

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVENTEEN
April 2, 2019
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
Mrs. Ramos, Recording Secretary
5. APPROVAL OF MINUTES:
Regular Meeting Minutes of March 5, 2019
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**
 - a. Discuss and vote to ratify amended/posted Policy 7557.17 - Caregivers (p.4-5)
 - b. Discuss and vote to ratify amended/posted Policy 7510.17 – Eligibility Requirements (p.6-11)
 - c. Discuss and vote to ratify the phone poll from March 18, 2019 regarding the purchase of a washing machine and dryer (p.12)
9. **NEW BUSINESS**
 - a. Discuss and vote to approve/deny the Financial Review for March 2019 (p.13)
 - b. Discuss placement of height clearance signs inside the garages
 - c. Discuss use of Emergency Parking Lane
 - d. Discuss and vote to approve/deny Appointment Setting Commitment by Mutual Board of Directors (p.14)
10. PRESIDENTS' REPORT Ms. Gassman
11. VICE PRESIDENTS' REPORT Mr. Hayes

(3.28.2019cv)

STAFF BREAK BY 3:00 p.m.

12. SECRETARY REPORT / CORRESPONDENCE Ms. Schumacher
13. TREASURERS' REPORT Mr. Massetti
14. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
15. ANNOUNCEMENTS
a. **NEXT MEETING: Tuesday, May 7, 2019, 1:30 p.m.
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: **April 2, 2019**

Print Date: **3/25/2019**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
6-A	FLOORING ELECTRICAL	BOTH	03/15/19	06/15/19	NO	NONE	NATIONWIDE
86-A	REMODEL	BOTH	02/11/19	04/15/19	NO	03/08/19 FINAL	NATIONWIDE
106-B	REMODEL	BOTH	02/21/19	08/20/19	NO	03/14/19 DWALL	ACE MAINTENANCE CO
106-B	REMODEL	BOTH	02/21/19	08/20/19	NO	03/14/19 RWIRE	ACE MAINTENANCE CO
106-B	REMODEL	BOTH	02/21/19	08/20/19	NO	03/19/19 FINAL	ACE MAINTENANCE CO

Contract Services

Project Discription

Brightview Landscape Services	Landscape Maintenance Ex 12/31/2021
HSG Window Cleaning, Inc.	Window Washing Ex 12/31/19
Fenn Pest & Termite	Termite Inspections Ex 05/31/2020
Empire Pipe Cleaning	Sewer Line Maintenance Ex 12/31/19
Andre landscape	Tree Trimming Ex 1/31/2019
State of California Elevator Inspection	Ex 11/30/19
American Carpet Cleaning	Ex 12/31/2019

Mutual and Shareholder Request

Build 1-2-3 3/14/2019	Garage Clearance
Build 1-2-3 3/20/19	Change Elevator Water Pumps in Pit
47-A 3/22/2019	Shower Leak

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY AMENDED/POSTED POLICY 7557.17 –
CAREGIVERS (UNFINISHED BUSINESS ITEM A)
DATE: APRIL 2, 2019
CC: MUTUAL FILE

At the February 5, 2019, Board Meeting, the Board of Directors voted to further amend and re-post Policy 7557.17 – Caregivers (attached).

The 28-day posting period has been completed, and on April 2, 2019, the Board of Directors will vote to ratify amended/posted Policy 7557.17 – Caregivers.

I move to ratify amended/posted Policy 7557.17 – Caregivers.

MUTUAL OPERATIONS

AMEND

RESIDENT REGULATIONS

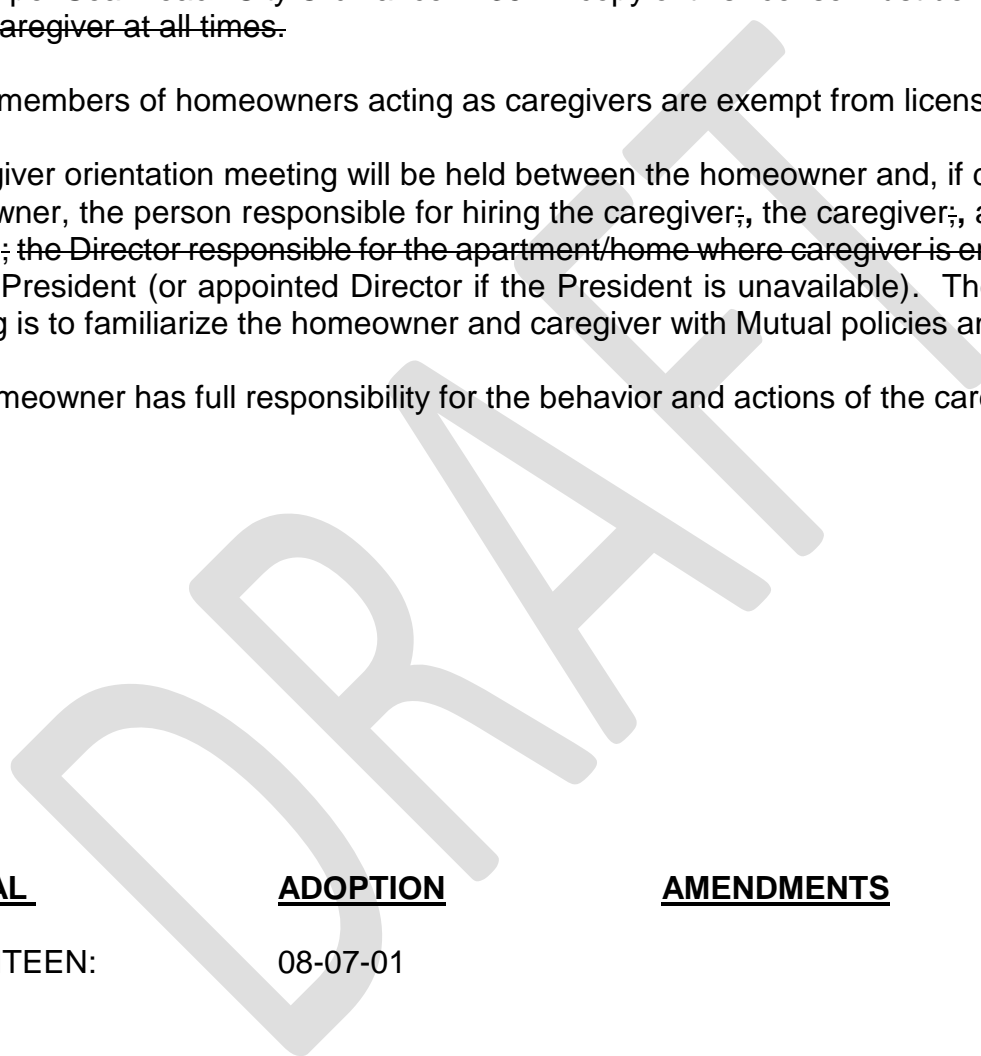
Caregivers - Mutual No. Seventeen

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

(draft created 10-24-18cv)
(draft further amended 02-05-19cv)

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY AMENDED/POSTED POLICY 7510.17 –
ELIGIBILITY REQUIREMENTS (UNFINISHED BUSINESS ITEM B)
DATE: APRIL 2, 2019
CC: MUTUAL FILE

At the March 5, 2019, Board Meeting, the Board of Directors voted to amend Policy 7510.17 – Eligibility Requirements (attached).

The 28-day posting period has been completed, and on April 2, 2019, the Board of Directors will vote to ratify amended/posted Policy 7510.17 – Eligibility Requirements.

I move to ratify amended/posted Policy 7510.17 – Eligibility Requirements.

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

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

- A. Apply for and be accepted as a member of the Golden Rain Foundation, Seal Beach, California.
- B. Be at least 55 years of age.
 - This must be verified by presenting a copy of a birth certificate or a copy of the appropriate page of a passport. A driver's license is not acceptable as proof of age.
- C. Meet the following financial requirements

1. Income

Have verified monthly income that is at least 4.5 times the monthly carrying charges (regular GRF plus Mutual assessments) at the time of application. Monthly income can be verified by any combination of the following:

- Copies of Federal and State Tax returns for the preceding two years.
- Copies of Forms 1099-INT and 1099-DIV showing interest and dividends received during the preceding two years.
- Copies of Forms 1099-R showing income from pensions, qualified plans, annuities, etc. received during the preceding two years.
- Forms SSA-1099 showing Social Security Benefits received during the preceding two years.

The qualifying income must be in place at the time of the application and although the sources of income may be verified with documents covering the preceding two years it is not required that the entire qualifying income be in place during the preceding two years.

Monthly income will be the Adjusted Gross Income as shown on I.R.S. Forms 1040, 1040A or 1040EZ plus that portion of Social Security, IRA distributions, pensions, annuities, etc., not included in the Adjusted Gross Income, minus the following, where applicable, all divided by twelve.

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

- All income taxes paid (both Federal and State)
- Self – employment taxes paid
- Medicare Part B and Part D premiums
- Property Tax Payments*
- Projected Mortgage payments on the unit being purchased

*Property taxes will be calculated as 1.2% of the new unit sale price plus any Orange County District fees.

Only the resident owner's income will be recognized for qualifying.

2. Assets

Have verified liquid assets of at least \$50,000 at the time of application. Assets can be verified by submitting copies of at least the most recent 12 month's worth of savings/checking/investments account statements.

NOTE: Assets being used to purchase the unit will not be included in the financial calculations.

If moving within Leisure World or if there are any additions/changes to the title, the prospective resident owner must meet these eligibility requirements.

Verification shall be done by the Escrow Company and the Stock Transfer Office for each prospective resident owner prior to the new buyer interview 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. Credit Report

In addition to the above financial verification documents a recent credit report from one of the established credit reporting companies must be provided to the Stock Transfer Office by the prospective resident owner. The Stock Transfer Office must ensure that the following conditions are met and must include that information with the financial verification report:

- A minimum FICO score of 620

MUTUAL OPERATIONS

AMEND

RESIDENT REGULATIONS

Eligibility Requirements – Mutual Seventeen

- A period of not less than 5 years must have elapsed since the prospective resident owner was discharged or dismissed from a bankruptcy.
- The prospective resident owner must have no reported late payments of more than 30 days on a current mortgage in the previous 12 months.

DRAFT

MUTUAL OPERATIONS**AMEND****RESIDENT REGULATIONS****Eligibility Requirements – Mutual Seventeen****E. Health**

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

- F. Assume, in writing, the obligations of the Governing Documents of Mutual Seventeen Corporation.

Officers or Committees of the Board of Directors of the Mutual designated to approve or disapprove new applicants are responsible for ensuring that the eligibility criteria of the corporation is equitably applied to all applicants. Escrow may not close before ten (10) days have elapsed from the date that approval of the buyer(s) has been received by the Stock Transfer Office from the Mutual.

DRAFT

MUTUAL OPERATIONS

AMEND

RESIDENT REGULATIONS

Eligibility Requirements – Mutual Seventeen

I have read and understood what is required for eligibility consideration in the above named Mutual, including necessary documentation.

Prospective Buyer

Date

Prospective Buyer

Date

Prospective Buyer

Date

Prospective Buyer

Date

MUTUAL
SEVENTEEN:

ADOPTION
01-07-91

AMENDMENTS
02-06-18

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY PHONE POLL FROM MARCH 18, 2019,
REGARDING THE PURCHASE OF A WASHING MACHINE AND DRYER
(UNFINISHED BUSINESS ITEM C)
DATE: APRIL 2, 2019
CC: MUTUAL FILE

I move to ratify the phone poll conducted on March 18, 2019 regarding the purchase of a washing machine and dryer, cost not to exceed \$1,667.97.

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE THE FINANCIAL REVIEWS FOR MARCH 2019
(NEW BUSINESS ITEM A)
DATE: APRIL 2, 2019
CC: MUTUAL FILE

I move to acknowledge, that per the requirements of Civil Code Section 5500(a)-(f), a review has been completed of the Mutual's' reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year's budget, statements prepared by the financial institutions where the Mutual has its operating and reserve accounts, income and expense statement for the Mutual's operating and reserve accounts, the check registers, the monthly general ledger and delinquent assessment receivable reports, for the month of March 2019.

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY APPOINTMENT SETTING
COMMITMENT BY MUTUAL BOARD OF DIRECTORS
(NEW BUSINESS ITEM D)
DATE: APRIL 2, 2019
CC: MUTUAL FILE

The GRF staff provides valuable services to all Mutual's, to maintain these valuable services, we are again soliciting all Mutual Board of Directors to help support our united mission. To maintain our collective community for the betterment of all. To facilitate this mission and to help control time, focus and most importantly expense, I take this opportunity to kindly request action from all Mutual Board of Directors to help us support you, so that we may insure all goals and tasks are accomplished in a timely and productive manner.

The following departments require appointments: Mutual Administration, Accounting, Physical Properties, Service Maintenance and Purchasing Department.

Yes, there are emergencies and emergencies can be readily defined as:

- Posing an immediate threat to life, health, property, or environment
- Has already caused loss of life, health detriments, property damage, or environmental damage
- Has a high probability of escalating to cause immediate danger to life, health, property, or environment

In this our commitment to you is:

- Response to all requests for appointments within:
 - If request is made **before** 1 pm (business day), the same day.
 - If request is made **after** 1 pm (business day), the next business day by 10am

I move to approve/deny, a commitment, by the Board of Directors of Mutual Seventeen, to help support the unified mission of the collective Mutual's of Leisure World Seal Beach, to ensure appointments are made to meet with GRF staff.