

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVENTEEN

January 5, 2021

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 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, by no later than 3:00 p.m., on 1/4/2021, 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 December 1, 2020
 - b. Special Meeting Minutes of December 7, 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
 - a. Discuss and review Policy 7210 – Annual Elections (p. 5-9)
 - b. Discuss and vote to approve sending out the Opt-Out Notice to Mutual 17 shareholders (p. 10-11)
9. NEW BUSINESS
 - a. Discuss and vote to approve Mutual Monthly Finances (p. 12)
 - b. Discuss and vote to approve the transfer of funds from BNY Mellon to US Bank Non-Restricted/Operating (p. 13)
 - c. Discuss and vote to ratify the December 7, 2020 Telephone Poll for emergency funds for building one (p. 14)

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, February 2, 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
December 7, 2020**

A Special Meeting of the Board of Directors of Seal Beach Mutual Seventeen was called to order by President Gassman at 10:01 a.m. on Monday, December 7, 2020, via Zoom

Those Directors present were: President Gassman, Vice President Hayes, Treasure Schumacher and Director Moore. Absent: Secretary Poe. Also present was Portfolio Specialist Gamboa.

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

Following a discussion and upon a MOTION duly made by Director Moore and seconded by Treasurer Schumacher, it was

RESOLVED to ratify adoption of Policy 7560.17 – Leasing Restrictions the 28-day posting period has been met.

The MOTION passed.

President Gassman adjourned the meeting at 10:04 a.m.

Attest
Norma Poe, Secretary
SEAL BEACH MUTUAL SEVENTEEN
ag:12/9/2020

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **17**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **January 5, 2021**

Print Date: 12/28/2020

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	INSPECTION	CONTRACTOR / COMMENTS
11-A	REMODEL	BOTH	03/15/20	04/30/21	NO	NONE	BERKVIST
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	12/15/20 FINAL	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
126-C	REMODEL	BOTH	11/01/20	12/10/20	NO	12/15/20 FINAL	LOS AL BUILDERS

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

122-C	12/3/2020	Bathroom Inspection
10-A	12/11/2020	Sign Permits
Build 3	12/24/2020	Alarm Panel

MUTUAL OPERATIONS**HOMEOWNERS MEETINGS****Annual Elections – Mutual Seventeen**

I. NEW LAW:

Elections (SB 323)

The new law requires associations to amend their election rules, but also states that the election rules cannot be amended less than 90 days prior to an election. Therefore, after its revised election rules are approved, an association must wait 90 days to hold its election.

Qualifications to be a Candidate. Many associations have adopted Bylaws or election rules which impose varying qualifications to be a candidate for election. This new law supersedes any existing qualifications and limits the scope of possible qualifications to the following finite list:

1. Beginning in January 2020, by law, all candidates must be owners. If title to a Unit is held by a legal entity that is not a natural person, the governing authority of that legal entity shall have the power to appoint a natural person to be a "Member" for purposes of election to the Board.

2. An association may provide in its election rules that all candidates be owners for at least one year.

3. An association may provide in its election rules that each candidate must not be delinquent (as defined in the association's collection policy) in the payment of any regular or special assessment levied by the association (but not for nonpayment of monetary penalties, monetary penalties renamed as assessments, collection charges, late charges, or costs levied by third party). A candidate is not considered delinquent if the candidate has paid the assessments under protest or has entered into a payment plan with the association.

4. An association may provide in its election rules that a person may not be a candidate if the candidate discloses, or if the Association is aware of, or becomes aware of, a past criminal conviction that would either prevent the Association from purchasing the fidelity bond coverage required by Civil Code Section 5806 should the person be elected or terminate the Association's existing fidelity bond coverage as to that person should the person be elected.

MUTUAL OPERATIONS**HOMEOWNERS MEETINGS****Annual Elections – Mutual Seventeen**

5. An association may provide in its election rules that a person may not be a candidate if such person, if elected, would be serving on the Board at the same time as another person who holds a joint ownership interest in the same Unit as the person, and the other person is either properly nominated for the current election or an incumbent director.

The Association shall not disqualify a person from nomination if the person has not been provided the opportunity to engage in internal dispute resolution pursuant to Civil Code Section 5900 et seq.

New Election Timeline and Mailings.

The election timeline for delivering all of the statutorily required documents to members is approximately 105 days (besides adoption of the rules themselves).

Nomination Procedures. At least 30 days before the deadline for the return of nominations, the Association shall, by general notice (unless an owner has asked for individual delivery), deliver to all members notice of the procedure and deadline for submitting a nomination.

Candidate Nomination Forms. A candidate nomination form must be delivered to all owners, providing a reasonable deadline for response. We recommend combining the delivery of the nomination procedures with the candidate nomination forms to minimize the number of mailings. This would require that owners be provided at least 30 days to return their candidate nomination form.

Mailing Prior to Secret Ballot Distribution. At least sixty (60) days before the election (i.e., at least thirty (30) days before the secret ballots are mailed to owners), the Association shall provide general notice to the members of all of the following: (a) the date and time by which, and the physical address where, ballots are to be returned by mail or handed to the inspector or inspectors of elections; (b) the date, time, and location of the meeting at which ballots will be counted; (c) the list of all candidates' names that will appear on the ballot. Individual notice of the above shall be delivered if individual notice is requested by a member

Secret Ballot Procedure. The inspector(s) of election shall cause the association to deliver to each member not less than thirty (30) days prior to the election: (a) ballots and two (2) preaddressed envelopes with instructions on how to return ballots; and, (b) a copy of the association's election rules. Delivery of the election operating rules may be accomplished by either of the following methods: posting the election operating rules to an internet website and including the corresponding internet website address on the ballot together with the phrase, in at least 12-point font: "The rules governing this election may be found here: https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=201920200SB323 "

(Feb 2020)

MUTUAL OPERATIONS**HOMEOWNERS MEETINGS****Annual Elections – Mutual Seventeen**

or by individual delivery. If an association does not already have a website, depending upon the size of the association, it may be more cost efficient to establish one rather than distribute a hard-copy of the election rules each year to all of the owners.

Other New Election Rules

- An association's property manager, attorney or other entity who is currently employed or under contract to the association for any compensable services (other than serving as an inspector of elections) cannot serve as an inspector of election.
- The inspectors of election shall not deny a ballot to a member for any reason other than not being a member at the time when ballots are distributed. Associations can no longer suspend an owner's rights.
- Associations must now maintain a candidate list and a voter list, which shall include the name, voting power, and either the physical address of the voter's separate interest, the parcel number, or both, and the mailing address if different from the physical address. Associations must permit members to verify the accuracy of their individual information on both lists at least 30 days before the ballots are distributed. The association or member shall report any errors or omissions to either list to the inspector or inspectors who shall make the corrections within two business days.
- An association cannot deny a ballot to a person with general power of attorney for a member.
- Associations must maintain (as election materials subject to inspection by a member) the sealed (or, after tabulation, returned) ballots, signed voter envelopes, voter list, proxies, and candidate registration list.

Right to Inspect Owner Email Addresses. As of January 1, 2020, a member will also be able to inspect and copy an owner's email address on file with the association unless the owner "opts-out" of sharing the his or her email address. Associations may want to consider sending an opt-out form to the owners in advance of the new law taking effect. An opt-out form is attached hereto for your use.

MUTUAL OPERATIONS**HOMEOWNERS MEETINGS****Annual Elections – Mutual Seventeen**

Opt-Out Notice

A member may request that the Association provide him or her with a copy of the membership list, including the names, property address, mailing address and, as of January 1, 2020, the email address, of each member. The member's request must be in writing and must set forth the purpose for which the list is requested, which purpose must be reasonably related to the requester's interests as a member of the Association. The Association will be obligated to provide the member with a copy of such membership list unless it reasonably believes that the member will use the information for another purpose.

Pursuant to Civil Code Section 5220, a member can "opt out" of having his or her name and address(es) included on a membership list which must be distributed to members upon request. If you would like to "opt out" of having your name and/or addresses included on a membership list which may be distributed to another member upon request, please complete the following form and return it to the Association. Please note that your "opt-out" will remain in effect until further written notice from you

MUTUAL OPERATIONS

HOMEOWNERS MEETINGS

Annual Elections – Mutual Seventeen

To Whom It May Concern,

Please remove the following information related to me and my unit/lot from the Association's membership list in accordance with Civil Code Section 5220 until further written notice from me:

(Check all that are applicable)

- Name
- Property Address
- Mailing Address
- Email Address

Date: _____

Print Name: _____

Signature: _____

Unit/Lot Address:

Mutual Adoption

RATIFIED

Amended

Seventeen: 02-06-07

02-04-2020

05-06-14, 01-07-20

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE SENDING OUT THE OPT-OUT NOTICE TO MUTUAL 17 SHAREHOLDERS (UNFINISHED BUSINESS, ITEM B)
DATE: JANUARY 5, 2021
CC: MUTUAL FILE

I move to approve that Mutual Administration send out an Opt-Out Notice, allowing the shareholder to remove their name, property address, mailing address, and/or e-mail address from the membership list, per Civil Code §5220 Membership List Opt-Out.

Mutual Corporation No. Seventeen

Opt-Out Notice

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To Whom It May Concern,

Please remove the following information related to me and my unit/lot from the Association's membership list in accordance with Civil Code Section 5220 until further written notice from me:

(Check all that are applicable)

- Name
- Property Address
- Mailing Address
- Email Address

Date: _____

Print Name: _____

Signature: _____

Unit/Lot Address: _____

P. O. Box 2069, Seal Beach, California 90740 (562) 431-6586

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: JANUARY 5, 2021
CC: MUTUAL FILE

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 December 2020.

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE THE TRANSFER OF \$50,000.00 FROM BNY MELLON TO US BANK NON-RESTRICTED/OPERATING (NEW BUSINESS, ITEM B)
DATE: JANUARY 5, 2021
CC: MUTUAL FILE

I move to approve the transfer of \$50,000.00 from BNY Mellon to US Bank Non-Restricted/Operating.

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY THE DECEMBER 7, 2020 TELEPHONE POLL FOR EMERGENCY FUNDS FOR BUILDING ONE (NEW BUSINESS, ITEM C)
DATE: JANUARY 5, 2021
CC: MUTUAL FILE

I move to ratify the December 7, 2020 telephone poll for emergency funds for building one.