

**MINUTES OF THE REGULAR MONTHLY MEETING  
OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL TEN  
May 25, 2016**

The Meeting was called to order by President/Secretary Arlart on Wednesday, May 25, 2016, at 9:15 a.m. in Conference Room A of the Administration Building, following the Open Forum at 9:00 a.m.

**ROLL CALL**

Present: President/Secretary Arlart, Vice President Cummings, CFO Giles, Directors Phillips, Scheuermann (left at 11:02 a.m.), and Atkinson, and Advisory Directors Houck (left at 9:45 a.m.) and Thompson

Absent: Director Newman

GRF Representative: Ms. Winkler

Guests: One Mutual Ten shareholder

Staff: Mr. Black, Building Inspector  
Ms. Martin, Recording Secretary

**INTRODUCTION**

President/Secretary Arlart welcomed the staff and guests to the meeting.

**MINUTES**

President/Secretary Arlart stated that the approval for the Regular Monthly minutes of April 27, 2016 is postponed until the next Board Meeting on June 22, 2016.

President/Secretary Arlart stated that the approval for the Special Meeting minutes of April 25, 2016 is postponed until the next Board Meeting on June 22, 2016.

**BUILDING INSPECTOR'S REPORT**

Inspector Black presented his summary report (attached).

**UNFINISHED BUSINESS**

Director Scheuermann discussed postponing Unfinished Business, Items b. through e., g. through i., and k. through l. until the next Board Meeting on June 22, 2016. Upon a MOTION duly made by Director Scheuermann and seconded by CFO Giles, it was

RESOLVED, To postpone Unfinished Business, Items b. through e., g. through i., and k. through l. until the next Board Meeting on June 22, 2016.

The MOTION passed.

**UNFINISHED BUSINESS (continued)**

Building Inspector Black presented his report on the roofing project (attached).

Following a discussion, and upon a MOTION duly made by CFO Giles and seconded by Director Atkinson, it was

RESOLVED, That Mutual Ten authorizes to meet with David Rudge to accept bids on roofing replacements.

The MOTION passed.

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

RESOLVED, To authorize David Rudge to get a bid from the piping company currently working in Mutual One to re-pipe Building 244.

The MOTION passed.

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

RESOLVED, To establish a SmartBurners policy and install SmartBurners to all eligible units at a cost not to exceed \$42,000.

The MOTION passed.

President/Secretary Arlart called for a break from 11:00 a.m. to 11:15 a.m.

CFO Giles discussed the Reserve study projection.

Vice President Cummings discussed the plumbing replacement program for two or three buildings for the year 2017 including four roofs.

Building Inspector Black suggested having a pre-board meeting for the reserve study.

Building Inspector Black stated that he needed the Reserve Study report. A Special Meeting will be held on June 13 (Monday at 2:30 p.m.) for the Building Inspector Report.

May 25, 2016

**NEW BUSINESS**

Following a discussion on tree maintenance for 2017, Building Inspector Black requested for the main contractor contract to be postponed until the next Board Meeting on June 22, 2016.

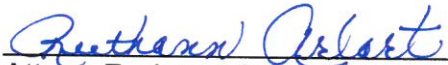
It is the consensus of the Board to postpone discussion under New Business, Items c. and d. until the next Board Meeting.

**EXECUTIVE SESSION**

There were no legal and member issues to be discussed in Executive Session.

**ADJOURNMENT**

President/Secretary Arlart adjourned the meeting at 12:00 p.m. and announced that no Executive Session would follow.



Attest, Ruthann Arlart, President  
SEAL BEACH MUTUAL TEN  
mm:06/03/16, Attachments

**NEXT MEETING: WEDNESDAY, JUNE 22, 2016**  
**9:00 a.m. Open Forum – Meeting starts at 9:15 a.m.**

**BUILDING CAPTAINS AND SHAREHOLDERS: PLEASE DO NOT LEAVE THE  
MONTHLY MINUTES AT EMPTY APARTMENTS. THANK YOU.**

**REMINDER: THE SWEEPING DAY FOR MUTUAL TEN'S TRUST STREETS IS THE  
4th WEDNESDAY NIGHT OF EACH MONTH. PLEASE DO NOT PARK ON  
INTERLACHEN, ST. ANDREWS OR NORTHWOOD STREETS AT THIS TIME.**

**Mutual Ten shareholders can access the monthly minutes on  
the Mutual website at:**

**[www.lwsb.com](http://www.lwsb.com) – go to “Mutuals” – click on “Mutual 10”**

**RESOLUTIONS IN THE REGULAR  
MONTHLY MEETING OF May 25, 2015**

- 05/25/2016      RESOLVED, To postpone Unfinished Business, Items b. through e., g. through i., and k. through l. until the next Board Meeting on June 22, 2016.
- RESOLVED, That Mutual Ten authorizes to meet with David Rudge to accept bids on roofing replacements.
- RESOLVED, To authorize David Rudge to get a bid from the piping company currently working in Mutual One to re-pipe Building 244.
- RESOLVED, To establish a SmartBurners policy and install SmartBurners to all eligible units at a cost not to exceed \$42,000.







# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (10) TEN

INSPECTOR: Kevin Black

MUTUAL BOARD MEETING DATE: May 25th, 2016

CONTRACTS	
CONTRACTOR	PROJECT
JLS Landscaping	Mutual gardening and lawns
Class One Arboriculture	Tree Maintenance
Fenn Pest and Termite	Pest and Termite management
Schlick Services	257 Laundry Rm electrical panel replacement
Reserve Study Inc.	reserve study

SHAREHOLDER and MUTUAL REQUESTS	
plant material for 258F, 3 areas for sod install	258F complete, still doing sod install
HVAC policy update?	BOD discussion
Carport policy update include plan?	BOD discussion
Roofing (pricing)	see hand out for pricing
Smoke alarm project	starting 294 alarms to be installed, maint. Will notify the buildings to be done
JLS to spray for oxalis	posting on the 19th for a spray date on the 23rd
Termite / Dry rot / Paint touch up walk	still need to do
Angle stop project	need to update and increase cost, proof new spreadsheet
sprinkler check	meet with JLS for 6 areas of broken piping
244H/5.6.16	escrow patio removal and repair
244G/5.10.16	smelly water multi times to flush / BOD discussion
259E/5.12.16	check on light switch
244H/5.12.16	job check
254C/5.13.16	Fenn issues
Pre BOD report for agenda	5.18.16
254C/5.18.16-5.19.16	Fenn and Benex entry and set up for treatment
reserve study components	update on numbers for the reserve study, refer to email previously forwarded

**MUTUAL OPERATIONS  
RESIDENT REGULATIONS****Carport Regulations – Mutual Ten Only**

(Jan 13)

Page 1 of 3

**A. Carport Use**

1. Carports are to be used for parking of self-propelled land vehicles in operating condition. Any stored items in the carports must be completely contained in the carport cabinets.

a. A hung ladder (length not to exceed six feet), and/or a two-wheeled bicycle, and/or a collapsible two-wheeled grocery cart may be stored on the raised platform under the cabinet. If a ladder is not stored, two two-wheeled bicycles may be stored. No other storage is allowed on the platform.

b. Two-wheeled bicycles may be hung over the car from the rafters using bicycle hooks.

2. Current fire regulations prohibit the storage of fuel oil or any combustible material in the carport areas.

3. All vehicles when parked in the carports must be headed in.

4. At each inspection of the carports by the staff of the Physical Property Department,

notice will also be given to each resident found in violation that the improperly stored

material must be removed within ten (10) days or the material will be removed at the resident's expense.

5. Any damage sustained to the carport is the responsibility of the assigned resident.

6. Residents are permitted to build a downward extension to the existing carport cabinet using the specifications held at the Physical Property Department, and approval shall be obtained from the Board of Directors and the Physical Property Department. *OBTAIN PERMIT (GPF)*

a. Bicycles, ladders, folding shopping carts, motorized or electric carts or chairs, or other items shall not be stored in front of the downward extension carport cabinet when the resident owns and/or parks a motor vehicle in the carport space. Due to insurance issues, only one motorized vehicle per carport space is permitted. Size permitting, bicycles, ladders, or folding carts may be stored INSIDE the carport cabinet.

**7502.10****MUTUAL OPERATIONS  
RESIDENT REGULATIONS****Carport Regulations – Mutual Ten Only**

(Jan 13)

\* Bring THIS  
PACKET NEXT  
MONTH \*



Page 2 of 3

- b. The cabinet will be painted to match the carport.
- c. Upon sale of the unit, the seller will be responsible for the removal of the cabinet if it is not wanted by the buyers.
- d. ~~A concrete barrier is required.~~ REMOVE

#### B. Carport Assignments

1. Carport assignments are controlled by the Mutual Corporation and a record of assignments is kept in the Stock Transfer Office of the Golden Rain Foundation.

a. Any vehicle in a carport must bear a current vehicle decal issued by the Seal Beach Leisure World Security Department (except as stated in Section 3, a.).

b. Vehicles shall not be parked in an unassigned carport without permission from the Mutual Board of Directors.

2. Residents wishing to change carport assignments must obtain approval of the Mutual Board of Directors so the change can be properly recorded in the Stock Transfer Office.

3. The request for carport re-assignment, if approved, is only temporary and is valid

only so long as both participating parties agree to the temporary change. One party

determining to withdraw from the agreement may do so as may the successor owner

of that party's apartment. The Mutual Corporation retains, at all times, the authority

to revoke and cancel this temporary change of carport assignment, at its discretion.

The reassignment of carport spaces, herein provided, will automatically become null

and void in the event of a sale of the stock representing either apartment, with absolutely no exceptions to the rules herein provided.

a. Carport space may not be rented to or used by anyone who is not a resident shareholder of Mutual Ten, except the carport assignee may allow temporary, short-term parking of a vehicle used by a houseguest or caregiver.

#### **MUTUAL ADOPTION: AMENDMENTS**

TEN: 09-26-91 11-29-73, 12-16-81, 09-26-90, 08-28-91, 02-24-93, 12-12-93, 7502.10

#### **MUTUAL OPERATIONS**

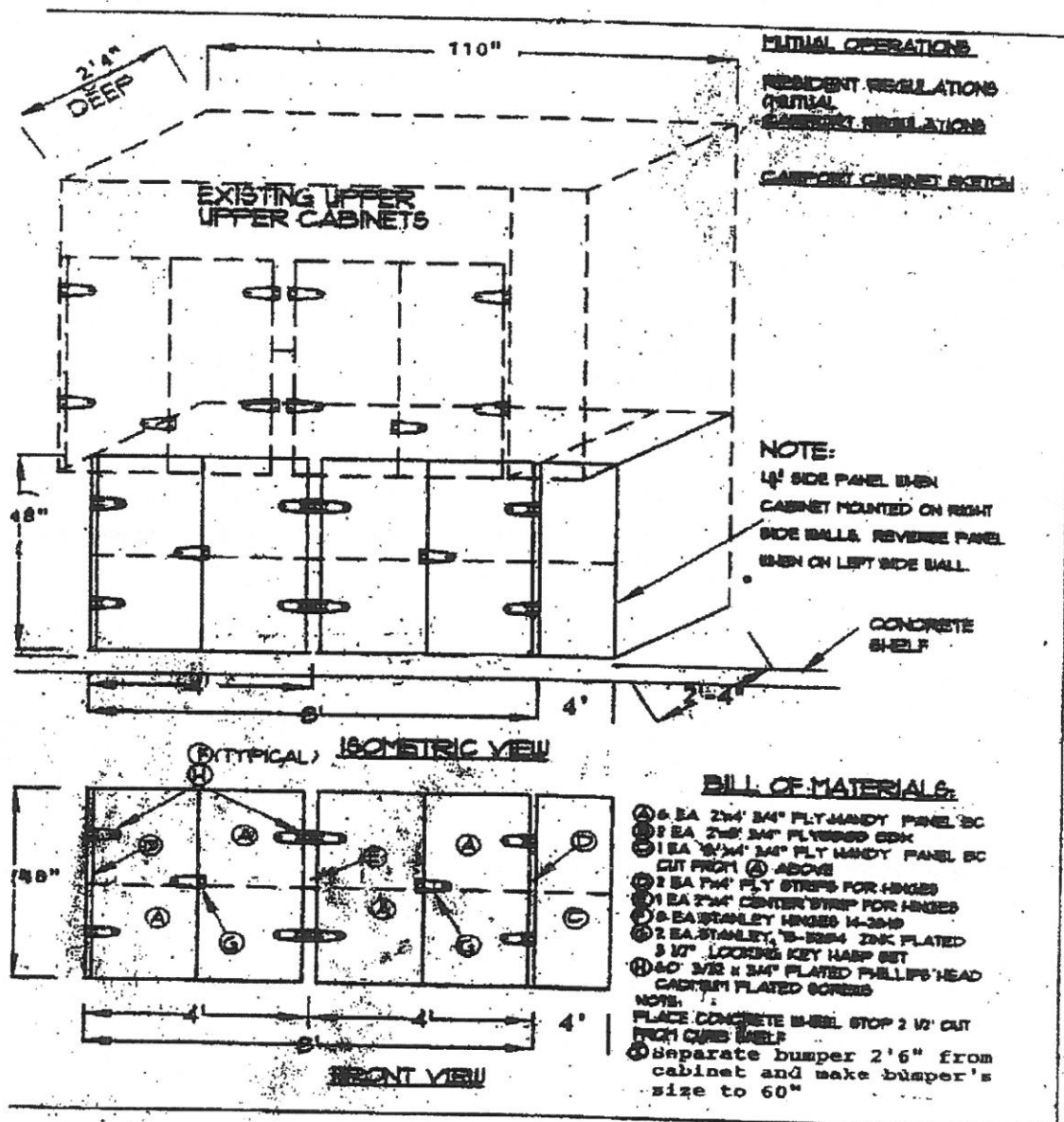
#### **RESIDENT REGULATIONS**

#### **Carport Regulations – Mutual Ten Only**

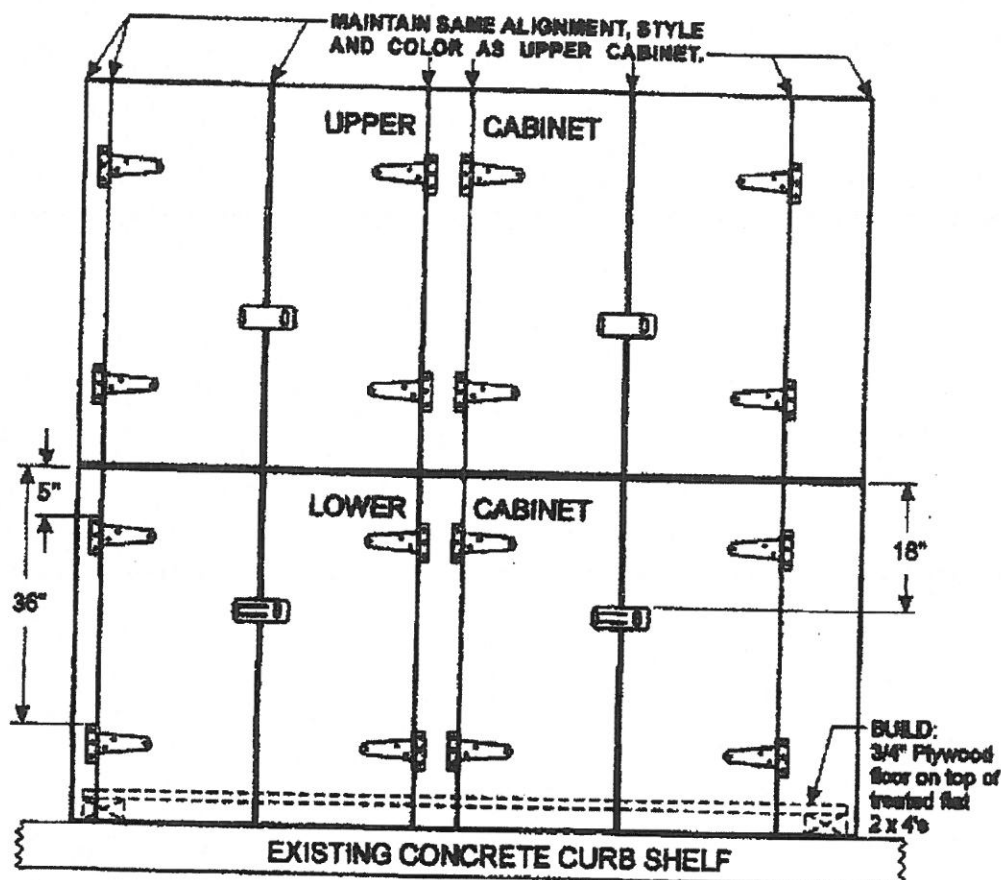
(Jan 13)

Page 3 of 3

06-26-02, 04-28-04, 08-26-09, 09-22-10, 10-24-12, 01-23-13

MUTUAL OPERATIONSRESIDENT REGULATIONSCarpport Regulations - Mutual Five"REQUIRES GRF PERMIT"

(Mar 13)

**MUTUAL OPERATIONS****RESIDENT REGULATIONS****Carport Regulations – Mutual Fourteen****NOTES:**

1. Lower cabinet will vary from 46 1/2" TO 48" in height. Build accordingly.
2. Lower cabinet front must be flush with existing concrete curb shelf.
3. Block all areas between upper and lower cabinet to prevent rodent intrusion.
4. Install 4' long standard size wheel stop and secure with two 5/8" Zinc plated Hex head bolts and Zinc plated Fender washers, use appropriate concrete anchors. (Solid plastic stops are preferable) Adjust distance for specific vehicle.

**MATERIALS:**

1. HASP = Masterlock No. 704DPF - Big Paint Store - \$6.50 ea.
2. HINGES = Stanley, SKU-218272 Heavy Duty Gate Hinge - Hardware Source - \$2.49 ea.
3. Use quality 3/4" exterior plywood on front, doors and sides with the same or better finish as the top cabinets and caulk where needed.
4. Prime and paint all visible surfaces, inside and out.

**MUTUAL ADOPTION**

FOURTEEN: 02-11-72

**AMENDMENTS**

09-23-88, 11-10-99, 12-08-99, 08-23-11, 09-27-11,  
04-24-12, 11-27-12, 04-23-13, 12-15-15

**Current Policy****MUTUAL OPERATIONS****Policy # 7499.10****PHYSICAL PROPERTY****Air Conditioning/HVAC/Heat Pump Units – Mutual Ten Only**

(Dec 06)

Page 1 of 1

**RESOLVED** That in order to conform to revised requirements of the City of Seal Beach, the

Uniform Building Code and the Physical Property Department of Leisure World regulations, and

**THAT** in accordance with the previous practice of this Mutual and in conformity with the regulations of the Physical Property Department, the installation of air conditioning units in

Mutual Ten be approved and confirmed as follows:

**THAT** permission is granted by the Board to the Physical Property Department to issue permits

for installation of air conditioners through the lower windows.

**NOTWITHSTANDING PREVIOUS ACTION**, Mutual Ten requires the following:

1. HVAC (Heating, Ventilating and Air Conditioning) units are to be installed with the outside

unit located inside the drip line and as close to the center of the front of the apartment, as

practical, and must be in compliance with Physical Property Department requirements. Repair and maintenance of units is the responsibility of the resident.

2. The compressor is to be installed on a 4-inch-thick concrete slab with or without (optional to

resident) a three-course-high deco block wall on two sides, with the service opening facing

toward the center of the resident's apartment.

3. All wall openings are to be flashed with a sheet metal cover with all holes, openings and

voids filled with a flame-, insect-, vermin-, and rot-resistant expandable foam.

a. During the pre-listing inspection, and at the seller's expense, existing heat pumps will be inspected and serviced, as needed, and condensation drain lines will be rodent proofed, as needed.

4. Exposed refrigerant lines on the exterior of the building are to be covered by a sheet metal

cover. All exposed ends are to be filled with an expandable foam.

5. The compressor is not to exceed 54 decibels per City of the Seal Beach Building Code.

**MUTUAL ADOPTION AMENDMENTS**

TEN: 09-23-87 08-25-99, 01-23-02, 12-04-06

HVAC Policy Re-write: **DRAFT** re-write 2/5/16

Air conditioning/HVAC/Heat Pump Units – Mutual <sup>TEN</sup> ~~Fourteen~~ Only

**Policy 7499.14**

**RESOLVED** That in order to conform to revised requirements of the City of Seal Beach, the California Building and Mechanical Code and Mutual Fourteen/Physical Property regulations, and

**That**, in accordance with the previous practice of this Mutual and in conformity with the regulations of the Physical Property Department, the installation of air conditioning units in Mutual fourteen be approved and confirmed as follows.

**That** Mutual Fourteen shall require a concrete pad and deco block blind when installing a ducted heating and air conditioning unit. Units must be masked from view, deco block is pre-approved, and use of bricks or other material shall be approved by the Board of Directors on a case by case basis. **A minimum of fifty percent air space should be maintained within the material for air circulation.** Ductless heating and air conditioning units shall have a concrete pad, no deco block blind required.

Mutual Fourteen requires all Heating and Air conditioning units to have attic access from inside the unit, minimum size for attic access is 22"W x 30"L, refer to the California Mechanical Code for complete requirements. Condensation line shall terminate at kitchen or bath sink as applicable to the Mechanical Code.

The City of Seal Beach requires an A-weighted sound calculation prior to the issuance of a building permit, Physical Property requires this to be submitted prior to approval of said permit. (Municipal Code 7.15.035). Exterior sound 55db.

**That** permission is granted by the Board of Directors to the Physical Property Department to issue permits for installation of air conditioners through the lower windows, any other area considered for installation shall require Board approval.



# ROOFING STANDARDS

## SETTING THE STANDARD IN THE ROOFING BUSINESS

**PROPOSAL FOR:**

Seal Beach Mutual No. Ten  
c/o: Kevin Black  
P: (562) 431-6586, ext. 359  
F: (---)  
E: kevinb@lwsb.com

**BID #: WM16-552**

Date: April 27, 2016  
Estimator: Will Mulcahy  
P: (949) 295-4466  
F: (714) 993-9743  
E: will@roofingstandards.com

**PROJECT:** Mutual 10 Roofing Project: (18) Low-Pitch, (5) High-Pitch, (8) Carport

**OWENS CORNING SHINGLE ROOF INSTALLATION - SCOPE OF WORK:**

1. **Fascia Work:** demolition of gutters and fascia work to be completed by others prior to start of gutter installation and roof work.
2. **Work Notice:** notices will be posted per unit, approximately 3-5 days prior to start of roof work.
3. **Safety:** set-up safety barriers on the ground and roof-top using battens/caution tape or delineators/safety flags. Secure ladder to fascia using approved ladder mount. Assess/ address possible safety hazards prior to job start.
4. **Demolition:** Remove and dispose of existing shingle system, metal-flashing components, and 3/8" plywood. Sections where existing stove-vents are located to be addressed first allowing for "Vent Work" to be completed in conjunction with roof demolition.
5. **Attic Maintenance:** tidy-up attic space by consolidating, straightening, or removing damaged insulation; remove/dispose of large pieces of loose debris including antennas, satellite equipment, or conduit that is no longer in use. \* Option to be installed at additional cost – see Notes D.
6. **Wood Replacement:** Inspect and replace defective wood members as necessary; new wood members to be supplied by Mutual 2. \* Option to be installed at additional cost – see Notes D.
7. **Vent Screening:** Install new galvanized-steel screens over existing "bird-holes" at eaves using staples. \* Option to be installed at additional cost – see Notes D.
8. **Pipe Strapping:** Secure existing pipe/vent stacks using "plumbers-tape" and appropriate size screws. \* Option to be installed at additional cost – see Notes D.
9. **Satellite-Dish Bracing:** install pipe-brace around pipe-stacks supporting Satellite Dishes. \* Option to be installed at additional cost – see Notes D.
10. **Sheathing:** Install new 3/4" Radiant Barrier OSB (R-OSB) using 8D nails following approved nailing pattern.

*\* see next page – scope continued*



11. **Shear-wall Nailing:** to be completed at patio transition per building-code requirements.
12. **Shimmed-Ridge Assembly:** existing ridge-line to be elevated to 3:12 pitch using pre-milled 2"x18" Doug-fir shims. One shim per rafter to be installed using 8D nails, the ¾" R-OSB sheathing to be installed over shimmed joists.
13. **Ridge-Straps:** install 18GA ridge-straps up/over "shimmed-ridge assembly" using 8D nails.
14. **Underlayment:** Install (1) one layer of OC WeatherLock Mat (SA) over new R-OSB sheathing throughout field areas. Install new OC Weatherlock Flex (SA) ice/water shield around all penetrations and curbs.
15. **Flashing:** see items below
  - a. **Pipes:** install new lead pipe-jacks (12" base/10" riser) over penetrations from 1" -3" in diameter.
  - b. **Vents:** 4" or 7" galvanized T-tops with screens or over vent penetrations as necessary.
  - c. **DryerJack Vents:** install new approved DryerJack #466 roof vent jacks. \* Option to be installed at additional cost – see Notes D.
  - d. **Drip-Edge:** install new factory painted 2"x 2" (26GA, Galvanized) edge-metal; color to be: White
  - e. **Skylight Kits:** custom fabricate two-piece assembly (apron/saddle) using 26GA Bonderized metal and fully soldered at joints/seams. Saddles over 30" to be fabricated with cricket. Step-flashing to be pre-painted 8"x12" (26GA, Galvanized) metal shingles.
  - f. **SoloTube Kits:** remove/reinstall existing Solotube assemblies "like for like". \* Option to be addressed at additional cost – see Notes D.
16. **Asphalt Shingle:** Install OC Supreme 25yr 3-tab shingle including new starter shingle at perimeter; new 10" high-profile hip/ridge shingles, and field-shingles using appropriate type/qty of fasteners; shingle color to be: \_\_\_\_\_
17. **Sealants:** Seal flashing components using ChemLink polyether sealants (exposed) or Roofers' mastic (non-exposed) as necessary.
18. **Painting:** new metal flashing components that do not come pre-painted with be painted with "Roof Master" flashing spray paint; color close to match shingle color. \* Option to paint flashing at additional cost – see Notes D.
19. **Ventilation:** Install new OC VentSure rigid 4' x 10" strips over ridge-line using approved fasteners.
20. **Clean-up:** Perform daily clean-ups leaving the jobsite in a clean professional manner.
21. **Warranty:** see options below
  - a. **Manufacturer** – Owens Corning 30-year Limited Material Warranty (25yr Modified).
  - b. **Workmanship** – Roofing Standards Five (5) Year Labor Warranty.

**Gutters & Downspouts:** see options below

1. **Gutter Installation:** install new seamless aluminum gutter (0.0270") at eave area underneath new drip-edge flashing. Gutter to be secured using appropriate sized hangers every 36" (OC) using appropriate sized fastener w/neoprene washers. Expansion joint to be overlapped by 4" and secured using rivets at seams of overlapping pieces, then sealed using Duralink sealant over seams. Gutter color to be: \_\_\_\_\_
2. **Downspout Installation:** install new 3x4 aluminum downspouts at pre-determined locations marked by others. Downspout outlets to be pre-fabricated mill-finished 3x4 rectangles; outlet flange to be at cut-out and sealed using Duralink sealant. Downspout to be secured to stucco wall using aluminum straps and wall anchors; A, B, or "off-set" elbows to be used at joint sections. Downspout Color to be: \_\_\_\_\_
3. **Warranty:** Manufacturer – 50yr Ltd. / Labor – 1yr

**NOTES**

- A. **Payment Terms:** 25% Deposit, 65% Progress, Balance Due within 30 days of Completion.
- B. **Acceptance:** Price above is for acceptance within 30 days from April 27, 2016.
- C. **Permits:** Roofing Standards will acquire City Permits and facilitate inspections per project requirements; fees are included in contract price.
- D. **Cost/Plus Items:** the following Items to be completed at additional cost.
  1. Rafter Replacement - \$6.00 per linear foot
  2. Skylight Curb Repairs - \$6.00 per linear foot
  3. CDX Replacement - \$48 per man hour
  4. SoloTube Work - \$48 per man hour
  5. DryerJack #466 - \$48 each
  6. Painting - \$48 per man hour
  7. Miscellaneous Work - \$48 per man hour
  8. All wood items necessary for "wood replacement" work shall be supplied by Mutual.
- E. **Price Terms:** to preserve listed pricing, the project must commence prior to May 31, 2016 and finish prior to July 31, 2017, or penalty fees of 3% per month may be applied to outstanding material balance.
- F. **Warranty Letter:** Manufacture Warranty to be registered per building within 5 days of City's Final Inspection, via OC Website with OC Addendum Letter attached to each building profile. Manufacture warranty reference number to be listed on Labor Warranty letter.

*\* see next page – pricing*

**PRICING – OPTION # 1:****CURRENT SPECIFICATIONS:**

*\* Pricing is inclusive of labor rates for options listed – Mutual is required to supply pre-primed/painted wood as necessary for wood replacement per their request.*

BUILDING TYPE	# OF BLDG TYPES	# ROOF SQ PER TYPE	# TOTAL ROOF SQ	\$ COST PER SQUARE	\$ COST PER BLDG	\$ TOTAL PER BLDG TYPE
APARTMENT LOW-PITCH (SM)	4	122	488	445	54,290	217,160
APARTMENT LOW-PITCH (LG)	11	153	1,683	445	68,085	748,935
APT+LNDRY LOW PITCH (SM)	1	126	126	445	56,070	56,070
APT+LNDRY LOW PITCH (LG)	2	157	314	445	69,865	139,730
APARTMENT HIGH-PITCH (SM)	1	128	128	580	74,240	74,240
APARTMENT HIGH-PITCH (LG)	1	159	159	580	92,220	92,220
APT+LNDRY HIGH PITCH (LG)	3	163	489	580	94,540	283,620
CARPORT (SM)	1	85	85	300	25,500	25,500
CARPORT (LG)	7	127	889	300	38,100	266,700

BUILDING TYPE	# OF BLDG TYPES	# ROOF SQ PER TYPE	\$ COST PER SQUARE	# DAYS TO COMPLETE	\$ TOTAL PER BLDG TYPE
APARTMENT LOW-PITCH	18	2611	445	270	1,161,895.00
APARTMENT HIGH-PITCH	5	776	445	75	345,320.00
CARPORTS	8	975	300	80	292,500.00
-	0	0	0	0	0.00
-	0	0	0	0	0.00
<b>TOTALS</b>				<b>245</b>	<b>1,799,715</b>

*\* see next page – pricing option 2*

**PRICING – OPTION # 2:****COST / PLUS:**

\* Cost / Plus pricing is subject to additional costs or "change orders" see Notes – D for rates.

BUILDING TYPE	# OF BLDG TYPES	# ROOF SQ PER TYPE	# TOTAL ROOF SQ	\$ COST PER SQUARE	\$ COST PER BLDG	\$ TOTAL PER BLDG TYPE
APARTMENT LOW-PITCH (SM)	4	122	488	435	54,290	217,160
APARTMENT LOW-PITCH (LG)	11	153	1,683	435	68,085	748,935
APT+LNDRY LOW PITCH (SM)	1	126	126	435	56,070	56,070
APT+LNDRY LOW PITCH (LG)	2	157	314	435	69,865	139,730
APARTMENT HIGH-PITCH (SM)	1	128	128	580	74,240	74,240
APARTMENT HIGH-PITCH (LG)	1	159	159	580	92,220	92,220
APT+LNDRY HIGH PITCH (LG)	3	163	489	580	94,540	283,620
CARPORT (SM)	1	85	85	300	25,500	25,500
CARPORT (LG)	7	127	889	300	38,100	266,700

BUILDING TYPE	# OF BLDG TYPES	# ROOF SQ PER TYPE	\$ COST PER SQUARE	# DAYS TO COMPLETE	\$ TOTAL PER BLDG TYPE
APARTMENT LOW-PITCH	18	2611	435	270	1,135,785.00
APARTMENT HIGH-PITCH	5	776	435	75	337,560.00
CARPORTS	8	975	300	80	292,500.00
-	-	-	-	-	-
-	-	-	-	-	-
<b>TOTALS</b>				<b>245</b>	<b>1,765,845</b>

**ACCEPTANCE**

Acceptance of Proposal: (Client) I/we have read, understand, and agree to all the prices, terms and specifications of this agreement. Upon signing I/we authorize Roofing Standards Inc. to complete work as specified above. Payments are to be paid to Roofing Standards Inc. according to payment terms listed above. (Contractor) All material is guaranteed to be as specified, and the above scope of work to be completed in a substantial workmanlike manner.

X \_\_\_\_\_  
Owner Signature Date

X \_\_\_\_\_  
Contractor Signature Date



BUILDING TYPE	BLDG TYPES	# OF PER TYPE	# ROOF SQ PER TYPE	# TOTAL ROOF SQ	\$ COST PER SQUARE	\$ TOTAL PER BLDG TYPE
APARTMENT LOW-PITCH (SM)	4	122	488	547	66,734	266,936
APARTMENT LOW-PITCH (LG)	11	153	1,683	547	83,691	970,601
APT+LNDRY LOW PITCH (SM)	1	126	126	547	68,922	68,912
APT+LNDRY LOW PITCH (LG)	2	157	314	547	85,879	171,758
APARTMENT HIGH-PITCH (SM)	1	128	128	547	70,016	70,016
APARTMENT HIGH-PITCH (LG)	1	159	159	547	86,973	86,973
APT+LNDRY HIGH PITCH (LG)	3	163	489	547	89,161	267,483
CARPORT (SM)	1	85	85	480	40,800	40,800
CARPORT (LG)	7	127	889	480	60,960	426,720

- | BUILDING TYPE             | BLDG TYPES | # OF<br>PER TYPE | # ROOF SQ<br>PER TYPE | # TOTAL<br>ROOF SQ | \$ COST<br>PER SQUARE | \$ TOTAL PER<br>BLDG TYPE |
|---------------------------|------------|------------------|-----------------------|--------------------|-----------------------|---------------------------|
| APARTMENT LOW-PITCH (SM)  | 4          | 122              | 488                   | 547                | 66,734                | 266,936                   |
| APARTMENT LOW-PITCH (LG)  | 11         | 153              | 1,683                 | 547                | 83,691                | 970,601                   |
| APT+LNDRY LOW PITCH (SM)  | 1          | 126              | 126                   | 547                | 68,922                | 68,912                    |
| APT+LNDRY LOW PITCH (LG)  | 2          | 157              | 314                   | 547                | 85,879                | 171,758                   |
| APARTMENT HIGH-PITCH (SM) | 1          | 128              | 128                   | 547                | 70,016                | 70,016                    |
| APARTMENT HIGH-PITCH (LG) | 1          | 159              | 159                   | 547                | 86,973                | 86,973                    |
| APT+LNDRY HIGH PITCH (LG) | 3          | 163              | 489                   | 547                | 89,161                | 267,483                   |
| CARPORT (SM)              | 1          | 85               | 85                    | 480                | 40,800                | 40,800                    |
| CARPORT (LG)              | 7          | 127              | 889                   | 480                | 60,960                | 426,720                   |

BREAKDOWN OF COSTS	UOM	CPU	BUILDING TYPE	# OF BLDG TYPES	# ROOF SQ PER TYPE	\$ COST PER SQUARE	# DAYS TO COMPLETE	\$ TOTAL PER BLDG TYPE
FTR 36M (FA) SS PROFILE	SQ	400.00	APARTMENT LOW-PITCH	18	2611	547	190	1,428,217.00
SECUROCK	SQ	110.00	APARTMENT HIGH-PITCH	5	776	547	68	424,472.00
VENT	LF	28.00	CARPORTS	8	975	480	52	468,000.00
GUTTER/DS	LF	7.20	OPTION - CARPORT STE PROFILE	8	975	440	40	429,000.00
20 YR NDL	SQ	10.00						
TOTALS							310	2,320,689
							298	2,281,689







Get Help with Medical, Utility, Food and Drug Costs

## Benefits Enrollment Centers

### You May Qualify for Additional Help

Benefits Enrollment Centers help low income, Medicare eligible seniors and persons with disabilities identify and apply for benefit programs.

If your 2015 income is below:

APPLICANT	MONTHLY INCOME LIMIT
Single	\$1,605
Married Couple	\$2,163

You may be eligible for one or more of the following programs:

- **Medicare Part D Extra Help/Low Income Subsidy (LIS) program** – pays for Part D plan premiums, reduces drug co-pays and eliminates the Donut-Hole.
- **Medicare Savings Program (MSP)** – pays Medicare premiums.
- **Medi-Cal for people with Medicare** – supplements Medicare by paying deductible and co-pays.
- **Cal Fresh/Food Stamps** – Access nutritious food and alleviate hunger
- **Utilities Assistance (LIHEAP)** – Access savings to help heat and cool your home



HICAP counselors can answer your questions and help you complete and submit applications.

HICAP at Leisure World Seal Beach

Phone: 562-472-0275 ext. 275

Email: [HICAP\\_LWSB@coaoc.org](mailto:HICAP_LWSB@coaoc.org)

Location: Clubhouse 5

**HICAP**  
No-cost, Unbiased Medicare Counseling

**COUNCIL  
ON AGING**  
ORANGE COUNTY



# Benefits Enrollment Centers

Supporting documents are needed to apply for the following programs:

Medi-Cal    Medicare Savings Program (MSP)    CalFresh    Utilities Assistance (LIHEAP)

Please provide all of the items below that apply to you and any members of your household 18 years of age or older. Medicare Card Required.

**a. Proof of Identity:** *Choose one of these\**

- ☐ Social Security card (or legal document with SS#)
- ☐ California driver's license/identification card
- ☐ Alien card/naturalization papers
- ☐ U.S. passport
- ☐ Birth verification
- ☐ Marriage/divorce documents

*\* For LIHEAP, both SS card & California driver's license/identification card needed*

**b. Documentation of Income:**

- ☐ Most recent pay stubs (2 if paid twice a month)
- ☐ Unemployment benefits award letter
- ☐ Previous year's federal income tax return (if applicable)
- ☐ Social Security (SSA/SSI) annual award letter or direct deposit bank statement
- ☐ Retirement pension
- ☐ Veteran/military retirement pension
- ☐ Child support/alimony

**c. Personal Property and/or Resource documents:**

- ☐ Bank statement for open accounts
- ☐ Whole Life/Long-Term Care insurance policies
- ☐ Vehicle registration/pink slip
- ☐ Court ordered settlements/judgements

**d. Expenses:**

- ☐ Child/dependent care receipts
- ☐ Documentation of child support/alimony costs
- ☐ Medicare premiums
- ☐ Other health insurance premiums
- ☐ Recent medical bills – paid and unpaid
- ☐ Rent/mortgage payment receipts
- ☐ Utility bills

*For LIHEAP: most recent original electric/gas bill including past due & disconnection notices. If the utility bill is included in the rent, a copy of monthly rent payment showing electric and gas charges.*

HICAP at Leisure World Seal Beach

Phone: 562-472-0275 ext. 275

Email: [HICAP\\_LWSB@coaoc.org](mailto:HICAP_LWSB@coaoc.org)

Location: Clubhouse 5

**HICAP**

No-cost, Unbiased Medicare Counseling



LOCAL HELP FOR PEOPLE WITH MEDICARE

**ncoa**

National Council on Aging

Paid for by a grant from the National Council on Aging in Partnership with Health Insurance Counseling Advocacy Program (HICAP).

This publication was supported in part by a federal grant from the Administration on Aging (AoA), Administration for Community Living (ACL), U.S. Department of Health and Human Services (DHHS). Grantees carrying out projects under government sponsorship are encouraged to express freely their findings and conclusions. Therefore, points of view or opinions do not necessarily represent official AoA, ACL, or DHHS policy.

**COUNCIL ON AGING**  
ORANGE COUNTY

714.479.0107  
[www.coaoc.org](http://www.coaoc.org)  
A non-profit 501(c)(3) corporation

# **SIGN-IN SHEET**

## **BOARD OF DIRECTORS MEETING**

**MUTUAL NO. TEN**

**DATE: May 25, 2015**

	<b>SHAREHOLDERS' AND GUESTS' NAMES</b>
1.	Cheryl Gibson
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	