenson, Secretary Worthington, and Directors Simon and Stefun. CFO Rosenfeld was absent.

The purpose of this meeting was to discuss and accept the Draft 2018 Audited Financial Statements.

Following a discussion, it was the consensus of the Board to postpone this matter until the next Regular Board Meeting pending further information from the Finance Department.

President Melody adjourned the meeting at 1:05 p.m.

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Attest  
Sue Worthington, Secretary  
SEAL BEACH MUTUAL FOURTEEN  
ka:03/14/19

**INSPECTOR MONTHLY MUTUAL REPORT**

MUTUAL: **(14) FOURTEEN**

INSPECTOR: **Kevin Black**

DATE: **FEBRUARY 19TH 2019**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
14-02A	remodel/repipe	both	09/05/17	03/01/17	no	underground 9/20/17-roug	Kress
14-19E	remodel	both	11/01/18	03/01/19	no	underground 12/10/18/bid	ogan
14-49E	remodel	both	11/01/18	03/29/19	no	footing 12/22/18-big four	kang
14-33H	1/2 bath, closet, skylit	both	01/28/19	04/01/19	no	rough and ground 3/5/19	m and m skylights
14-22A	repl. Fabric awning	GRF	02/28/19	04/28/19	no		AAA Awnings
14-30D	washer and dryer	both	02/04/19	04/30/19	no	rough 2/28/19	bruno alvarez
14-19D	add closet/remove w	both	02/18/19	03/01/19	no		ogan
14-3C	hvac repl.	both	02/21/19	03/21/19	no		Goettl air conditioning
14-48A	hvac repl.	both	03/05/19	06/05/19	no		greenwood
14-5D	hvac repl. Ducted	both	03/11/19	06/11/19	no		greenwood
14-20L	hvac repl. Ducted	both	03/06/19	06/06/19	no		greenwood
14-16A	recessed lghting	both	03/10/19	510/19	no		Greco Design
14-20I	remodel w/patio	both	3/18/196	06/20/19	no		ogan
ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
14-24L				12/22/17			
14-3B		02/28/18	12/04/18	12/04/18	12/14/18		
14-14D		10/02/18					
14-2I		10/26/18					
14-33B		11/01/18					
14-3G		11/20/18	02/06/19	02/18/19			
14-31G		12/31/18	03/07/19				
14-20I			01/25/19	01/25/19	02/06/19	03/11/19	
14-15G		02/26/19					
14-22C			02/27/19				
14-17G		03/06/19					

FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

<b>CONTRACTS / PROJECT</b>	
<b>CONTRACTOR</b>	<b>PROJECT</b>
Fenn Pest Control 6/18/20 end date	termite and pest control - new contract, two days a week for service, - Mondays 8-12 for pests - Wednesday 8 -4 for termites and pests
J and J Landscaping . 11/30/21 end date Landscape:	on going landscape -
Roofing Standards 12/31/19 end date Roofing:	contract is signed for current 5 buildings
Kress const. stove hoods:	same pricing from Kress for bldgs.. 3,4,5,12 bldg. 2 is 100.00 more for each
BA const, attic work/termite damage and fascia paint:	same pricing as maintenace for BA construction, material supplied x mutual SRO
CRS (California Repipe Specialist) smoke alarms:	smoke alarms installed at units needed,
<b>Shareholder and Mutual Requests</b>	
16F BOD approval for patio cover	
24L HVAC Blind cover	
20I BOD approval for patio	
54A BOD approval for patio	
19E BOD approval for cart pad	
20L hvac blind cover approval	
3F hvac blind approval	
25D check on roof leak - old leak put n paint order	
13L check on water damage - ok	
4D check on roof leak	
52A photo of fascia - antenna on fascia	
52L check on wall crack ok paint order in	
14D met with fire avert for trial on new fire avert	
met w/Bob S. about policy on HVAC	
4K water leak, found two leaking areas, will camera sewer	
2C inspection	
roofing meeting with R.S. Bob and Lee	
pass out flyers for roof inspection bldgs. 4 and 5	
empty unit inspection 8 units	

# *Mutual Corporation No. Fourteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY PATIO APPROVAL FOR UNIT 54-A  
(BUILDING INSPECTORS REPORT ITEM A)  
**DATE:** FEBRUARY 19, 2019  
**CC:** MUTUAL FILE

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On March 19, 2019, the Board of Directors will discuss and vote to approve/deny Patio approval for Unit 54-A

***I move to approve/deny the Patio approval submitted for Unit 54-A, with work to be completed by Roberts Construction.***

# *Mutual Corporation No. Fourteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY PATIO APPROVAL FOR UNIT 20-I  
(BUILDING INSPECTORS REPORT ITEM B)  
**DATE:** FEBRUARY 19, 2019  
**CC:** MUTUAL FILE

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On March 19, 2019, the Board of Directors will discuss and vote to approve/deny Patio approval for Unit 20-I

*I move to approve/deny the Patio approval submitted for Unit 20-I, with work to be completed by Ogan Construction.*

# *Mutual Corporation No. Fourteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY PATIO COVER APPROVAL FOR UNIT 16-F (BUILDING INSPECTORS REPORT ITEM C)  
**DATE:** FEBRUARY 19, 2019  
**CC:** MUTUAL FILE

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On March 19, 2019, the Board of Directors will discuss and vote to approve/deny Patio Cover approval for Unit 16-F

***I move to approve/deny the Patio Cover approval submitted for Unit 16-F, with work to be completed by Ogan Construction.***

# *Mutual Corporation No. Fourteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY CART PAD FOR UNIT 19–E  
(BUILDING INSPECTORS REPORT ITEM D)  
**DATE:** MARCH 19, 2019  
**CC:** MUTUAL FILE

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On March 19, 2018, the Board of Directors will vote to approve/deny the Cart Pad for Unit 19–E.

***I move to approve/deny the Cart Pad at Unit 19–E, as submitted with work to be completed by Ogan Construction.***

# *Mutual Corporation No. Fourteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY HVAC CONDENSER BLIND FOR UNIT 24-L (BUILDING INSPECTORS REPORT ITEM E)  
**DATE:** MARCH 19, 2019  
**CC:** MUTUAL FILE

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On March 19, 2019, the Board of Directors will vote to approve/deny the HVAC Condenser Blind for Unit 24 – L.

***I move to approve/deny the HVAC Condenser Blind at Unit 24-L, as submitted with work to be completed by Konrad Construction.***

# *Mutual Corporation No. Fourteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY HVAC CONDENSER BLIND FOR UNIT 20-L (BUILDING INSPECTORS REPORT ITEM F)  
**DATE:** MARCH 19, 2019  
**CC:** MUTUAL FILE

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On March 19, 2019, the Board of Directors will vote to approve/deny the HVAC Condenser Blind for Unit 20 – L.

***I move to approve/deny the HVAC Condenser Blind at Unit 20-L, as submitted with work to be completed by \_\_\_\_\_.***

# *Mutual Corporation No. Fourteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY HVAC CONDENSER BLIND FOR UNIT 3-F (BUILDING INSPECTORS REPORT ITEM G)  
**DATE:** MARCH 19, 2019  
**CC:** MUTUAL FILE

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On March 19, 2019, the Board of Directors will vote to approve/deny the HVAC Condenser Blind for Unit 3 – F.

***I move to approve/deny the HVAC Condenser Blind at Unit 3-F, as submitted with work to be completed by \_\_\_\_\_.***

# *Mutual Corporation No. Fourteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** REVIEW AND ACCEPTANCE OF THE DRAFT 2018 AUDITED FINANCIAL STATEMENTS (GUEST SPEAKER ITEM A)  
**DATE:** MARCH 19, 2019  
**CC:** MUTUAL FILE

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On March 19, 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 Fourteen, 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 to authorize the President to sign the Management Representation Letter.***

# *Mutual Corporation No. Fourteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS ITEM A)  
**DATE:** MARCH 19, 2019  
**CC:** MUTUAL FILE

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*I move to approve, that the review of the Mutuals, operating accounts, reserve accounts; current year's actual operating revenues and expenses, compared to the current year's budget; the latest account statements prepared by financial institutions where the Mutual has its operating and reserve accounts; the income and expense statement for the Mutuals operating and reserve accounts, has been approved, and further that that per Civil Code Section 5500(a)-(f)), the check register, monthly general ledger, and delinquent assessment receivable reports have been reviewed for the month of February, 2019.*

# *Mutual Corporation No. Fourteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** SHAREHOLDER STATEMENT TO VOTE CUMULATIVELY (NEW BUSINESS  
ITEM B)  
**DATE:** MARCH 19, 2019  
**CC:** MUTUAL FILE

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Per the Mutuals' Bylaws Article IV, Section 7, I (**please state your first and last name**), shareholder of Mutual Fourteen, intend to vote cumulatively for the election of Directors for the 2019-2020 term of office.