

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL SEVEN**  
**Wednesday December 21, 2016**  
**1:00 p.m.**

1. SHAREHOLDER(S') COMMENTS
2. CALL TO ORDER / PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. INTRODUCTION OF GUESTS AND STAFF:
  - Ms. Rapp, GRF Representative
  - Ms. Hopkins, Mutual Administration Director
  - Mr. Hurtado, Building Inspector
  - Mrs. Aquino, Recording Secretary
5. APPROVAL OF MINUTES: **Regular Meeting of November 16, 2016**  
**Special Meeting Minutes of November 14, 2016 (page 2)**  
**Special Meeting Minutes of November 30, 2016 (page 3)**
6. CORRESPONDENCE
7. BUILDING INSPECTOR'S REPORT Mr. Hurtado (page 4)
8. CHIEF FINANCIAL OFFICER'S REPORT Mrs. Fellows
9. UNFINISHED BUSINESS –
  - a. Resend Total to dethatch
  - b. Rain Gutter cleaning
  - b. Trash bin signs
  - c. Report Underground Vaults
10. NEW BUSINESS –
  - a. State of California Property Tax Postponement Program
  - b. Policy Park Benches
  - c. Adopt Policy 7591.7 – Unmanned Aerial Flight Vehicles (Drones) (page 5)
  - d. Review Policy 7405.7 – Flooring and Floor Coverings (page 6-7)
  - e. Flyers – Print and or Website Board
  - f. Amend Policy 7427.7 – Barbeque, Turkey Fryer – Usage and General Safety Precautions (page 8-9)
  - g. Emergency Preparedness (name change/responsibilities)
11. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
12. GRF REPRESENTATIVE COMMENTS Ms. Rapp
13. DIRECTORS COMMENTS
14. SHAREHOLDER(S') COMMENTS
15. ANNOUNCEMENTS  
Christmas Carol Sing December 23, 2016 from 5:30 p.m. to 6:30 p.m.
16. ADJOURNMENT
17. EXECUTIVE SESSION – (member issues)

**STAFF BREAK (TIME TO BE DETERMINED BY PRESIDENT)**  
**STAFF WILL LEAVE THE MEETING BY 4:10 P.M.**  
**NEXT MEETING: WEDNESDAY, JANUARY 21, 2017**  
**ADMINISTRATION BUILDING,-CONFERENCE ROOM A, @ 1:00 p.m.**

**MINUTES OF THE SPECIAL WORK STUDY MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL SEVEN**

**November 14, 2016**

A Special Meeting of the Board of Directors of Seal Beach Mutual Seven was called to order by President Rotter at 1:01 p.m. on Wednesday, November 14, 2016, in Building Five, Green Room.

Those members present were: President Rotter, Vice President Rogers, Secretary Rettela, CFO Fellows, and Directors Bennett and Hart

The purpose of the meeting was to discuss slurry bids.

President Rotter adjourned the meeting at 2:00 p.m.

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Attest

Joyce Rettela, Secretary  
SEAL BEACH MUTUAL FOUR

cd: 11/15/16

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL SEVEN**

**November 30, 2016**

A Special Meeting of the Board of Directors of Seal Beach Mutual Seven was called to order by President Rotter at 1:00 p.m. on Wednesday, November 30, 2016, in Clubhouse Five, Green Room

Those members present were: President Rotter, Vice President Rogers, and Directors Bennett and Hart. Secretary Rettela and CFO Fellows were absent.

The purpose of the meeting was to update emergency preparedness.

Following a discussion, and upon a MOTION duly made by Director Bennett and seconded by Vice President Rogers, it was

RESOLVED, To accept Vice President Roger's new DIR forms numbered 1, 2, and 3, subject to change in concept.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President Rotter and seconded by Director Hart, it was

RESOLVED, To accept Vice President Roger's new Building Captain form, subject to change in concept.

The MOTION passed.

There being no further business to conduct, President Slater adjourned the meeting at 2:19 p.m.

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Attest

Sue Rotter, President  
SEAL BEACH MUTUAL SEVEN

cd:12/09/16

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(07) SEVEN**

INSPECTOR: **George Hurtado**

MUTUAL BOARD MEETING DATE: **December 21, 2016**

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
153F	remodel	yes	07/19/16	11/30/16	no	complete	Pena Construction
171I	heatpump	yes	08/29/16	12/12/16	no	complete	Greenwood
166I	bath,kitchen, washer/dryer	yes	09/14/16	12/15/16	no	hot mop 11/8/16	Turner Hill
150A	bath,kitchen,cabinets,counters	yes	09/15/16	12/31/16	no	complete	Roberts
147L	cart pad	yes	10/31/16	11/21/16	no	complete	Johns Landscape
172B	drywall	yes	09/19/16	10/21/16	no		Roberts Construction
174J	tile shower	yes	10/26/16	12/30/16	no		Mamuscia Construction
167I	re-surface patio	yes	11/10/16	02/14/16	no		Stoneways
175I	bath, kit counters shower	yes	11/14/16	01/20/16	no		Kress
158B	shower, dishwasher	yes	11/23/16	02/28/17	no		Mamuscia Construction
162F	dishwasher	yes	11/30/16	01/20/16	no		Los Al Builders
173F	10/25/2016	yes	10/25/16	12/30/16	no		Nu Kote

## ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
162D			11/02/16	11/03/16	11/16/16		
161C			12/19/16				
165I		11/28/16		11/28/16	12/08/16		
145F		12/05/16					
161C		12/01/16					

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

## CONTRACTS

CONTRACTOR	PROJECT
Fenn	termites and pests
Total Landscape	gardening
Empire Pipe	sewer cleaning
Innovative Cleaning Services	laundry rooms
So Cal Fire Protection	fire extinguishers
Preferred Paving	slurry seal @ carports

## SPECIAL PROJECTS

CONTRACTOR	PROJECT
Preferred Paving	slurry seal @ carports - complete
Greco Construction	laundry doors - complete

## APARTMENT VISITS

various apartment visits

**MUTUAL OPERATIONS****SHAREHOLDER REGULATIONS****DRAFT POLICY FOR ADOPTION****Unmanned Aerial Flight Vehicles (Drones) – Mutual Seven**

Seal Beach Mutual Seven is a cooperative housing project consisting of 32 residential buildings, containing 384 units of apartments, and is the owner of all the community facilities within that Mutual area consisting of the apartment buildings, laundry rooms, streets, common sidewalks, landscape areas, carports and ways of ingress and egress into said facilities.

In order to protect the safety and privacy of the shareholders of Mutual Seven, the recreational flight of drone aircraft is prohibited over any and all Mutual Seven property.

The following are the only circumstances under which drone aircraft may operate in the air over Mutual Seven property:

1. In the event of an emergency, so declared by either local, state or federal authority, or by a duly authorized officer of the Golden Rain Foundation, or the Executive Director of the Golden Rain Foundation, or an officer of the Mutual Seven Board of Directors.
2. A commercial drone flight, at the invitation of the Mutual Seven Board of Directors, for purposes determined on a situation-by-situation basis to be necessary and beneficial to the shareholders of Mutual Seven. Under such circumstances, appropriate documentation of the qualifications of those doing the piloting, and proof of an appropriate level of liability insurance will be required.

Any violation of this resolution shall be considered a trespass, and the Leisure World Security staff will be called upon to bring such trespass to an end. This resolution does not authorize the use of force and violence by any Security personnel at this project for the accomplishment of this end, said correction to be by peaceful means or with the aid and assistance of the Police Department or Law Enforcement Agency properly deemed to be contacted. Notice of said prohibition of such activity shall be posted on signs placed about the perimeter of Mutual Seven property.

**MUTUAL ADOPTION**

SEVEN:        \*date\*

(Draft created on 12/14/16)

**MUTUAL OPERATIONS****PHYSICAL PROPERTY****DRAFT – BOARD REVIEW TO ADOPT****Flooring and Floor Covering Permits – Mutual Seven****Building Permit – to include all floor coverings**

Effective immediately, Mutual Seven requires a GRF Building Permit for all floor covering, including carpet installed at shareholder's expense. Both interior and patio/porch floor covering will require a GRF Building Permit, if original flooring is disturbed this will require all abatement procedures for asbestos. 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 – nonskid, C.O.F. min. 6.0)
- Shareholder understands what is and what is not allowed
- Shareholder understands that Mutual Seven is not responsible for damage to, or failure of, flooring purchased and installed by shareholders or their successor shareholders.

FURTHER, That this resolution dated August 9<sup>th</sup>, 2016 be attached to the permit and signed by the shareholder and installer or contractor (see page 2).

**(date)**

MUTUAL OPERATIONS

PHYSICAL PROPERTY

**DRAFT – BOARD REVIEW TO ADOPT**

Flooring and Floor Covering Permits – Mutual Seven

Shareholder Unit # \_\_\_\_\_ Shareholder Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Contractor/Installer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Mutual Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

MUTUAL ADOPTION:

SEVEN: \*date\*

(date)

## MUTUAL OPERATIONS

### PHYSICAL PROPERTY

## DRAFT POLICY WITH AMENDMENTS

### Barbeque, Turkey Fryer – Usage and General Safety Precautions – Mutual Seven

#### Barbeque/Turkey Fryer Usage

- 1) Propane, butane, charcoal barbeques, turkey fryers, or other type barbecues shall only be used in a location that is at least 10 feet away from all structures. They are permitted to be used on sidewalks and lawns if it is safe to stand on the lawn when using them. After barbecuing, the barbeque may be left in place overnight to allow the appliance, charcoal, or oil to cool down (CA Fire Code Section 1102.5.2.2).
- 2) Propane, butane, charcoal barbeques, turkey fryers, or other type barbecues shall not be used under a patio roof due to the possibility of large flare-up flames while cooking (CA Fire Code Section 1103.3.2.6).
- 3) Propane, butane, charcoal barbeques, turkey fryers, or other type barbecues shall never be used inside an apartment for cooking, heating or storage purposes (CA Fire Code Section 1103.2.6).

#### Charcoal Briquettes

If charcoal briquettes are used, a bucket of water must be kept near the barbeque in order to douse the flame if it gets out of control.

In order to prevent possible spontaneous combustion, charcoal briquettes, especially the self-starting type, may not be stored in the sun on the patio.

Charcoal briquettes must be left in the barbecue to cool down before disposing of them. **DO NOT** place hot charcoal briquettes in trash cans or bins, and **ALWAYS** make sure that the fire is extinguished before disposing of ashes.

Oil from turkey fryers must be returned to the original oil container and disposed of in trash bins. Oil cannot be poured in **ANY** drains including sinks and storm drains.

#### Barbeque Storage

- 1) Propane, butane, charcoal barbeques, turkey fryers, or other type barbecues shall be stored on the outside, open patio of apartments, but never stored in an enclosed patio.
- 2) Propane, butane, charcoal barbeques, turkey fryers, or other type barbecues shall not be stored inside an apartment (CA Fire Code Section 1103.3.2.6).
- 3) Propane, butane, or other compressed gas shall not be stored on an enclosed patio or inside an apartment.

**(date)**



MUTUAL OPERATIONS

PHYSICAL PROPERTY

**DRAFT POLICY WITH AMENDMENTS**

Barbeque, Turkey Fryer – Usage and General Safety Precautions – Mutual Seven

MUTUAL ADOPTION

AMENDMENT(S)

SEVEN: 09-19-12

\*date after 30day posting period\*

DRAFT

(date)