A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL ELEVEN
October 17, 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):

   Mr. Sanzone, President, 911 Sewer Specialists
   Ms. Heinrichs, GRF Representative
   Ms. Miller, Finance Director
   Ms. Hopkins, Mutual Administration Director
   Mr. Rudge, Physical Property Manager
   Mr. Harper, Building Inspector
   Ms. Kemp, Recording Secretary

5. APPROVAL OF MINUTES:
   Regular Meeting Minutes of September 19, 2019, as corrected

6. **GUEST SPEAKER** **Ms. Miller**
   a. Discuss and vote to approve 2020 Mutual Eleven Budget **(p. 3)**
   b. Discuss and vote to accept CliftonLarsonAllen LLP Engagement Letter for 2019 audit **(p. 4)**

7. **GUEST SPEAKERS** **Mr. Sanzone and Mr. Rudge**
   a. Discuss sewer relining

8. BUILDING INSPECTOR'S REPORT Mr. Harper
   Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests **(pp. 5-7)**

9. GRF REPRESENTATIVE Ms. Heinrichs

10. CONSENT CALENDAR
    a. Discuss and vote to approve authorization of transfers of funds for Mutual Eleven **(p. 8)**
    b. Discuss and vote to approve transfer of funds from Emergency to Appliance Reserves **(p. 9)**

11. **UNFINISHED BUSINESS**
There is no unfinished business to discuss.

12. **NEW BUSINESS**
a. Approval of Mutual Monthly Finances **(p. 10)**

STAFF BREAK BY 3:00 p.m.

13. SECRETARY / CORRESPONDENCE Mr. Adelman

14. CHIEF FINANCIAL OFFICER'S REPORT Mrs. Basner

15. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins

16. ANNOUNCEMENTS

NEXT MEETING: November 21, 2019, at 1:30 p.m., in Clubhouse 3 Room 9

17. COMMITTEE REPORTS

18. DIRECTORS' COMMENTS

19. SHAREHOLDERS' COMMENTS **(2-3 minutes)**

20. ADJOURNMENT

21. EXECUTIVE SESSION TO DISCUSS MEMBER ISSUES

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

Mutual Corporation No. Eleven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE 2020 MUTUAL ELEVEN BUDGET (GUEST SPEAKER, ITEM A)
DATE: OCTOBER 17, 2019
CC: MUTUAL FILE

At the October 18, 2018, board meeting, the Board of Directors passed the following resolution: *RESOLVED, To accept the 2019 Operating Budget for Mutual Eleven of $1,438,654, resulting in a regular monthly assessment of $384.26 per apartment per month, for an increase of $13.99 per month over the total regular assessment of 2018, as presented, and to adopt this budget forthwith.*

On October 17, 2019, the Board of Directors will review and vote to approve the 2020 Mutual Eleven Budget.

I move to approve the 2020 Operating Budget for Mutual Eleven of $1,485,207.00, resulting in a regular monthly assessment of $396.69 per apartment per month, for an increase of $12.43 per month over the total regular assessment of 2019, as presented, and to adopt this budget forthwith.

Mutual Corporation No. Eleven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ACCEPT CLIFTONLARSONALLEN LLP ENGAGEMENT LETTER FOR 2019 AUDIT (GUEST SPEAKER, ITEM B)
DATE: OCTOBER 17, 2019
CC: MUTUAL FILE

At the October 18, 2018, board meeting, the Board of Directors passed the following resolution: *RESOLVED, To accept the CliftonLarsonAllen LLP Engagement letter for the 2018 Audit and authorize the President to sign the letter.*

On October 17, 2019, the Board of Directors will vote to accept the CliftonLarsonAllen LLP Engagement Letter for the 2019 audit.

I move to accept the CliftonLarsonAllen LLP Engagement Letter for the 2019 audit and authorize the President to sign the letter.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: 11 **INSPECTOR:** Mark Harper

MUTUAL BOARD MEETING DATE: October 17, 2019 **Print Date:** 10/9/2019

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	INSPECTION	CONTRACTOR / COMMENTS
261-A	WASHER DRYER INSTALL	GRF	10/01/19	11/29/19	NO	10/09/19 FINAL	LOS AL BUILDERS
263-E	HEAT PUMP	BOTH	09/20/19	10/20/19	NO	09/26/19 FINAL	ALPINE HEAT & AIR
265-E	FLOORING	GRF	06/27/19	07/27/19	NO	10/03/19 FINAL	COLONIAL CARPETS
265-F	REMODEL	BOTH	06/30/19	12/31/19	NO	08/06/19 FOOTING	LOS AL BUILDERS
265-F	REMODEL	BOTH	06/30/19	12/31/19	NO	08/22/19 UGPLUM	LOS AL BUILDERS
265-F	REMODEL	BOTH	06/30/19	12/31/19	NO	08/30/19 SHEAR	LOS AL BUILDERS
265-F	REMODEL	BOTH	06/30/19	12/31/19	NO	09/16/19 RPLUMB	LOS AL BUILDERS
265-F	REMODEL	BOTH	06/30/19	12/31/19	NO	09/16/19 RELECT	LOS AL BUILDERS
265-F	REMODEL	BOTH	06/30/19	12/31/19	NO	09/16/19 FRAME	LOS AL BUILDERS
265-F	REMODEL	BOTH	06/30/19	12/31/19	NO	09/18/19 INSUL	LOS AL BUILDERS
265-F	REMODEL	BOTH	06/30/19	12/31/19	NO	09/23/19 DWALL	LOS AL BUILDERS
265-F	REMODEL	BOTH	06/30/19	12/31/19	NO	09/23/19 LATH	LOS AL BUILDERS
265-F	REMODEL	BOTH	06/30/19	12/31/19	NO	NONE	LOS AL BUILDERS
268-L	LIGHTING	BOTH	09/12/19	03/12/20	NO	NONE	LW DÉCOR
270-F	GARDEN PAVERS	GRF	06/12/19	10/15/19	YES	NONE	ANGUIANO LAWN CARE
272-K	REMODEL	BOTH	09/01/19	01/01/20	NO	NONE	TOP DOWN
272-K	REMODEL	BOTH	09/01/19	01/01/20	NO	NONE	TOP DOWN
272-K	REMODEL	BOTH	09/01/19	01/01/20	NO	NONE	TOP DOWN
272-K	REMODEL	BOTH	09/01/19	01/01/20	NO	NONE	TOP DOWN
272-K	REMODEL	BOTH	09/01/19	01/01/20	NO	NONE	TOP DOWN
272-K	REMODEL	BOTH	09/01/19	01/01/20	NO	NONE	TOP DOWN
272-K	REMODEL	BOTH	09/01/19	01/01/20	NO	NONE	TOP DOWN
272-K	REMODEL	BOTH	09/01/19	01/01/20	NO	NONE	TOP DOWN
272-K	REMODEL	BOTH	09/01/19	01/01/205	NO	NONE	TOP DOWN

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: 11 **INSPECTOR:** Mark Harper

MUTUAL BOARD MEETING DATE: October 17, 2019 **Print Date:** 10/9/2019

272-K	REMODEL	BOTH	09/01/19	01/01/20	NO	NONE	TOP DOWN
272-K	REMODEL	BOTH	09/01/19	01/01/20	NO	NONE	TOP DOWN
274-H	SOLATUBE	BOTH	11/04/19	11/04/19	NO	10/02/19 FINAL	SOLATUBE HOME
274-J	HEAT PUMP	BOTH	09/19/19	10/19/19	NO	09/23/19 FINAL	ALPINE HEAT & AIR
276-B	SCREEN PATIO	GRF	10/17/19	12/31/19	NO	NONE	PACIFIC SCREEN DOORS
277-C	FLOORING	GRF	08/30/19	09/30/19	NO	09/20/19 FINAL	KARYS CARPET
280-C	REMODEL	BOTH	10/07/19	12/31/19	NO	NONE	ACE MAINTENANCE
286-A	SCREENS	BOTH	09/16/19	11/16/19	NO	NONE	PACIFIC SCREEN DOORS

Escrow Activity

Unit #	NMI	PLI	NBO	FI	FCOEI	COE DATE	ROF	
265-G		05/29/19	09/27/19	09/27/19	10/09/19	10/11/19		
265-E		08/27/19						
265-L		06/17/19	10/11/19					
272-H		05/09/19	09/26/19	09/27/19				
273-K		09/16/19						
276-B		06/10/19	07/19/19	07/26/19	08/07/19	08/09/19	10/04/19	
276-L		08/12/19						
277-G		09/03/19						
278-C		04/19/19						
278-J		02/27/19						
280-A		06/22/18						
280-C		04/03/19	09/13/19	09/20/19	10/02/19	10/04/19		
280-J		08/14/19						
285-I		08/13/19						

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

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: 11 **INSPECTOR:** Mark Harper

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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 05/31/2020
ERC	Asbestos Abatement For Plumbing Over Three Years Ex 12/31/20
John Nelson Plumbing	Copper Repipe Over Three Years Ex 12/31/20
Innovative Cleaning Services	Carport and Cleaning Services Ex 04/30/22
Total Landscape Maintenance	Remove and Replant Trees Ex 09/30/2019
Total Landscape Maintenance	Landscaping Contract For Three Years Ex 12/30/21

Site Visits

261-A	9/12/2019	Bathroom Sink Not Working
278-D	10/2/2019	Termites
270-F	10/2/2019	Tree Stain on A/C
265-E	10/3/2019	Final inspection

Mutual Corporation No. Eleven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE AUTHORIZATION OF TRANSFERS OF FUNDS FOR MUTUAL ELEVEN (CONSENT CALENDAR, ITEM A)
DATE: OCTOBER 17, 2019
CC: MUTUAL FILE

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

Transfer/ Invoice Date	*Amount*	*Originating/Destination Accounts or Payee*
09/06/2019	$15,200.00	ERC (invoices 11523, 11524, 11525)
09/23/2019	$25,000.00	US Bank Non-Restricted MM to US Bank Checking
09/23/2019	$32,526.16	US Bank Checking to US Bank Restricted MM
09/27/2019	$17,880.00	US Bank Restricted MM to US Bank Non-Restricted MM
10/07/2019	$87,818.20	US Bank Checking to GRF-US Bank Checking
10/07/2019	$123,686.50	ACH-Direct Debit from multiple shareholders to US Bank Checking
10/08/2019	$49,226.39	US Bank Checking to US Bank Impound

Mutual Corporation No. Eleven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE TRANSFER OF FUNDS FROM EMERGENCY TO APPLIANCE RESERVES (CONSENT CALENDAR, ITEM B)
DATE: OCTOBER 17, 2019
CC: MUTUAL FILE

I move to approve the transfer of funds in the amount of $35,000 from Emergency to Appliance Reserves.

Mutual Corporation No. Eleven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: OCTOBER 17, 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, and the income and expense statement for the mutual's operating and reserve accounts have been approved; and, further, 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 September 2019.