

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL SEVENTEEN**  
**December 1, 2020**  
**Meeting begins at 1:30 p.m.**  
**Zoom Video and Call Conference Meeting**

**TO ATTEND:** The Shareholder will be provided with instructions on how to access the call via telephone or via video upon the Shareholder contacting GRF Mutual Administration at [mutualsecretaries@lwsb.com](mailto:mutualsecretaries@lwsb.com) or (562) 431-6586 ext. 313 and requesting the call-in or log-in information.

**TO MAKE COMMENTS DURING MEETING:** In order to make a comment during the open Shareholder forum, the Shareholder must submit their name, Unit number, and telephone number, via e-mail at [mutualsecretaries@lwsb.com](mailto:mutualsecretaries@lwsb.com), by no later than 3:00 p.m., on 11/30/2020, the business day before the date of the meeting. If you do not have access to an email, please call (562) 431-6586 ext. 313 and let us know that you wish to make a comment during the open shareholder forum.

1. CALL TO ORDER
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. Gamboa, Portfolio Specialist
  - Ms. Dullaart, Recording Secretary
5. APPROVAL OF MINUTES:
  - a. Regular Meeting Minutes of November 3, 2020
  - b. Special Meeting Minutes of November 9, 2020 (p. 3)
6. BUILDING INSPECTOR'S REPORT Mr. Harper
  - Permit Activity; Escrow Activity; Contracts & Projects; Resident and Mutual Requests (p. 4)
7. GRF REPRESENTATIVE Mr. Massetti
8. UNFINISHED BUSINESS
9. NEW BUSINESS
  - a. Discuss and vote to approve Mutual Monthly Finances (p. 5)
  - b. Discuss and vote to ratify the phone poll of the emergency dig-out of the firewater pipes at buildings 2 and 3 conducted on November 9, 2020 (p. 6)

**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, January 5, 2021,  
1:30 p.m., via Zoom Teleconference**

- 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.**

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL SEVENTEEN  
November 9, 2020**

A Special Meeting of the Board of Directors of Seal Beach Mutual Seventeen was called to order by President Gassman at 3:00 p.m. on Monday, November 9, 2020, via Zoom

Those Directors present were: President Gassman, Vice President Hayes, Secretary Poe, Treasure Schumacher and Director Moore.

The purpose of the meeting was to adopt Policy 7560.17 – Leasing Restrictions.

Following a discussion and upon a MOTION duly made by President Gassman and seconded by Vice President Hayes, it was

RESOLVED to appoint to adopt Policy 7560.17 – Leasing Restrictions on a preliminary basis until the 28-day posting period is complete. The policy will be ratified at the next scheduled and take effect.

The MOTION passed.

President Gassman adjourned the meeting at 3:11 p.m.

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Attest  
Norma Poe, Secretary  
SEAL BEACH MUTUAL SEVENTEEN  
jh:11/10/2020

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **17**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **December 1, 2020**

Print Date: 11/23/2020

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	INSPECTION	CONTRACTOR / COMMENTS
12-A	FLOORING	GRF	10/01/20	11/01/20	NO	NONE	KARYS CARPET
74-C	KITCHEN	BOTH	10/15/20	01/30/21	NO	NONE	MAMUSCIA CONSTRUCTION
34-C	HEATPUMP	BOTH	10/30/20	11/30/20	NO	NONE	ALPINE HEATING & AIR
74-C	SHOWER	BOTH	11/16/20	11/20/20	NO	NONE	CALBATH
105-B	HEATPUMP	BOTH	11/05/20	02/05/21	NO	NONE	GREENWOOD
119-C	HEATPUMP	BOTH	10/20/20	01/20/21	YES	NONE	GREENWOOD

### Contract Services

### Project Discription

Prostar Mechanical Services for preventive care to service boilers working on contract for 2 years Ex 9/1/2022

J&J Landscaping for Landscape Maintenance contract good until October 31st 2022

Innovative Cleaning Services contract good until March 31st 2022

HSG Window Cleaning inc contract good until December 31st 2021

Fenn Pest & Termite contrat good until May 31st 2023

Empire Pipe Cleaning Service for 3 years contract good until December 31st 2022

### Site Visits

118-C	11/5/2020	Kitchen Sink 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 MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)  
**DATE:** DECEMBER 1, 2020  
**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 November 2020.

# *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 OF THE EMERGENCY  
DIG OUT OF THE FIREWATER PIPES AT BUILDINGS 2 AND 3 CONDUCTED  
ON NOVEMBER 9, 2020 (NEW BUSINESS, ITEM B)  
**DATE:** DECEMBER 1, 2020  
**CC:** MUTUAL FILE

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I move to ratify the phone poll conducted on November 9, 2020, RESOLVED, to approve to dig out the firewater pipes at buildings 2 and 3. Work to be completed by \_\_\_\_\_ at a cost not to exceed \$5,000.00 and funds to come from budget item Emergency Reserves.