

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVENTEEN
September 4, 2018
Meeting begins at 1:30 p.m.
Administration Building Conference Room A

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. RESIDENT(S) 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. Villalobos, Recording Secretary
5. APPROVAL OF MINUTES:
Regular Meeting Minutes of August 7, 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. **UNFINISHED BUSINESS**
None
9. **NEW BUSINESS**
 - a. Discuss and vote to approve/deny ASI Inc. replace sprinklers in Mutual Seventeen. (p. 4)
 - b. Discuss and vote to approve/deny carpet cleaning in hallways (p. 5)
 - c. Discuss and vote to approve/deny amount of additional guest passes for 2019 (p. 6)
 - d. Discuss Email Address/Phone Number provided by GRF
10. PRESIDENTS' REPORT Ms. Gassman
11. VICE PRESIDENTS' REPORT Mr. Hayes
12. SECRETARY REPORT / CORRESPONDENCE Ms. Schumacher
13. TREASURERS' REPORT Mr. Massetti
14. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
STAFF BREAK BY 3:00 p.m.

15. ANNOUNCEMENTS
 - a. **NEXT MEETING: Tuesday, October 2, 2018**
Administration Building Conference Room A
16. COMMITTEE REPORTS
 - a. Landscape Committee
 - b. Social Committee
 - c. Emergency Information Council
 - d. Physical Property Committee
17. RESIDENT(S)' COMMENTS (2-3 MINUTES)
18. ADJOURNMENT
19. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 4:00 p.m.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **17**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **September 4, 2018**

Print Date: **8/27/2018**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
5-A	PATIO TILE	GRF	07/15/18	08/15/18	NO	08/08/18 FINAL	KARYS CARPETS
27-B	HEAT PUMP	BOTH	09/07/18	12/20/18	NO	NONE	GREENWOOD

Contract Services

Brightview Landscape Services
HSG Window Cleaning, Inc.
Orange County Fire Authority
ASI Fire
Fenn Pest & Termite
Empire Pipe Cleaning

Project Discription

Landscape Maintenance
Window Washing Ex 12/31/19
Fire Inspection 05/29/18
Fire Sprinkler Testing
Termite Inspections
Sewer Line Maintenance Ex 12/31/19

Site Visits

Build 1,2,3 8/2/2018	Meet with Day and Night Door Company for ADA Door Openers
Build 1,2,3 8/6/2018	Kevin Bass OCFA
29-B 8/23/2018	Soft Floor

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY ASI INC. REPLACE SPRINKLERS IN
MUTUAL SEVENTEEN (NEW BUSINESS ITEM A)
DATE: SEPTEMBER 4, 2018
CC: MUTUAL FILE

I move to approve.deny ASI Inc. replace the sprkinlers in Mutual Seventeen at a cost not to exceed \$ _____ and authorize the President to sign the contract.

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY CARPET CLEANING IN HALLWAYS
(NEW BUSINESS ITEM B)
DATE: SEPTEMBER 4, 2018
CC: MUTUAL FILE

I move to approve/deny the carpet cleaning in the hallways to be done by _____, at a cost not to exceed \$ _____ and authorize the President to sign the contract.

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY AMOUNT OF ADDITIONAL GUEST PASSES FOR 2019 (NEW BUSINESS ITEM C)
DATE: SEPTEMBER 4 2018
CC: MUTUAL FILE

At the October 3, 2017, Board meeting the Mutual Board of Directors passed the following resolution: *RESOLVED, To authorize the GRF Executive Director and/or the Mutual Administration Director to issue zero (0) 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*

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 2019.

Date Board Approved: _____, 2018

Signature: _____, Print Name: _____
Board President or Secretary