

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL SEVENTEEN**  
**October 3, 2017**  
**1:30 p.m.**

1. CALL TO ORDER / *PLEDGE OF ALLEGIANCE*
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, GUEST(S):  
 Mr. Kabaker, BNY Mellon  
 Mr. Moore, GRF Representative  
 Ms. Miller, Director of Finance  
 Ms. Hopkins, Mutual Administration Director  
 Mr. Harper, Building Inspector  
 Mrs. Aquino, Recording Secretary
4. APPROVAL OF MINUTES: **Board Meeting of September 5, 2017**
5. BUILDING INSPECTOR'S REPORT Mr. Harper  
 Permit Activity; Escrow Activity; Contracts & Projects; Resident and Mutual Requests (**page 3**)
6. **GUEST SPEAKER –** **Mr. Kabaker**
7. **GUEST SPEAKER – Presentation of 2018 Proposed Budget** **Ms. Miller**
  - a. Approval of 2018 Budget (**page 4**)
8. RESIDENT(S)' COMMENTS (limited to 2 to 3 minutes on agenda items only)
9. GRF REPRESENTATIVE Mr. Moore
10. UNFINISHED BUSINESS Mr. Massetti
  - a. Discuss draft Policy 7510.17 – Eligibility Requirements from Presidents' Council (**pages 5-7**)
  - b. Mutual 17 Commitment Pledge Ms. Poe
  - c. Discussion regarding rescinded Policies 7307 – Signature Requirements, 7401 – Contractor License (**pages 8-9**) Ms. Poe
11. NEW BUSINESS –
  - a. Discuss amending Form 7502.17A – Notice of Vehicle Removal From Private Property (**page 10**) Mr. Hayes
  - b. Board Resolution Guest Passes (**page 11**) Mr. Hayes
  - c. ID Cards Memo Mutual Presidents and ID Cards Sign Sheet (**pages 12-14**) Mr. Hayes
  - d. LA Seismic Survey 2017 – Project Description Leisure World (**pages 15-16**) Mr. Hayes
  - e. NSBN Engagement Letter (**page 17**) Mr. Hayes

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

12. PRESIDENT'S REPORT Mr. Hayes
13. VICE PRESIDENT'S REPORT Ms. Gassman
14. TREASURER'S REPORT Mr. Massetti
15. SECRETARY REPORT/CORRESPONDENCE Ms. Schumacher
16. PHYSICAL PROPERTY REPORT Mr. Hayes

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|--|----------------|
| 17. LANDSCAPING REPORT   | Ms. Schumacher |
| 18. SOCIAL ACTIVITIES REPORT                                       | Ms. Gassman    |
| 19. MUTUAL ADMINISTRATION DIRECTOR'S REPORT                        | Ms. Hopkins    |
| 20. RESIDENT(S') COMMENTS (limited to 2 to 3 minutes per resident) |                |
| 21. ADJOURNMENT  |                |
| 22. EXECUTIVE SESSION – (legal, member issues, if required)        |                |

**STAFF SECRETARY WILL LEAVE THE MEETING BY 4:10 p.m.**  
**NEXT MEETING: TUESDAY, November 7, 2017, 1:30 p.m., Admin. Bldg. Conf. Rm. A**

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **17**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **SEPTEMBER 26, 2017**

Print Date: **9/26/2017**

## 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	09/13/17	Bergkvist
21B	HVAC Replacement	CITY	05/25/17	06/25/17	YES		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
100B	Water Damage Inspection 08/30/17
73-C	New Tub No Permit 08/30/17
73-C	CNP New Tub No Permit 08/31/17

## Mutual Board Resolution to Pass the 2018 Budget

RESOLVED, To accept the 2018 Operating Budget for Mutual Seventeen of \$521,633, resulting in a regular monthly assessment of \$345.00 per apartment per month, for an increase of \$10.00 per month over the total regular assessment of 2017, as presented, and to adopt this budget forthwith.

**MUTUAL OPERATIONS****RESIDENT REGULATIONS****Eligibility Requirements – Mutual Seventeen**

All persons **Any person or persons jointly** seeking approval of the Board of Directors of Seal Beach Mutual No. Seventeen to purchase a condominium in the Mutual, and to reside in the Mutual, shall meet the following **income** eligibility criteria:

- A. Apply for and be accepted as a member of the Golden Rain Foundation, Seal Beach, California.
- B. Meet the Mutual eligibility criteria as follows:

1. **Age**

Minimum of 55 years.

2. **Financial Ability**

a. ~~Verified monthly income or sufficient assets to provide income of more than four times the monthly payments at time of application.~~ **that is at least (4) times 4.5 times or greater than the monthly carrying charge (Regular GRF and Mutual Assessment plus Property Taxes and Fees) at the time of application and have liquid assets of at least \$25,000. \$50,000 over the purchase price. Verified monthly income/assets can be verified by any combination of the following and may be in the form of:**

**1. Tax returns for the past two years.**

**2. 1099s for interest and dividends for the past two years. (assets used to purchase unit will not be included in income calculations)**

**3. 1099-Rs for retirement income from qualified plans and annuities for the past two years.**

**4. SSA-1099 Social Security Benefit Statements for the past two years.**

**5. Brokerage statements and current interim statement for the past two years. (assets used to purchase unit will not be included in income calculations)**

**6. At least the most recent six to twelve month's worth of checking/savings account statements (assets used to purchase unit will not be included in income calculations).**

MUTUAL OPERATIONS

## RESIDENT REGULATIONS

Eligibility Requirements – Mutual Seventeen

**b. Adjusted Gross Income per 1040, 1040A, or 1040EZ; plus that portion of Social Security, IRA distributions, and pensions and annuities not included in adjusted gross income; plus tax exempt interest; (assets used to purchase unit will not be included in income calculations) minus income tax, Social Security, Medicare, and self-employment taxes paid; and minus Medicare, medical insurance and prescription drug premiums; all divided by twelve (12) will equal net monthly income to be used in Paragraph 2.a. above.**

**c. Projected assessments will be the previous year's assessment (total of carrying charge less any cable charge, less Orange County Property Taxes and Fees), and the addition of the new property tax at 1.2% of the sales price plus Orange County District fees divided by twelve (12) for the new projected monthly assessment. This new figure (Regular Assessment plus Orange County Property Taxes and District Fees) times four (4) 4.5 will be the monthly income required. This will be verified by the escrow company and the Stock Transfer Office. Stock Transfer shall have the final say in establishing verifiable income/assets.**

**Verification shall be done by the Escrow Company and the Stock Transfer Office for each proposed shareholder(s) prior to the new buyer interview orientation and prior to the close of escrow (the above verification will not be done by the individual Mutual Directors; Directors will not be required to study or understand the financial requirements).**

**d. Only the resident shareholder's income shall be considered for qualifying.**

**e. If moving within Leisure World, or if there are any additions/changes to the title, the proposed shareholder(s) must meet these eligibility requirements.**

**bf.** Have sufficient funds available for emergency needs, after purchase of the Mutual condominium, commensurate with age and normal activity.

**eg.** Above requirements may apply to both applications in the event application is for more than one person.

**h. A credit check will be performed by the escrow company, with the results included in the financial package.**

**MUTUAL OPERATIONS**

**RESIDENT REGULATIONS**

**Eligibility Requirements – Mutual Seventeen**

3. Health

Have reasonably good health for a person of his/her age, so that resident can take care of normal living needs without calling on other members of the cooperative for an undue amount of assistance.

4. Character

Have a reputation for good character in his/her present community.

- C. Assume, in writing, the obligations of the "Occupancy Agreement" in use by the Mutual Corporation.

Officers or Committees of the Board of Directors designated to approve new applicants are responsible that the eligibility criteria of this corporation is equitably applied to all applicants. Approval or disapproval of buyer(s) must be received by the Stock Transfer Office at least ten (10) working days prior to the close of escrow.

**MUTUAL ADOPTION**

SEVENTEEN: 01-07-91

**MUTUAL OPERATIONS**

**RESCIND MUTUAL SEVENTEEN**

**Signature Requirements on Checks**

RESOLVED:

Two signatures (the CFO and the President or Vice President) shall be required on all checks in the amount of \$5,000 or more.

The Mutual's complete ledger shall be approved by the President or Vice President each month.

**MUTUAL ADOPTION**

ONE: 08-27-09

(Aug 09)



**MUTUAL OPERATIONS****RESCIND MUTUAL SEVENTEEN****PHYSICAL PROPERTY****Contractor License**

WHEREAS, the California State Contractor License law, as interpreted by the Contractors State License Board, requires that electrical, plumbing construction and other forms of building repair work which will cost more than \$500 be performed by a State-licensed contractor, and

WHEREAS, this Corporation desires to comply with the statute and gain the advantages of the licensing regulations and insurance protection that is included within the regulation for the protection of the Corporation and the residents,

NOW, THEREFORE, BE IT RESOLVED that this Mutual Corporation will not permit the employment of unlicensed individuals to make repairs, alterations and other such work which will cost more than \$500, and the Physical Property Department is instructed to assist in enforcing this regulation.

<b><u>MUTUAL ADOPTION:</u></b>	<b><u>AMENDMENT</u></b>	<b><u>AMENDMENT</u></b>
ONE: 01-25-79	09-27-90	08-24-06
TWO: 02-19-70	09-20-90	11-16-06
THREE: 02-16-70	09-14-90	09-08-06
FOUR: 02-23-70	11-05-90	09-13-06
FIVE: 02-19-70	09-27-90	08-16-06
SIX: 07-28-78	10-23-90	08-22-06
SEVEN: 03-20-70	09-21-90	08-18-06
EIGHT: 05-28-74	09-23-90	08-28-06
NINE: 03-18-70	09-10-90	09-11-06
TEN: 02-25-70	09-26-90	09-27-06
ELEVEN: 02-17-77	10-18-90	08-17-06
<del>TWELVE: 05-07-70</del>	<del>09-13-90</del>	<del>09-14-06</del> (08-29-16 See 7401.12)
FOURTEEN: 03-26-70	09-28-90	08-22-06
FIFTEEN: 03-16-70	09-17-90	08-21-06
SIXTEEN: 03-12-70	09-17-90	09-18-06
SEVENTEEN: 08-24-06		

(Aug 16)

**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):

(Attachment to Policy 7502.17 – Parking Regulations)  
(Draft created 07-21-17 cd)

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# Board Resolution

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In accordance with GRF Policy 5536.1-33, up to four (4) additional guest passes may be issued to a Shareholder/Member per Policy terms and conditions. The GRF Executive Director and Mutual Administration Director, as agents for the Mutual Board, do hereby seek approval to issue up to four (4) Guest Passes or a lesser number of Guest Passes, as duly approved by the Mutual Board.

I move to authorize the GRF Executive Director and/or the Mutual Administration Director to issue \_\_\_\_\_ **ADDITIONAL** Guest Passes, in accordance with GRF Policy 5536.1-33. Each Guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of Guest Passes issued noting the Shareholder/Member name as responsible party for the Guest, effective 2017-2018.

Date Board Approved: \_\_\_\_\_, 2017

Signed: \_\_\_\_\_, Print Name: \_\_\_\_\_  
*Board President or Secretary*

Mutual: 17



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## MEMO

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**TO:** MUTUAL PRESIDENTS  
**FROM:** MUTUAL ADMINISTRATION DEPARTMENT  
**SUBJECT:** ID CARD REPLACEMENT PICK-UP  
**DATE:** SEPTEMBER 13, 2017  
**CC:**

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The ID Card Replacement Project was completed on July 15, 2017.

What now? Next Step? Delivery of ID cards for homebound shareholders?

At the August 3, 2017 President's Council meeting a list with the remainder of ID cards that require distribution was provided to each Mutual President.

Each mutual should review the list and advise the shareholders accordingly to pick up their ID cards from the Stock Transfer Officer.

However, for shareholders that are unable to make it to the Stock Transfer Office the Mutual President can send a director to pick-up the ID cards and deliver it to the shareholder's home. The Mutual President must advise Stock Transfer Office prior to the assigned director picks up the ID cards.

The ID Card sign sheet will be used to track the Pick-up of ID Cards, Drop-off of ID Cards and the Return of ID Cards. This will allow staff and the mutual to keep an account of the ID's released to the Directors.

ID Cards that are returned will be shredded. In addition, ID cards belong to deceased shareholders will also be shredded once it has been confirmed that shareholder is deceased.

On or around September an updated list will be provided with ID's cards that still require pick-up.



ID CARD

Pick- up ID Cards			Drop-off ID Cards		Returned ID Cards	
Date	Name of Director	ID Card Mutual & Unit	Date Delivered	Signature of ID holder	Date	Stock Transfer Staff received

## ID Card Replacement Pickup

RESOLVED, That Mutual \_\_\_\_\_ will use the ID card sign sheet to track the pickup of ID Cards from the Stock Transfer Office, drop-off the ID Cards to the shareholder, and return the ID Cards to the Stock Transfer office allowing the staff and the Mutual to keep an account of the ID cards released to the Directors.



**Seismic Survey 2017  
Leisure World  
Project Description**

**General Overview**

Geologic mapping is a highly-interpretive, scientific process which produces a range of map products for many different uses. A key component in the construction of geologic maps is the acquisition of seismic data. Data created by this project will allow for scientific studies on the behavior of geological strata in the area. This data plays an important role in creating a clear picture of the subsurface. The density of sensors (nodes) will also allow us to look at the microseismicity on how deformation is taking place on a small-scale and how it changes with time.

This particular project, 'Seismic Survey 2017' is being performed over a larger area than any previous subsurface geological surveys in the LA Basin. The Survey Area will encompass a large portion of Long Beach, Seal Beach, Rossmoor, Los Alamitos and the Seal Beach Naval Weapons Station.

Breakthroughs in technology have revolutionized the analysis of the data to make this map the clearest picture ever made in this very important area of the LA Basin.

**How is the Survey Performed?**

Imaging of subsurface strata is accomplished by using state of the art technology to input acoustical energy into the ground by using specialized trucks and very sensitive passive wireless GPS listening devices called nodes. Nodes record the reflections of sound bouncing off layers of rock strata. The recorded data is downloaded and processed by highly-dimensional image of the earth's layers.

Small holes about 8 inches in diameter by 11 inches in depth are dug, in which the nodes are buried to record data; in fact, they cannot be seen at all during operations. The nodes are completely passive and emit no energy. They strictly record and store data. Upon project completion, the nodes are removed, and any disturbed areas will be restored to their previous condition or better. Survey trucks are used during this project to create a minor surface vibration which will emit acoustical energy into the ground. The energy levels are very similar to recycling trucks. Technicians monitor surface ground vibration levels with digital recording meters at every location. Survey trucks will be at any one location between 3 and 5 minutes.

**Leisure World Request**

LA Seismic is requesting permission from the Leisure World Master Association and the 16 Mutuels to place the nodes in Leisure World common areas. More detailed information will be presented by LA Seismic at the September 7, 2017 meeting

## LA Seismic Survey

RESOLVED, That Mutual \_\_\_\_\_ will permit LA Seismic to place the nodes in Mutual \_\_\_\_\_ common areas.



## APPROVAL OF NSBN ENGAGEMENT LETTER

MOTION:

RESOLVED, TO ACCEPT THE NSBN  
ENGAGEMENT letter from the 2017  
Audit.