

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVENTEEN
May 1, 2018
Meeting begins at 1:30 p.m.
Administration Building Conference Room A

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. Hopkins, Mutual Administration Director
Mr. Harper, Building Inspector
Ms. Pandit, Recording Secretary
 5. APPROVAL OF MINUTES:
Regular Meeting Minutes of April 3, 2018
 6. BUILDING INSPECTOR'S REPORT Mr. Harper
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 3-4)
 7. GRF REPRESENTATIVE Mr. Moore
 8. **UNFINISHED BUSINESS**
a. Discuss further amending adopted Policy 7350.17 – Petty Cash (p. 5-6) Ms. Gassman
 9. **NEW BUSINESS**
a. Bulk Cable Service Agreement (p. 7-8) Ms. Gassman
- STAFF SECRETARY BREAK 3:00 p.m.**
10. SECRETARY / CORRESPONDENCE Ms. Schumacher
 11. TREASURER'S REPORT Mr. Massetti
 12. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
 13. ANNOUNCEMENTS

(Thursday, April 26, 2018 sp)

14. COMMITTEE REPORTS
 - a. Landscape Committee
 - b. Social Committee

15. DIRECTORS' REPORTS
 - a. Presidents' Report
 - b. Vice Presidents' Report
 - c. Physical Property Report

16. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)

17. DIRECTORS COMMENTS

18. ADJOURNMENT

19. EXECUTIVE SESSION

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

**NEXT MEETING June 5, 2018
Administration Building Conference Room A**

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **17**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **May 1, 2018**

Print Date: **4/20/2018**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
73-C	TUB INSTALLATION	BOTH	02/28/18	04/27/18	NO	04/06/18 FINAL	REBORN CABINETS
76-C	REMODEL	BOTH	01/02/18	03/30/18	YES	01/17/18 R ELECT	AC&R CONSTRUCTION
76-C	REMODEL	BOTH	01/02/18	03/30/18	YES	01/17/18 R PLUMB	AC&R CONSTRUCTION
76-C	REMODEL	BOTH	01/02/18	03/30/18	YES	03/08/18 DWALL	AC&R CONSTRUCTION
76-C	REMODEL	BOTH	01/02/18	03/30/18	YES	04/06/18 FINAL	AC&R CONSTRUCTION
88-A	TUB / SHOWER	BOTH	03/05/18	05/15/18	YES	03/07/18 RPLUMB	WESTBY 4 HOMES
88-A	TUB / SHOWER	BOTH	03/05/18	05/15/18	YES	03/12/18 SCRACH	WESTBY 4 HOMES
88-A	TUB / SHOWER	BOTH	03/05/18	05/15/18	YES	03/12/18 BROWN	WESTBY 4 HOMES
88-A	TUB / SHOWER	BOTH	03/05/18	05/15/18	YES	04/11/18 FINAL	WESTBY 4 HOMES
114-B	REMODEL BATHROOM	BOTH	12/15/17	03/31/18	NO	03/29/18 FINAL	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
115-C	CABINETS / COUNTERS	BOTH	04/02/18	07/02/18	NO	NONE	FLAMINGO CABINETS
115-C	REMODEL	BOTH	04/02/18	07/02/18	NO	04/13/18 RWIRE	AC&R CONSTRUCTION
115-C	REMODEL	BOTH	04/02/18	07/02/18	NO	04/13/18 RPLUMB	AC&R CONSTRUCTION
115-C	REMODEL	BOTH	04/02/18	07/02/18	NO	NONE	AC&R CONSTRUCTION
115-C	REMODEL	BOTH	04/02/18	07/02/18	NO	NONE	AC&R CONSTRUCTION
115-C	REMODEL	BOTH	04/02/18	07/02/18	NO	NONE	AC&R CONSTRUCTION

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **17**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **May 1, 2018**

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Contract Services		Project Discription	
Class One Arboriculture		Pruning Proposal	
Brightview Landscape Services		Landscape Maintenance	
Boiler Maintenance Inspections		ProStar	
HSG Window Cleaning, Inc.		Window Washing Ex 12/31/19	
Fenn Pest & Termite		Termite Inspections	
Empire Pipe Cleaning		Sewer Line Maintenance Ex 12/31/19	
Aim Services		Fire Alarm Testing & Inspection	
Site Visits			

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS FURTHER AMENDING ADOPTED POLICY 7350.17 – PETTY CASH
(UNFINISHED BUSINESS ITEM A)
DATE: MAY 1, 2018
CC: MUTUAL FILE

On March 6, 2018, the Mutual Seventeen Board of Directors adopted Policy 7350.17 – Petty Cash.

On May 1, 2018, the Mutual Seventeen Board of Directors will discuss further amending adopted Policy 7350.17 – Petty Cash (attached).

I move to amend adopted Policy 7350.17 – 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. Expenditures not exceeding \$250 may be reimbursed through petty cash held by the Mutual CFO according to the following Policy.

A. Petty Cash

1. The Mutual CFO shall personally manage and possess the 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 presentation of a completed expense voucher with 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 falls below \$50 the Mutual CFO shall complete and submit to the GRF Finance Department an Expense Reimbursement form which will detail each reimbursement and include its supporting documents. The Mutual CFO will be 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 total \$250.
5. Upon the election of a new Mutual CFO, the previous CFO shall transfer to the newly elected CFO the petty cash account file, including the cash on hand.

MUTUAL**ADOPTION**

SEVENTEEN:

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: BULK CABLE SERVICE AGREEMENT – SUPERWIRE (NEW BUSINESS ITEM A)
DATE: MAY 1, 2018
CC: MUTUAL FILE

At the April 5, 2018, Presidents Council, Executive Director Randy Ankeny, discussed the Bulk Cable Service Agreement with Superwire. Mr. Ankeny has respectfully requested that each Mutual Board authorize GRF to seek and negotiate as directed and on behalf of the combined Mutuals a new bulk cable agreement. Of note: such action by the Mutuals require unanimous consent, as preliminary research on cable providers, note exclusive rights.

Please be advised, on February 18, 2019, the agreement between GRF and Superwire will terminate and action is requested by each Mutual Board as follows.

Resolution to authorize GRF to negotiate a mutually beneficial bulk cable service agreement:

WHEREAS, GOLDEN RAIN FOUNDATION (hereinafter "GRF") through its volunteer Board of Directors, is responsible for management, control and administration of a residential common interest development (the "Project"), under the Declaration of Trust ("Trust"), which grants the Foundation the authority to manage and govern trust property and community facilities, all within what is known as Seal Beach Leisure World, consisting of sixteen (16) Mutuals (hereinafter the "Mutuals");

WHEREAS, notwithstanding the foregoing, GRF is not a housing provider, and neither owns or operates any housing for the residents in the Project;

WHEREAS, each Mutual in Seal Beach Leisure World, is its own fully-functioning association with its own Occupancy Agreements, Bylaws, Rules, Resolutions and Policies. Mutual Boards direct GRF to take action on their behalf pursuant to the Management Agreements between GRF and each Mutual, and pursuant to applicable law;

WHEREAS, the Management Agreements between GRF and each Mutual state that GRF has the duty to "operate and maintain the Project according to the highest standards achievable consistent with the overall plan of the [Mutual] and the interests of the consenting parties...GRF shall be expected to perform such other acts and deeds as are reasonable, necessary and proper in the discharge of its duties under this Agreement." (Management Agreement, FOURTH, Section (m) (Mutuals 1-11; 14-15; 17); FOURTH (o) (Mutual 12); FOURTH (n) (Mutual 16));

Resolution to authorize GRF to negotiate a mutually beneficial bulk cable service agreement (continued):

WHEREAS, the Management Agreements between GRF and each Mutual state that GRF has a duty to "Take such action as may be necessary to comply promptly with any and all orders or requirements affecting the premises placed thereon by any federal, state, county, or municipal authority having jurisdiction thereover." (Management Agreement, FOURTH, Section (f) (Mutuals 1-11; 14-15; 17); FOURTH, Section (g) (Mutuals 12, 16));

WHEREAS, the agreement between GRF and Superwire Telecom, Inc, shall expire on February 18, 2019;

WHEREAS, negotiations for any bulk cable services will require the joint and unanimous consent of all Mutuals to authorize GRF to negotiate a bulk cable service agreement for a period not to exceed five (5) years;

NOW, THEREFORE, be resolved that the following Resolution is adopted by the Board of Directors:

The officers and staff of GRF are hereby authorized on behalf of the Mutual to negotiate a mutually beneficial bulk cable service agreement for a period not to exceed (5) years. Such authorization is contingent upon the collective approval of all Mutual Boards.