

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
November 30, 2016
(Meeting begins 9:00 a.m.)

1. CALL TO ORDER
 2. BOARD ROOM DECORUM
 3. ROLL CALL
 4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):
 - Mr. Scheuermann, GRF Representative
 - Ms. Hopkins, Mutual Administration Director
 - Mr. Black, Building Inspector
 - Ms. Day, Recording Secretary
 5. SHAREHOLDER(S)' COMMENTS (limited to 3 minutes per shareholder)
 6. APPROVAL OF MINUTES: **Regular Meeting of October 26, 2016**
Special Meeting of November 14, 2016 (page A)
 7. BUILDING INSPECTOR'S REPORT Mr. Black
 - ♦ Permit Activity; Escrow Activity; Contracts & Projects; Shareholder & Mutual Requests **(pages B, C)**
 8. UNFINISHED BUSINESS –
 - a. Tree Maintenance 2017
 - b. Roofing Project update
 - c. Grass repair update – Units 240-E, 242-F, 254-A, and 259-I
 - d. Policy 7505.10 – Maintenance Responsibility **(page 1)**
 - e. Ratify telephone poll – Attorney review of By-Laws
 9. NEW BUSINESS –
 - a. 2016 Tree Planting
 - b. Notification Letter to Shareholders
 - c. Distribute Holiday Greetings
 - e. 2017 Guest Passes – Board Resolution **(pages 2-3)**
- STAFF SECRETARY BREAK (TIME TO BE DETERMINED BY PRESIDENT)**
10. SECRETARY – CORRESPONDENCE Ms. Arlart
 - ♦ Cares and Concerns Ms. Cummings
 11. CHIEF FINANCIAL OFFICER'S REPORT Mr. Giles
 12. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
 13. GRF REPRESENTATIVE Mr. Scheuermann
 14. ANNOUNCEMENTS

15. DIRECTORS' REMARKS (Time permitting, to be determined by President.)

- a. PRESIDENT..... President Arlart
- b. VICE PRESIDENT..... Vice President Cummings
- c. EMERGENCY PREPAREDNESS COUNCIL..... Advisory Director Houck
- d. FINANCE/BUDGET COMMITTEE..... CFO Giles
- e. LANDSCAPE COMMITTEE..... Director Atkinson
- f. PHYSICAL PROPERTIES COMMITTEE..... Vice President Cummings
- g. OTHER COMMITTEES:
 - 1. DRAFT TOWING POLICY COMMITTEE..... Director Phillips
 - 2. SOCIAL EVENT COMMITTEE.....

16. ADJOURNMENT

17. EXECUTIVE SESSION (legal and member issues)

DATES TO REMEMBER:

Next Regular Board Meeting: Wednesday, January 25, 2017, at 9:00 a.m. (A)
Presidents' Council: Thursday, December 1, 2016, at 9:00 a.m. (C4)
CFO Council: Wednesday, December 7, 2016, at 10:00 a.m. (B)
Presidents' Council: Thursday, January 5, 2017, at 9:00 a.m. (C4)
Physical Property Council: Thursday, January 5, 2017, at 1:30 p.m. (B)
Next Special Meeting: Monday, January 16, 2017, at 2:30 p.m. (B)
Landscape Council: Friday, January 20, 2017, at 10:00 a.m. (B)
Roundtable: Friday, January 20, 2017, at 1:00 p.m. (A)

STAFF SECRETARY WILL LEAVE THE MEETING BY 12:10 P.M.

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

November 14, 2016

In accordance with the Corporation Bylaws, and pursuant to due notice to the Directors and Shareholders, a Special Meeting of the Board of Directors of Seal Beach Mutual Ten on November 14, 2016, was called to order by President Arlart at 2:30 p.m. in Building 5, Green Room.

Those members present were: President/Secretary Arlart, Vice President Cummings, CFO Giles, and Directors Atkinson, Phillips and Winkler, and Advisory Directors Thompson and Houck. Director Newman was absent. Also present was Building Inspector Black.

The purpose of the meeting was the Physical Property Committee projects, and discussion with Building Inspector Black.

The meeting was adjourned at 3:45 p.m.

Attest

Ruthann Arlart, President/Secretary
SEAL BEACH MUTUAL TEN

cd:11/22/16

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(10) TEN**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **November 30th 2016**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
10-260L	2 skylights, micro, lighting	both	08/22/16	10/28/16	no	framing/electrical 10/5/16	Los AI builders
10-244G	counter tops new fixture/applia	both	09/12/16	09/20/16	yes		granite transformations
10-260L	carport cabinet	GRF	10/27/16	11/10/16	no		cortez carpentry
10-251L	carport cabinet	GRF	10/27/16	11/20/16			cortez carpentry
10-260L	flooring	GRF	11/07/16	11/22/16			Bixby Plaza
10-247G	shower cut down w/enclosure	both	12/06/16	01/15/16			Nu Kote
10-253H	patio fence and gate	GRF	11/15/16	12/20/16			kress
ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
10-260I				4.27.16	5.9.16		
10-246D		06/22/16	07/11/16	07/12/16	07/22/16		
10-247B		09/08/16	11/15/16	11/17/16			
10-244F			09/22/16	09/28/16	10/10/16		
10-238I							canceled prelisting

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

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (10) TEN

INSPECTOR: Kevin Black

MUTUAL BOARD MEETING DATE: November 30th 2016

CONTRACTS and PROJECTS

CONTRACTOR	PROJECT
JLS Landscaping	Mutual gardening and lawns - on going, (agenda items for repair landscap
Rain Gutters?	when please?
Class One Arboriculture	Tree Maintenance -
Fenn Pest and Termite	Pest and Termite management - still in process of walking mutual up to (24
Reserve Study Inc.	reserve study - completed
Tree Pruning RFP	RFP's have been sent, return date is 10/14/16 @4pm
Empire Pipe Cleaning	sewer cleaning set for 10/20/16 through 10/25/16, out bound only this year
	this is the last year of the contract, has been completed no report yet
Roofing	spoke with Mr. Rudge on Monday of last week about RFP packets, he spok
	with Esther about this.
Concrete	Looking for areas to R/R. 240D-E, 256D,

SHAREHOLER and MUTUAL REQUESTS

10-249i - termites	
10-244F - escrow questions	
10-245C - check on lawn area, cart drove on	
10-255C - roof leakl	
10-244F - meet with maintenace about stove and burner is	
10-256K - check on electrical panel	
10-251H - took and sent photos of tree to Class One	
10-244F - inspection, post for 11/4/16	
11/9/16 - empty unit check with Ms Arlart	
11/14/16 - physical property BOD meeting	

MUTUAL OPERATIONS**SHAREHOLDER REGULATIONS****DRAFT POLICY FOR ADOPTION****Maintenance Responsibility – Mutual Ten**

The Occupancy Agreement in Seal Beach Mutual Ten contains a provision under Article 11, Repairs, paragraph (b), whereby the Corporation shall (among other things) provide and pay for all necessary repairs, maintenance and replacements, except as specified in clause (a) of this Article.

Clause A of Article 11 of the Occupancy Agreement stipulates that:

Even though all expansions or permanent fixtures and appliances to the apartment become Mutual property when attached to the building; under the Mutual Corporation's residential permit for alterations or additions, the ~~owner/member~~ resident **shareholder** agrees not to look to the Golden Rain Foundation or the Mutual Corporation for reimbursement for the cost of the addition or the alteration, ..." and

NOW, THEREFORE BE IT RESOLVED, That any repairs, maintenance, or replacement of any cosmetic or non-standard additions and/or alterations to the original building structure be the responsibility of, and all charges and costs for the maintenance, repair or replacement of same be paid by the ~~owner/member~~ resident **shareholder** originally applying for the addition or alteration permit, and to the successor ~~owner/member~~ resident **shareholder** of that apartment. Cosmetic items and non-standard additions and/or alterations shall include, but not be inclusive of etched or paned windows, non-standard front doors, decorative non-standard window/door framing or molding, skylights, brick or other material facing, non-standard electrical and lights, non-standard flooring, counters made of non-standard material, non-standard appliances and plumbing fixtures, non-standard bathroom fixtures, and non-standard cabinetry.

RESOLVED, That a copy of this resolution, together with a list of all such cosmetic and non-standard additions and/or alterations added to the original apartment building, be attached to the escrow agreement between the existing ~~owner/member~~ resident **shareholder** and the successor ~~owner/member~~ resident **shareholder** in order to inform all new successor ~~owner/member~~ resident **shareholders** of such items, and of their obligation for the ongoing maintenance, repair, and replacement of such items at their expense.

BE IT FURTHER RESOLVED, That the existing ~~owner/member~~ resident **shareholder**, upon the resale or sale of the apartment, shall obtain a one-year Home Warranty Plan to cover each non-standard appliance and provide said warranty plan in the escrow packet.

MUTUAL ADOPTION**AMENDMENTS**

TEN: ***ratified date***

(date)



MUTUAL BOARD ACTION REQUEST

TO: MUTUAL BOARD OF DIRECTORS
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: 2017 GUEST PASSES
DATE: NOVEMBER 1, 2016
CC: FILE

2017 is less than 55 days away and we are preparing to print the 2017 guest passes. In accordance with policy 5536.1-33, four (4) guest passes will be sent to each unit. These passes will clearly indicate the unit address that the passes were supplied to for tracking of responsible party and guest verification. Per policy, four (4) additional guest passes may be issued per stipulations on Policy 5536.1-33.

As the policy is clear that the Executive Director or Mutual Administration Director is authorized to provide the additional passes, I respectfully seek action from each Mutual as follows;

On or before December 16, 2016, please provide a Board resolution (attached) providing direction on your Board approval to issue up to four (4) guest passes, or a lesser amount, as stipulated by your Board.

Of note:

- Each additional guest pass sold will be tracked with a monthly report provided to the Boards, noting the pass numbers and Shareholder/Member Guest Pass was issued to.
- For clear transparency and community notification, I will run an article in the news the week of December 19th, on the Guest Pass policy and note by Mutual the number of additional Guest Passes allowed.

Board Resolution

In accordance with GRF Policy 5536.1-33, up to four (4) additional Guest Passes may be issued to a Shareholder/Member per Policy terms and conditions. The GRF Executive Director and Mutual Administration Director, as agents for the Mutual Board, does hereby seek approval to issue up to four (4) additional Guest Passes or a lesser number of Guest Passes, as duly approved by the Board.

I move to authorize the GRF Executive Director or Mutual Administration Director to issue _____ additional Guest Passes, in accordance with GRF Policy 5536.1-33. Each Guest Pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of Guest Passes issued noting the Shareholder/Member name as responsible party for the Guest.

Date Board Approved: _____, 2016

Signed: _____, Print Name: _____

Board President or Secretary