

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL SEVENTEEN**  
**February 2, 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](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 2/1/2021, 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 January 5, 2021
  - b. Telephone Poll Minutes of January 27, 2021 (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 appoint a new Advisory Director (p. 6)
  - c. Discuss Policy 7210.17 – Annual Elections (pp. 7-9)

**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, March 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 TELEPHONE POLL MEETING OF THE  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL SEVENTEEN  
JANUARY 27,2021**

In accordance with the Corporation Bylaws, a special telephone poll of the Mutual Seventeen Board of Directors of Seal Beach was conducted by President Gassman.

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

No shareholders were present.

The purpose of the meeting was to approve the emergency pipe cleaning and descaling (Building 1) in the amount of \$2,000.00, funds to come from Emergency Reserves. The poll result is unanimous approval by the Board.

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Attest, Norma Poe, Secretary

SEAL BEACH MUTUAL SEVENTEEN

kd: 1/27/2021

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **17**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **February 2,2021**

Print Date: 2/2/2021

## 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
74-C	SHOWER	BOTH	11/16/20	11/20/20	NO	NONE	CALBATH
105-B	HEATPUMP	BOTH	11/05/20	02/05/21	NO	1/14/21 FINAL	GREENWOOD
119-C	HEATPUMP	BOTH	10/20/20	01/20/21	YES	1/14/21 FINAL	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

Build 3	1/19/2021	Open Roof Access For City Inspection
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Build 3	1/20/2021	Fire Alarm
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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 MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)  
**DATE:** FEBRUARY 2, 2021  
**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 January 2021.

# *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 APPOINT A NEW ADVISORY DIRECTOR (NEW BUSINESS, ITEM B)  
**DATE:** FEBRUARY 2, 2021  
**CC:** MUTUAL FILE

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I move to appoint Advisory Director Keith Goodney as a Director on the Mutual Seventeen Board of Directors for the remaining 2020-2021 term of office, effective February 2, 2021.

**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.

(FEB 20)

**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:

<http://www.lwsbmutual17.com/policies/>

(FEB 20)



## **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.