

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL SEVENTEEN**  
**June 4, 2019**  
**Meeting begins at 1:30 p.m.**  
**Administration Building, Conference Room A**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. RESIDENTS' COMMENTS (2-3 minutes per resident; 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. Kemp, Recording Secretary
5. APPROVAL OF MINUTES:  
**Regular Meeting Minutes of May 7, 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**  
There is no unfinished business to discuss.
9. **NEW BUSINESS**
  - a. Discuss and vote to approve/deny the financial review for May 2019 (p. 4)
  - b. Discuss and vote to ratify phone poll to replace washing machine (p. 5)
  - c. Appointment of ad hoc committee (p. 6)
  - d. Discuss and vote to cancel the regular monthly meeting of July 2, 2019 (p. 7)
  - e. Discuss and vote to accept the resignation of a mutual board director (p. 8)
  - f. Appointment of director (p. 9)

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

10. PRESIDENT'S REPORT Ms. Gassman
11. VICE PRESIDENT'S REPORT Mr. Hayes
12. SECRETARY'S REPORT / CORRESPONDENCE Ms. Schumacher
13. TREASURER'S REPORT Mr. Massetti
14. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
15. ANNOUNCEMENTS
  - a. **ANNUAL MEETING: Tuesday, June 25, 2019, 10:00 a.m., Clubhouse 4**
  - b. **NEXT REGULAR MONTHLY MEETING: Tuesday, July 2, 2019, 1:30 p.m., Administration Building, Conference Room A**
16. COMMITTEE REPORTS
  - a. Landscape Committee
  - b. Social Committee
  - c. Emergency Information
  - d. Physical Property Committee
17. RESIDENTS' COMMENTS (2-3 minutes per resident)
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: **June 4, 2019**

Print Date: **5/27/2019**

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
93-A	REMODEL	BOTH	04/07/19	05/30/19	NO	04/18/19 RELECT	M&M CONSTRUCTION
93-A	REMODEL	BOTH	04/07/19	05/30/19	NO	04/24/19 DWALL	M&M CONSTRUCTION
93-A	REMODEL	BOTH	04/07/19	05/30/19	NO	NONE	M&M CONSTRUCTION
93-A	REMODEL	BOTH	04/07/19	05/30/19	NO	NONE	M&M CONSTRUCTION
107-B	REMODEL	BOTH	04/28/19	10/15/19	NO	NONE	LW DÉCOR

### Contract Services

### Project Description

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
Innovative Cleaning Services	Carport and Cleaning Services Ex 04/30/22
State of California Elevator Inspection	Elevator Inspection Ex 11/30/2019
Custom Glass	Seal Glass All Buildings Ex 9/30/2019
Stanley Louis Company	Boiler Replacement Ex 12/31/2019
American Carpet Cleaning	Carpet Cleaning Ex 12/31/2019

### Mutual and Shareholder Request

10-A	5/8/2019	Pick up signed contract for fire sprinklers
124-C	5/9/2019	Ice Maker Water Leak
Build 1	5/10/2019	Sprinkler Leak

# *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 FINANCIAL REVIEW FOR  
MAY 2019 (NEW BUSINESS, ITEM A)  
**DATE:** JUNE 4, 2019  
**CC:** MUTUAL FILE

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*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, an income and expense statement for the mutual's operating and reserve accounts, the check registers, monthly general ledger and delinquent assessment receivable reports for the month of May 2019.*

# *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 PHONE POLL TO REPLACE WASHING MACHINE (NEW BUSINESS, ITEM B)  
**DATE:** JUNE 4, 2019  
**CC:** MUTUAL FILE

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On May 21, 2019, the Board of Directors conducted a phone poll to replace a washing machine at building 3, at a cost not to exceed \$808.

On June 4, 2019, the Board of Directors will vote to ratify the phone poll conducted on May 21, 2019.

***I move to ratify the phone poll conducted on May 21, 2019, to replace a washing machine at building 3, at a cost not to exceed \$808.***

# *Mutual Corporation No. Seventeen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPOINTMENT OF AD HOC COMMITTEE (NEW BUSINESS, ITEM C)  
**DATE:** JUNE 4, 2019  
**CC:** MUTUAL FILE

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*I appoint* \_\_\_\_\_ *(Chair),* \_\_\_\_\_,

*and* \_\_\_\_\_ *to the Ad Hoc Committee.*

# *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 CANCEL THE REGULAR MONTHLY MEETING ON  
JULY 2, 2019 (NEW BUSINESS, ITEM D)  
**DATE:** JUNE 4, 2019  
**CC:** MUTUAL FILE

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*I move to cancel the regular monthly meeting of July 2, 2019, due to the annual homeowners meeting on June 25, 2019.*

# *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 ACCEPT THE RESIGNATION OF A MUTUAL BOARD DIRECTOR (NEW BUSINESS, ITEM E)  
**DATE:** JUNE 4, 2019  
**CC:** MUTUAL FILE

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On June 4, 2019, Director Nick Massetti resigned from the Mutual Seventeen Board of Directors.

*I move to respectfully accept the resignation of Treasurer Nick Massetti effective today, June 4, 2019.*

# *Mutual Corporation No. Seventeen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPOINTMENT OF DIRECTOR (NEW BUSINESS, ITEM F)  
**DATE:** JUNE 4, 2019  
**CC:** MUTUAL FILE

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On June 4, 2019, the board of directors will appoint a new Mutual Seventeen director, term of office to be determined (pending approval of amended and restated bylaws at the June 25, 2019, election).

***The mutual board of directors appoints Perry Moore to the Mutual Seventeen board of directors, term of office to be determined (pending approval of amended and restated bylaws at the June 25, 2019, election).***