

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL SEVENTEEN**  
**September 3, 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. Massetti, GRF Representative  
Ms. Hopkins, Mutual Administration Director  
Mr. Harper, Building Inspector  
Ms. Kemp, Recording Secretary

5. APPROVAL OF MINUTES:
  - a. **Regular Meeting Minutes of August 6, 2019**
6. BUILDING INSPECTOR'S REPORT Mr. Harper  
Permit Activity; Escrow Activity; Contracts & Projects; Resident and Mutual Requests (p.3)
7. GRF REPRESENTATIVE Mr. Massetti
8. **UNFINISHED BUSINESS**  
  
There is no unfinished business to discuss.
9. **NEW BUSINESS**
  - a. Discuss and vote to approve/deny financial review for August 2019 (p. 4)
  - b. Discuss and vote to approve/deny reimbursement for HAM radio equipment. (p.5)
  - c. Discuss and vote to approve/deny reimbursement for megaphones (p.6)
  - d. Discuss Reserve Study
  - e. Discuss limited time parking zones
  - f. Discuss procedure for tracking resident reported problems

**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 Mrs. Poe
- 13. TREASURER'S REPORT Ms. Schumacher
- 14. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
- 15. ANNOUNCEMENTS

**a. NEXT REGULAR MONTHLY MEETING: Tuesday, October 1, 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: **September 3, 2019**

Print Date: **8/26/2019**

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
87-A	REMODEL	BOTH	07/29/19	09/29/19	NO	NONE	BERGKVIST
107-B	REMODEL	BOTH	04/28/19	10/15/19	NO	NONE	LW DÉCOR

### Contract Services

### Project Discription

Brightview Landscape Services	Landscape Maintenance Ex 10/31/2019
HSG Window Cleaning, Inc.	Window Washing Ex 12/31/2019
Fenn Pest & Termite	Termite Inspections Ex 05/31/2020
Empire Pipe Cleaning	Sewer Line Maintenance Ex 12/31/2019
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

### Mutual and Resident Request

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# *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 FINANCIAL REVIEW FOR AUGUST 2019 (NEW BUSINESS, ITEM A)  
**DATE:** SEPTEMBER 3, 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 months of August 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 APPROVE/DENY REIMBURSEMENT FOR HAM  
RADIO EQUIPMENT (NEW BUSINESS, ITEM B)  
**DATE:** SEPTEMBER 3, 2019  
**CC:** MUTUAL FILE

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*I move to approve/deny reimbursing Marty Williams for the purchase of a HAM radio and antenna equipment at a cost not to exceed \$165.00.*

# *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 REIMBURSEMENT FOR  
MEGAPHONES (NEW BUSINESS, ITEM C)  
**DATE:** SEPTEMBER 3, 2019  
**CC:** MUTUAL FILE

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*I move to approve/deny reimbursing Marty Williams for the purchase of three megaphones at \$27.95 each, plus tax and shipping, at a cost not to exceed \$125.00.*

**EXECUTIVE SESSION**  
**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL SEVENTEEN**  
**September 3, 2019**  
**General Session Meeting Begins at 1:30 p.m.**  
**Executive Session to Immediately Follow Open Session**  
**Administration Building, Conference Room A**

**EXECUTIVE SESSION (TO FOLLOW ADJOURNMENT OF OPEN SESSION)**

NOTE TO MEMBERS: This meeting is closed to the membership per Civil Code §4935.

1. Legal Matters
2. Formation of Contracts
3. Member Discipline
4. Personnel Matters
5. Foreclosures