

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
September 28, 2016
(Meeting begins 9:00 a.m.)

1. CALL TO ORDER
2. BOARDROOM DECORUM
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):
 - Mr. Scheuermann, GRF Representative
 - Ms. Hopkins, Mutual Administration Director
 - Mr. Guerrero, Security Chief
 - Mr. Black, Building Inspector
 - Mrs. Aquino, Recording Secretary
5. SHAREHOLDER(S') COMMENTS (limited to 3 minutes per shareholder)
6. APPROVAL OF MINUTES: **Regular Meeting of August 24, 2016**
Special Board Meeting of September 19, 2016 (page A)
7. GUEST SPEAKER – Parking and Towing Policy Issues Presentation Mr. Guerrero
7. BUILDING INSPECTOR Mr. Black
 - Permit Activity; Escrow Activity; Contracts & Projects; Shareholder & Mutual Requests
(pages B-C)
8. UNFINISHED BUSINESS
 - a. Tree Maintenance 2017
 - b. Water Delivery System Re-Pipe Project – Update
 - c. Roofing Project Update
 - d. JLS Project – Transformer Plant Shield Proposal Update – Unit 238-A
 - e. Unit 258-J, Shareholder Request – plant bush to shield sun – Update
 - f. Reserve Study – Executive Summary attached (pages 1-3)
 - g. Attorney review of By-Laws
 - h. Building Captain/Director Emergency Prep Meeting/Lunch – Update
 - i. Mutual Ten Committees (pages 4-5)
9. NEW BUSINESS
 - a. Approve tree removal payment, Unit 259-I
 - b. Removal of Ficus tree, Unit 252-L (page 6)
 - c. Removal of Ficus tree, Unit 246-E (page 7)
 - d. Removal of Gingko tree, Unit 254J/K (page 8)
 - e. Melaleuca tree limb removal, Unit 238-D (page 9)
 - f. Approve repair of grass, Unit 240-E (page 10)
 - g. Approve repair of grass, Unit 242-F (page 11)
 - h. Approve repair of grass, Unit 254-A (page 12)
 - i. ShakeOut Drill – October 20 at 10:20 a.m.

STAFF SECRETARY BREAK (TIME TO BE DETERMINED BY PRESIDENT)

September 28, 2016

10. SECRETARY CORRESPONDENCE Ms. Arlart
 - Cares and Concerns Ms. Cummings
11. CFO REPORT Mr. Giles
12. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
13. GRF REPRESENTATIVE Mr. Scheuermann
14. ANNOUNCEMENTS – September 29th Director/Building Captain Meeting-Clubhouse 2
September 29th GRF Parking Policy Meeting-Clubhouse 4, 2pm & 6pm
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, October 26, 2016, at 9:00 a.m. (A)
CFO Council: Wednesday, October 5, 2016, at 10:00 a.m. (B)
Presidents' Council: Thursday, October 6, 2016, at 9:00 a.m. (C4)
Physical Property Council: Thursday, October 6, 2016 at 1:30 p.m. (A)
Landscape Council: Friday, October 21, 2016, at 10:00 a.m. (B)

STAFF SECRETARY WILL LEAVE THE MEETING BY 12:10 p.m.

cd: 9/20/2016

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
September 19, 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 September 19, 2016, was called to order by President Arlart at 2:30 p.m. in Building 5, Conference Room B.

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

The purpose of the meeting was to discuss Physical Property Committee projects with Building Inspector Black.

The meeting was adjourned at 3:50 p.m.

Attest

Ruthann Arlart, President/Secretary

SEAL BEACH MUTUAL TEN

cd:9/20/2016

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(10) TEN**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **September 28th, 201**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
10-252F	flared bath skylight solar	both	08/04/16	09/09/16	no		M & M
10-250J	ductless heat pump	both	08/10/16	12/18/16	no		greenwood
10-260L	2 skylights, micro, lighting	both	08/22/16	10/28/16	no		Los Al builders
10-249C	ducted HVAC repl.	both	08/29/16	11/30/16	no		greenwood
10-244G	counter tops new fixture/applia	both	09/12/16	920/16	yes		granite transformations

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
10-260I				4.27.16	5.9.16		
10-260L		5.13.16	06/14/16	06/14/16	06/23/16		
10-246D		06/22/16	07/11/16	07/12/16	07/22/16		
10-248B			07/21/16	07/27/16	08/08/16		
10-252C			07/22/16	07/22/16	08/03/16		
10-245H			09/02/16	09/02/16	09/15/16		
10-247B		09/08/16					
10-238C		09/13/16					
10-244F			09/22/16				

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: September 28th, 201

CONTRACTS and PROJECTS

CONTRACTOR	PROJECT
JLS Landscaping	Mutual gardening and lawns - on going, (agenda items for repair landscap
Class One Arboriculture	Tree Maintenance - completed and billed for spring trimming
Fenn Pest and Termite	Pest and Termite management - still in process of walking mutual
Reserve Study Inc.	reserve study - completed draft meeting to go over set for 9/28/16
John Nelson Plumbing	contract for building re-pipe 244 - complete
ERC Abatement	contract for abatement of walls due to re-pipe 244 - complete
Advance painting	paint repairs for 244, couple exterior is all that is left
Tree Pruning RFP	making packet to go for bid - go over draft

SHAREHOLER and MUTUAL REQUESTS

10-239K - inspection	
10-245H - termites	
physical property meeting 9/19/16	
finance meeting 9/28/16	
10-244G - return of cooktop and smart burners (on truck)	
10-26L - electrical for pond in PLA area runs to 260L has a timer clock on the wall, can be di-connected at junction.	
10-246 PLA area was prepped for grass and has seed on i	

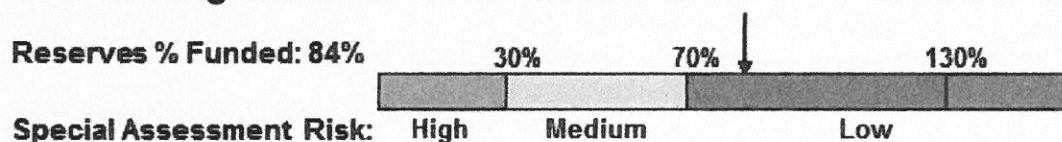
Executive Summary

Association:	Leisure World Seal Beach Mutual	#: 28227-1
	10	
Location:	Seal Beach, CA	# of Units: 276
Report Period:	January 1, 2017 through December 31, 2017	

Findings/Recommendations as-of 1/1/2017:

Projected Starting Reserve Balance:	\$2,225,657
Current Fully Funded Reserve Balance:	\$2,662,601
Average Reserve Deficit (Surplus) Per Unit:	\$1,583
Recommended 2017 Monthly "Full Funding" Contributions:	\$29,000
Alternate minimum contribs* to keep Reserves above \$0:	\$24,000
Recommended 2017 Special Assessment for Reserves:	\$0

Most Recent Budgeted Reserve Contribution Rate:.....\$17,399



Economic Assumptions:

Net Annual "After Tax" Interest Earnings Accruing to Reserves	1.00%
Annual Inflation Rate	3.00%

- This is an “Update No-Site-Visit” Reserve Study, based on a prior Report prepared by Association Reserves for your 2016 Fiscal Year. No site inspection was performed as part of this Reserve Study, which was prepared by a credentialed Reserve Specialist (RS).
- Because your Reserve Fund is above the 70% Funded level at 84% Funded, this means the association’s special assessment & deferred maintenance risk is currently low. The objective of your multi-year Funding Plan is to Fully Fund your Reserves, where associations enjoy a low risk of such Reserve cash flow problems.
- Based on this starting point, your anticipated future expenses, and your historical Reserve contribution rate, our recommendation is to increase your Reserve contributions to \$29,000.

***officially called “Baseline Funding”**

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Cost Estimate
104	Concrete Walkways - Repair	1	0	\$12,500
201	Asphalt - Resurface	20	11	\$115,000
202	Asphalt - Seal/Repair	4	1	\$12,850
205	Concrete Drive - Repair	4	1	\$31,000
321	Pole Lights - Replace	24	7	\$108,500
501	Trash Area Block Wall - Repair	20	4	\$14,500
517	Wood Bumper Rails - Replace/Repair	10	6	\$4,650
720	Meter Cabinet Doors - Replace	15	6	\$14,000
720	WH & Laundry Doors - Replace	15	6	\$3,600
807	Res. W. Heater (2018) - Replace	15	1	\$8,500
807	Res. W. Heater (2019) - Replace	15	2	\$8,500
807	Res. W. Heater (2020) - Replace	15	3	\$8,500
807	Res. W. Heater (2021) - Replace	15	4	\$8,500
807	Res. W. Heater (2022) - Replace	15	5	\$8,500
807	Res. W. Heater (2023) - Replace	15	6	\$8,500
807	Res. W. Heater (2024) - Replace	15	7	\$8,500
807	Res. W. Heater (2025) - Replace	15	8	\$8,500
807	Res. W. Heater (2026) - Replace	15	9	\$8,500
807	Res. W. Heater (2027) - Replace	15	10	\$9,350
807	Res. W. Heater (2028) - Replace	15	11	\$149,000
808	Laundry Water Heater - Replace	20	2	\$3,100
808	Laundry Water Heater - Replace	20	0	\$2,500
808	Laundry Water Heaters - Replace	20	0	\$15,500
1003	Irrigation Controllers - Replace	12	7	\$12,500
1110	Interior Surfaces - Repaint	10	3	\$5,950
1113	Pole Lights - Repaint	5	4	\$6,700
1115	Stucco - Repaint	10	2	\$95,500
1116	Wood Surfaces - Repaint	5	2	\$35,500
1117	Carports - Repaint	10	2	\$31,000
1132	Wood Surfaces - Repair	1	0	\$12,000
1140	Attic Screens - Replace	30	3	\$6,150
1303	Comp Shingle Roof - Replace (2017)	30	0	\$120,000
1303	Comp Shingle Roof - Replace (2018)	30	1	\$120,000
1303	Comp Shingle Roof - Replace (2019)	30	2	\$120,000
1303	Comp Shingle Roof - Replace (2020)	30	3	\$120,000
1303	Comp Shingle Roof - Replace (2021)	30	4	\$120,000
1303	Comp Shingle Roof - Replace (2022)	30	5	\$120,000
1303	Comp Shingle Roof - Replace (2023)	30	6	\$120,000
1303	Comp Shingle Roof - Replace (2024)	30	7	\$120,000
1303	Comp Shingle Roof - Replace (2025)	30	8	\$120,000
1303	Comp Shingle Roof - Replace (2026)	30	9	\$120,000
1303	Comp Shingle Roof - Replace (2027)	30	10	\$180,000
1305	Roofing Plywood - Replace (2017)	60	0	\$30,000
1305	Roofing Plywood - Replace (2018)	60	1	\$30,000
1305	Roofing Plywood - Replace (2019)	60	2	\$30,000
1305	Roofing Plywood - Replace (2020)	60	3	\$30,000
1305	Roofing Plywood - Replace (2021)	60	4	\$30,000
1305	Roofing Plywood - Replace (2022)	60	5	\$30,000
1305	Roofing Plywood - Replace (2023)	60	6	\$30,000

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Cost Estimate
1305	Roofing Plywood - Replace (2024)	60	7	\$30,000
1305	Roofing Plywood - Replace (2025)	60	8	\$30,000
1305	Roofing Plywood - Replace (2026)	60	9	\$30,000
1305	Roofing Plywood - Replace (2027)	60	10	\$45,000
1308	Carport Roofs - Replace	20	4	\$410,000
1310	Gutters/Downspouts - Repair (2017)	20	0	\$7,050
1310	Gutters/Downspouts - Repair (2018)	20	1	\$7,050
1310	Gutters/Downspouts - Repair (2019)	20	2	\$7,050
1310	Gutters/Downspouts - Repair (2020)	20	3	\$7,050
1310	Gutters/Downspouts - Repair (2021)	20	4	\$7,050
1310	Gutters/Downspouts - Repair (2022)	20	5	\$7,050
1310	Gutters/Downspouts - Repair (2023)	20	6	\$7,050
1310	Gutters/Downspouts - Repair (2024)	20	7	\$7,050
1310	Gutters/Downspouts - Repair (2025)	20	8	\$7,050
1310	Gutters/Downspouts - Repair (2026)	20	9	\$7,050
1310	Gutters/Downspouts - Repair (2027)	20	10	\$7,050
1407	Bldg & Carport Signage - Replace	18	11	\$6,700
1810	Storage Sheds - Replace	20	14	\$1,400
1811	Plumbing & Sewer - Repair	1	0	\$51,500
1812	Waterline Re-Piping (2017)	N/A	0	\$100,000
1812	Waterline Re-Piping (2018)	N/A	1	\$100,000
1812	Waterline Re-Piping (2019)	N/A	2	\$100,000
1812	Waterline Re-Piping (2020)	N/A	3	\$100,000
1812	Waterline Re-Piping (2021)	N/A	4	\$100,000
1812	Waterline Re-Piping (2022)	N/A	5	\$100,000
1812	Waterline Re-Piping (2023)	N/A	6	\$100,000
1812	Waterline Re-Piping (2024)	N/A	7	\$100,000
1812	Waterline Re-Piping (2025)	N/A	8	\$100,000
1812	Waterline Re-Piping (2026)	N/A	9	\$100,000
1812	Waterline Re-Piping (2027)	N/A	10	\$100,000
1901	Smoke Alarms	10	9	\$15,250
80	Total Funded Components			

Note 1: a Useful Life of "N/A" means a one-time expense, not expected to repeat.

Note 2: Yellow highlighted line items are expected to require attention in the initial year, green highlighted items are expected to occur within the first five years.

MUTUAL TEN COMMITTEES SCOPE OF WORK – 2016-17

MUTUAL TEN PRESIDENT EX-OFFICIO MEMBER OF ALL COMMITTEES

❖ BUDGET/FINANCE COMMITTEE—Chair, CFO Giles

Review monthly financial reports for accuracy, and address budget variances. Check all payments and expense for proper approval and sign checks. Prepare yearly budget for approval of the board. Monitor investments so they are safe and bring the mutual the highest returns.

BUDGET/FINANCE COMMITTEE MEMBERS

Chair – Mike Giles, CFO

Esther Cummings, Vice President

John Stipcich, Shareholder

Carl Keene, Shareholder

❖ DRAFT TOWING POLICY COMMITTEE—Chair, Director “Phil” Phillips

Duties: Appointed to draft the guidelines for a Mutual Ten towing policy.

Function: Committee meet with Security Chief, review other Mutuals’ policies, and present draft towing policy to BOD for review and approval.

Limitations: Temporary committee to write a draft towing policy for BOD approval.

DRAFT TOWING POLICY COMMITTEE MEMBERS

Chair – “Phil” Phillips, Director

Mike Giles, CFO

Bruce Scheuermann, GRF Representative

Carl Keene, Shareholder

❖ EMERGENCY PREPAREDNESS COMMITTEE—Coordinator, Advisory Director Houck

Duties: Care of generator and radios; check EP cabinets and supplies; attend EP meetings and communicate with Mutual BOD and GRF Safety/Emergency Staff; be on call to assist in an emergency in the Mutual

Function: Provide Shareholders with information to prepare for an emergency; assist Building Captains with training; inform Directors and Shareholders for the “CA Shakeout”

Limitations: EP Committee needs volunteers at this time; Building Captains contribute

EMERGENCY PREPAREDNESS COMMITTEE MEMBERS

Coordinator – Richard Houck, Advisory Director

Esther Cummings, Vice President

Audrey Newman, Director

Scott Early, Shareholder

❖ **LANDSCAPE COMMITTEE—Chair, Director Linn Atkinson**

Duties: Report issues of concern to Building Inspector for contractor correction and/or investigation; bring recommendations to the BOD for action to be taken.

Function: Monitor grounds and garden areas; communicate needs; monitor contracts with Building Inspector and BOD; communicate with shareholders

Limitations: Chair works closely with Building Inspector, Landscape representative, arborist, BOD and committee.

LANDSCAPE COMMITTEE MEMBERS

Chair, Linn Atkinson, Director

Esther Cummings, Vice President

Mike Giles, CFO

Ronde Winkler, Director

Shareholder

Shareholder

Shareholder

❖ **PHYSICAL PROPERTY COMMITTEE—Chair, Vice President Cummings**

Duties: Identify and investigate all Physical Property issues

Function: Once a project has been identified and investigated, recommendations are brought to the BOD for action.

Limitations: PP Committee works closely with the Building Inspector and all Mutual Directors on all physical property issues.

PHYSICAL PROPERTY COMMITTEE MEMBERS

Chair – Esther Cummings, Vice President

Mike Giles, CFO

“Phil” Phillips, Director

Scott Early, Shareholder

**** BY-LAWS OF SEAL BEACH MUTUAL TEN: ARTICLE V DIRECTORS, SECTION 14 COMMITTEES:**

“Committees of the Board may be appointed by resolution passed by a majority of the whole Board. Committees shall be composed of two or more members of the Board, and shall have powers of the Board as may be expressly delegated to it by resolution of the Board of Directors, except those powers expressly made non-delegable by Section 311.”



Johns Landscape Service, Inc.
4551 Cambury Drive, La Palma, CA 90623
(562) 493-1111

PROPOSAL FOR SERVICES

AUGUST 15, 2016
LINN ATKINSON, LANDSCAPE DIRECTOR
MUTUAL 10 252L TREE REMOVAL

This is a proposal for the following jobs at the given locations as described:

LOCATION	DESCRIPTION		AMOUNT
252L	REMOVE THE FICUS TREE/ROOTS. NO SEED/SOD.		\$880

TOTAL: \$880.00

THANK YOU FOR YOUR BUSINESS!



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PROPOSAL FOR SERVICES

AUGUST 10, 2016
LINN ATKINSON, LANDSCAPE DIRECTOR
MUTUAL 10 246E TREE REMOVAL

This is a proposal for the following jobs at the given locations as described:

LOCATION	DESCRIPTION		AMOUNT
246E	REMOVE THE FICUS TREE/ROOTS. NO SEED/SOD.		\$880

TOTAL: \$880.00

THANK YOU FOR YOUR BUSINESS!



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PROPOSAL FOR SERVICES

SEPTEMBER 15 2016
LINN ATKINSON, LANDSCAPE DIRECTOR

MUTUAL 10 BUILDING 254J/K

This is a proposal for the following job at the given location as described:

QUANTITY	DESCRIPTION		AMOUNT
1	REMOVE GINKO TREE: GRINDING OUT TREE STUMP/ROOTS, LEVELING/TURNING SOIL (NO SEED/SOD)		\$580.00
	ABOUT A 3 WEEK TURN AROUND FROM APPROVAL		

TOTAL: **\$580.00**

Thank you for your business!



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PROPOSAL FOR SERVICES

SEPTEMBER 2, 2016
LINN ATKINSON, LANDSCAPE DIRECTOR
Mutual 10 UNIT 238D REMOVE TREE TRUNK

This is a proposal for the following job at the given location as described:

LOCATION	DESCRIPTION	RATE	AMOUNT
238D	REMOVE THE LARGE MELALEUCA TREE TRUNK OVER HANGING THE MUTUAL SIDEWALK		\$180.00

TOTAL: **\$180.00**

Thank you for your business!



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PROPOSAL FOR SERVICES

AUGUST 31, 2016
LINN ATKINSON, LANDSCAPE DIRECTOR
Mutual 10 UNIT 240E

This is a proposal for the following job at the given location as described:

LOCATION	DESCRIPTION	RATE	AMOUNT
240E	REMOVE AN AREA AROUND THE CURRENT UNEVEN DEAD GRASS, REMOVE THE TREE ROOTS, TURN THE DIRT, ADD NEW GRO-MULCH, LEVEL AREA AND INSTALL SEED		\$90.00

TOTAL: \$90.00

Thank you for your business!



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PROPOSAL FOR SERVICES

AUGUST 31, 2016
LINN ATKINSON, LANDSCAPE DIRECTOR
Mutual 10 UNIT 242F

This is a proposal for the following job at the given location as described:

LOCATION	DESCRIPTION	RATE	AMOUNT
242F	REMOVE AN AREA AROUND THE CURRENT UNEVEN DEAD GRASS, REMOVE THE TREE ROOTS, TURN THE DIRT, ADD NEW GRO-MULCH, LEVEL AREA AND INSTALL SEED		\$90.00

TOTAL:

\$90.00

Thank you for your business!



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PROPOSAL FOR SERVICES

AUGUST 31, 2016
LINN ATKINSON, LANDSCAPE DIRECTOR
Mutual 10 UNIT 254A

This is a proposal for the following job at the given location as described:

LOCATION	DESCRIPTION	RATE	AMOUNT
254A	REMOVE AN AREA AROUND THE CURRENT UNEVEN DEAD GRASS, REMOVE THE TREE ROOTS, TURN THE DIRT, ADD NEW GRO-MULCH, LEVEL AREA AND INSTALL SEED		\$120.00

TOTAL:

\$120.00

Thank you for your business!