

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVENTEEN
May 04, 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 05/03/2021, 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
Mr. Harper, Building Inspector
Ms. Gamboa, Portfolio Specialist
Mr. Monroy, Recording Secretary

5. APPROVAL OF MINUTES:
 - a. **Regular Meeting Minutes of April 06, 2021**
6. BUILDING INSPECTOR'S REPORT Mr. Harper
Permit Activity; Escrow Activity; Contracts & Projects; Resident and Mutual Requests (p.3)
7. GRF REPRESENTATIVE Mr. Massetti
8. **UNFINISHED BUSINESS**
9. **NEW BUSINESS**
 - a. Discuss and vote to approve Mutual Monthly Finances (p.4)
 - b. Discuss and vote to purchase two sets of walkie-talkies for Mutual 17 (p.5)
 - c. Discuss and vote to ratify telephone poll taken by the Board on April 19, 2021 regarding clean out of laundry room pipes at Building 2 (p.6)
 - d. Discuss and vote to increase move in fee from \$100.00 to \$250.00 to both new buyers and lessees (p.7)

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. PORTFOLIO SPECIALISTS REPORT Ms. Gamboa
15. ANNOUNCEMENTS
 - a. **NEXT REGULAR MONTHLY MEETING: Tuesday, July 6, 2021, 1:30 p.m., via Zoom Teleconference**
 - b. **ANNUAL ELECTION MEETING: June 22, 2021 at 10 a.m. via Zoom/CH-4**
16. COMMITTEE REPORTS
 - a. Landscape Committee
 - b. Social Committee
 - c. Emergency Information
 - d. Physical Property Committee
17. RESIDENTS' COMMENTS (2-3 minutes per resident)
19. ADJOURNMENT
20. 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: **May 4, 2021**

Print Date: 4/26/2021

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	INSPECTION	CONTRACTOR / COMMENTS
42-C	Flooring	GRF	03/02/21	04/30/21	NO	FINAL	GUNDERSON
11-A	REMODEL	BOTH	03/15/21	04/30/21	NO	NONE	BERGKVIST
52-A	BATH REMODEL	BOTH	02/01/21	07/01/21	NO	NONE	MP CONSTRUCTION
74-C	REMODEL	BOTH	10/15/20	03/30/21	YES	NONE	MAMUSCIA

Contract Services	Project Description	Expiration
J & J Landscaping for Landscape Maintenance		10/31/
Prostar Mechanical Services for preventive care to service boilers		09/01/20
J&J Landscaping for Landscape Maintenance		10/31/
Innovative Cleaning Services		03/3
HSG Window Cleaning Inc		12/3
Fenn Pest & Termite		05/
Empire Pipe Sewer Cleaning		12/3
Schlick building 2 one outlet in garage	in process	
Schlick Services Inc, building one four new circuits in garage	completed	4/30/2021

Site Visits

123-C Water damage Roof Leak	

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: MAY 4, 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 April 2021.

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO PURCHASE TWO SETS OF WALKIE-TALKIES FOR
MUTUAL 17 (NEW BUSINESS, ITEM B)
DATE: MAY 4, 2021
CC: FILE

I move to purchase two sets of walkie-talkies for emergency, and Mutual Business, the cost not to exceed \$_____.

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY TELEPHONE POLL TAKEN BY THE BOARD ON APRIL 19, 2021 INVOLVING CLEAN OUT OF LAUNDRY ROOM PIPES AT BUILDING 2 (NEW BUSINESS ITEM C)
DATE: MAY 4, 2021
CC: MUTUAL FILE

I move to ratify the April 19, 2021 telephone poll proposed by Vice President Hayes and seconded by Treasurer Schumacher. To approve the cleaning of laundry room pipes at Building 2. Work completed by 911 Sewer Specialists at a cost of \$350.00. Funds to be taken from Emergency Reserves and authorize the President to sign the necessary documentation.

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO INCREASE MOVE IN FEE FROM \$100.00 TO \$250.00
TO BOTH NEW BUYERS AND LESSEES (NEW BUSINESS ITEM D)
DATE: MAY 4, 2021
CC: MUTUAL FILE

At the December 02, 2003 Board Meeting, the Board of Directors RESOLVED, that Mutual Seventeen charge a non-refundable move-in fee of \$100 to new owners.

At the April 06, 2004 Board Meeting, the Board of Directors ratified the action.

At the May 03, 2005 Board Meeting, the Board of Directors RESOLVED, to amend the resolution of April 06, 2004, to read: That the Board of Directors of Mutual No. Seventeen ratify the action taken on December 2, 2003, that a non-refundable, move-in fee of \$100 be assessed to new buyers **and lessees**.

I move to amend the resolution dated May 03, 2005, to state the increase of the move-in fee to \$250.00 to new buyers and lessees.