

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL SEVENTEEN**  
**November 02, 2021**  
**Meeting begins at 1:30 p.m.**  
**Administration Building, Conference Room A**  
**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 11/01/2021, 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. Barua, Portfolio Specialist  
Mr. Monroy, Recording Secretary
5. APPROVAL OF MINUTES:
  - a. **Regular Meeting Minutes of October 05, 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. **NEW BUSINESS**
  - a. Discuss and vote to approve Mutual Monthly Finances (p.4)
  - b. Discuss and vote to adopt Procedure 17-7030-3 – Returned Payment Fees (pp.5-6)
  - c. Discuss cleaning carpets

**STAFF BREAK BY 3:00 p.m.**

9. PRESIDENT'S REPORT Ms. Gassman
10. VICE PRESIDENT'S REPORT Mr. Hayes

11. SECRETARY'S REPORT / CORRESPONDENCE Ms. Williams
12. TREASURER'S REPORT Mr. Goodner
13. PORTFOLIO SPECIALIST REPORT Ms. Barua
14. ANNOUNCEMENTS

**NEXT REGULAR MONTHLY MEETING: Tuesday, December 07, 2021,  
1:30 p.m., Location: TBD**

15. COMMITTEE REPORTS
  - a. Landscape Committee
  - b. Social Committee
  - c. Emergency Information
  - d. Physical Property Committee
  - e. Architectural Committee
16. 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

<b>MUTUAL:</b>	<b>17</b>					<b>INSPECTOR:</b>	<b>Mark Harper</b>
<b>MUTUAL BOARD MEETING DATE:</b>				<b>November 2, 2021</b>		<b>Print Date:</b> 10/25/2021	

### PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	INSPECTION	CONTRACTOR / COMMENTS
11-A	FLOORING	GRF	09/30/21	10/30/21	NO	10/12/21 FINAL	KARYS CARPET
59-B	REMODEL	BOTH	09/20/21	12/30/21	NO	NONE	MAMUSCIA
118-C	BATH REMODEL	BOTH	09/20/21	10/31/21	NO	9/14/21 RPLUMB	LOS AL BUILDERS
118-C	BATH REMODEL	BOTH	09/20/21	10/31/21	NO	NONE	LOS AL BUILDERS
BUILDING 3	REROOF	BOTH	09/20/21	10/30/21	YES	10/4/21 RSHEAT	ROOFING STANDARDS
BUILDING 3	REROOF	BOTH	09/20/21	10/30/21	YES	NONE	ROOFING STANDARDS
BUILDING 3	3 A/C PACKAGE UNITS	BOTH	09/20/21	11/30/21	NO	NONE	GREENWOOD

Contract Services	Project Description	Expiration
J & J Landscaping	Landscape Maintenance	10/31/2022
Prostar Mechanical Services	Preventative Care for Boilers	9/1/2022
Innovative Cleaning Services		3/31/2022
HSG Window Cleaning Inc		12/31/2021
Fenn Pest & Termite		05/31/2023
911 Plumbing Buildings 1-3	Reline Sewer from Laundry to Garage	Pending Date
Empire Pipe Sewer Cleaning		12/31/2022
Roofing Standards	Reroof Building 3	10/30/2021
Delta Elevator	5 Year Certification	12/31/2021

### Site Visits

14-A	10/13/2021				Plumbing Leak	
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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:** NOVEMBER 02, 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 September 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 ADOPT PROCEDURE 17-7030-3 RETURNED  
PAYMENT FEES (NEW BUSINESS, ITEM B)  
**DATE:** NOVEMBER 02, 2021  
**CC:** MUTUAL FILE

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I move to adopt Procedure 17-7030-3 – Returned Payment Fees as written.

**SEAL BEACH MUTUAL NO. SEVENTEEN**

**Mutual Operations**

**ADOPT**

**Returned Payment Fees**

1  
2  
3  
4  
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- 1. For payments remitted to the Mutual that is returned by the bank or payment processing center for any reason, a \$25.00 returned payment fee will be assessed to the shareholder.

**Document History**

Adopted: 02 November 2021

**Keywords:** Mutual Return Payment Fees  
Seventeen

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