

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL TEN**  
**July 26, 2017**  
**(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):
  - Ms. Winkler, GRF Representative
  - Ms. Hopkins, Mutual Administration Director
  - Mr. Bristow, Security Services Director
  - Mr. Hawke, Security Services Manager
  - Mr. Black, Building Inspector
  - Ms. Day, Recording Secretary
5. SHAREHOLDER(S)' COMMENTS (limited to 3 minutes per shareholder)
6. GUEST SPEAKERS – Security Mr. Bristow, Mr. Hawke
7. APPROVAL OF MINUTES: **Regular Meeting of June 28, 2017**  
**Special Meeting of July 13, 2017 (page 3)**  
**Special Meeting of July 17, 2017 (page 4)**
8. GRF REPRESENTATIVE Mrs. Winkler
9. BUILDING INSPECTOR'S REPORT Mr. Black
  - ♦ Permit Activity; Escrow Activity; Contracts & Projects; Shareholder & Mutual Requests (**pages 5-6**)
10. UNFINISHED BUSINESS –
  - a. Roofing Project – update
  - b. Waterline Project – update
  - c. Reserve Study
  - d. 2018 Major Projects (**page 7**)
  - e. Fountain Removal Project – update
  - f. Tree Removal Proposal, 254 – K/L
  - g. Tree Removal 259 Laundry Room
  - h. Policy 7510.10 – Eligibility Requirements (**pages 8-10**)
11. NEW BUSINESS –
  - a. 2017 Landscape Projects
  - b. Garden Policy Letter to Shareholders
  - c. Proposals to correct Sprinkler Valve Issues between Mutuals Ten and Eleven
  - d. Landscape issues – requests/complaints
  - e. Resolution regarding Property Tax Postponement Application (**page 11**)
  - f. Resolution regarding copy of various Mutuals monthly minutes (**page 12**)

**STAFF SECRETARY BREAK (TIME TO BE DETERMINED BY PRESIDENT)**

- |     |  |                         |
|-----|--|-------------------------|
| 12. | SECRETARY – Correspondence   | Mr. Stipcich            |
| 13. | CHIEF FINANCIAL OFFICER'S REPORT                                     | Mr. Giles               |
| 14. | MUTUAL ADMINISTRATION DIRECTOR                                       | Ms. Hopkins             |
| 15. | ANNOUNCEMENTS  |                         |
|     | • Committees   |                         |
| 16. | DIRECTORS' REMARKS (Time permitting, to be determined by President.) |                         |
|     | a. PRESIDENT.....  | President Arlart        |
|     | b. VICE PRESIDENT.....   | Vice President Cummings |
|     | c. EMERGENCY PREPAREDNESS COUNCIL.....                               |                         |
|     | d. FINANCE/BUDGET COMMITTEE.....                                     | CFO Giles               |
|     | e. LANDSCAPE COMMITTEE.....  | Director Atkinson       |
|     | f. PHYSICAL PROPERTIES COMMITTEE.....                                | Vice President Cummings |
|     | g. OTHER COMMITTEES:   |                         |
|     | 1. DRAFT PARKING POLICY COMMITTEE.....                               | Vice President Cummings |
|     | 2. SOCIAL EVENT COMMITTEE.....                                       |                         |
| 17. | ADJOURNMENT  |                         |
| 18. | EXECUTIVE SESSION (legal and member issues)                          |                         |

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

**DATES TO REMEMBER:**

<b>NEXT REGULAR BOARD MEETING: WEDNESDAY, AUGUST 23, 2017, AT 9:00 A.M. (A)</b>
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**CFO Council: Wednesday, August 2, 2017, at 10:00 a.m. (B)**  
**Presidents' Council: Thursday, August 3, 2017, at 9:00 a.m. (C4)**  
**Emergency PIC: Friday, August 4, 2017, at 10:00 a.m. (A)**  
**Roundtable: Friday, August 18, 2017, at 1:00 p.m. (A) ???**  
**Landscape Council: Friday, October 20, 2017, at 10:00 a.m. (B)**

cd:7/21/17

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
FINANCE COMMITTEE  
SEAL BEACH MUTUAL TEN  
July 13, 2017**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Thursday, July 13, 2017, at 1:04 p.m. in Building 5 Conference Room B.

**ROLL CALL:**

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

Guests: Mr. Depew, member of the Finance Committee; Ms. Winkler, GRF Representative

**INTRODUCTION**

President Arlart welcomed the Mutual Ten Finance Committee to the Special Meeting. The meeting was then led by CFO Giles to discuss the 2018 Budget and Reserve study.

**RESERVE STUDY**

Copies of the Reserve Study were distributed to those present for discussion.

**2018 BUDGET**

CFO Giles presented the Project Overview Charts and Budget Timelines that were available for discussion.

The next Finance Committee Meeting will be scheduled after CFO Giles gets the worksheets from the Finance Department.

**ADJOURNMENT**

President Arlart adjourned the meeting at 2:21 p.m.

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Attest

John Stipcich, Secretary

SEAL BEACH MUTUAL TEN

Ra: 7/17/17

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

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL TEN  
July 17, 2017**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Monday, July 17, 2017, at 2:31 p.m. in Building 5 Conference Room B.

**ROLL CALL:**

Present: President Arlart, Vice President Cummings, Secretary Stipcich [arrived 3:01pm], CFO Giles and Directors Dr. Newman and Atkinson.

Staff: Mr. Black, Building Inspector

**INTRODUCTION**

President Arlart welcomed the Board and staff to the Special Meeting.

**BUILDING INSPECTOR**

Building Inspector Black updated the Board on activity in the Mutual. The roofing project at building 238 is done. Touch-up painting list being prepared. Roofing project for building 239 anticipated to be completed Friday, July 21<sup>st</sup>. Still waiting on the actual start date for the re-piping project buildings 255-260. Inspector Black reminded the Board that Fenn pest control service is available Mondays and Wednesdays.

**LANDSCAPE MATTERS/PROJECTS**

Further discussion at the July Regular Board Meeting.

**ADJOURNMENT**

President Arlart adjourned the meeting at 3:40 p.m.

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Attest

John Stipcich, Secretary

SEAL BEACH MUTUAL TEN

Ra: 7/17/17

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

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(10) TEN**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **July 26th, 2017**

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
10-253I	retro windows and entry door	both	06/01/17	08/30/17	no		mamuscia conts.
10-250H	washer/dryer/ elect. Panel	both	06/01/17	08/01/17	no		Los AI builders
10-239	re-roof	both	05/22/17	09/30/17	no	1/2 nailing 7/13/17	roofing Standards
10-255F	cart pad	GRF	05/22/17	06/22/17	no		Johns landscape
10-256I	3 zone heat pump	both	06/13/17	08/15/17	no		greenwood
10-247B	entry door, sliding door, washe	both	07/20/17	11/10/17	no		Los AI builders
10-255H	flooring	GRF	07/18/17	08/21/17	no		karys Carperts 7/19/17 562.493.3678

## ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
10-241G			12/16/16	12/21/16	01/03/17		
10-245A		04/21/17	06/14/17	06/30/17	07/11/17		
10-257F		04/20/17					
10-255I		03/29/17	05/11/17	04/19/17	06/05/17		
10-243A		06/30/17		07/13/17	07/25/17		
10-252L		07/05/17					
10-241B			07/05/17	07/07/17	07/19/17		
10-251E			07/18/17				

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: **July 26th, 2017**

## CONTRACTS and PROJECTS

CONTRACTOR		PROJECT
JLS Landscaping	Lawns:	Mutual gardening and lawns - on going,
		7/6/17 - meet with Lin and Jess for watering issue with M11 water see att
		ment area is east side of 260 and south side of 248/249 -PLA
	Rain Gutters:	on going depending on weather conditions
	Tree removals:	
Class One Arboriculture		Tree Maintenance - in progress
Fenn Pest and Termite		contract - on going, Monday and Wednesday service
Roofing Standards	Roofing:	doing building 239 at the moment, 238 finaled
	Skylights:	installed for 238, 239 on 7/18/17
Kress constr.	Stove Hoods:	installed for 238, also completed 239 on 7/5/17
Advance Painting	Touch ups due to Roofing:	list being made for work order to start 238, 239 will follow when complete
John Nelson Plumbing	Re-piping:	contract signed, is 1.5 year contract, will get start and notification for first bl
Dry rot / Termite / Paint lists		still walking the mutual and typing list for repairs and paint - see partial list
Concrete		Looking for areas to R/R. 240D-E, 256C, 251F-G, 245A two corners and 10
		of main sidewalk

## SHAREHOLER and MUTUAL REQUESTS

7/5/17- pass out flyers for bldg. 239 roofing / stovehood pro	
10-248G- chk out kit. Faucet leaking	
7/14/17 - check on skylight	
7/17/17 - Physical Property meeting	
7/26/17 - BOD meeting	

Memo to: Randy Ankeny, Executive Director  
From: Mutual 10  
Subject: 2018 Budget Planning, Projects  
Date: July 5, 2017

The following major projects are planned for 2017:

- 2 Buildings Roofed – One completed June 30, 2017, one to be completed July 21, 2017
- 6 Buildings re-piped
- Minor concrete sidewalk project, 2017 or 2018

The following major projects are planned for 2018:

- 6 Buildings re-piped
- 2-4 Buildings Roofed
- Entire Mutual (23 buildings plus carports) painted plus the termite/dry rot work that will occur at the same time.
- Termite/dry rot is expected to be fairly extensive.

Note: We will not have a fire/safety inspection of Mutual 10 in 2018

Questions may be directed to Esther Cummings, Phys Prop Chair, or Mike Giles, CFO



MUTUAL OPERATIONS**PRESIDENTS' COUNCIL DRAFT****RESIDENT REGULATIONS****Eligibility Requirements –**

All each proposing persons Resident Shareholder seeking approval of the Board of Directors of Seal Beach Mutual No. \_\_\_\_\_ to purchase a share of stock in the Mutual, and to reside in the Mutual, shall individually meet the following income eligibility criteria:

- A. Apply for and be accepted as a member of the Golden Rain Foundation, Seal Beach, California.
- B. Meet the Mutual eligibility criteria as follows:

- 1. Age

Minimum of 55 years, as confirmed by a birth certificate or passport. A driver's license is not acceptable as proof of age.

- 2. Financial Ability

- a. Verified net monthly income that is at least four (4) times or greater than the monthly carrying charge (Regular Assessment plus Property Tax and Fees) at the time of application, and have liquid assets of at least ~~\$25,000~~ **\$50,000**. **Actual or projected retirement income (SS, pension, annuity, etc.) shall be the only income used for qualification.** Verified monthly income/assets may be in the form of the past two years of:

- 1. Tax returns;
- 2. 1099s for interest and dividends **(assets used to purchase unit will not be included in income calculations);**
- 3. 1099-Rs for retirement income from qualified plans and annuities **(with copy of executed payment elections documents and/or beneficiary election forms);**
- 4. SSA-1099 Social Security Benefit Statement;
- 5. Brokerage statements and current interim statement **(assets used to purchase unit will not be included in income calculations).**
- 6. Six to twelve months of checking/savings account statements **(assets used to purchase unit will not be included in income calculations).**

(draft created 6-20-17 ka)



MUTUAL OPERATIONS**PRESIDENTS' COUNCIL DRAFT****RESIDENT REGULATIONS****Eligibility Requirements –**

- b. Adjusted Gross Income per 1040, 1040A, or 1040EZ; plus that portion of Social Security, IRA distributions, and pensions and annuities not included in adjusted gross income plus tax exempt interest; **(assets used to purchase unit be included in income calculations)**, minus income tax, Social Security, Medicare, and self-employment taxes paid; and minus Medicare medical insurance and prescription drug premiums; all divided by twelve (12) will equal net monthly income to be used in Paragraph 2.a. above.
- c. Projected assessments will be the previous year's assessment (total of carrying charge less any cable charge, less Orange County Property Taxes and Fees), and the addition of the new property tax at 1.2% of the sales price plus Orange County District fees divided by twelve (12) for the new projected monthly assessment. This new figure (Regular Assessment plus Orange County Property Taxes and District Fees) times four (4) will be the monthly income required. This will be verified by the escrow company and the Stock Transfer Office. Stock Transfer shall have the final say in establishing verifiable income/assets.<sup>1</sup> **(Note1)**

Verification shall be done by the Escrow Company and the Stock Transfer Office **for each proposed shareholder** prior to the new buyer interview **orientation** and prior to the close of escrow (the above verification will not be done by the individual Mutual Directors; Directors will not be required to study or understand the financial requirements). **Two officers of the Mutual must sign the Financial Qualification Worksheet.**

- d. Only the resident shareholder's income shall be considered for qualifying.
- e. If moving within Leisure World, or if there are any additions/changes to the title (except to remove a deceased spouse's name), the proposed shareholder(s) must meet these eligibility requirements.

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<sup>1</sup> If major remodeling, expansion, or addition of a bathroom is being considered, the increase in taxes over the 1.2% of the purchase price must be taken into consideration.

**MUTUAL OPERATIONS****PRESIDENTS' COUNCIL DRAFT****RESIDENT REGULATIONS****Eligibility Requirements –****3. Health**

Have reasonably good health for a person of his/her age, as evidenced by a letter from his/her physician, so that shareholder can take care of normal living needs without calling on other members for an undue amount of assistance. Leisure World is not an assisted living or skilled nursing home facility.

**4. Character****Have a reputation for good character in his/her present community**

- C. Assume, in writing, the obligations of the "Occupancy Agreement" in use by the Mutual Corporation.

Officers or Committees of the Board of Directors designated to approve new applicants are responsible that the eligibility criteria of this corporation is equitably applied to all applicants. Approval or disapproval of buyer(s) must be received by the Stock Transfer Office at least ten (10) working days prior to the close of escrow.

**MUTUAL ADOPTION****AMENDMENT**

(draft created 6-20-17 ka)

Page 3 of 3

MOTION:

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, effective 2017-2018.

## MUTUAL 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, effective 2017-2018.

OR

RESOLVED, That Mutual \_\_\_\_\_ continue not receiving one hard copy of the various Mutuals' monthly minutes in their MAIL BOX in the Stock Transfer Office, effective 2017-2018.