

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL SEVENTEEN**  
**November 5, 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. Senske, Recording Secretary
5. APPROVAL OF MINUTES:
  - a. **Regular Meeting Minutes of October 1, 2019**
6. BUILDING INSPECTOR'S REPORT Mr. Harper  
Permit Activity; Escrow Activity; Contracts & Projects; Resident and Mutual Requests (pp. 3-4)
7. GRF REPRESENTATIVE Mr. Massetti
8. **UNFINISHED BUSINESS**
  - a. Discuss Action Forms
  - b. Discuss Laundry Rooms
9. **NEW BUSINESS**
  - a. Discuss and vote to approve mutual monthly finances (p. 5)
  - b. Discuss and vote to accept CliftonLarsenAllen LLP Engagement Letter for 2019 Audit (p. 6)
  - c. Discuss Fenn Mosquito Traps
  - d. Discuss possible dates for Mr. Rocha to attend and present his report

**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, December 3, 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: **November 5, 2019**

Print Date: **10/28/2019**

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
49-A	SHOWER	BOTH	09/30/19	10/30/19	NO	NONE	CALBATH
53-A	SINK	BOTH	11/01/19	11/30/19	NO	NONE	ALPHA MASTER BUILDERS
87-A	REMODEL	BOTH	07/29/19	09/29/19	NO	08/27/19 FRAME	BERGKVIST
87-A	REMODEL	BOTH	07/29/19	09/29/19	NO	08/27/19 RPLUMB	BERGKVIST
87-A	REMODEL	BOTH	07/29/19	09/29/19	NO	08/27/19 RWIRE	BERGKVIST
87-A	REMODEL	BOTH	07/29/19	09/29/19	NO	08/27/19 LATH	BERGKVIST
87-A	REMODEL	BOTH	07/29/19	09/29/19	NO	08/27/19 DWALL	BERGKVIST
87-A	REMODEL	BOTH	07/29/19	09/29/19	NO	10/11/19 FINAL	BERGKVIST
87-A	HEAT PUMP	BOTH	09/20/19	12/20/19	NO	10/08/19 FINAL	GREENWOOD
107-B	REMODEL	BOTH	04/28/19	10/15/19	NO	10/16/19 FINAL	LW DÉCOR

### Contract Services

### Project Discription

J & J Landscaping	Landscape Maintenance Ex 10/31/2022
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

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **17**

INSPECTOR: **Mark Harper**

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101-B	9/9/2019	Tub Leak
39-C	9/10/2019	Garbage Disposal
Build 1	9/11/2019	Boiler Leak
101-B	9/11/2019	Tub Leak
60-B	10/10/2019	Noise in Unit
Build 3	10/11/2019	Flood
47-A	10/14/2019	Key on Light
108-B	10/15/2019	Flood Open for Trust One
94-A	10/15/2019	Flood Open for Trust One
93-A	10/18/2019	Flood
93-A	10/24/2019	Flood ERC

# *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 MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)  
**DATE:** NOVEMBER 5, 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 October 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 CLIFTONLARSONALLEN LLP  
ENGAGEMENT LETTER FOR 2019 AUDIT (NEW BUSINESS, ITEM B)  
**DATE:** NOVEMBER 5, 2019  
**CC:** MUTUAL FILE

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At the November 6, 2018, board meeting, the Board of Directors passed the following resolution: *RESOLVED, To accept the CliftonLarsonAllen LLP Engagement Letter for the 2018 Audit and authorize the President to sign the letter.*

On November 5, 2019, the Board of Directors will discuss and vote to accept the CliftonLarsonAllen LLP Engagement Letter for the 2019 audit.

***I move to accept the CliftonLarsonAllen LLP Engagement Letter for the 2019 audit and authorize the President to sign the letter.***