

AGENDA

REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVENTEEN
October 4, 2016
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
 - Ms. Miller, Finance Director
 - Mr. Salazar, Building Inspector
 - Ms. Day, Recording Secretary
 4. APPROVAL OF MINUTES: **Board Meeting of September 6, 2016**
Organizational Meeting of June 28, 2016
 5. BUILDING INSPECTOR REPORT Mr. Salazar
 - Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests
 6. **GUEST SPEAKER** – Presentation of 2017 Budget **Ms. Miller**
NSBN Management Letter
 7. RESIDENT(S)' COMMENTS
 8. GRF REPRESENTATIVE Mr. Moore
 9. OLD BUSINESS
 - a. Ratify Policy 7502.17 – Parking Regulations
 - b. Discuss the condensation from pipes in garage
 10. NEW BUSINESS
 - a. Discuss appointing an Advisory Director
- STAFF SECRETARY BREAK TO BE DETERMINED BY PRESIDENT**
11. DIRECTOR'S COMMENTS
 12. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
 13. RESIDENT(S)' COMMENTS
 14. ADJOURNMENT
 15. EXECUTIVE SESSION – if required (legal, member issues)

NEXT MEETING: NOVEMBER 1, 2016, 1:30 p.m.

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVENTEEN
June 28, 2016**

The Organizational Meeting of the newly-elected Board of Directors of Seal Beach Mutual Seventeen was called to order at 10:48 a.m. by acting Chairperson Mutual Administration Director Weller, on Tuesday, June 28, 2016, in Clubhouse Four, Section B.

Those Directors present were Peter Hayes, Norma Poe, Cathy Gassman, Regine Schumacher, and Nick Massetti. Also present were Mutual Administration Director Weller and Recording Secretary Day.

Mrs. Weller stated that the purpose of the meeting was to elect the officers to serve on the Board of Directors for the 2016-2017 term of office and to select the Regular Monthly Meeting day, location, and time.

Mrs. Weller called for nominations for the office of President. Ms. Gassman nominated Mr. Hayes for President. There being no further nominations, Mr. Hayes was elected President for the 2016-2017 term of office.

The Chair was turned over to newly-elected President Hayes, who then called for nominations for the office of Vice President. Mrs. Poe nominated Mr. Massetti for Vice President. Mr. Hayes nominated Ms. Gassman for Vice President. Following a secret ballot, Ms. Gassman was elected to the office of Vice President for the 2016-2017 term of office.

President Hayes called for nominations for the office of Secretary. Ms. Gassman nominated Ms. Schumacher for Secretary. There being no further nominations, Ms. Schumacher was elected Secretary for the 2016-2017 term of office.

President Hayes called for nominations for the office of Treasurer. Ms. Gassman nominated Ms. Schumacher for Treasurer. There being no further nominations, Ms. Schumacher was elected Treasurer for the 2016-2017 term of office.

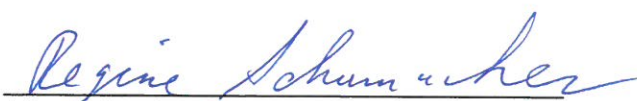
President Hayes made the following committee assignments: Peter Hayes, Physical Property Committee Chair; Regine Schumacher, Landscaping Committee Chair; and Cathy Gassman, Social Activities Committee Chair. Other committees will be assigned at a later date.

The Board discussed its Regular Monthly Meeting location, day, and time. Upon a MOTION duly made by Ms. Gassman and seconded by Mrs. Poe, 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 at 1:30 p.m.

The MOTION passed.

There being no further business, the meeting was adjourned at 10:55 a.m.



Attest, Regine Schumacher, Secretary
SEAL BEACH MUTUAL SEVENTEEN

cd:6/28/16

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: 17

INSPECTOR: Jay Salazar

MUTUAL BOARD MEETING DATE: October 4, 2016

Print Date: 9/28/2016

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
14A	Remodel	GRF	10/03/16	10/24/16			Callterrapartners

CONTRACTS	
CONTRACTOR	PROJECT
Nationwide	Fire Alarm Testing & Inspection
Delta Elevator	5 Year Load Testing
Going Out to Bid	Landscape Contract
Class One Arboriculture	Pruning Proposal
Boiler Maintenance Inspections	ProStar
Completed	

MUTUAL & RESIDENT SITE VISITS	
UNIT	PURPOSE
103B	Construction Issue
89A	Construction Issue
14A	Contractor Inspection
39C	Water Damage
25B	Water Damage
10A	Water Damage

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

1. Homeowners 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 in Mutual Seventeen only.
3. Homeowners 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 15th day of the month for consideration at the next Regular Monthly Board Meeting. Once approved, the Board of Directors will cause a copy of the Agreement to be placed in the appropriate files in the Stock Transfer Office.
4. The use of a parking space belonging to an unoccupied unit shall be determined by 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 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.
10. 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.
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. 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 7 days thereafter, an additional fine of \$25 per day will be assessed until

MUTUAL OPERATIONS**AMENDMENT DRAFT POLICY****RESIDENT REGULATIONS****Parking Regulations – Mutual Seventeen**

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 individual parking space or in front of their parking space.
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 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. Electric wheelchairs and electric scooters, when being used by a 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.

Unless other arrangements have been made, with the approval of one of the Mutual Board members 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 a temporary parking permit (blue slip) if staying overnight.
- Moving vans
- Vehicles delivering merchandise of any kind to a unit/resident of Mutual Seventeen
- Vehicles owned by 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

(Created on 09-07-16 by jl)

MUTUAL OPERATIONS**AMENDMENT DRAFT POLICY****RESIDENT REGULATIONS****Parking Regulations – Mutual Seventeen**

- 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.

Parking in any of Mutual Seventeen's street parking areas by vehicles other than those listed above, ~~for a period in excess of 24 hours without special permission, will may result in the issuance of a citation. After the vehicle has been cited 3 times, a "notice of intent to tow"~~ If the vehicle remains after it has been cited a "notice of vehicle removal from Private Property" will be placed on the vehicle and reasonable efforts will be made to locate the vehicle's owner. If the owner cannot be located and the vehicle is not removed, 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 Parking Regulations Form

Mutual Adoption

SEVENTEEN: 03-04-03

Amendments10-05-04, 02-04-14, 04-01-14, 04-05-16, *ratified date*