

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
January 24, 2018
Meeting begins 9:00 a.m.
Administration Building Conference Room A

1. CALL TO ORDER
2. SHAREHOLDER COMMENTS (2-3 minutes per shareholder - agenda items only)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

Ms. Winkler, GRF Representative
Ms. Hopkins, Mutual Administration Director
Mr. Black, Building Inspector
Ms. Aquino, Recording Secretary
5. APPROVAL OF MINUTES:
Regular Meeting Minutes of November 29, 2017
Special Board Meeting Minutes of January 8, 2018 (p. 3)
7. GRF REPRESENTATIVE Ms. Winkler
6. BUILDING INSPECTOR'S REPORT Mr. Black
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 5-6)
8. **UNFINISHED BUSINESS**
 - a. Waterline Project - Update
 - b. Concrete Replacement Project – Update
 - c. BrightView Landscape Services – Update
 - d. Parking Policy Committee – Update
 - e. Garden Inspection - Update
 - f. Amend Motion on September 27, 2017 for Seismic Study – Update (p.7)
 - g. Ratify phone poll regarding Gutter Cleaning (p. 9)
9. **NEW BUSINESS**
 - a. Sewer Repairs
 - b. BrightView Three Year Tree Care Proposal (p. 11)
 - c. Discuss Mutual Board Voting in Minutes
 - d. Resolution Incident Reports (p. 13)
 - e. Resolution Orange County Fire Authority – Master Lock Box Keys (p.15)

(Thursday, January 18, 2018 KA)

CONTINUATION NEW BUSINESS

- f. Post amended Policy 7525 – Withdrawal Inspection Process Fee (p.17)
- g. Remodel Repipe

STAFF SECRETARY BREAK 11:00 a.m.

- 10. SECRETARY / CORRESPONDENCE Mr. Stipcich
- 11. CHIEF FINANCIAL OFFICERS REPORT Mr. Giles
- 12. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
- 13. ANNOUNCEMENTS
 - a. CFO Council: Wednesday, February 7, 2018, at 10:00am [B]
 - b. Presidents' Council: Thursday, February 1, 2018, at 9:00am [Ch 4]
 - c. Emergency Prep Information Council: Friday, February 2, 2018, at 10:00am [B]
 - d. Physical Property Council: Thursday, April 5, 2018, at 1:30pm [B]
 - e. Landscape Council: Friday, April 20, 2018, at 10:00am [B]
 - f. Roundtable: Friday, February 16, 2018, at 1:00pm [A]
- 14. COMMITTEE REPORTS (as time permits)
 - a. Emergency Preparedness Council
 - b. Finance/ Budget Committee Mr. Giles
 - c. Landscape Committee Ms. Atkinson
 - d. Physical Properties Committee Ms. Cummings
 - e. Draft Parking Policy Committee Ms. Cummings
 - f. Social Event Committee
- 15. DIRECTORS' COMMENTS
- 16. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
- 17. ADJOURNMENT
- 18. EXECUTIVE SESSION

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

**NEXT MEETING: February 28, 2018 at 9:00 a.m.
Administration Building Conference Room A**

(Thursday, January 18, 2018 KA)

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
January 8, 2018**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Monday, January 8, 2018, at 2:30 p.m. in Building 5 Conference Room B.

ROLL CALL:

Present: President Arlart, Vice President Cummings, Secretary Stipcich, CFO Giles, Directors Atkinson and Dr. Newman

Staff: Building Inspector, Kevin Black

One Shareholder made a comment.

BUILDING INSPECTOR REPORT

Building Inspector Black updated the Board on Mutual activity.

LANDSCAPE SERVICE

The Board discussed the landscape maintenance service.

ADJOURNMENT

President Arlart adjourned the meeting at 4:00 p.m.

Attest

John Stipcich, Secretary
SEAL BEACH MUTUAL TEN
Ra: 10/16/17

(These are tentative minutes, subject to approval by the Board of Directors at the next Regular Board of Directors' Meeting.)

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INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(10) TEN**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **January 24th 2018**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
10-244E	oven micro, stove top	both	11/15/17	01/25/18	yes change		Lw décor
10-245A	remodel w/repipe	both	09/25/17	02/28/18	no	rooting/underground 12/8/17 - rough 12/8/17 -	kang
10-251A	remodel	Both	11/06/17	12/06/17	no	under ground 11/17/17 - fi	peek
10-260H	carport cabinet	GRF	11/15/17	12/15/17			handyman
10-256I	flooring	grf	11/30/17	01/30/18	no		the finishing touch
10-239E	new kit. Washer/dryer/showe						
10-247E	cart pad	grf	12/15/17	01/15/18	no		JLS
10-250B	room addition	both	01/15/18	03/24/18	no		ogan

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
10-251F			11/02/17	11/13/17	11/24/17		
10-260C		11/07/17					
10-257C		11/07/17					
10-244G		12/20/17					
10-256H		12/20/17					

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 24th 2018**

CONTRACTS and PROJECTS

CONTRACTOR	PROJECT
Brightview	Lawns: Mutual gardening and lawns - on going,
Brightview	Landscape:
	Rain Gutters:
	Tree removals:
Fenn Pest and Termite	contract - on going, Monday and Wednesday service for pest, Wednesday is for termite treatment and pest, no termite treatment on Mondays
	Re-piping:
	Painting: RFP's can go out soon if BOD approves
Dry rot / Termite / Paint lists	specifications are in from Vista
Concrete	set to start week on 1/8/18
sewer cleaning	
fire extinguishers	

SHAREHOLER and MUTUAL REQUESTS

244H - ceiling redo	
260F - solved issue with plug and piping, reimbustmment d	
256G - check on hot water ok	
257 - sewer issue have order in to camera	
12/18/17 - pp meeting	
243D - water damage	
245L - contractor issues from 245A	
1/9/18 - meeting w/Brightview	

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: AMEND MOTION ON SEPTEMBER 27, 2017, FOR SEISMIC STUDY –UPDATE
(UNFINISHED BUSINESS ITEM F)
DATE: JANUARY 24, 2018
CC: MUTUAL FILE

I move, THAT, NOT WITHSTANDING PREVIOUS ACTION BY THE BOARD, The Mutual Ten Board will permit LA Seismic to place the nodes, in Mutual Ten common areas, at a cost of \$20,000.

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Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RATIFY PHONE POLL VOTE REGARDING GUTTER CLEANING
(UNFINISHED BUSINESS ITEM G)
DATE: JANUARY 24, 2018
CC: MUTUAL FILE

I move to ratify the phone poll vote taken on _____, regarding gutter cleaning.

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Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: BRIGHTVIEW THREE YEAR TREE CARE PROPOSAL
(NEW BUSINESS ITEM B)
DATE: JANUARY 24, 2018
CC: MUTUAL FILE

I move to accept the three year tree care proposal from BrightView Landscape at a cost not to exceed \$_____, and authorize the President to sign the contract.

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Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RESOLUTION FOR INCIDENT REPORTS
(NEW BUSINESS ITEM D)
DATE: JANUARY 24, 2018
CC: MUTUAL FILE

At the January 4, 2018, Presidents' Council, Executive Director Ankeny has respectfully requested the directive of each Mutual Board should a Shareholder(s) deem the need to contact GRF Security Services to take an Incident Report relative to actions imposed by the Mutual Boards and/or Director.

I move that should a Shareholder(s) request an Incident Report relative to actions of a Mutual Board or a Mutual Board member, that GRF Security Services is to direct the Shareholder to draft correspondence to the attention of the Mutual Board.

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Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RESOLUTION FOR ORANGE COUNTY FIRE AUTHORITY – MASTER LOCK BOX KEYS (NEW BUSINESS ITEM E)
DATE: JANUARY 24, 2018
CC: MUTUAL FILE

At the January 4, 2018, Presidents' Council, Executive Director Ankeny has respectfully requested the directive of each Mutual Board to provide the Orange County Fire Authority with Master Lock Box Keys.

I move to authorize GRF (Golden Rain Foundation) to provide Orange County Fire authority with **four (4)** master lock box keys to be used in any and all emergency situations that may arise within the Mutual.

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Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: POST AMENDED POLICY 7525 – WITHDRAWAL INSPECTION PROCESS FEE (NEW BUSINESS ITEM F)
DATE: JANUARY 24, 2018
CC: MUTUAL FILE

I move to post amended Policy 7525 – Withdrawal Inspection Process Fee, amended on 08/27/14, never ratified and/or posted, on a preliminary basis until the 30-day posting period is completed.