

SEAL BEAHC MUTUAL NO. SEVENTEEN**RESIDENT REGULATIONS****Correspondence with the Mutual Seventeen Board of Directors**

For practical and legal reasons, and to protect the residents/owners and Directors of Mutual Seventeen, all requests for repairs, concerns, complaints, etc. are to be directed to the Mutual Seventeen Board in written format.

1. Resident/ Owners are not to call, visit, stop a Board member, leave voice messages or text for discussions that pertain to mutual business with the exception of a legitimate emergency,
 - 1.1. Board Members are volunteers and as such are not on call, they have busy schedules of their own and can be away and or otherwise unavailable.
 - 1.2. The yellow request forms found in the laundry rooms of each building are to be used.
 - 1.2.1. The completed yellow request forms can be given to any Board Member, who will forward the information to the appropriate party.
 - 1.3. The Mutual email Mutual17.BD@gmail.com can also be used.
 - 1.3.1. Emails sent to the above address can only be viewed by Mutual Seventeen Board Members.
2. All documents need to be addressed to the Board of Directors and not to individual Board Members.
 - 2.1. Written requests and documents should be signed by the person initiating the request document, or email.
3. Topics of a confidential nature will be handled as such by the Board of Directors.
 - 3.1. Confidential matters are addressed only during the executive session of the monthly Board Meeting and are not discussed outside of this session.
 - 3.2. All matters will be reviewed and addressed appropriately (which means the sender of the request, form, or email, may not be notified of the final solution).
4. All correspondence with the Board is to be in written format, the only exceptions are in the event of an emergency situation.
 - 4.1. Definition of an Emergency: 1. An unforeseen combination of circumstances or the resulting state that calls for immediate action. 2. An urgent need for assistance or relief.
5. In the event there is a non-emergency verbal request, the Board member will ask the requestor to submit the request in writing.
 - 5.1. When the request is asked to be relayed in writing, the request will not be

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considered made until a written document is received.

6. Executive sessions are held following most monthly Board Meetings.
 - 6.1. Sessions are restricted to the five (5) Mutual Seventeen Board Members and the necessary GRF staff.
 - 6.2. All discussions are confidential, and matters are not discussed outside of the session.
 - 6.3. Discussions can include, but are not limited to, topics of repairs, finances, rule violations, fines, and legal matters.
 - 6.3.1. Resident/Owners are not privy to any information brought up in an executive session.
 - 6.3.2. Resolutions resulting from an executive session will be communicated in writing by GRF Administration to the appropriate party(s) only.
7. Residents are to refrain from making requests of any vendor working for Mutual Seventeen.
 - 7.1. All requests need to be made in writing via one of the above-mentioned avenues.
 - 7.1.1. This includes, but is not limited to, maintenance, personnel, janitorial staff, and landscapers.
 - 7.1.1.1. The only exception is an individual who heads a board sanctioned committee and the committee's related vendors.

Document History

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