

**A G E N D A**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL ELEVEN**  
**January 19, 2017**  
**1:30 p.m.**

1. CALL TO ORDER, *PLEDGE OF ALLEGIANCE*
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, GUEST(S) AND STAFF:  
    Ms. Greer, GRF Representative  
    Ms. Hopkins, Mutual Administration Director  
    Mr. Salazar, Building Inspector  
    Ms. Day, Recording Secretary
4. APPROVAL OF MINUTES – **Regular Meeting of December 15, 2016**  
    **Special Meeting January 11, 2017 (page 2)**
5. BUILDING INSPECTOR'S REPORT (pages 3-4) Mr. Salazar
6. UNFINISHED BUSINESS –
  - a. Ratify adopted/posted Policy 7433.11 – Interior Electrical Panel Inspection and Maintenance (page 5)
  - b. Ratify adopted/posted Policy 7405.11 – Flooring and Floor Covering Permits (page 6)
7. NEW BUSINESS –
  - a. Discuss changing Mutual attorney
  - b. Approve Total Landscape, not to exceed \$20,000
  - c. New signs for carport cleaning
  - d. Approve passes for two regular full time gardeners
  - e. Fire drill in March with hands-on with fire extinguishers
  - f. Annual Shareholders' Meeting May 25 (no election) / June 6 GRF Representative's election
  - g. Committee to pass out and take census on patio reviews
  - h. All gate passes on dashboards
  - i. Vote to decline all other monthly Mutual minutes
  - j. Recommend M. J. Jurado slurry/stripe Mutual 11, \$49,496
  - k. Notice of Intent to Withdraw – request Board resolution
  - l. Rescind Policy 7760 – Property Tax Postponement (page 7)
8. CHIEF FINANCIAL OFFICER'S REPORT Mrs. Baker
9. GRF REPRESENTATIVE Ms. Greer
10. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
11. DIRECTOR(S)' COMMENTS
12. ANNOUNCEMENTS
13. SHAREHOLDER(S)' COMMENTS (2-3 minutes)
14. ADJOURNMENT
15. EXECUTIVE SESSION (legal, member issues)

**STAFF SECRETARY WILL LEAVE THE MEETING AT 4:00 P.M.**  
**NEXT MEETING: FEBRUARY 16, 2017, at 1:30 p.m.**  
**CLUBHOUSE THREE, ROOM 9**

**MINUTES OF THE SPECIAL (AGENDA) MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL ELEVEN**

**January 11, 2017**

A Special Meeting of the Board of Directors of Seal Beach Mutual Eleven was called to order by President Mandeville at 2:00 p.m. on Wednesday, January 11, 2017, in the Physical Property Department Conference Room.

Those members present were: President Mandeville, Secretary French, CFO P. Baker, and Directors Hemry and R. Baker. Vice President Newport was absent.

The purpose of the meeting was to discuss items for the January 2017 Board Meeting agenda.

President Mandeville adjourned the meeting at 4:30 p.m.

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Attest

Shirley French, Secretary  
SEAL BEACH MUTUAL THREE  
cd:1/13/17

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: 11

INSPECTOR: Jay Salazar

MUTUAL BOARD MEETING DATE: January 19, 2017

Print Date: 1/13/2017

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
281C	Remodel	CITY	08/24/16	11/02/16	YES	9/19, 11/3, 21, 1	J-Squared General
267F	Remodel	CITY	08/08/16	10/30/16	NO	01/06/17	Los Al Builders
285C	Skylight Installations	CITY	08/15/16	09/30/16	YES	11/4, 12/29/201	M&M Construction
269B	Cabinet Installation	GRF	09/01/16	09/30/16	NO	NA	J&J Construction
275H	Cabinet Installation/Gate	GRF	09/19/16	09/30/16	NO	NA	DB Handyman
282E	Remodel	CITY	10/17/16	02/27/17	YES	11/9, 15, 12/29,	Darrell Peek
278E	Remodel	CITY	09/19/16	12/28/16	NO	12/6, 20/2016	Konrad Construction
280H	Remodel	CITY	10/10/16	01/01/17	YES	11/4; 12/28/16	HHCM, Inc.
270L	Washer Dryer Install	CITY	11/28/16	12/22/16	Pending		LW Décor, Inc.
286G	Floor Installation	GRF	10/18/16	11/18/16	NO	11/18/16	Kress
276A	Room Modification WIC	CITY	10/27/16	11/30/16	Pending		LW Decor
262J	Shower Cut Down	CITY	11/14/16	12/14/16	NO	12/14/16	NuKote
279H	HVAC Installation	CITY	11/16/16	02/16/17	NO		Greenwood
277E	Minor Kitchen Remodel	CITY	11/28/16	01/28/17	NO		LW Decor
275H	Patio Extension	GRF	11/30/16	01/30/17	NO	NA	LW Decor
262B	Washer Dryer Install	CITY	12/01/16	12/30/16	NO	12/13, 12/29/20	M&M Construction
265J	Walk-in Soaker Tub Install	CITY	12/01/16	02/01/16	NO	12/20, 21	Buenos Construction
280G	Window Replacements	CITY	01/06/17	01/11/17	NO		HHCM, Inc.
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS

Completed  
Pending Issue

## ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	COE DATE	ROF	DOCUMENTS/ COMMENTS
281G		03/30/16	11/02/16	11/02/16	11/15/16	11/17/16	12/20/16	
272J		08/16/16	09/20/16	09/21/16	10/04/16	10/05/16	12/27/16	
265C		08/29/16						
273C		10/04/16						
271E		10/24/16						
263J		11/15/16	01/11/17	01/11/17	01/24/17	0/25/17		
280F		12/20/16						
284B	12/20/2016							
UNIT #	NMI	PLI	NBO	FI	FCOEI	COE DATE	ROF	DOCUMENTS/ COMMENTS

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation

FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

**Completed**

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: 11

INSPECTOR: Jay Salazar

MUTUAL BOARD MEETING DATE: January 19, 2017

Print Date: 1/13/2017

## CONTRACTS

CONTRACTOR	PROJECT
Going Out to Bid	Parking Lots Asphalt Repair & Maintenance Project

## MUTUAL & SHAREHOLDER SITE VISITS

UNIT	PURPOSE
273E	HVAC Thermostat Inspection
282I	Walkway Inspection
285C	Bathroom Inspection & Window
276H	Roof Leak Inspection (Pink)
282C	Roof Leak Inspection (Pink)
267A	Garden Area Inspection
282F	French Drain Inspection
278E	Water Heater Inspection
268B	Water Intrusion Inspection
263G-L	Walkway Drain Inspection
282G-L	Walkway Drain Inspection
265G-L	Walkway Drain Inspection
280H	Roof Leak Inspection (Pink)

**MUTUAL OPERATIONS****PHYSICAL PROPERTY****ADOPTION DRAFT POLICY****Interior Electrical Panel Inspection and Maintenance – Mutual Eleven****Standard Electrical Panels**

All standard interior electrical panels shall be serviced and maintained for proper use and function at the time of escrow or at fire inspections whichever comes first, and will receive a dated service sticker affixed to the interior electric panel at the time of service.

All standard interior electrical panels will then be serviced and maintained every five (5) years per maintenance schedule providing a dated service sticker affixed to the interior electrical panel at the time of service. All expenses associated with said services will be absorbed by Mutual Eleven (11), including necessary repair costs.

**Non-Standard Electrical Panels**

All non-standard interior electrical panels shall be serviced and maintained for proper use and function at the time of escrow or at fire inspections whichever comes first, and will receive a dated service sticker affixed to the interior electrical panel at the time of service.

All non-standard interior electrical panels will then be serviced and maintained every five (5) years per maintenance schedule providing a dated service sticker affixed to the interior electrical panel at the time of service. All expenses associated with inspection services will be absorbed by Mutual Eleven (11). Any necessary repair cost will borne by the shareholder.

**Inspection and Maintenance Scope of Services**

A qualified electrician will identify that proper hardware equipment is standard mounted to the structure, and that the electrical components are connected and energized correctly and to code, along with proper grounding. Any items not in compliance with city code and/or manufacturing installation specifications will be repaired immediately and noted.

**MUTUAL ADOPTION:**

ELEVEN: \*date after 30 day posting period\*

MUTUAL OPERATIONS

**ADOPTION DRAFT POLICY**

PHYSICAL PROPERTY

Flooring and Floor Covering Permits – Mutual Eleven

**RESOLVED**, Effective immediately that Mutual Eleven (11) requires a GRF Building Permit for all floor covering, including carpet, installed at shareholder expense. Both interior and patio/porch floor covering require a GRF Building Permit. All installed flooring must have attached to the permit the flooring manufacturer’s specifications.

Reasons for this requirement include:

- Assurance that no asbestos containing material is removed or comprised,
- No Mutual Property is damaged,
- Patio/Porch flooring is appropriate(for example, if tile: non-skid rating),
- Shareholder understands what is and what is not allowed
- Shareholder understands that Mutual Eleven (11) is not responsible for damage to or failure of flooring purchased and installed at any time by a shareholder,

FURTHER, That this RESOLUTION dated October 7, 2016 be attached to the permit and signed by the shareholder and installer or contractor.

Shareholder:

Signature: \_\_\_\_\_ Apt# \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Installer/Contractor:

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

MUTUAL ADOPTION:

ELEVEN:

**MUTUAL OPERATIONS****ADMINISTRATIVE SERVICES****Property Tax Postponement**

WHEREAS, the State of California has authorized the property tax postponement privilege under Revenue and Taxation Code Section 20630 to be extended to FHA-insured cooperatives, and

WHEREAS, the form of the Recognition Agreement and Addendum to the Recognition Agreement proposed by the Controller of the State of California has been approved by the Department of Housing & Urban Development,

THEREFORE, BE IT RESOLVED, That this Corporation

1. Approves the form of the Recognition Agreement and Addendum to the Recognition Agreement as submitted by the Controller of the State of California, and
2. Authorizes the President or Vice President to execute the Recognition Agreement and Addendum to the Recognition Agreement for any stockholder of this Corporation who requests property tax postponement.

**MUTUAL****ADOPTION DATE**

One	28 Jun 79
Two	19 Sept 85
Three	
Four	05 Sept 79
Five	20 Jun 79
Six	27 Jul 79
Seven	15 Jun 79
Eight	25 Jun 79
Nine	
Ten	28 Jun 79
Eleven	26 Jun 79
Twelve	
Fourteen	
Fifteen	28 Jun 79
Sixteen	

(Sept 85)