

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL SEVENTEEN**  
**November 6, 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):  

Optum Care Representative  
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 October 2, 2018**
6. BUILDING INSPECTOR'S REPORT Mr. Harper  
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 3)
7. **GUEST SPEAKER – Optum Care Representative**
8. GRF REPRESENTATIVE Mr. Moore
9. **UNFINISHED BUSINESS**
  - a. Discuss and vote to approve/deny the Bid submitted by American Carpet Cleaning (p. 4)
  - b. Discuss and vote to ratify phone poll taken regarding the Extension of Telecommunications Agreement (p. 5)
10. **NEW BUSINESS**
  - a. Vote to approve/deny Mutual Seventeen Contractor Ban (p. 6)
  - b. Discuss and vote to amend Policy 7557.17 – Caregivers (p. 7-8)
  - c. Discuss and vote to rescind Policy 7402 – Working Hours-Contractors and adopt Policy 7402.17 Working Hours-Contractors (p. 9-12)

**STAFF BREAK BY 3:00 p.m.**

11. PRESIDENTS' REPORT Ms. Gassman
12. VICE PRESIDENTS' REPORT Mr. Hayes
13. SECRETARY REPORT / CORRESPONDENCE Ms. Schumacher
14. TREASURERS' REPORT Mr. Massetti  
a. Discuss and vote to approve the transfer of funds from BNY Mellon  
to US Bank (p. 13)
15. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
16. ANNOUNCEMENTS  
a. **NEXT MEETING: Tuesday, December 4, 2018**  
**Administration Building Conference Room A**
17. COMMITTEE REPORTS  
a. Landscape Committee  
b. Social Committee  
c. Emergency Information Council  
d. Physical Property Committee
18. RESIDENT(S)' COMMENTS (2-3 MINUTES)
19. ADJOURNMENT
20. 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: **November 6, 2018**

Print Date: **10/29/2018**

<b>PERMIT ACTIVITY</b>							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
27-B	HEAT PUMP	BOTH	09/07/18	12/20/18	NO	10/29/18 FINAL	GREENWOOD
5-A	FLOORING	GRF	10/25/18	11/25/18	NO	NONE	KARYS CARPETS
3-A	REMODEL	BOTH	11/13/18	12/28/18	NO	NONE	BERGKVIST
<b>Contract Services</b>				<b>Project Discription</b>			
Brightview Landscape Services				Landscape Maintenance			
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			
Capitol Door				Install Three ADA Door Openers Ex 12/31/2018			
Schlick Services				Install Electrical For Three ADA Door Openers Ex 12/31/2018			
<b>Mutual and Shareholder Request</b>							
45A	10/24/2018	Fenn Inspection					

# *Mutual Corporation No. Seventeen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY THE BID SUBMITTED BY AMERICAN CARPET CLEANING (UNFINISHED BUSINESS ITEM A)  
**DATE:** NOVEMBER 6, 2018  
**CC:** MUTUAL FILE

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*I move to approve/deny that Mutual Seventeen accept the bid submitted by American Carpet Cleaning to clean the carpets, and hallways including the lobbies and elevator's, and excluding the stairwells, in three buildings at a fee of \$900 each building and authorize the President to sign any necessary documentation.*

# *Mutual Corporation No. Seventeen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO RATIFY THE PHONE POLL TAKEN REGARDING  
THE EXTENSION OF TELECOMMUNICATIONS AGREEMENT  
(UNFINISHED BUSINESS ITEM B)  
**DATE:** NOVEMBER 6, 2018  
**CC:** MUTUAL FILE

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On October 29, 2018, the Board of Directors conducted a phone poll regarding the Extension of the Telecommunications Agreement.

On November 6, 2018, the Board of Directors will vote to ratify the phone poll conducted on October 29, 2018.

***I move to ratify the phone poll, conducted on October 29, 2018, regarding approval of the Extension of the Telecommunications Agreement.***

# *Mutual Corporation No. Seventeen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** VOTE TO APPROVE/DENY MUTUAL SEVENTEEN CONTRACTOR BAN  
(NEW BUSINESS ITEM A)  
**DATE:** NOVEMBER 6, 2018  
**CC:** MUTUAL FILE

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At the November 6, 2018, Board Meeting, the Mutual Board of Directors will vote to ban a Contractor from performing any and all services in Mutual Seventeen.

***I move to approve/deny that, effective immediately, the following Contractor be banned from performing any and all services in Mutual Seventeen.***

1. AC & R Construction Renovation

# *Mutual Corporation No. Seventeen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO AMEND POLICY 7557.17 – CAREGIVERS  
(NEW BUSINESS ITEM B)  
**DATE:** NOVEMBER 6, 2018  
**CC:** MUTUAL FILE

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At the August 7, 2001, Board Meeting the Board of Directors adopted Policy 7557.17 – Caregivers.

On November 6, 2018, the Board of Directors will vote to amend Policy 7557.17 – Caregivers (attached).

***I move to amend Policy 7557.17 – Caregivers on a preliminary basis until the 30-day posting period is completed.***

**MUTUAL OPERATIONS**

**AMEND**

**RESIDENT REGULATIONS**

**Caregivers - Mutual No. Seventeen**

Resolved, That caregivers in Mutual No. Seventeen **will not be required to have** must have a valid Seal Beach **city** business license, ~~or work for an agency with a valid Seal Beach business license, per Seal Beach City Ordinance 1435. A copy of this license must be in the possession of the caregiver at all times.~~

Family members of homeowners acting as caregivers are exempt from licensing.

A caregiver orientation meeting will be held between the homeowner and, if different from the homeowner, the person responsible for hiring the caregiver; the caregiver; an interpreter, as needed; the Director responsible for the ~~apartment/home~~ where caregiver is employed, and the Mutual President (or appointed Director if the President is unavailable). The purpose of the meeting is to familiarize the homeowner and caregiver with Mutual policies and rules.

The homeowner has full responsibility for the behavior and actions of the caregiver.

**MUTUAL**

**ADOPTION**

**AMENDMENTS**

SEVENTEEN:

08-07-01



# *Mutual Corporation No. Seventeen*

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## MEMO

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO RESCIND POLICY 7402 WORKING HOURS – CONTRACTORS AND ADOPT 7402.17 – WORKING HOURS – CONTRACTORS (NEW BUSINESS ITEM C)  
**DATE:** NOVEMBER 6, 2018  
**CC:** MUTUAL FILE

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On April 6, 2004, the Board of Directors amended Policy 7402 – Working Hours Contractors.

This amendment was inadvertently placed into a Mutual specific Policy and was never adopted.

On November 6, 2018, the Board of Directors will vote to rescind Policy 7402 – Working Hours – Contractors and adopt Policy 7402.17 – Working Hours – Contractors (attached).

***I move to rescind Policy 7402-Working Hours – Contractors and adopt Policy 7402.17 – Working Hours – Contractors on a preliminary basis until the 30-day posting period is completed.***

**MUTUAL OPERATIONS****RESCIND MUTUAL SEVENTEEN****PHYSICAL PROPERTY****Working Hours – Contractors - All Mutuals Except 01, 02, 04, 05, 09, 12, 14, and 15**

THAT NOTWITHSTANDING previous action by the Board, it is hereby resolved that contractors engaged by a resident for the purpose of performing interior or exterior remodeling, or installing or removing equipment and/or appliances associated with such work on the apartments in this Mutual, will be permitted to do so only between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday;

**Mutual No. 7 Only (Effective 11-21-00) Replaces Above Paragraph**

THAT contractors engaged by a resident for the purpose of performing interior or exterior remodeling, or installing or removing equipment and/or appliances associated with such work on the apartments in this Mutual, will be permitted to do so only between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday;

FURTHER, contractors shall be allowed to work on Saturdays on projects not requiring inspection by the GRF Physical Property Department and as agreed upon by the Mutual and Physical Property Supervisor;

FURTHER, contractors are not allowed to work on Sundays and holidays.

**Mutual No. 17 Only (Effective 05-05-87)**

FURTHER, construction work or repair work for units will not be done in the hallways of Mutual buildings. Workmen are to clean up after themselves.

<b><u>MUTUAL</u></b>	<b><u>ADOPTION</u></b>	<b><u>AMENDMENTS</u></b>	<b><u>RESCINDED</u></b>
ONE	(See Policy 7402.1)		
<del>TWO</del>	<del>04-16-87</del>		01-18-18
THREE	04-10-87		
<del>FOUR</del>	<del>05-04-87</del> (See Policy 7402.04)		09-12-18
FIVE	<del>04-15-87</del> (See Policy 7402.5)		12-21-16
SIX	04-24-87		
SEVEN	04-17-87,	11-21-00	
EIGHT	04-26-87		
NINE	<del>04-13-87</del> (See Policy 7402.09)		09-11-17
TEN	04-22-87		
ELEVEN	04-16-87		
TWELVE	See Policy 7402.1		

**MUTUAL OPERATIONS**

**RESCIND MUTUAL SEVENTEEN**

**PHYSICAL PROPERTY**

**Working Hours – Contractors - All Mutuals Except 01, 02, 04, 05, 09, 12, 14, and 15**

<b><u>MUTUAL</u></b>	<b><u>ADOPTION</u></b>	<b><u>AMENDMENTS</u></b>	<b><u>RESCINDED</u></b>
TWELVE	See Policy 7402.1		
FOURTEEN	See Policy 7502.14		
FIFTEEN	See Policy 7502.15		
SIXTEEN	04-20-87		
SEVENTEEN	05-05-98 (see also 7402.17)		

**MUTUAL OPERATIONS****PHYSICAL PROPERTY****Working Hours – Contractors (Mutual 17 Only (Effective 03-02-04))**

THAT painting, carpeting, and moving in and out hours be exempt from the regular contractors' hours of 8 a.m. to 5 p.m., Monday through Friday.

THAT painting shall be done during the hours of 8 a.m. to 7 p.m. with the doors to the patio open and the entrance to the common area hall door closed.

THAT carpeting shall be installed between the hours of 8 a.m. and 7 p.m., Monday through Saturday, and shall not be laid out in the hallways.

THAT residents shall give the Board at least a 24-hour notice in order for pads to be placed in the elevator and the area blocked off for the moving van to park. The movers must be in no earlier than 8 a.m. and out no later than 8 p.m., Monday through Saturday.

**MUTUAL ADOPTION**

SEVENTEEN: 06 Apr 04

(Apr 04)

# *Mutual Corporation No. Seventeen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY THE TRANSFER OF FUNDS FROM BNY MELLON TO US BANK (TREASURERS REPORT ITEM A)  
**DATE:** NOVEMBER 6, 2018  
**CC:** MUTUAL FILE

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*I move to approve/deny the transfer of \$20,000 from BNY Mellon to US Bank non-restricted account.*