

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVENTEEN
March 6, 2018
Meeting begins at 1:30 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. SHAREHOLDER COMMENTS (2-3 minutes per shareholder. Agenda items only)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

Mr. Moore, GRF Representative
Ms. Miller, Director of Finance
Ms. Hopkins, Mutual Administration Director
Mr. Harper, Building Inspector
Mrs. Aquino, Recording Secretary
5. APPROVAL OF MINUTES:
Regular Meeting Minutes of February 6, 2018
6. BUILDING INSPECTOR'S REPORT Mr. Harper
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 3)
7. GRF Representative Mr. Moore
8. **GUEST SPEAKER – Director of Finance** **Ms. Miller**
 - a. Review and Acceptance of the draft 2017 Audited Financial Statements (p. 5)
9. **UNFINISHED BUSINESS**
 - a. Update Lock Box Key in Knox Box – O.C Fire Authority Mr. Hayes
10. **NEW BUSINESS**
 - a. Boiler Replacement Mr. Hayes
 - b. Distribution of Miscellaneous Income Mr. Hayes
 - c. Discuss adopting Policy 7530.17 – Petty Cash (p. 7-8)
- STAFF SECRETARY BREAK 3:00 p.m.**
11. SECRETARY / CORRESPONDENCE Ms. Schumacher
12. TREASURER'S REPORT Mr. Massetti
13. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins

(Friday, March 02, 2018 ka)

14. ANNOUNCEMENTS
15. COMMITTEE REPORTS
 - a. Landscape Committee
 - b. Social Committee
16. DIRECTORS' REPORTS
 - a. Presidents' Report
 - b. Vice Presidents' Report
 - c. Physical Property Report
17. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
18. DIRECTORS COMMENTS
19. ADJOURNMENT
20. EXECUTIVE SESSION

STAFF SECRETARY WILL LEAVE THE MEETING BY 4:10 p.m.

**NEXT MEETING April 3, 2018
Administration Building Conference Room A**

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **17**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **March 6, 2018**

Print Date: **2/27/2018**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
46-A	REMODEL	BOTH	12/11/17	02/01/18	NO	1/22/2018 R PLUMB	BIG WEST RESTORATION
46-A	REMODEL	BOTH	12/11/17	02/01/18	NO	1/24/2018 LATH	BIG WEST RESTORATION
46-A	REMODEL	BOTH	12/11/17	02/01/18	NO	1/24/18 SCRATCH	BIG WEST RESTORATION
46-A	REMODEL	BOTH	12/11/17	02/01/18	NO	02/20/18 FINAL	BIG WEST RESTORATION
73-C	TUB INSTALLATION	BOTH	02/28/18	04/27/18	NO	NONE	REBORN CABINETS
76-C	REMODEL	BOTH	01/02/18	02/02/18	NO	01/17/18 R ELECT	AC&R CONSTRUCTION
76-C	REMODEL	BOTH	01/02/18	02/02/18	NO	01/17/18 R PLUMB	AC&R CONSTRUCTION
76-C	REMODEL	BOTH	01/02/18	02/02/18	NO	NONE	AC&R CONSTRUCTION
76-C	REMODEL	BOTH	01/02/18	02/02/18	NO	01/25/18 LATH	AC&R CONSTRUCTION
114-B	REMODEL BATHROOM	BOTH	12/15/17	03/31/18	NO	NONE	LOS AL BUILDERS
114-B	REMODEL BATHROOM	BOTH	12/15/17	03/31/18	NO	1/17/2018 R PLUMB	LOS AL BUILDERS
114-B	REMODEL BATHROOM	BOTH	12/15/17	03/31/18	NO	01/29/18 LATH	LOS AL BUILDERS
114-B	REMODEL BATHROOM	BOTH	12/15/17	03/31/18	NO	01/26/18 SHOWER P	LOS AL BUILDERS

Contract Services

Project Discription

Class One Arboriculture	Pruning Proposal
Going Out to Bid	Landscape Contract: Awarded to Brightview Landscape Services
Boiler Maintenance Inspections	ProStar
HSG Window Cleaning, Inc.	Window Washing - Contract Renewed
Fenn Pest & Termite	Termite Inspections
Empire Pipe Cleaning	Sewer Line Maintenance Ex 12/31/19
Nationwide	Fire Alarm Testing & Inspection
LA Seismic	Testing

Site Visits

M17	2/12/2018	LA Seismic Pictures
46A	2/20/2018	Final Inspection
80C	2/21/2018	Special Inspection

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Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: REVIEW AND ACCEPTANCE OF THE DRAFT 2017 AUDITED FINANCIAL STATEMENTS (GUEST SPEAKER ITEM A)
DATE: MARCH 6, 2018
CC: MUTUAL FILE

On March 6, 2018 Ms. Miller, Director of Finance, will review the Financial Statements as of the year ending December 31, 2017, by the Independent Accountant's Report as submitted by CliftonLarsonAllen (CLA).

I move to accept that the Board of Directors of Seal Beach Mutual Seventeen, upon a presentation of the Financial Statements as of December 31, 2017, for the year then ended, and the proposed Accountant's Report as submitted by CliftonLarsonAllen (CLA), hereby accepts the above mentioned Financial Statements and reports therein.

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Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS ADOPTING POLICY 7530.17 – PETTY CASH
(NEW BUSINESS ITEM C)
DATE: MARCH 6, 2018
CC: MUTUAL FILE

Attached for your review is Policy 7530.17 – Petty Cash

I move to adopt Policy 7530.17 – Petty Cash on a preliminary basis until the 30-day posting period is completed.

MUTUAL OPERATIONS**ADOPT DRAFT****ACCOUNTING AND FISCAL****Petty Cash**

Authorized Mutual expenses may be paid by persons authorized by the Mutual Board. Smaller expenditures not exceeding \$250 may be reimbursed through petty cash which may be held by the Mutual CFO according to the following Policy.

A. Petty Cash

1. The Mutual CFO shall personally manager and possess petty cash fund not to exceed \$250.
2. The Mutual CFO shall reimburse from the petty cash fund persons authorized by the Mutual Board for expenditures made on the Mutual's behalf upon receipt of receipts describing the date of the expenditure, the nature of the expenditure, the amount of the expenditure and Mutual related purpose of the expenditure.
3. When the petty cash fund is depleted or at a low balance the Mutual CFO shall complete and submit to the GRF Finance Department an Expense Reimbursement form which will detail each made reimbursement and include its supporting documents. The Mutual CFO will reimbursed by the GRF Finance Department the requested amount not to exceed the \$250 petty cash fund maximum balance.
4. The Mutual CFO shall maintain a petty cash fund account file wherein the cash on hand and the unreimbursed recorded payments from the fund will add to \$250.
5. Upon the election of a new Mutual CFO previous CFO shall transfer to the newly elected CFO the petty cash amount file including the cash on hand.

MUTUAL**ADOPTION**

SEVENTEEN: