

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL ELEVEN
March 21, 2019
Meeting begins at 1:30 p.m.
Clubhouse Three, Room 9

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. SHAREHOLDER COMMENTS (2-3 minutes per shareholder agenda items only)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):
 - Ms. Heinrichs, GRF Representative
 - Ms. Miller, Director of Finance
 - Ms. Hopkins, Mutual Administration Director
 - Mr. Harper, Building Inspector
 - Mrs. Aquino, Recording Secretary
5. APPROVAL OF MINUTES:
Regular Meeting Minutes of February 21, 2019
6. BUILDING INSPECTOR'S REPORT Mr. Harper
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 3-4)
7. **GUEST SPEAKER** Ms. Miller
 - a. Review & Acceptance of the Draft 2018 Audited Financial Statements (p. 5)
8. GRF REPRESENTATIVE Ms. Heinrichs
9. CONSENT CALENDAR
 - a. Discuss and vote to approve the authorization of the transfer of funds for Mutual Eleven (p. 6)
10. **UNFINISHED BUSINESS**
None
11. **NEW BUSINESS**
 - a. Approval Mutual Monthly Finances (p. 7)
 - b. Discuss and vote to approve/deny expenditure for Building Captains Luncheon (p. 8)
 - c. Discuss and vote to rescind the resolution dated February 21, 2019 (p. 9)
 - d. Shareholder Statement to Vote Cumulatively (p. 10)
 - e. Appoint Observers of the 2019-2020 Mutual Eleven Annual Election (p. 11)
12. SECRETARY / CORRESPONDENCE Mrs. Hemry
13. CHIEF FINANCIAL OFFICER'S REPORT Mrs. Basner

STAFF BREAK BY 3:00 p.m.

14. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
15. ANNOUNCEMENTS
a. **NEXT MEETING: April 18, 2019, at 1:30 p.m. in Clubhouse 3 Room 9**
b. **Buildings Captains Luncheon: Friday, April 12, 2019 at 11:30 a.m. in Clubhouse 3 Room 1**
16. COMMITTEE REPORTS
17. DIRECTORS' COMMENTS
18. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
19. ADJOURNMENT
20. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 4:00 p.m.

DATES TO REMEMBER

CFO Council: Wednesday, April 3, 2019, at 10:00 a.m. [B]
Presidents' Council: Thursday, April 4, 2019, at 10:00 a.m. [Ch 4]
Physical Property Council: Thursday, April 4, 2019, at 1:30 p.m. [B]
Mutual Administration Committee: Monday, April 8, 2019, at 1:00 p.m. [A]
Mutual Presidents Roundtable: Friday, April 19, 2019, at 1:00 p.m. [A]

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **11**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **March 21, 2019**

Print Date: **3/13/2019**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	INSPECTION	CONTRACTOR / COMMENTS
263-L	REMODEL	BOTH	03/02/19	04/01/19	NO	NONE	OGAN CONSTRUCTION
263-L	FLOORING	GRF	05/01/19	05/08/19	NO	NONE	BIXBY PLAZA CARPETS
268-F	FLOORING	GRF	02/15/19	03/15/19	NO	03/12/19 FINAL	ALEXANDER FLOORING
268-K	FLOORING	GRF	03/10/19	04/10/19	NO	NONE	KARYS CARPET
270-F	WINDOWS & DOORS	BOTH	01/30/19	04/12/19	YES	NONE	RS BUILT CONSTRUCTION
272-L	CABINET, LIGHT	BOTH	02/15/19	04/15/19	NO	NONE	LW DÉCOR
277-D	FLOORING	GRF	02/10/19	03/10/19	NO	02/19/19 FINAL	KARYS CARPET
277-H	REMODEL	BOTH	02/11/19	03/22/19	NO	02/12/19 UGPLUM	BERGKVIST
277-H	REMODEL	BOTH	02/11/19	03/22/19	NO	02/12/19 RPLUM	BERGKVIST
277-H	REMODEL	BOTH	02/11/19	03/22/19	NO	02/12/19 FRAME	BERGKVIST
277-H	REMODEL	BOTH	02/11/19	03/22/19	NO	02/14/19 DWALL	BERGKVIST
277-H	REMODEL	BOTH	02/11/19	03/22/19	NO	02/14/19 LATH	BERGKVIST
277-H	REMODEL	BOTH	02/11/19	03/22/19	NO	03/08/19 FINAL	BERGKVIST
280-I	HEAT PUMP	BOTH	03/11/19	06/11/19	NO	NONE	GREENWOOD
281-F	HEAT PUMP	BOTH	01/14/19	04/30/19	NO	02/19/19 FINAL	GREENWOOD
285-D	HEATPUMP	BOTH	02/06/19	05/10/19	NO	03/04/19 FINAL	GREENWOOD
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	07/13/18 FOOTING	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	07/13/18 UGPLUM	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	10/09/18 SHEARW	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	10/09/18 INSUL	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	10/09/18 LATH	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	10/09/18 RWIRE	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	10/25/18 SCRACH	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	11/19/18 RPLUMB	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	11/20/18 FRAME	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	1/21/19 DWALL	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	NONE	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	NONE	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	NONE	KC CONSTRUCTION
285-L	REMODEL	BOTH	10/01/18	04/15/19	YES	11/9/18 FOOTING	JC KRESS
285-L	REMODEL	BOTH	10/01/18	04/15/19	YES	11/9/18 UGPLUM	JC KRESS
285-L	REMODEL	BOTH	10/01/18	04/15/19	YES	12/03/18 SHEAR	JC KRESS
285-L	REMODEL	BOTH	10/01/18	04/15/19	YES	12/11/18 RWIRE	JC KRESS
285-L	REMODEL	BOTH	10/01/18	04/15/19	YES	12/11/18RPLUM	JC KRESS
285-L	REMODEL	BOTH	10/01/18	04/15/19	YES	12/11/18 FRAME	JC KRESS
285-L	REMODEL	BOTH	10/01/18	04/15/19	YES	12/11/18 RHVAC	JC KRESS
285-L	REMODEL	BOTH	10/01/18	04/15/19	YES	12/13/18 INSUL	JC KRESS
285-L	REMODEL	BOTH	10/01/18	04/15/19	YES	12/19/18 LATH	JC KRESS
285-L	REMODEL	BOTH	10/01/18	04/15/19	YES	12/21/18 SCRACH	JC KRESS
285-L	REMODEL	BOTH	10/01/18	04/15/19	YES	12/21/18 ROOF	JC KRESS
285-L	REMODEL	BOTH	10/01/18	04/15/19	YES	NONE	JC KRESS
285-L	REMODEL	BOTH	10/01/18	04/15/19	YES	NONE	JC KRESS

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **11**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **March 21, 2019**

Print Date: 3/13/2019

Escrow Activity

Unit #	NMI	PLI	NBO	FI	FCOEI	COE DATE	ROF	
263-B	3/28/2019							
267-A		03/08/19						
267-H		02/19/19						
270-H		12/20/17						
274-J		11/27/18	03/04/19	03/06/19	03/18/19	03/20/19		
278-J		02/27/19						
280-A		06/22/18						
282-B		01/08/19						

NMI = New Member Inspection PLI = Per Listing Inspection NBO = New Buyer Orientation

Contract Services	Project Discription
Empire Pipe Cleaning	Sewer Cleaning For The Next Three Years Ex 12/31/19
Jc Kress	Painting For Plumbing Project Over Three Years Ex 12/31/20
Fenn Termite + Pest Control	Termite And Pest Control Ex On Going
ERC	Asbestos Abatement For Plumbing Over Three Years Ex 12/31/20
John Nelson Plumbing	Copper Repipe Over Three Years Ex 12/31/20
Total Landscape Maintenance	Landscaping Contract For Three Years 12/30/21

Site Visits

271-F	2/20/2019	Grab Bars
284-D	3/11/2019	Roof Leak

Mutual Corporation No. Eleven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: REVIEW AND ACCEPTANCE OF THE DRAFT 2018 AUDITED FINANCIAL STATEMENTS (GUEST SPEAKER ITEM A)
DATE: MARCH 21, 2019
CC: MUTUAL FILE

On March 21, 2019, Ms. Miller, Director of Finance, will review the Financial Statements as of the year ending December 31, 2018, by the Independent Accountant's Report as submitted by CliftonLarsonAllen (CLA).

I move to accept that the Board of Directors of Seal Beach Mutual Eleven, upon a presentation of the Financial Statements as of December 31, 2018, for the year then ended, and the proposed Accountant's Report as submitted by CliftonLarsonAllen (CLA), hereby accepts the above mentioned Financial Statements and reports therein, and to authorize the President to sign the Management Representation Letter.

Mutual Corporation No. Eleven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE THE AUTHORIZATION OF THE
TRANSFER OF FUNDS FOR MUTUAL ELEVEN
(CONSENT CALENDAR ITEM A)
DATE: MARCH 21, 2019
CC: MUTUAL FILE

I move that the Board authorizes the following transfers of funds, per detailed and dated Resolutions, by consent calendar.

Mutual Corporation No. Eleven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS ITEM A)
DATE: MARCH 21, 2019
CC: MUTUAL FILE

I move to approve, that the review of the Mutuals, operating accounts, reserve accounts; current year's actual operating revenues and expenses, compared to the current year's budget; the latest account statements prepared by financial institutions where the Mutual has its operating and reserve accounts; the income and expense statement for the Mutuals operating and reserve accounts, has been approved, and further that that per Civil Code Section 5500(a)-(f)), the check register, monthly general ledger, and delinquent assessment receivable reports have been reviewed for the month of February, 2019.

Mutual Corporation No. Eleven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE EXPENDITURE FOR BUILDING CAPTAINS LUNCHEON (NEW BUSINESS ITEM B)
DATE: MARCH 21, 2019
CC: MUTUAL FILE

I move to approve/deny the expenditure for the Mutual Eleven Building Captains luncheon, at a cost not to exceed \$250.00.

Mutual Corporation No. Eleven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RESCIND THE RESOLUTION DATED FEBRUARY 21, 2019 (NEW BUSINESS ITEM C)
DATE: MARCH 21, 2019
CC: MUTUAL FILE

At the March 25, 2019, Regular Board Meeting, the Board of Directors will rescind the following resolution that was passed at the February 21, 2019 Regular Board Meeting.

I move to rescind the following resolution made on February 21, 2019: *RESOLVED, To approve the transfer of funds in the amount of \$200,000 from Reserves to Checking.*

Mutual Corporation No. Eleven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: SHAREHOLDER STATEMENT TO VOTE CUMULATIVELY (NEW BUSINESS
ITEM D)
DATE: MARCH 21, 2019
CC: MUTUAL FILE

I (**please state your first and last name**), shareholder of Mutual Eleven, intend to vote cumulatively for the election of Directors for the 2019-2020 term of office.

Mutual Corporation No. Eleven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPOINT OBSERVERS OF THE 2019-2020 MUTUAL ELEVEN ANNUAL ELECTION (NEW BUSINESS, ITEM E)
DATE: MARCH 21, 2019
CC: MUTUAL FILE

In accordance with Policy 7210 – Annual Elections, item 4, subsection b, as follows:

b. Observers of the Election Appointed by the Board of Directors

There shall be three (3) observers of the election appointed by the Mutual Board of Directors (90) days before the annual meeting day. The Board may also appoint alternative observers of the election. The observers of the election may appoint and oversee additional assistant observers of the election in any number deemed to be reasonable by the Mutual Board of Directors.

The Mutual Eleven Board of Directors appoints the following shareholders as observers of the 2019-2020 Annual Election.

1. _____, Unit _____
2. _____, Unit _____
3. _____, Unit _____