

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
January 25, 2017
(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
 - Ms. Knapp, Stock Transfer Supervisor
 - Mr. Black, Building Inspector
 - Mrs. Aquino, Recording Secretary
5. SHAREHOLDER(S') COMMENTS (limited to 3 minutes per shareholder)
6. APPROVAL OF MINUTES: **Regular Board Meeting of November 30, 2016**
Special Meeting Minutes of January 16, 2017 (page A)
7. **BOARD ACTION: Appoint Director**
8. BUILDING INSPECTOR Mr. Black
 - Permit Activity; Escrow Activity; Contracts & Projects; Shareholder & Mutual Requests
(**pages B, C**)
9. UNFINISHED BUSINESS
 - a. Tree Maintenance 2017 [**Board/Director packet**]
 - b. Roofing Project Update
 - c. Waterline Project Update
 - d. 2016 Tree Planting Update
 - e. Ratify Policy 7505.10 – Maintenance Responsibility (Page 3)
 - f. Attorney review of By-Laws [**Board/Director packet**] Ms. Knapp
 - g. Notification Letter to Shareholders – Update
10. NEW BUSINESS
 - a. Adopt Policy 7405.10 Flooring and Floor Covering Permits (Pages 4-5)
 - b. Special Election February 9, 2017
 - c. Combine Board Meeting Minutes and Reports w/one staple
 - d. Mutual Ten Fire Safety/Health Inspections
 - e. Rescind Policy 7760 – Property Tax Postponement Program (Page 6)
 - f. Resolution: State of California Property Tax Postponement Program (Page 7)
 - g. Motion to continue to receive other Mutual's Minutes (Page 8)
 - h. Notice of Intent to Withdraw – Board Resolution (Page 9)
 - i. Guest pass replacement
 - j. Ornamental Pear Trees
 - k. JLS Small Projects

STAFF SECRETARY BREAK (TIME TO BE DETERMINED BY PRESIDENT)

- Cares and Concerns Ms. Cummings
- 12. CFO REPORT Mr. Giles
- 13. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
- 14. GRF REPRESENTATIVE Mr. Scheuermann
- 15. ANNOUNCEMENTS
- 16. 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.....
- 17. ADJOURNMENT
- 18. EXECUTIVE SESSION (legal and member issues)

DATES TO REMEMBER:

Next regular Board Meetin February 22, 2017 at 9:00 a.m. [A]

CFO Council: Wednesday, February 1, 2017 at 10:00 a.m. [B]
 Presidents' Council: Thursday, February 2, 2017, at 9:00 a.m. [B]
 Special Board Meeting – ByLaw Amendment Ballot:
 Thursday, February 9, 2017, at 2:00 p.m. [Ch 3, Rm 2]
 Special Meeting; Monday, February 13, 2017, at 2:30 p.m. [A]
 Landscape Council: Friday, April 21, 2017, at 10:00 a.m. [B]
 Roundtable: Friday, February 17, 2017, at 1:00 p.m. [A]
 Physical Property Council: Thursday, April 6, 2017, at 1:30 p.m. [B]

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

ka: 1/18/17

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
January 16, 2017**

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 January 16, 2017, was called to order by Vice President Cummings at 2:30 p.m. in Building 5, Conference Room B.

Those members present were: Vice President Cummings, Directors Atkinson, Phillips, and Newman, and Advisory Directors Thompson and Houck (3:15 p.m.). Also, present Building Inspector Black. President Arlart, CFO Giles and Director Winkler were absent.

The purpose of the meeting was to review the monthly Physical Property report, to discuss the plan for the Fire Safety Inspections, and to distribute the roofing bid package for review.

The meeting was adjourned at 3:28 p.m.

Attest

Esther Cummings, Vice President
SEAL BEACH MUTUAL TEN

ka:1/18/17

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (10) TEN

INSPECTOR: Kevin Black

MUTUAL BOARD MEETING DATE: January 25th 2017

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
10-260L	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
10-247G	shower cut down w/enclosure	both	12/06/16	01/15/17			Nu Kote
10-253H	patio fence and gate	GRF	11/15/16	12/20/17			kress
10-257K	carport cabinet	GRF	12/12/16	01/12/17			JandJ construction
10-257L	carport cabinet	grf	01/12/17	02/15/17			JandJ construction
10-257K	remodel	both	01/23/17	03/23/17			ogan

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		
10-244F			09/22/16	09/28/16	10/10/16		
10-238I							canceled prelisting
10-241G			12/16/16	12/21/16	01/03/17		
10-250C		01/13/17					

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: January 25th 2017

CONTRACTS and PROJECTS

CONTRACTOR	PROJECT
JLS Landscaping	Mutual gardening and lawns - on going, (agenda items for repair landscap
Rain Gutters	
Class One Arboriculture	Tree Maintenance - contract is ready
Fenn Pest and Termite	Pest and Termite management - still in process of walking mutual up to (24
Tree Pruning	contract ready with high priority list and as much of medium priority list max
	12,000.00
Roofing	RFP packet in proof reading
Concrete	Looking for areas to R/R. 240D-E, 256D, 251F-G
Dry rot / Termite / Paintl lists	finishing up walking the mutual and typing lsit for repairs and paint

SHAREHOLER and MUTUAL REQUESTS

10-256B- post for inspection 12/6/16	
10-256B - inspection - 12/9/16	
Physical Property meeting 1/16/17	
10-250I - roof leak	
10-256B - roof leak	
BOD meeting 1/25/17	

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)

DRAFT

PHYSICAL PROPERTY

Flooring and Floor Covering Permits – Mutual Ten

Building Permit – to include all floor coverings

Effective immediately, Mutual Ten requires a GRF Building Permit for all floor covering, including carpet installed at shareholder expense. Both interior and patio/porch floor covering will require a GRF Building Permit, if original flooring is disturbed this will require all abatement procedures for asbestos. All testing reports and EPA/AQMD permits will be required as needed. Copies of permits and testing reports shall be filed with GRF flooring permit.

Reason for this requirement includes:

- Assurance that no asbestos contained material is removed or compromised.
- No Mutual property is damaged
- Interior/exterior patio/porch flooring is appropriate (for example – if tile on patio and interior of the unit – nonskid, C.O.F. min. 6.0)
- Shareholder understands what is and what is not allowed
- Shareholder understands that Mutual Ten is not responsible for damage to, or failure of, flooring purchased and installed by shareholders or their successor shareholders.

FURTHER, That this policy dated _____ 2017 be attached to the permit and signed by the shareholder and installer or contractor (see page 2).

(date)

DRAFT

PHYSICAL PROPERTY

Flooring and Floor Covering Permits – Mutual Ten

Shareholder Unit # _____ Shareholder Signature: _____

Printed Name: _____

Date: _____

Contractor/Installer Signature: _____ Date: _____

Printed Name: _____

Mutual Inspector Signature: _____ Date: _____

Printed Name: _____

MUTUAL ADOPTION:

TEN: (ratified date)

(date)

ADMINISTRATIVE SERVICES**RESCIND – MUTUAL TEN****Property Tax Postponement**

WHEREAS, the State of California has authorized the property tax postponement privilege under Revenue and Taxation Code Section 20630 to be extended to FHA-insured cooperatives, and

WHEREAS, the form of the Recognition Agreement and Addendum to the Recognition Agreement proposed by the Controller of the State of California has been approved by the Department of Housing & Urban Development,

THEREFORE, BE IT RESOLVED, That this Corporation

1. Approves the form of the Recognition Agreement and Addendum to the Recognition Agreement as submitted by the Controller of the State of California, and
2. Authorizes the President or Vice President to execute the Recognition Agreement and Addendum to the Recognition Agreement for any stockholder of this Corporation who requests property tax postponement.

<u>MUTUAL</u>	<u>ADOPTION DATE</u>
One	28 Jun 79
Two	19 Sept 85
Three	
Four	05 Sept 79
Five	20 Jun 79
Six	27 Jul 79
Seven	15 Jun 79
Eight	25 Jun 79
Nine	
Ten	28 Jun 79
Eleven	26 Jun 79
Twelve	
Fourteen	
Fifteen	28 Jun 79
Sixteen	

(Sept 85)

RESOLUTION:

State of California Tax Postponement Program

RESOLVED, That Mutual _____ does not support or authorize the signing of the Property Tax Postponement Application from the State of California. The Mutual further authorizes the GRF Finance department to notify the Board if a shareholder requests a Property Tax statement.

REQUEST TO PUT ON JANUARY 2017 AGENDAS

MOTION:

RESOLVED, That Mutual _____ continue to receive one hard copy of the various Mutuals' monthly minutes in their MAIL BOX in the Stock Transfer Office.

Intent to Withdraw Resolution

RESOLVED, That Mutual _____ authorizes the Board's President and/or duly appointed Officer, to act on behalf of the Board, to execute the Notice of Intent to Withdraw.

Or

RESOLVED, That any action in reference to the Notice to Withdraw for Mutual _____ requires the majority vote of the Board. Due to required agenda posting requirements, a Shareholder/Member requesting the transfer of Stock will have to be informed no action can be taken, until such Board action; this could take up to 30-days.