

**MINUTES OF THE REGULAR MONTHLY MEETING OF  
THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL SEVENTEEN  
November 3, 2020**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Seventeen was called to order by President Gassman at 1:33 p.m. on Tuesday, November 3, 2020 in Clubhouse 4 and via Zoom.

**RESIDENTS' COMMENTS**

No resident made comment.

**ROLL CALL**

Present: President Gassman, Vice President Hayes,  
Treasurer Schumacher, Secretary Poe, and  
Director Moore

GRF Representative: Mr. Massetti

Guests: No Mutual Seventeen Residents

Staff: Mr. Rocha, Security Services Director  
Ms. Hopkins, Mutual Administration Director (absent)  
Mr. Harper, Building Inspector  
Ms. Gamboa, Portfolio Specialist  
Ms. Dullaart, Recording Secretary

**MINUTES**

The Regular Meeting Minutes of October 6, 2020 were approved by general consent and accepted as prepared.

**BUILDING INSPECTOR'S REPORT**

Inspector Harper presented his report (attached).

Following questions, Mr. Harper left the meeting at 1:40 p.m.

**GRF REPRESENTATIVE**

Mr. Massetti presented the monthly GRF Report.

**UNFINISHED BUSINESS**

No unfinished business.

**NEW BUSINESS**

Following a discussion and upon a MOTION duly made by President Gassman and seconded by Secretary Poe, it was

RESOLVED 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 October, 2020.

The MOTION passed.

**PRESIDENT'S REPORT**

President Gassman presented her report. (attached).

**VICE PRESIDENT'S REPORT**

Vice President Hayes presented his report. (attached).

**SECRETARY / CORRESPONDENCE**

Secretary Poe had no correspondence.

**TREASURER'S REPORT**

Treasurer Schumacher presented her report. (attached).

**MUTUAL ADMINISTRATION DIRECTOR**

Portfolio Specialist Gamboa presented Mutual Administration Director Hopkin's report. (attached)

**ANNOUNCEMENTS**

**Next Regular Board Meeting: Tuesday, December 1, 2020 at 1:30 p.m. in Clubhouse 4 or via ZOOM.**

**If you need mask call 562-597-2511, leave a message with unit number and Marty Williams will deliver you a mask.**

**COMMITTEE REPORTS**

**LANDSCAPE COMMITTEE**

Treasurer Schumacher presented her report (attached).

**SOCIAL COMMITTEE**

President Gassman presented her report.

**EMERGENCY INFORMATION**

Ms. Williams provided an update.

**If you need a mask call 562-597-2511, leave a message with unit number and Marty Williams will deliver you a mask.**

**PHYSICAL PROPERTY COMMITTEE**

Vice President Hayes presented his report (attached).

**RESIDENTS' COMMENTS**

No residents made comments.

**ADJOURNMENT**

There being no further business to conduct, President Gassman adjourned the meeting at 1:59 p.m.

**EXECUTIVE SESSION SUMMARY**

The Board met in Executive Session on November 3, 2020 at 3:11 p.m., and took the following actions:

1. Legal Matters
  - No letter drafted for hearing
2. Contracts
  - a. No contracts were discussed.
3. Assessments / Delinquencies
  - a. 2 Delinquent files to monitor
  - b. No file to monitor for sale
4. Disciplinary Hearings
  - a. No disciplinary hearing was discussed.

The Executive Session was adjourned at 2:29 p.m.

*Catherine Gassman, President*

Attest, Norma Poe, Secretary  
SEAL BEACH MUTUAL SEVENTEEN  
kd 11/03/2020  
Attachments

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**GRF REPRESENTATIVE**

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**UNFINISHED BUSINESS**

No unfinished business.

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **17**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **November 3, 2020**

Print Date: 10/26/2020

## 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
105-B	HEATPUMP	BOTH	11/05/20	02/05/21	NO	NONE	GREENWOOD
119-C	HEATPUMP	BOTH	10/20/20	01/20/21	NO	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

78-C	10/2/2020	Stop Work Notice, No Permit
99-A	10/7/2020	Sliding Glass Door Inspection
B-1	10/20/2020	Meeting with Schilck Electrical
B-3	10/21/2020	A/C Condensate Lines

## **PRESIDENT'S REPORT**

### **NOVEMBER 2020**

I am pleased to report that Mutual 17 shared a win with Mutual 8 for the most member participation in the Mutual 2020-2021 election. Watch for a photo in the Leisure World News.

I am also pleased to see the majority of our residents wearing masks, social distancing and taking this pandemic seriously. We must not only take our individual health and safety serious but also the health and safety of our fellow neighbors.

I have received a number of complaints regarding second hand smoke infiltrating into adjoining units. Mutual 17's smoking policy was recently distributed to every unit. Please read and comply. Other complaints were wheelchairs and walkers on balconies and scooters being parked in hallway. Please do not do either. As of now, your Board has resisted imposing fines but we will if it is the only way to get the chronic rule breakers to comply. The Board thanks all our residents that abide by the rules and make Mutual 17 a great place to live.

Now switching to Social Activities Chair, I am happy to report that no condolence cards were sent.

Cathy



## Vice-President's Report

November 3<sup>rd</sup>, 2020

Another very quiet month, for which we are truly grateful.

Hope everyone managed to get through Halloween without too much trauma.

The amendments to the C.C. & R's that we have tried, unsuccessfully, to pass by having a ballot during the Annual election for the past couple of years has now become moot. The idea was to limit the number of rentals to 10%, but a new rule recently signed by the Governor, which goes into effect next January 1<sup>st</sup>, says that it is now against the State Law to limit the number of rentals in a community development to less than 25%. So much for that idea!

If any resident is thinking about purchasing an electric golf cart or an electric car, please do a little research first to see how, or where, you plan to charge it. At the present time there are no legal code compliant facilities for charging electric cars or golf carts in Mutual 17, and the mutual has no plans to install any such facilities. Any charging installation needed by a resident is totally the responsibility of the resident to have a separately metered facility installed in accordance with all applicable codes by a licensed electrical contractor, at his/her expense.

That's all for now

Happy Thanksgiving

A handwritten signature in black ink that reads "Peter". The signature is written in a cursive style with a large, stylized "P" at the beginning.

## **Treasurer's Report**

**November 3, 2020**

As of September 30, 2020, the Mutual year-to-date income was \$447,168 and the year-to-date expenses were \$445,310. So our year-to-date income exceeded our expenses by \$1,858.

Respectfully submitted,

Regine Schumacher

# Mutual Administration Director's Report NOVEMBER 2020

## Candle Fire Safety

Don't let this  turn into this 

With the holiday season rapidly arriving and with cooler fall temperatures here, many of us enjoy the warmth and light offered by a candle. Candles are decorative, come in many pleasing aromas, and can offer ready and simple light during power outages and emergencies.

### **If you use a candle, please make sure to follow the following candle safety tips:**

- Consider using battery-operated or electric flameless candles and fragrance warmers, which can look, smell, and feel like real candles – without the flame.
- If you do use candles, ensure they are in sturdy metal, glass, or ceramic holders, and placed where they cannot be easily knocked over.
- Avoid using candles in bedrooms and sleeping areas.
- Extinguish candles after use and before going to bed.
- Keep candles at least 12 inches from anything that can burn.
- Keep candles out of the reach of children and pets.
- Set a good example by using matches, lighters, and fire carefully.
- Never use a candle where medical oxygen is being used. The two can combine to create a large, unexpected fire.
- **Always use a flashlight – not a candle – for emergency lighting.**
- Never put candles on a Christmas tree.
- When using in-home worship, do not place lit candles in windows where blinds and curtains can close over them, or pass handheld candles from one person to another. To lower the risk of fire, candles should be used by only a few designated adults.
- **And NEVER leave burning candles unattended!**

\* Remember! Candle fires are PREVENTABLE. The top six days for home candle fires are:

- Halloween
- Thanksgiving
- December 23
- Christmas Eve
- Christmas Day
- New Year's Day

In the event of a fire, remember time is the biggest enemy and every second counts!

Escape first, and then call 911 for help. Develop a home fire escape plan and practice it frequently, and do not forget about that important emergency “grab-and-go bag”. Never stand up in a fire, always crawl low under the smoke, and try to keep your mouth covered. Never return to a burning building for any reason: it may cost you your life.

## **LANDSCAPE REPORT**

**November 3, 2020**

**J & J Landscaping has been doing an excellent job as usual.**

**On October 15 they did excellent work doing our fall pruning. That comprised 17 trees including the huge Tipuana Tipu in front of Building 3.**

**Respectfully submitted,**

**Regine Schumacher**

## Physical Property Report

November 3<sup>rd</sup>, 2020

As usual David Harris has been taking care of the ongoing maintenance requirements which keep our Mutual humming along smoothly.....changing light bulbs, touching up deteriorated paint scrapes, resetting the outside light timers to match the new daylight savings time, performing washer and drier repairs as required, checking the operation of the emergency generators etc..

David also took advantage of the fact that there are presently a couple of empty units in the Mutual so he repaired and repainted the balconies of both units.

Assuming you read last month's report you may have noticed that I threatened to replace washing machine No. 25 which had been giving us problems. If you reside in Building 2 you may have noticed that we actually carried out that threat recently.

David also assisted Maintenance personnel in flushing out the condensate drain lines in the garage area from some of the individual unit air conditioners. A few of them had apparently become plugged so we decided to do a bit of preventative maintenance and will be flushing them all out in the near future, as time permits.

David also replaced the ceiling grids in the Building 1 elevator and made a minor repair to the automatic door closer in the lobby of Building 1.

See you in December

A handwritten signature in black ink that reads "Peter". The signature is written in a cursive style and is positioned above a horizontal line that extends to the right.