

SEAL BEACH MUTUAL NO. TWELVE**SERVICE MAINTENANCE****Communications**

1. The Service Maintenance Supervisor will determine if a matter needs to be called to the attention of the Physical Property representative of the Mutual involved or if it can be routinely handled. If the matter is one that needs to be taken up directly with the Service Maintenance Supervisor, an advance appointment can be arranged.
2. When a department manager or supervisor is invited to attend a Mutual Board meeting, delays will be eliminated if advance information on the subject to be discussed is provided. Necessary materials and information relating to the subject under discussion can then be brought to the meeting by the department manager or supervisor.
3. Direct questions to the Service Maintenance Supervisor pertaining to charges billed. Matters pertaining to Accounting should be directed to the Mutual Accountant or Senior Accountant by e-mail or telephone. If further explanation is necessary, an appointment can be arranged with the appropriate person.

Document History

Adopted: Nov 2017 Action
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