

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL SEVEN**  
**February 21, 2018**  
**Meeting begins at 1:00 p.m.**  
**Administration Building Conference Room A**

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):
  - AAA Awning, Representative
  - Ms. Rapp, GRF Representative
  - Ms. Hopkins, Mutual Administration Director
  - Mr. Hurtado, Building Inspector
  - Mrs. Aquino, Recording Secretary
5. APPROVAL OF MINUTES:
  - Regular Meeting Minutes of January 17, 2018**
  - Special Meeting Minutes of February 12, 2018 (p. 3)**
6. BUILDING INSPECTOR'S REPORT Mr. Hurtado  
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 5)
7. **GUEST SPEAKER – AAA Awning**
8. **UNFINISHED BUSINESS**
  - a. Discuss amending Policy 7510.07 – Eligibility Requirements Mrs. Fellows  
(p. 7/handout)
9. **NEW BUSINESS**
  - a. Discuss and vote going out to bid for roofing (p. 9)
  - b. Feedback to Presidents' Council regarding Rescheduling Inspection Fees
  - c. Emergency Information – Files of Life and Water Barrel Signs
  - d. Appoint refreshment committee for 2018 Annual Meeting (p. 11)
- STAFF SECRETARY BREAK 3:00 p.m.**
10. SECRETARY / CORRESPONDENCE Ms. Rettela
11. CHIEF FINANCIAL OFFICERS REPORT Mrs. Fellows

(Friday, February 16, 2018 ka)

12. GRF REPRESENTATIVE Ms. Rapp
13. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
14. ANNOUNCEMENTS
  - a. Consider running for the Board: Call any Directors if you have any questions about what is involved in being a member of the Board.
15. COMMITTEE REPORTS
16. DIRECTORS' COMMENTS
17. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
18. ADJOURNMENT
19. EXECUTIVE SESSION

**STAFF SECRETARY WILL LEAVE THE MEETING BY 4:10 p.m.**

**NEXT MEETING WEDNESDAY, MARCH 21, 2018, in the  
Administration Building, Conference Room A, at 1:00 p.m.**

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

**February 12, 2018**

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 Monday, February 12, 2018, in Building 5, Conference Room C.

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

The purpose of the meeting was to discuss the Roofing Project, Emergency Information forms, Co-Occupant Forms and Re-inspection fees.

There being no further business to conduct, President Rotter adjourned the meeting at 4:15 p.m.

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Attest

Joyce Rettela, Secretary  
SEAL BEACH MUTUAL SEVEN

ka: 2/15/18

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# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(07) SEVEN**

INSPECTOR: **George Hurtado**

MUTUAL BOARD MEETING DATE: **February 21,2018**

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
158C	remodel				yes	Final 2/14/18	Mamuscia
166K	carport cabinet	yes	12/01/17	01/15/18	no		Mike Banfield
175C	heatpump	yes	11/20/17	02/28/18	no		Greenwood
165C	carport cabinet	yes	12/26/17	02/04/18	no		Mike Banfield
166J	carport cabinet	yes	01/02/18	01/31/18	no		Mike Banfield
155C	ADA cutdown	yes	01/17/18	02/28/18	no		Nu Kote
175L	carport cabinet	yes	01/30/18	03/20/18	no		Mike Banfield
150J	entry door, window	yes	01/26/18	03/30/18	no		Swenmen
163I	patio carpet	yes	12/26/17	02/05/18	no		Kary's Carpet
152J	bedroom carpet	yes	02/01/18	03/12/18	no		Bergkvist
170L	washer dryer-microwave, dishwasher	yes	02/05/18	04/15/18	no		Alpha Master
156G	carport cabinet	yes	01/30/18	03/15/18	no		Mike Banfield
170B	washer/dryer,cabinets	yes	01/03/18	04/20/18	no		Ogan

## ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
167I			01/10/18		01/25/18		
166C					01/24/18		
164J			02/02/18				
157B	2/13/2018						
145F			01/29/18		02/13/18		

**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 / partitions
Jordan Roofing	Roofs ( 163,164,165 )
Environmental Remediation Contractors	abatement
California Repipe Specialists	repipe buildings 145,146,147,148,149,150

## SPECIAL PROJECTS

CONTRACTOR	PROJECT
Jordan Roofing	roofing - buildings 163,164,165
Environmental Remediation Contractors	asbestos abatement
California Repipe Specialists	repipe buildings 145,146,147,148,149,150

## APARTMENT VISITS

Various

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# *Mutual Corporation No. Seven*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AMENDING POLICY 7510.07 – ELIGIBILITY REQUIREMENTS  
(UNFINISHED BUSINESS ITEM A)  
**DATE:** FEBRUARY 21, 2018  
**CC:** MUTUAL FILE

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On May 15, 1970, the Mutual Seven Board of Directors adopted Policy 7510.07 – Eligibility Requirements.

On February 21, 2018, the Mutual Seven Board of Directors will discuss amending Policy 7510.07 – Eligibility Requirements.

***I move to amend Policy 7510.07 – Eligibility Requirements on a preliminary basis until the 30-day posting period is completed.***

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# *Mutual Corporation No. Seven*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS ROOFING BIDS (NEW BUSINESS ITEM A)  
**DATE:** FEBRUARY 21, 2018  
**CC:** MUTUAL FILE

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The Mutual Seven Board of Directors will be requesting the Physical Property Department to proceed with going out to bid for six (6) new roofs

***I move to approve / deny the Physical Property Department proceed with going out to bid for six (6) new roofs, for Buildings 155, 156, 157, 159, 170 and 171.***

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# Mutual Corporation No. Seven

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** REFRESHMENTS FOR 2018 ANNUAL MEETING (NEW BUSINESS ITEM D)  
**DATE:** FEBRUARY 21, 2018  
**CC:** MUTUAL FILE

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The Mutual Seven Annual Meeting will be held on May 18, 2018, at 10:00 a.m. The Mutual Seven Board of Directors would like to supply refreshments.

*I would like to appoint, \_\_\_\_\_,*

*\_\_\_\_\_ to the refreshment  
committee for the Mutual Seven Annual Meeting*