

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVENTEEN
February 01, 2022
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 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 1/31/2022, 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
 - Ms. Alvernaz, Recording Secretary
5. APPROVAL OF MINUTES:
 - a. **Regular Meeting Minutes of January 04, 2022**
6. BUILDING INSPECTOR'S REPORT Mr. Harper
 - Permit Activity; Escrow Activity; Contracts & Projects; Resident and Mutual Requests (p.3)
 - a. Discuss and vote to authorize Physical Property to go out for bids for drainpipe repairs (p.4)
7. GRF REPRESENTATIVE Mr. Massetti
8. **NEW BUSINESS**
 - a. Discuss and vote to approve Mutual Monthly Finances (p.5)
 - b. Discuss and vote to approve All American Sign Company proposal (pp.6-7)
 - c. Discuss and vote to approve recurring expenses per AB 2912 (pp.8-9/handout)
 - d. Discuss Carpet Maintenance

STAFF BREAK BY 3:00 p.m.

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| 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, March 01, 2022,
1:30 p.m., Location: Administration Building, Conference Room A
Zoom Video and Call Conference Meeting**

- 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)
- 17. ADJOURNMENT
- 18. 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:	February 1, 2022				Print Date: 1/24/2022		

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	INSPECTION	CONTRACTOR / COMMENTS
97-A	SHOWER	BOTH	12/02/21	01/30/22	YES	NONE	MITCH CLEMMONS PLUMBING
126-C	BATHROOM REMODEL	BOTH	02/02/22	04/30/22	NO	NONE	LOS AL BUILDERS
128-C	FLOORING	GRF	12/01/21	01/30/21	NO	01/21/22	KARYS CARPET

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
Empire Pipe Sewer Cleaning		12/31/2022

Site Visits							

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AUTHORIZE PHYSICAL PROPERTY TO GO OUT FOR BIDS FOR DRAINPIPE REPAIRS (BUILDING INSPECTOR'S REPORT, ITEM A)
FEBRUAR FEBRUARY 01, 2022
CC: MUTUAL FILE

I move to authorize Physical Property to go out for bids for drainpipe repairs.

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: FEBRUARY 01, 2022
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 2021.

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE ALL AMERICAN SIGN COMPANY PROPOSAL (NEW BUSINESS, ITEM B)
DATE: FEBRUARY 01, 2022
CC: MUTUAL FILE

I move to approve the Sign proposal/contract from All American Sign Company to install Emergency Exit signs at the cost not to exceed \$1,352.08. Funds to come from Other Services and authorize the President to sign any necessary documentation.

All American Sign Company, Inc.

5480 Katella Ave., #201
 Los Alamitos, CA 90720
 562-431-3000

Estimate

Date	Due Date	Estimate #
12/15/2021	12/15/2021	4364

Name / Address
Peter Hayes Leisure World - Mutual 17

Customer E-mail	Customer Phone	Customer Fax
Peterpattyh@aol.com	5.430.3106	

P.O. No.

Description	Qty	Cost	Total
Digital Aluminum - 18"x12" Fire Exit Only No Entrance	18	22.50	405.00T
Digital Aluminum - 6"x12" Fire Exit	18	14.50	261.00T
Window Lettering - Fire Exit Only No Entrance Use Main Lobby Entrance	9	18.00	162.00T
Window Lettering - No Smoking within 25' of Building Entrance	9	15.00	135.00T
Installation of all signs	1	300.00	300.00
Sales Tax		9.25%	89.08
		Total	\$1,352.08

Customer Signature _____

Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE RECURRING EXPENSES PER AB 2912
(NEW BUSINESS, ITEM C)
DATE: FEBRUARY 01, 2022
CC: MUTUAL FILE

In compliance with legislation, Assembly Bill 2912 (AB 2912) – Association Finances, which as of January 1, 2019 has gone into effect, the Board of Director are now required to prove a review of all Financials. The bill is intended to require the Board of Directors to provide a greater oversight of the finances of their associations in an effort to better protect against fraudulent activity and potential loss.

I move to approve the Board to authorize the recurring expenses listed on the Resolution to Approve Monthly Recurring Expenses dated February 01, 2022 and authorize the President and Secretary to sign.

CERTIFICATE OF SECRETARY

I, the undersigned, hereby certify that: (1) I am the duly appointed secretary of the Seal Beach Mutual No. 17, a California non-profit mutual benefit corporation (the "Association"); and (2) the following is a true copy of a resolution adopted by the vote of a majority of the members of the Board of Directors on February 4, 2022:

**SEAL BEACH MUTUAL NO. 17
RESOLUTION OF BOARD OF DIRECTORS**

WHEREAS, Civil Code Section 5502 provides, among other things:

“Notwithstanding any other law, transfers shall not be authorized from the association’s reserve or operating accounts without prior written approval from the board of the association unless the amount of the transfer is less than the following:

* * *

(2) The lesser of ten thousand dollars (\$10,000) or 5 percent of the estimated income in the annual operating budget, for associations with 51 or more separate interests.”

WHEREAS, the Association has certain monthly recurring expenses for basic Association expenses (e.g., utilities and insurance) which exceed the lesser of \$10,000 or 5% of the Association’s estimated income in the annual operating budget (the “Transfer Limit”), which, heretofore have been paid from the Association’s operating accounts via electronic transfer by the Association’s property manager;

WHEREAS, the Association’s Board of Directors desires to authorize its property manager to continue to make such recurring payments with this Resolution deemed with prior written Board approval for each transaction;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Association’s Board of Directors provides its prior written approval pursuant to Civil Code Section 5502 for Seal Beach Mutual No. Seventeen, the Association’s property manager, to make transfers from the Association’s operating accounts which exceed the Transfer Limit to pay the following recurring expenses of the Association:
