

AGENDA
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVEN
Wednesday October 19, 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
 - Ms. Miller, Finance Director
 - Mr. Hurtado, Building Inspector
 - Mr. Rotter, Solar Committee Chair
 - Ms. Day, Recording Secretary
5. APPROVAL OF MINUTES: **Regular Meeting of September 21, 2016**
6. CORRESPONDENCE
7. BUILDING INSPECTOR'S REPORT (pages 3-5) Mr. Hurtado
 - a. Skylight Contractor Report
8. **GUEST SPEAKER – Presentation of Mutual 2016 Budget
NSBN Management Letter** **Ms. Miller**
9. SOLAR COMMITTEE UPDATE Mr. Rotter
10. CHIEF FINANCIAL OFFICER'S REPORT Mrs. Fellows
 - Sidewalk at Unit 176-G, M. J. Jurado
 - Guidelines for bedroom smoke alarms
11. UNFINISHED BUSINESS –
 - a. Paving bid
 - b. Underground vaults
 - c. Total Landscape – tree bid, gutter cleaning, and lawn seeding
12. NEW BUSINESS –
 - a. Staff Holiday gifts
 - b. ShakeOut report to Board
 - c. Trash bin signs
13. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
14. GRF REPRESENTATIVE COMMENTS Ms. Rapp

15. DIRECTORS COMMENTS

16. ANNOUNCEMENTS

Look for several flyers in your Mutual minutes: Holiday Candles, Where to send your comments from the Town Hall Meeting (parking/fines), and available Bereavement Work Book

Welcome Dennis Repasi performing clothesline repairs

Board of Directors Training – Thursday, October 27, 2016, 12:00 noon to 4:30 p.m. in Clubhouse Four

17. SHAREHOLDER(S)' COMMENTS

18. ADJOURNMENT

19. 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, NOVEMBER 16, 2016
ADMINISTRATION BUILDING-CONFERENCE ROOM A, @ 1:00 p.m.**

cd:10/13/16

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (07) SEVEN

INSPECTOR: George Hurtado

MUTUAL BOARD MEETING DATE: October 19, 2016

PERMIT ACTIVITY									
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS		
146G	remodel	yes	02/16/16	06/01/16	yes		Alpha Master Construction		
155F	windows, shower, cabinets	yes	03/30/16	08/06/16	yes	complete	Mamusia Construction		
146G	heat pump	yes	05/16/16	08/16/16	no	complete	Yes A/C		
159D	high side push out, 1/2 bath	yes	06/10/16	09/15/16	no	fram, elect, plumb 9/8/16	Ogan Construction		
153F	remodel	yes	07/19/16	11/30/16	no	fram, lath, elect, plumb 10/11/16	Pena Construction		
155F	central air	yes	06/13/16	08/30/16	no	complete	Greenwood		
148B	heat pump	yes	06/13/16	08/30/16	no	complete	Greenwood		
171K	slider, windows	yes	06/17/16	07/25/16	no	complete	Greco		
156G	windows, slider	yes	07/13/16	08/30/16	no	complete	Los AI Builders		
171E	heat pump	yes	06/29/16	10/01/16	no	complete	Greenwood		
155F	patio resurface	yes	09/19/16	11/21/16	no	complete	Stoneways		
154F	heat pump	yes	07/11/16	12/05/16	no	complete	Greenwood		
167J	heat pump	yes	08/10/16	12/31/16	no		Greenwood		
171I	heatpump	yes	08/29/16	12/12/16	no		Greenwood		
166I	bath, kitchen, washer/dryer	yes	09/14/16	11/01/16	no		Turner Hill		
150A	bath, kitchen, cabinets, counters	yes	09/15/16	12/31/16	no		Roberts		
172B	bath restoration	yes	09/19/16	10/21/16	no		Roberts		
151I	entry door	yes	10/10/16	10/24/16	no		Roberts		
154H	heat pump	yes	08/04/16	09/26/16	no	complete	Alpine		
174D	heat pump	yes	08/08/16	11/16/16	no		Greenwood		

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MUTUAL: **(07) SEVEN**

INSPECTOR: **George Hurtado**

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ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
162L					09/21/16		
166K		10/12/16					
155J		10/03/16					
149E					09/30/16		
150J					09/30/16		
147E	9/22/2016						

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
Greco Construction	laundry room doors

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SPECIAL PROJECTS	
CONTRACTOR	PROJECT
Greco Construction	laundry room doors
contractor has not been selected / waiting on bids	paving repairs and seal coat @ carports

APARTMENT VISITS

various apartment visits