

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL SEVENTEEN**  
**August 1, 2017**  
**1:30 p.m.**

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, GUEST(S):  
Mr. Moore, GRF Representative  
Ms. Hopkins, Mutual Administration Director  
Mr. Harper, Building Inspector  
Ms. Day, Recording Secretary
4. APPROVAL OF MINUTES: **Board Meeting of July 3, 2017**  
**Organizational Meeting of June 27, 2017 (page 2)**
5. BUILDING INSPECTOR'S REPORT Mr. Harper  
Permit Activity; Escrow Activity; Contracts & Projects; Resident and  
Mutual Requests (pages )
6. RESIDENT(S)' COMMENTS (limited to 2 to 3 minutes on agenda items only)
7. GRF REPRESENTATIVE Mr. Moore
8. OLD BUSINESS
9. NEW BUSINESS –
  - a. Discuss "SLOW" signs on Del Monte Drive Mr. Hayes
  - b. Amend Policy 7502.17 – Parking Regulations (pages ) Mr. Hayes
  - c. Resolution to repair automatic transfer switch in Building 1 Mr. Hayes
  - d. Proposed letter to Editor regarding parking Mr. Massetti
  - e. Resolution to renew Mr. C's Towing Agreement (pages )

**STAFF SECRETARY BREAK TO BE DETERMINED BY PRESIDENT**

10. PRESIDENT'S REPORT Mr. Hayes
11. VICE PRESIDENT'S REPORT Ms. Gassman
12. TREASURER'S REPORT Mr. Massetti
13. SECRETARY REPORT/CORRESPONDENCE Ms. Schumacher
14. PHYSICAL PROPERTY REPORT Mr. Hayes
15. LANDSCAPING REPORT Ms. Schumacher
16. SOCIAL ACTIVITIES REPORT Ms. Gassman
17. MUTUAL ADMINISTRATION DIRECTOR'S REPORT Ms. Hopkins
18. RESIDENT(S)' COMMENTS (limited to 2 to 3 minutes per resident)
19. ADJOURNMENT
20. EXECUTIVE SESSION – (legal, member issues, if required)

**STAFF SECRETARY WILL LEAVE THE MEETING BY 4:10 p.m.**  
**NEXT MEETING: TUESDAY, SEPTEMBER 5, 2017, 1:30 p.m., Admin. Bldg. Conf. Rm. A**

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL SEVENTEEN  
June 27, 2017**

The Organizational Meeting of the newly-elected Board of Directors of Seal Beach Mutual Seventeen was called to order at 10:29 a.m. by Mutual Administration Director, Ms. Hopkins, acting as Chairperson, on Tuesday, June 27, 2017, in Clubhouse Four.

Those Directors present were Peter Hayes, Cathy Gassman, Regine Schumacher, Norma Poe, and Nick Massetti. Mutual Administration Director Hopkins and Recording Secretary Aquino were also present.

Acting Chairperson Ms. Hopkins stated that the purpose of the meeting was to elect officers for the 2017-2018 term of office and to establish a Regular Monthly Meeting location, day, and time for the Board of Directors.

Ms. Hopkins called for nominations for the office of President. Ms. Schumacher nominated Mr. Hayes for the office of President. Mrs. Poe nominated Mr. Massetti for the office of President. Following a secret ballot, it was determined that Mr. Hayes was elected to the office of President for the 2017-2018 term of office.

The Chair was turned over to newly elected President Hayes who then called for the nominations for Vice President. Ms. Schumacher nominated Ms. Gassman for Vice President. Mrs. Poe nominated Mr. Massetti for the office of Vice President. Following a secret ballot, it was determined that Ms. Gassman was elected to the office of Vice President for the 2017-2018 term of office.

President Hayes called for nominations for Secretary. Mr. Massetti nominated Ms. Schumacher for Secretary. There being no further nominations, Ms. Schumacher was elected to the office of Secretary for the 2017-2018 term of office.

President Hayes called for nominations for the office of Treasurer. Mrs. Poe nominated Mr. Massetti for Treasurer. Ms. Gassman nominated Ms. Schumacher for the office of Treasurer. Following a secret ballot it was determined that Mr. Massetti was elected to the office of Treasurer for the 2017-2018 term of office.

The Organizational Meeting minutes of 2016 were already approved.

President Hayes made the following committee assignments, Ms. Schumacher, Landscape Chair; Mr. Hayes, Physical Property Chair; and Ms. Gassman, Social Activities Chair

The Board discussed its Regular Monthly Meeting location, day, and time. Upon a MOTION duly made by Ms. Schumacher and seconded by Mr. Massetti, it was

RESOLVED, That the Regular Monthly Meeting continue to be held  
on the first Tuesday of each month in the Administration Building  
Conference Room A, at 1:30 p.m.

The MOTION passed.

There being no further business, the meeting was adjourned at 10:41 a.m.

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Attest, Regine Schumacher, Secretary  
SEAL BEACH MUTUAL SEVENTEEN  
ka:6/27/17

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **17**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **August 1, 2017**

Print Date: **7/27/2017**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
100B	Balcony Tile Install	GRF	07/10/17	08/04/17	NO		Bergkvist
100B	Bathroom Upgrade	CITY	08/01/17	10/27/17	NO		Bergkvist
21B	HVAC Replacement	CITY	05/25/17	06/25/17	NO		Complete Comfort

Notice Posted:

CONTRACTS	
CONTRACTOR	PROJECT
HSG	Window Cleaning

Completed:

MUTUAL & RESIDENT SITE VISITS	
UNIT	PURPOSE
47A	Pipe Inspection
18B	Shower Inspection
NA	Special Inspection

MUTUAL OPERATIONS**AMEND POLICY****RESIDENT REGULATIONS****Parking Regulations – Mutual Seventeen****Garage Area Parking**

1. Homeowners/lessees may use their own parking space in the garage area and, upon approval of the Board of Directors, may rent a maximum of one other parking space within one of the three buildings in the Mutual.
2. Parking spaces may be rented, used or exchanged by verified homeowners/lessees in Mutual Seventeen only.
3. Homeowners/lessees who wish to rent another parking space within the Mutual must obtain a form entitled, "Carport Space/Storage Rental Agreement" ("Agreement") from the Stock Transfer Office. The Agreement must be submitted to the Board of Directors ~~no later than the 15<sup>th</sup> day of the month~~ **in time** for consideration at the next regular monthly board meeting. Once approved, ~~the Board of Directors will cause~~ a copy of the Agreement to **will** be placed in the appropriate files in the Stock Transfer Office.
4. The **Permission to** use of a parking space belonging to an unoccupied unit shall be determined by the **President or Vice President of the** Board of Directors. ~~Permission to use this parking space may be made by the President or Vice President of the Board of Directors prior to the regular monthly Board meeting.~~
5. At all times, the Board of Directors of Mutual Seventeen retains the authority to revoke and cancel any parking rental/use at its discretion.
6. Absentee owners may not rent/use another homeowner's/lessee's parking space until absentee owner(s) occupies his/her unit.
7. Only self-propelled land vehicles in operating condition may occupy a parking space .
8. Current fire regulations prohibit the storage of fuel, oil or any other combustible material in the garage area.
9. All vehicles must be parked head in when parked in a parking space **and the vehicle must be parked completely within the appropriate parking space limit lines.**
10. **Unless special permission has been granted by a Director, all vehicles parked in the garage area must display a current state issued vehicle registration, together with a valid Seal Beach Leisure World decal affixed to the windshield. The decal can be obtained from the Security Department after showing proof of residency, a current driver's license, vehicle registration and insurance. Vehicles not displaying both items, or a temporary parking permit signed by a Director, will have a "Notice of Vehicle Removal from Private Property" placed thereon, and may subsequently be towed in accordance with the Mutual's "Private Property Tow Services Agreement" in effect at the time.**

(Draft created 07-21-17 cd)

**MUTUAL OPERATIONS****AMEND POLICY****RESIDENT REGULATIONS****Parking Regulations – Mutual Seventeen**

11. Vehicles not owned or leased by a Mutual Seventeen resident may not be parked in the garage areas unless special permission has been granted by one of the Mutual Board members **Directors**. Vehicles not in compliance will be issued a warning citation and, if not removed within 24 hours thereafter, will be subject to a fine of \$50. If the vehicle is not removed within **a further 24 hours thereafter a “Notice of Vehicle Removal from Private Property” will be placed on the vehicle and a reasonable effort will be made to locate the owner. If the owner cannot be located and the vehicle is not removed it may subsequently be towed in accordance with the Mutual’s “Private Property Tow Services Agreement” in effect at the time.** ~~7 days thereafter, an additional fine of \$25 per day will be assessed until it is removed.~~

**Electric and Other Vehicles – Parking and Charging**

1. All electric and other vehicles, including golf carts, scooters, motorcycles, tricycles, bicycles, etc. must be owned by a bona fide Mutual Seventeen resident and be parked in the owner's/**lessee's** individual parking space, or in front of their parking space, **or in the striped areas designated for that purpose adjacent to parking spaces 1, 19, 44, 61, 86 and 103.**
2. For safety purposes, any charging circuit which is installed to supply power to an electric vehicle shall be installed in an electrical conduit between the common electrical supply connection and the charging point, and a Ground Fault Interrupter circuit breaker receptacle must be provided at the charging point. The entire installation shall be at the vehicle owner's expense and shall be performed in strict compliance within all applicable codes and regulations, including Southern California Edison Company's requirements.
3. Before an electrical charging circuit may be installed a GRF permit must be obtained from the Physical Property Office and approved by the President, Vice President or any other Mutual Seventeen ~~Board member~~ **Director** acting on their behalf. An electric usage fee of \$15 per month per vehicle will be levied and billed to the owner at six- or twelve-month intervals by mutual agreement with the GRF Accounting Office.
4. Street-operated vehicles shall not be allowed within the homeowner's unit or within the lobbies, elevators, or residential floors of Mutual Seventeen's buildings. This includes bicycles and tricycles as well as electric cars **carts**. Electric wheelchairs and electric scooters, when being used by a **certified** disabled person, are exempt from this requirement.

**Street Parking**

All previous rules and regulations notwithstanding, henceforth the following rules and regulations will apply to all street parking areas on Del Monte Drive and Burning Tree Lane which are situated within the property boundaries of Mutual Seventeen.

(Draft created 07-21-17 cd)

**MUTUAL OPERATIONS****AMEND POLICY****RESIDENT REGULATIONS****Parking Regulations – Mutual Seventeen**

Unless other arrangements have been made, with the approval of one of the Mutual Board members **Directors** only the following vehicles are allowed to park in the above mentioned areas:

- Vehicles owned by residents of Mutual Seventeen
- Vehicles owned by guests or visitors of Mutual Seventeen residents when displaying **on the driver's side dashboard or windshield, a guest pass,** a temporary parking permit (blue slip) ~~if staying overnight~~ **signed by a Mutual 17 Director, a parking permit issued by Security, a caregiver parking permit, a circular "17" decal or a Leisure World decal identifying the vehicle as being properly registered in any other Mutual, except Mutual 1.**
- Moving vans **or trucks.**
- Vehicles delivering merchandise of any kind to a unit/resident of Mutual Seventeen
- Vehicles owned by a **repair service or a** contractor, or the Leisure World Service Maintenance Department, working in any unit of Mutual Seventeen or in any of the Mutual's common areas
- Emergency vehicles of any kind, including those operated by the Leisure World Security Department
- All other Leisure World official vehicles
- Official vehicles owned by any governmental agency (City, County, State, Armed Forces, U.S. Government, etc.)
- U.S. Post Office vehicles

All vehicles must be parked either headed in or backed in, in such a manner that no part of the vehicle overhangs the sidewalk.

Trailers not connected to a vehicle may not be parked on the streets.

All vehicles must display a current state-issued vehicle registration.

Mutual Seventeen residents/lessees and their guests may park their RV in front of their condo, or as near to their condo as is safely possible, for up to 72 hours for the purpose of loading and unloading. RVs may not be parked on any curb or walk, or any place that any other vehicle may not legally park. Hoses or electric cords may not be passed to such vehicle across any walkway or roadway, nor can anything be discharged from an RV onto the ground, pavement or into any open container. Exterior protruding items, such as steps or louvered windows, are not allowed. **Small RV's being used by a resident as daily transportation must comply with the foregoing "Street Parking Regulations."**

**MUTUAL OPERATIONS****AMEND POLICY****RESIDENT REGULATIONS****Parking Regulations – Mutual Seventeen**

Parking in any of Mutual Seventeen's street parking areas by vehicles other than those listed above without special permission may result in the issuance of a citation. **Whether or not a citation is issued**, if the vehicle remains **parked on any Mutual Seventeen property longer than twelve hours** a "notice of vehicle removal from Private Property" **may** be placed on the vehicle and reasonable efforts **may** be made to locate the vehicle's owner. **Whether or not the owner is located**, ~~if the owner cannot be located~~ and the vehicle is not removed **by the time indicated on the Notice of Vehicle Removal from Private Property**, it may subsequently be towed at any time in accordance with the Mutual's "Private Property Tow Services Agreement" in effect at that time.

**Attachments:**

- 7502.17A Parking Regulations Form

**Mutual Adoption**

SEVENTEEN: 03-04-03

**Amendments**10-05-04, 02-04-14, 04-01-14, 04-05-16, 10-04-16,  
02-07-17

**AMENDED DRAFT**  
**NOTICE OF VEHICLE REMOVAL**  
**FROM PRIVATE PROPERTY**

THIS VEHICLE APPEARS TO BE PARKED ON THE PRIVATE PROPERTY OF MUTUAL SEVENTEEN (17) AND IS SUBJECT TO REMOVAL AS NOTED ON THE POSTED SIGNS WHICH ARE IN CLEAR VIEW OF THIS LOCATION.

THE COSTS AND FEES RELATED TO TOWING THIS VEHICLE MAY EXCEED \$400

IF THIS VEHICLE REMAINS IN THIS OR ON ANY OTHER PART OF THE PRIVATE PROPERTY OF MUTUAL SEVENTEEN (17) AFTER \_\_\_\_\_ HOUR(S) FROM THE TIME POSTED ON THIS NOTICE, IT WILL BE REMOVED PER CA VEHICLE CODE SECTION 22658. SEE POSTED SIGNS FOR RETRIEVAL INFORMATION.

A TEMPORARY PARKING PERMIT MAY BE OBTAINED WITH APPROVAL AT THE GATE SECURITY STATION OR THROUGH A MUTUAL SEVENTEEN (17) RESIDENT DIRECTOR.

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ AM \_\_\_\_\_ PM

PERSON AUTHORIZED TO SIGN FOR VEHICLE REMOVALS: \_\_\_\_\_

\_\_\_\_\_ COPY TO PROPERTY OWNER

\_\_\_\_\_ COPY POSTED ON VEHICLE

NOTE(S):



## TOWING AGREEMENT

Motion:

RESOLVED, to have the President of Mutual \_\_\_\_\_ sign Mr. C's Towing Agreement, effective 2017-2018.



8341 Monroe Ave., Stanton, CA 90680  
Phone: 714-224-1360 Fax: 714-224-1454

# PRIVATE PROPERTY TOW SERVICES AGREEMENT

Agreement Date: 07/06/10  
Effective Date: 07/06/10

Seal Beach Leisure World Mutual No: Seventeen (Customer)

Leisure World Community Mutual No: Seventeen (Property)

**TYPE OF PRIVATE PROPERTY (Check One)** mutual General Law Corp.

- Residential       Commercial       Retail       HOA/Common Interest Development

This agreement by and between Expertow, Inc. (Expertow) and Customer named above shall serve as authorization to service the Property named above in accordance with the requirements of California Vehicle Code Section 22658 (CVC 22658) "Removal From Private Property" upon the specific written authorization of Customer, except for Section 22658 (1) (1) (E), for which this agreement may serve as the general authorization.

Expertow agrees to respond to the Property within a reasonable period of time when requested by Customer for the purposes of removing any vehicles that are not in compliance with the property or business regulations as determined by Customer and communicated to Expertow in the written authorization provided by Customer under CVC 22658(1).

Expertow will, as prescribed by law, promptly report all impounded vehicles to the appropriate law enforcement agency and will perform all operations within the guidelines set forth in CVC 22658.

Expertow agrees that their employees will act and conduct themselves in a professional workmanlike manner on and off the above Property. This agreement is for a period of one (1) year commencing on the Effective Date noted above and shall automatically renew annually unless terminated in writing upon 30 days written notice by either party.

Accepted:

Customer	Expertow
Signed: <u>Peter Hayes</u>	Signed: <u>[Signature]</u>
Print Name: Peter Hayes	Print Name: James E Kruger
Title: Mutual 17 President	Title: President/CEO
Date: <u>7-8-2010</u>	Date: <u>7/30/10</u>

# PRIVATE PROPERTY TOW SERVICES AGREEMENT

ACCOUNT INFORMATION FORM:

Original     Updated

Property/Complex Name: Seal Beach Leisure World Mutual No: <u>17</u>			
Property Address:			
City: Seal Beach    CA			
TG Map Grid: Pgs 796-826			
Mailing Address (if different than above):			
Property Management Company <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, Name, Address & Phone: Golden Rain Foundation, PO Box 2069, Seal Beach CA 90740			
Manager Name Community Manager	Asst Manager name Administrator	On-Site Contact Name Security/Transp. Manager	
Phone: 562-431-6586	Phone: 562-431-6586	Phone: 562-431-6586	
Fax: 562-431-3501	Fax: 562-598-2009	Fax: 562-431-8206	
Email:	Email:	Email:	
Security Company <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, name, Address & Phone: Internal Department of Property Management Company			
Persons Authorized To Sign for Vehicle Removals	1	President Mutual 17	Title: President
	2	Vice-President Mutual 17	Title: V.P.
	3		Title:
	4		Title:
	5		Title:

Please Check Appropriate Boxes:

<input checked="" type="checkbox"/> Fire Lane Removals	<input type="checkbox"/> Visitor Only Parking	<input checked="" type="checkbox"/> Posted "Tow-Away Zone"
<input checked="" type="checkbox"/> Ingress/Egress Interference	<input type="checkbox"/> Mgr Only Parking	<input checked="" type="checkbox"/> GRF Policy 1920
<input checked="" type="checkbox"/> Within 15' of Fire Hydrant	<input checked="" type="checkbox"/> Expired tags	<input checked="" type="checkbox"/> GRF Policy 7502.17
<input type="checkbox"/> Parking Permits	<input checked="" type="checkbox"/> No Street Parking	<input type="checkbox"/> CARPORT POLICY
<input checked="" type="checkbox"/> Handicap Parking	<input type="checkbox"/> Tenants Authorized To Tow	<input type="checkbox"/>
<input checked="" type="checkbox"/> Blocking Garages	<input type="checkbox"/> Time Limit Parking	<input type="checkbox"/>
<input checked="" type="checkbox"/> Blocking Dumpster	<input checked="" type="checkbox"/> Proof of residence required – Describe:	
<input type="checkbox"/> Double Parked		

<b>Local Rate Jurisdiction:</b>	Seal Beach Police Department
<b>Toe Rate:</b>	<b>Tow \$144.00 - \$72.00 Drop Fee (vehicle released while on property)</b>
<b>Storage Rate / Day:</b>	<b>\$35.00</b>
<b>Other:</b>	

“Mutual Seventeen resident owners/lessees and their guests only may park their RV in front of their apartment, or as near to their apartment as is safely possible, for up to 72 hours for the purpose of loading and unloading.”

12/08/09 RESOLVED, That Mutual Seventeen approves and signs the ExperTowInc towing contract.

RESOLVED, To request a specific quotation for earthquake insurance for Mutual Seventeen’s buildings ONLY for the year 2010.

RESOLVED, That Mutual Seventeen renew the ALM landscaping contract, per their proposal dated November 12, 2009, to extend the contract for five years, per negotiations and specifications.

1/05/10 RESOLVED, To ratify Policy 7412 – Waterbeds

RESOLVED, To adopt, on a preliminary basis until the 30-day posting period is completed, Policy 7407.17 – Washers and Dryers – Mutual Seventeen Only.

RESOLVED, To adopt, on a preliminary basis until the 30-day posting period is completed, Policy 7413 – Jacuzzi-type Tubs – Mutual Seventeen Only.

2/02/10 RESOLVED, To ratify the telephone poll taken on January 20, 2010, to approve the contract with Nationwide Fire Protection for \$4,894 to:

- a. Replace the fire alarm panel and all necessary fire alarm system components in Building 2.
- b. To repair the flow switch on the fire water pipe at Building 1.
- c. To test and certify the complete fire alarm systems in Buildings 1 and 2.

RESOLVED, To ratify the adopted and posted Policy 7507.17 – Washers and Dryers – Mutual Seventeen Only.

RESOLVED, To ratify the adopted and posted Policy 7413 – Jacuzzi-type Tubs – Mutual Seventeen Only.

RESOLVED, To assign any GRF refund for the period ending December 31, 2009, to the Emergency Reserve Account, and to reclassify any excess Mutual operating funds for the period ending December 31, 2009, to the Emergency Reserve Account.

RESOLVED, That the Mutual Seventeen Board of Directors has unanimously agreed to retain the services of the Law Offices of Abbes, Portales & Reynoso for the period of February 2, 2010, through December 31, 2010.

MUTUAL NO. SEVENTEEN  
2002 PRIMARY RESOLUTIONS  
Page 59

12/08/09 RESOLVED, To approve to concur and enforce in Mutual Seventeen Policy 1920 – Traffic Rules and Regulations, as previously adopted by the GRF, except that Paragraph 7.12 shall be amended to read:

“Mutual Seventeen resident owners/lessees and their guests only may park their RV in front of their apartment, or as near to their apartment as is safely possible, for up to 72 hours for the purpose of loading and unloading.”

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