

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL ONE
A DAVIS-STIRLING ACT COMMON INTEREST DEVELOPMENT
ADMINISTRATION BUILDING CONFERENCE ROOM A
June 22, 2017, Meeting Begins 9:15 a.m.
(Open Forum for shareholders/residents-2 minutes 9:00 a.m. to 9:15 a.m.)

- | | |
|--|---|
| CALL TO ORDER & PLEDGE OF ALLEGIANCE | S. Luther-Stark |
| ROLL CALL | C. Day |
| INTRODUCTION OF GRF REPRESENTATIVE'S, GUEST(S), AND STAFF: | S. Luther-Stark |
| Mrs. Perrotti, GRF Representative | Mr. Stone, GRF Representative |
| Mr. Antisdell, Building Inspector | Ms. Hopkins, Mutual Administration Director |
| Mr. Weaver, Facilities Director | Ms. Day, Recording Secretary |
| APPROVAL OF MINUTES: Regular Meeting of May 25, 2017
Organizational Meeting of June 12, 2017 (page 2) | |
| BUILDING INSPECTOR'S REPORT (pages 3-4) | J. Antisdell |
| a. Policy 7405.01 – Flooring and Floor Covering Permits (page 5) | |
| PRESIDENT'S REPORT | S. Luther-Stark |
| DIRECTOR'S REPORTS | |
| CHIEF FINANCIAL OFFICER'S REPORT | B. Schweitzer |
| MUTUAL ADMINISTRATION DIRECTOR'S REPORT | Ms. Hopkins |
| GRF REPRESENTATIVES' REPORTS | R. Stone, L. Perrotti |
| COMMITTEES: | |
| a. Appointment of Committees | S. Luther-Stark |
| <u>OLD BUSINESS</u> | |
| a. Fenn pest/termite proposal (page 6) | M. Weaver |
| b. Landscape Contract | D. Gambol |
| <u>NEW BUSINESS</u> | |
| a. Parking/Storage for Landscapers | |
| b. Request a letter to attorney regarding: Non-smoking Buildings | R. Collazo |
| c. Appointment of Advisory Directors | S. Luther- Stark |
| d. Resolution to maintain procedure per Policy 7510 and Stock Transfer Office (page 7) | |
| DIRECTORS' COMMENTS | |
| ADJOURNMENT | |
| EXECUTIVE SESSION IF NECESSARY (member issues; legal; approve previous minutes, if required) | |

STAFF WILL LEAVE THE MEETING BY 12:10 P.M.

NEXT REGULAR BOARD MEETING: JULY 27, 2017, AT 9:00 A.M.
ADMINISTRATION BUILDING CONFERENCE ROOM A

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL ONE
June 12, 2017**

The Organizational Meeting of the newly-elected Board of Directors of Seal Beach Mutual One was called to order at 10:52 a.m. by the Acting Chairperson, Mutual Administration Manager Blessilda Fernandez, on June 12, 2017, in Clubhouse Four.

Ms. Fernandez stated that the purpose of the meeting was to elect the officers for the 2017-2019 term of office, to determine the officers and to select the location, day, and time of the Board's Regular Monthly Meetings.

Those Directors present were: Sandra Luther-Stark, Ruben Collazo, Donna Gambol, Byron Schweitzer, John Barreras, Fred Holzer, Phillip Singer and George Tous. Directors Absent were Joann St. Aubin and Eileen Merritt. Also present were Mutual Administration Director Hopkins and Mutual Administration Office Secretary Dailey.

Ms. Fernandez opened the nominations for the office of President. Ruben Collazo nominated Sandra Luther-Stark for President, seconded by Phillip Singer. There being no further nominations, it was determined that Ms. Luther-Stark was elected to the office of President for the 2017-2019 term of office.

The Chair was turned over to newly-elected President Luther-Stark, who then called for nominations for the office of Vice President. Mr. Holzer nominated Ruben Collazo for Vice President. Ms. Luther-Stark nominated George Tous. Following a secret ballot, it was determined that Mr. Tous was elected to the office of Vice President for the 2017-2019 term of office.

Nominations were opened for the office of Secretary. Ms. Luther-Stark nominated Ms. St. Aubin for Secretary. Mr. George Tous nominated Donna Gambol. Following a secret ballot, it was determined that Ms. St. Aubin was elected to the office of Secretary for the 2017-2019 term of office.

President Luther-Stark called for nominations for the office of Chief Financial Officer. Mr. Holzer nominated Mr. Byron Schweitzer for the office of Chief Financial Officer. There being no further nominations, Mr. Schweitzer was elected Chief Financial Officer for the 2017-2019 term of office.

It was noted that the approval of the last Organizational Meeting minutes had already been done.

The Board members discussed the Board committees. It was decided that assignments will be done at a later time.

Upon a MOTION duly made by Mr. Holzer and seconded by Mr. Barreras, it was

RESOLVED, That the Regular Monthly Board Meetings will remain on the fourth Thursday of each month in the Administration Building Conference Room A beginning at 9:00 a.m.

The MOTION passed.

Ms. Luther-Stark adjourned the meeting at 11:00 a.m.



Attest, Sandra Luther-Stark, President
SEAL BEACH MUTUAL ONE

cad:6/12/17

INSPECTORS MUTUAL REPORT

MUTUAL : (01) ONE

INSPECTOR : JERRY ANTISDEL

MUTUAL BOARD MEETING DATE: 06/22/2017

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
5-D	WINDOWS/DOORS	BOTH	04/11/17	05/11/17	NO	NONE	SWENMAN
5-I	WING WALL	GRF	05/15/17	05/20/17	NO	NONE	HANDYMAN
11-E	FLOORING	GRF	03/20/17	04/20/17	NO	03/30/17 FINAL	KARYS CARPET
12-G	COUNTER TOP/TUB	BOTH	02/27/17	05/12/17	YES	NONE	LOS AL BLDRS
14-I	HEAT PUMP	BOTH	03/27/17	07/02/17	NO	04/14/17 FINAL	GREENWOOD
18-D	TILE AT PATIO	GRF	05/05/17	07/20/17	NO	06/06/17 FINAL	LW DÉCOR
20-I	TILE AT PATIO	GRF	04/24/17	05/24/17	NO	05/11/17 FINAL	LOS AL BLDRS
22-G	HEAT PUMP	BOTH	05/03/17	08/03/17	NO	06/05/17 FINAL	GREENWOOD
23-F	REMODEL/ADDITION	BOTH	10/15/16	04/15/17	NO	NONE	NATIONWIDE PAINTING
23-F	REMODEL/ADDITION	BOTH	10/15/16	04/15/17	NO	01/26/17 UNDERGROUND	NATIONWIDE PAINTING
23-F	REMODEL/ADDITION	BOTH	10/15/16	04/15/17	NO	02/02/17 FOOTING	NATIONWIDE PAINTING
23-F	REMODEL/ADDITION	BOTH	10/15/16	04/15/17	NO	05/24/17 ROUGH ELEC	NATIONWIDE PAINTING
23-F	REMODEL/ADDITION	BOTH	10/15/16	04/15/17	NO	05/31/17 FRAMING	NATIONWIDE PAINTING
23-F	REMODEL/ADDITION	BOTH	10/15/16	04/15/17	YES	06/02/17 INSULAT/LATH	NATIONWIDE PAINTING
24-A	DECO BLOCK WALL	GRF	06/05/17	06/30/17	NO	NONE	BERGKVIST
24-A	RESURFACE PATIO SLAB	GRF	06/12/17	08/12/17	NO	NONE	STONEWAYS
28-C	HEAT PUMP	BOTH	06/21/17	07/21/17	NO	NONE	ALPINE
28-H	FLOORING	GRF	05/30/17	06/30/17	NO	06/13/17 FINAL	KARYS CARPET
31-G	REMODEL/ADDITION	BOTH	10/12/16	03/30/17	YES	11/10/16 UNDERGROUND	KRESS
36-K	FLOORING	GRF	06/05/17	07/10/17	NO	NONE	GUNDERSON CARPET
39-D	SHOWER CUT DOWN	BOTH	05/23/17	06/23/17	NO	06/05/17 FINAL	NU KOTE
50-E	FLOORING	GRF	06/15/17	07/15/17	NO	06/13/17 FINAL	KARYS CARPET
58-C	REMODEL KITCHEN	BOTH	05/01/17	10/01/17	NO	NONE	LW DÉCOR
58-H	HEAT PUMP	BOTH	06/15/17	07/15/17	NO	6/14/2017 FINAL	ALPINE
60-L	WINDOWS	BOTH	12/21/16	02/10/17	YES	05/26/17 FINAL	LW DECR
64-C	BEDROOM SLIDER	BOTH	06/05/17	07/05/17	NO	NONE	LW DÉCOR
65-G	REMODEL	BOTH	02/20/17	04/28/17	NO	UNDERGROUND 03/14/17	BERGKVIST
65-G	REMODEL	BOTH	02/20/17	04/28/17	YES	FRAM/INSLUT/SHEAR	BERGKVIST
65-G	REMODEL	BOTH	02/20/17	04/28/17	YES	06/02/17 FINAL	BERGKVIST
65-I	WASHER/DRYER	BOTH	05/05/17	06/02/17	NO	05/24/17 FINAL	BERGKVIST
66-F	SIDEWALK	GRF	04/27/17	06/01/17	NO	NONE	M J JURADO
70-B	SHOWER CUT DOWN	BOTH	05/25/17	06/23/17	NO	06/05/17 FINAL	NU KOTE

ALL SHADED AREAS HAVE BEEN SIGNED OFF

INSPECTORS MUTUAL REPORT

MUTUAL : (01) ONE

INSPECTOR : **JERRYANTISDEL**

MUTUAL BOARD MEETING DATE: **06/22/2017**

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
1-E		02/23/17	03/13/17	03/13/17	03/24/17	03/31/17	
1-F		07/02/16					
3-A		05/25/17					
6-D		09/27/16					
6-L		12/30/13					
7-E		11/13/15					
9-A		04/12/17					
10-E		03/03/15					
10-F		12/18/13					
11-C		02/18/16					
11-D		05/01/17	05/24/17	05/25/17	06/09/17		
11-E		09/27/16	01/20/17				
12-H		06/05/17					
14-J		08/31/16					
18-J	12/9/2016						
20-F		05/02/16					
22-E		04/10/17					
23-D		06/06/17					
28-L		09/07/16					
29-C		01/11/16					
31-B		05/22/17					
33-K	5/31/2017						
35-E		02/16/17					
41-A		11/14/16					
42-H		07/13/16					
46-J		04/15/17	05/10/17	05/23/17	06/07/17		
50-E		04/11/17	05/15/17	05/17/17	06/01/17		
52-K		06/06/17					
53-B		09/06/16	01/13/17				
54-H		04/19/17	05/19/17	05/30/17	06/13/17		
55-L		04/11/17	05/26/17	05/26/17	06/12/17		
60-I		08/16/16					
64-C		06/30/16					
64-E		04/10/17	05/26/17	05/26/17	06/12/17	05/31/17	
64-F		05/03/17	05/26/17	05/26/17	06/12/17		
67-D		02/02/17	05/17/17	05/23/17	06/07/17		
68-H		03/25/16					
69-G		06/22/16					

ALL SHADE AREAS HAVE BEEN SIGNED OFF

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation
 FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

CONTRACTS 2017

MIRRORS AT CARPORTS CUSTOM GLASS

ALL SHADED AREAS HAVE BEEN COMPLETED

MUTUAL AND SHAREHOLDER REQUEST

ADOPT FLOORING POLICY 7405.01

CARPORT # 6 CONCRETE REPLACEMENT AND CURB AND GUTTER DUE TO IT LIFTING APPOX. 5000 SQUARE FEET \$49,312.00

CALLS AND VISITS TO UNITS 81

MUTUAL OPERATIONS**ADOPT DRAFT POLICY****PHYSICAL PROPERTY****Flooring and Floor Covering Permits – Mutual One**

Building Permit – to include wood, tile and stone.

Effective immediately, Mutual One requires a GRF Building Permit for all wood, tile, and stone floor installation at shareholder expense.

If original flooring is disturbed, all abatement procedures for asbestos will be required. All testing reports and EPA/AQMD permits will be required as needed. Copies of permits and testing reports shall be filed with GRF flooring permit.

Reason for this requirement includes:

- Assurance that no asbestos contained material is removed or compromised.
- No Mutual property is damaged.
- Interior/exterior patio/porch flooring is appropriate (for example – if tile on patio and interior of the unit – non-skid).
- When any patio flooring is altered the first panel of the entry sidewalk shall be removed and then replaced to the same elevation at new patio floor with appropriate slope to existing remaining entry sidewalk.
- At sale or transfer of the unit when existing patio floor is not same elevation as existing entry sidewalk, the first panel of entry sidewalk must be replaced as noted above at the seller's expense.
- Shareholder understands that Mutual One is not responsible for damage to, or failure of, flooring purchased and installed by shareholders.

MUTUAL ADOPTION

ONE:

(Draft created 06-14-17 cd)

ANNUAL TERMITE INSPECTION 3 YEAR TOTALS

MUTUAL	FENN (2013-2016)	FENN 2017	FENN 2018	FENN 2019	FENN 2017-2019 3 YEAR TOTAL
1	\$10,776.47	\$12,941.00	\$13,588.05	\$14,267.45	\$40,796.50
2	\$11,031.86	\$13,250.00	\$13,912.50	\$14,608.13	\$41,770.63
3	\$5,515.92	\$6,624.00	\$6,955.20	\$7,302.96	\$20,882.16
4	\$5,056.26	\$6,072.00	\$6,375.60	\$6,694.38	\$19,141.98
5	\$6,282.02	\$7,544.00	\$7,921.20	\$8,317.26	\$23,782.46
6	\$5,209.48	\$6,256.00	\$6,568.80	\$6,897.24	\$19,722.04
7	\$4,903.04	\$5,888.00	\$6,182.40	\$6,491.52	\$18,561.92
8	\$4,443.38	\$5,336.00	\$5,602.80	\$5,882.94	\$16,821.74
9	\$4,903.04	\$5,888.00	\$6,182.40	\$6,491.52	\$18,561.92
10	\$3,524.06	\$4,232.00	\$4,443.60	\$4,665.78	\$13,341.38
11	\$3,983.72	\$4,784.00	\$5,023.20	\$5,274.36	\$15,081.56
12	\$5,771.26	\$6,937.00	\$7,283.85	\$7,648.04	\$21,868.89
14	\$4,187.96	\$5,036.00	\$5,287.80	\$5,552.19	\$15,875.99
15	\$6,409.78	\$7,703.00	\$8,088.15	\$8,492.56	\$24,283.71
16	\$766.10	\$920.00	\$966.00	\$1,014.30	\$2,900.30
17	\$1,608.81	\$1,935.00	\$2,031.75	\$2,133.34	\$6,100.09

PEST CONTROL PER CALL

LOCATION	FENN 2013-2016	FENN 2017	FENN 2018	FENN 2019
Per Unit	\$13.00	\$15.00	\$15.00	\$15.00
Laundry	\$6.00	\$6.00	\$6.00	\$6.00
Building Perimeter	\$37.00	\$37.00	\$37.00	\$37.00
Dusting Attic	\$35.00	\$35.00	\$35.00	\$35.00
Carport	\$40.00	\$40.00	\$40.00	\$40.00

MOTION:

RESOLVED, That according to Policy 7510.____, if there is a question of financial eligibility, Mutual _____ is NOT to be contacted by the Stock Transfer Office in the event of a non-qualifying financial issue.