

BUILDING NO: \_\_\_\_\_

BUILDING CAPTAIN'S UNIT: \_\_\_\_\_

**PLEASE DO NOT DROP INTO MAIL SLOTS**  
**DO NOT LEAVE AT VACANT APARTMENTS**

**MINUTES OF THE REGULAR MONTHLY BOARD MEETING OF THE  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL SEVEN  
via Zoom Video – Teleconference call  
October 21, 2020**

The regular monthly board meeting of the board of directors of Seal Beach Mutual Seven was called to order by President Rotter at 1:05 p.m. on Wednesday, October 21, 2020.

**SHAREHOLDERS' COMMENTS**

No shareholder made a comment.

**ROLL CALL**

Present: President Rotter; Vice President Bennett; Chief Financial Officer Fellows, Secretary Repasi; and Director Stevens

Guest: Ms. Miller, Director of Finance

GRF Representative: Ms. Rapp, GRF Representative

Staff: Mr. Hurtado, Building Inspector  
Ms. Hopkins, Mutual Administration Director  
Ms. Dullaart, Recording Secretary

**MINUTES**

The September 16, 2020, regular meeting minutes were approved as printed by general consent of the Board as printed.

**BUILDING INSPECTOR'S REPORT**

Following questions, Inspector Hurtado left the meeting at 1:11 p.m.

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

RESOLVED to approve the 145-G patio. Work to be done by Jurado, at the shareholder's expense.

The MOTION passed.

GUEST SPEAKER

Following a discussion upon a MOTION duly made by Chief Financial Officer Fellows and seconded by President Rotter, it was

RESOLVED to approve the 2021 Operating Budget for Mutual Seven of \$1,965,117.00, resulting in a regular monthly assessment of \$426.46 per apartment per month, for an increase of \$9.29 per month over the total regular assessment, as presented, and to adopt this budget forthwith.

The MOTION passed.

Following a discussion upon a MOTION duly made by President Rotter and seconded by Chief Financial Officer Fellows, it was

RESOLVED to approve the acceptance of the CliftonLarsonAllen, LLP engagement letter for the 2020 audit and to authorize the President to sign the letter.

The MOTION passed.

CHIEF FINANCIAL OFFICER'S REPORT

Following a discussion upon a MOTION duly made by Chief Financial Officer Fellows and seconded by President Rotter, it was

RESOLVED 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 September 2020.

The MOTION passed.

Following a discussion and upon a MOTION duly made by Chief Financial Officer Fellows and seconded by President Rotter, it was

RESOLVED to authorize the following transfers of funds per detailed resolutions.

<i>Transfer/ Invoice Date</i>	<i>Amount</i>	<i>Originating/Destination Accounts or Payee</i>
6/26/2020	\$19,469.80	Jordan Roof Company (Invoice 14483)
8/24/2020 8/31/2020	\$149,960.30	Jordan Roof Company (Invoices 14562 and 14569)
8/31/2020	\$22,790.80	US Bank Restricted Money Market to US Bank Non-Restricted Money Market
9/1/2020	\$14,196.00	Total Landscape Maintenance (Invoice 7166)
9/2/2020	\$10,000.00	Payee: Charles Downing c/o David Downey – Refund repair deposit
9/2/2020	\$10,000.00	Payee: Wendy Hovey – Refund repair deposit
9/9/2020	\$98,514.56	US Bank Checking to GRF-US Bank Checking
9/9/2020	\$64,522.35	US Bank Checking to US Bank Impound
9/9/2020	\$173,549.47	ACH-Direct Debit from multiple shareholders to US Bank Checking
9/22/2020	\$200,000.00	Merrill Lynch Investment Account to Money Market Restricted Account (US Bank)

The MOTION passed.

**NEW BUSINESS**

Following a discussion upon a MOTION duly made by Chief Financial Officer Fellows and seconded by Secretary Repasi, it was

RESOLVED to approve the transfer of funds on September 22, 2020 in the amount of \$200,000.00 from Merrill Lynch to US Bank – Money Market Restricted Reserve.

The MOTION passed.

Following a discussion upon a MOTION duly made by President Rotter and seconded by Secretary Repasi, it was

RESOLVED to approve Total Landscaping to clean the gutters at a cost not to exceed \$2,500.00 funds to be taken from Operating Funds – Landscape Extras.

The MOTION passed.

SECRETARY/CORRESPONDENCE

No correspondence from shareholder

GRF REPRESENTATIVE

GRF Representative Rapp presented her report

MUTUAL ADMINISTRATION DIRECTOR

Mutual Administration Director Hopkins had no report, commented that the November Board of Directors meeting will be held in Clubhouse 4.

ANNOUNCEMENTS

**NEXT REGULAR BOARD MEETING: Wednesday, November 18, 2020 1:00 p.m., Clubhouse 4 or via Zoom Video – Teleconference**

COMMITTEE REPORTS

There were no committee reports

DIRECTORS' COMMENTS

There were no directors comments

SHAREHOLDERS' COMMENTS

No shareholder comments.

ADJOURNMENT

President Rotter adjourned the meeting at 2:24 p.m. and announced there would be an executive session following to discuss member issues.

**EXECUTIVE SESSION SUMMARY**

The Board met in Executive Session on September 16, 2020, at 2:43 p.m., and took the following actions:

1. Legal Matters
  - a. No legal matters were discussed.
2. Contracts
  - a. No contracts were discussed.
3. Assessments / Delinquencies
  - a. 1 File was Closed
  - b. 4 Files to Monitor
4. Disciplinary Hearings
  - a. No disciplinary hearings.

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Attest, Sue Rotter, President  
SEAL BEACH MUTUAL SEVEN  
kd:10/21/2020

These are tentative minutes, subject to approval by the Board of Directors at the next regular board of directors meeting.

MUTUAL: **(07) SEVEN**

INSPECTOR: **George Hurtado**

MUTUAL BOARD MEETING DATE: **October 21, 2020**

### PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
145C	vinyl plank flooring	yes	10/12/20	11/15/20	no		Karys Carpet
147L	skylights	yes	09/03/20	11/30/20	no		M&M
148H	carport cabinet	yes	10/07/20	11/15/20	no		Imagination Unlimited
149K	heat pump	yes	09/02/20	12/14/20	no		Greenwood
150G	pergola	yes	06/25/20	10/15/20	no		AAA Awnings
152D	slider, windows	yes	08/25/20	10/14/20	no		Los Al Builders
153B	dishwasher	yes	09/10/20	10/20/20	no		Los Al Builders
155C	block wall @ patio	yes	08/21/20	10/30/20	no	final 9/8/20	Mamuscia
157F	carport cabinet	yes	10/07/20	11/15/20	no		Imagination Unlimited
157L	vinyl plank flooring	yes	10/07/20	11/10/20	no		Karys Carpet
157L	windows	yes	10/01/20	12/10/20	no		Los Al Builders
157L	heat pump	yes	08/18/20	11/25/20	no		Greenwood
159G	Tri Zone heat pump	yes	10/12/20	01/26/21	no		Greenwood
159G	vinyl plank flooring	yes	08/06/20	10/15/20	no	final 10/6/20	Kary's
159H	heat pump	yes	09/14/20	12/08/20	no		Greenwood
159J	carport cabinet	yes	09/24/20	10/15/20	no		Imagination Unlimited
157D	remodel throughout unit	yes	07/02/20	10/20/20	no		Ogan
162A	countertop	yes	08/07/20	11/30/20	yes		Mamuscia
166B	heat pump	yes	09/14/20	12/01/20	no		Greenwood
167L	heat pump	yes	09/09/20	01/01/21	no		Greenwood
169I	heat pump	yes	08/27/20	12/15/20	no		Greenwood
163A	Patio	yes	07/29/20	11/30/20	no	final 10/6/20	Mamuscia

MUTUAL: **(07) SEVEN**

INSPECTOR: **George Hurtado**

MUTUAL BOARD MEETING DATE: **October 21, 2020**

175D	microwave, cabinets	yes	08/02/20	11/01/20	no		Cascarini Construction
175F	patio windows,slider	yes	10/09/20	12/16/20	no		Los Al Builders
174B	2nd bath,laundry,cabinets	yes	12/31/19	11/30/20	yes	scratch coat 9/29/20	Mamuscia
159G	windows, door	yes	07/31/20	10/24/20	no		Ogan
174L	pavers	yes	09/17/20	10/26/20	no		Roberts

### ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
161L		08/26/20	10/05/20	10/07/20	10/19/20		
167D		02/25/20					
165J		03/23/20					
165I		01/21/20					
160F	9/18/2020						
160B		08/07/20					
175H		06/08/20	10/02/20	10/20/20			
159I		05/21/20	10/02/20				
154H		09/21/20	10/09/20				
150J		08/13/20	09/15/20	09/24/20			

**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
Southern Property Fire Protection	service and refill laundry extinguisher