A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVEN
August 21, 2019
Meeting begins at 1:00 p.m.
Administration Building, Conference Room A

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. SHAREHOLDERS' COMMENTS **(2-3 minutes per shareholder, agenda items only)**

3. ROLL CALL

4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

   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 July 17, 2019
   Special Meeting Minutes of August 16, 2019

6. BUILDING INSPECTOR'S REPORT Mr. Hurtado
   Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests **(p. 3-5)**
   a. Discuss and vote to approve/deny permit for unit 164-E **(p. 6)**
   b. Discuss and vote to approve/deny permit for unit 156-L **(p. 7)**
   c. Discuss and vote to ratify phone poll to require wall heater in unit 158-B **(p. 8)**
   d. Discuss and vote to approve/deny permit for unit 149-C **(p. 9)**

7. CHIEF FINANCIAL OFFICER'S REPORT Mrs. Fellows
   a. Approval of monthly finances **(p. 10)**
   b. Discuss and vote to authorize transfers of funds for Mutual Seven **(p. 11)**

8. **UNFINISHED BUSINESS**
   a. Discuss and vote to ratify Policy 7707.07 – Apartment Pre-Sale Cleanup **(p. 12-14)**

9. **NEW BUSINESS**
   a. Discuss laundry room responsibilities
   b. Appoint committee for Mutual Yard Sale **(p. 15)**

STAFF BREAK BY 3:00 p.m.

(08-15-2019ck)

10. SECRETARY / CORRESPONDENCE — Ms. Repasi

11. GRF REPRESENTATIVE — Ms. Rapp

12. MUTUAL ADMINISTRATION DIRECTOR — Ms. Hopkins

13. ANNOUNCEMENTS

    NEXT REGULAR MEETING: Wednesday, September 18, 2019,
    1:00 p.m., Administration Building, Conference Room A

14. COMMITTEE REPORTS

15. DIRECTORS' COMMENTS

16. SHAREHOLDERS' COMMENTS **(2-3 minutes per shareholder)**

17. ADJOURNMENT

18. EXECUTIVE SESSION

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

NEXT REGULAR MEETING: Wednesday, September 18, 2019, 1:00 p.m.
Administration Building, Conference Room A

(08-15-2019ck)

MUTUAL: (07) SEVEN

INSPECTOR: George Hurtado

MUTUAL BOARD MEETING DATE: August 21, 2019

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
164G	heat pump	yes	08/01/19	11/01/19	no	final 8/12/19	Greenwood
160H	heat pump	yes	07/29/19	10/29/19	no		Greenwood
149D	Kitchen cabinets, countertops	yes	05/22/19	06/30/19	no	final 8/12/19	Roberts
156-H	solatube	yes	07/25/19	08/25/19	no		solatube home
147E	remodel	yes	07/20/19	08/20/19	no		mamusia
149-F	vinyl plank flooring	GRF	08/08/19	08/08/19	no		Bixby Plaza Flooring
161F	1/2 bath, kitchen remodel	yes	02/22/19	09/13/19	yes	footing, rough plumbing 4/22/19	MP Construction
164-J	washer dryer	yes	08/01/19	09/01/19	no		Ogan construction
153-J	heat pump	yes	08/05/19	11/05/19	no		Greenwood
155H	washer dryer	yes	07/01/19	10/01/19	no		Mamusia
157I	1/2 bath	yes	03/12/19	08/15/19	no		BA Construction
158G	heat pump	yes	07/11/19	10/11/19	no		Greenwood
158L	high side & bedroom pushout	yes	03/08/19	08/31/19	no	framing 06/25/19	BJ & Co
158L	high side & bedroom pushout	yes	03/08/19	08/31/19	no	shear panel 06/25/19	BJ & Co
158L	high side & bedroom pushout	yes	03/08/19	08/31/19	no	insulation 06/25/19	BJ & Co
158L	high side & bedroom pushout	yes	03/08/19	08/31/19	no	rough wiring 06/25/19	BJ & Co
158L	high side & bedroom pushout	yes	03/08/19	08/31/19	no	lath 07/03/19	BJ & Co
158L	high side & bedroom pushout	yes	03/08/19	08/31/19	no	drywall 07/15/19	BJ & Co
158L	high side & bedroom pushout	yes	03/08/19	08/31/19	no		BJ & Co
158L	high side & bedroom pushout	yes	03/08/19	08/31/19	no		BJ & Co
158L	high side & bedroom pushout	yes	03/08/19	08/31/19	no		BJ & Co
158L	high side & bedroom pushout	yes	03/08/19	08/31/19	no		BJ & Co
162A	electrical and panel	yes	07/15/19	09/30/19	no		Mamusia

MUTUAL: **(07) SEVEN** **INSPECTOR:** **George Hurtado**

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

145L	patio shades	GRF	09/20/19	09/20/19	no		AAA Awnings
157F	kitchen remodel	yes	04/30/19	08/30/19	yes		Mamusia
164A	awning	GRF	08/30/19	08/30/19	no		AAA Awnings
164E	concrete	yes	06/20/19	08/30/19	no	none	Mamusia
149F	carport cabinet	yes	08/25/19	09/01/19	no		Mike BanField
157L	cart pad	yes	08/02/19	09/12/19	no		Anguiano
171A	heat pump	yes	07/30/19	11/12/19	no		Greenwood
168E	heat pump	yes	08/06/19	11/08/19	no		Greenwood
153K	heat pump	yes	07/30/19	11/08/19	no		Greenwood

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
161A		04/08/19					
147E		07/09/19					
151B		04/02/19					
157G		04/05/19					
152E		07/09/19					
168E		08/01/19					
151D		07/31/19					
147J	8/12/2019						
153A		08/13/19					
173K		07/15/19					

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

MUTUAL: **(07) SEVEN** **INSPECTOR:** **George Hurtado**

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

Total Landscape				gardening			
Empire Pipe				sewer cleaning			
Innovative Cleaning Services				laundry rooms / partitions			
Cal Repipe				repipe project			
Bruno Alvarez				termite and dry rot repairs			
ERC				asbestos abatement			

SPECIAL PROJECTS

CONTRACTOR	PROJECT

APARTMENT VISITS

Various apartment visits

Mutual Corporation No. Seven

MEMO

TO:	MUTUAL BOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	DISCUSS AND VOTE TO APPROVE/DENY PERMIT FOR UNIT 164-E (BUILDING INSPECTOR'S REPORT, ITEM A)
DATE:	AUGUST 21, 2019
CC:	MUTUAL FILE

I move to approve/deny the building permit submitted for unit 164-E for lower entry and pavers in garden with work to be completed by Mamuscia Construction.

Mutual Corporation No. Seven

MEMO

TO:	MUTUAL BOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	DISCUSS AND VOTE TO APPROVE/DENY PERMIT FOR UNIT 156-L (BUILDING INSPECTOR'S REPORT, ITEM B)
DATE:	AUGUST 21, 2019
CC:	MUTUAL FILE

I move to approve/deny the building permit submitted for unit 156-L to move the golf cart pad with work to be completed by Anguiano Lawn Care.

Mutual Corporation No. Seven

MEMO

TO:	MUTUAL BOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	DISCUSS AND VOTE TO RATIFY PHONE POLL TO REQUIRE WALL HEATER IN UNIT 158-B (BUILDING INSPECTOR'S REPORT, ITEM C)
DATE:	AUGUST 21, 2019
CC:	MUTUAL FILE

I move to ratify the phone poll conducted on August 8, 2019, to require a wall heater in the second bedroom of unit 158-B, to conform with Mutual Seven's requirements when ceiling radiant heat is disturbed.

Mutual Corporation No. Seven

MEMO

TO:	MUTUAL BOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	DISCUSS AND VOTE TO APPROVE/DENY PERMIT FOR UNIT 149-C (BUILDING INSPECTOR'S REPORT, ITEM D)
DATE:	AUGUST 21, 2019
CC:	MUTUAL FILE

I move to approve/deny the building permit submitted for unit 149-C for a remodel with work to be completed by Robert's Construction.

Mutual Corporation No. Seven

MEMO

TO:	MUTUAL BOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	APPROVAL OF MONTHLY FINANCES (CHIEF FINANCIAL OFFICER'S REPORT, ITEM A)
DATE:	AUGUST 21, 2019
CC:	MUTUAL FILE

I move to acknowledge, that per the requirements of Civil Code Section 5500(a)-(f), a review has been completed of the mutual's reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year's budget, statements prepared by the financial institutions where the mutual has its operating and reserve accounts, income and expense statement for the mutual's operating and reserve accounts, the check registers, the monthly general ledger and delinquent assessment receivable reports for the month of July 2019.

Mutual Corporation No. Seven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AUTHORIZE TRANSFERS OF FUNDS FOR MUTUAL SEVEN (CHIEF FINANCIAL OFFICER'S REPORT, ITEM B)
DATE: AUGUST 21, 2019
CC: MUTUAL FILE

I move that the board authorizes the following transfers of funds per detailed resolutions.

Transfer/ Invoice Date	*Amount*	*Originating/Destination Accounts or Payee*
06/17/2019	$11,567.40	Jordan Roof (invoice 13912)
06/28/2019	$33,100.00	California Repipe Specialist (invoice 1138A)
07/12/2019	$35,865.00	California Repipe Specialist (invoice 1141A)
07/17/2019	$100,000.00	US Bank Restricted MM to US Bank Non-Restricted MM
07/18/2019	$34,400.00	California Repipe Specialist (invoice 1142A)
07/23/2019	$57,432.40	US Bank Restricted MM to US Bank Non-Restricted MM
07/24/2019	$106,000.00	US Bank Non-Restricted MM to US Bank Checking
07/25/2019	$34,600.00	California Repipe Specialist (invoice 1145A)
07/25/2019	$47,330.16	US Bank Checking to US Bank Restricted MM
07/29/2019	$19,766.00	US Bank Restricted MM to US Bank Non-Restricted MM
08/01/2019	$13,000.00	Total Landscape Maintenance (invoice 6903)
08/05/2019	$163,005.59	ACH-Direct Debit from multiple shareholders to US Bank Checking
08/05/2019	$94,601.91	US Bank Checking to GRF-US Bank Checking
08/05/2019	$37,786.73	US Bank Restricted MM to US Bank Non-Restricted MM
08/06/2019	$60,543.49	US Bank Checking to US Bank Impound
08/06/2019	$50,000.00	US Bank Non-Restricted MM to US Bank Checking
Various	$14,133.05	Bruno H. Alvarez (check number 11013 for various invoices)

Mutual Corporation No. Seven

MEMO

TO:	MUTUAL BOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	DISCUSS AND VOTE TO RATIFY POLICY 7707.07 – APARTMENT PRE-SALE CLEANUP (UNFINISHED BUSINESS, A)
DATE:	AUGUST 21, 2019
CC:	MUTUAL FILE

At the June 19, 2019, board meeting, the Board of Directors amended Policy 7707.07 – Apartment Pre-Sale Cleanup.

The 28-day posting requirement has been met and on August 21, 2019, the Board of Directors will vote to ratify Policy 7707.07 – Apartment Pre-Sale Cleanup.

I move to ratify amended and posted Policy 7707.07 – Apartment Pre-Sale Cleanup.

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Apartment Pre-Sale Cleanup

The following information is provided to all relatives, heirs, or Trustees of an estate who will be involved with the disposition of a Leisure world apartment upon the resident's demise and/or sale of the apartment.

1. If the apartment is to be sold, a "Notice of Intention to Withdraw" must be filed with the Stock Transfer Office in the Administration Building. This form can be obtained from your realtor or escrow company.

2. For the disposal of trash, use the trash bins located at the ends of the carports. All trash must be completely contained within these trash bins. Discarded items may not be left outside the trash bins. For large items that cannot be contained within these trash bins, a large dumpster is located in the garden area at the northwest corner of Leisure World on Nassau Street (behind Mutual Nine). Contact a Director of the Mutual for assistance if you are unfamiliar with the area (a list of Directors can be found in the laundry room).

3. Televisions and ~~such~~ **all electronic devices**, paint and other combustibles or chemicals may not be placed in any trash dumpster within Leisure World. Items of this type and liquids containing hazardous materials must be disposed of at a hazardous waste facility. Contact: Huntington Beach Hazardous Waste Collection Center at (714) 847-3581 for information (on Nichols Street, west of Beach Boulevard and south of Warner Avenue), or the Orange County Integrated Waste Management Department at (714) 834-6752.

4. Refrigerator must be emptied and washed inside and out, be turned off, and the doors propped open to vent and dry the interior. If the refrigerator doors are not propped open, the refrigerator must be left on.

5. All food products, medications and all cleaning products either liquid or spray containers must be removed from the apartment.

6. Cook top must be cleaned, and grease or drippings removed from under the burners. Exhaust filter must be thoroughly washed or replaced. Replacement filters may be obtained through the Golden Rain Foundation Purchasing Department located at the Copy & Supply Center.

7. Oven must be cleaned, and the grates and broiler pan/cover thoroughly washed.

8. Kitchen and bathroom countertops, sinks, tub, shower enclosures and toilets must be thoroughly cleaned.

(Apr 19)

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Apartment Pre-Sale Cleanup

9. Interior surfaces in apartment are to be cleaned, and the carpet vacuumed.

10. Trash must be removed from the apartment and patio area to avoid attracting bugs and/or rodents.

11. Only patio furniture may be left on the patio during this interim period.

12. Electricity must be left on during the sale period to allow the electric smoke detector system to remain operational.

13. Carport storage locker must be cleaned out and left unlocked.

14. For additional assistance or information, please contact a Board member.

MUTUAL ADOPTION **AMENDMENTS**

SEVEN: 04-17-19

(Apr 19)

Mutual Corporation No. Seven

MEMO

TO:	MUTUAL BOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	APPOINT COMMITTEE FOR MUTUAL YARD SALE (NEW BUSINESS, ITEM B)
DATE:	AUGUST 21, 2019
CC:	MUTUAL FILE

The Board of Directors appoints _____ to the Mutual Seven Yard Sale Committee.