# SEAL BEACH MUTUAL NO. FOUR

## 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 with the Service Maintenance Supervisor, an advance appointment should be arranged.

**2.** When a department head 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 head or supervisor.

**3.** Questions pertaining to overcharges or other matters pertaining to Accounting should be taken up by telephone with the office of the Controller. If further explanation is necessary following the telephone call, an appointment will be arranged with the appropriate person.

**Document History**
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