

**MINUTES OF THE REGULAR MONTHLY MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
August 24, 2016**

The Meeting was called to order by President Arlart on Wednesday, August 24, 2016, at 9:00 a.m. in Conference Room A of the Administration Building.

ROLL CALL

Present:	President/Secretary Arlart, CFO Giles, Directors Atkinson, Phillips, Newman and Winkler, Advisory Directors Thompson and Houck
Absent:	Vice President Cummings
GRF Representative:	Mr. Scheuermann (9:46 a.m.)
Guests:	Four Mutual Ten shareholders
Staff:	Ms. Hopkins, Mutual Administration Director Mr. Black, Building Inspector Mrs. Aquino, Recording Secretary

INTRODUCTION

President Arlart welcomed the staff and guests to the meeting.

MINUTES

President Arlart asked if there were any corrections to the Regular Monthly Meeting minutes of July 22, 2016. There being no corrections, the minutes were approved as printed.

President Arlart asked if there were any corrections to the Special Meeting minutes of August 11, 2016. A correction was noted on page 1: the location of the meeting was Room 3, but listed as Green Room 3 in error. The minutes were approved as corrected.

President Arlart asked if there were any corrections to the Special Meeting minutes of August 15, 2016. There being no corrections, the minutes were approved as printed.

BUILDING INSPECTOR

Building Inspector Black updated the Board on activity in the Mutual (attached).

UNFINISHED BUSINESS

Following a discussion, and upon a MOTION duly made by Director Atkinson and seconded by Director Winkler, it was

RESOLVED, To authorize Physical Property Department staff to submit an RFP (Request for Proposal) for 2017 tree pruning.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President Arlart and seconded by CFO Giles, it was

RESOLVED, To ratify Policy
7499.10 – Air Conditioning/HVAC/Heat Pump Units.

The MOTION passed with one “no” vote (Phillips).

Following a discussion, it was the consensus of the Board to postpone the review of Policy 7502.10 – Carport Regulations until further research has been done.

Following a discussion, and upon a MOTION duly made by Director Winkler and seconded by Director Newman, it was

RESOLVED, To accept the proposal from JLS to re-work the area around Unit 238–A, not to exceed the amount of \$216.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President Arlart and seconded by Director Newman, it was

RESOLVED, To ratify Policy 7425.10 – Garden Areas, Trees, Shrubs.

The MOTION passed with one “no” vote (Phillips).

Inspector Black left at 9:50 a.m.

UNFINISHED BUSINESS (continued)

President Arlart stated that the attorney review of the Bylaws continues to be on hold.

Committee to review all policies continues to be on hold.

NEW BUSINESS

President Arlart asked the committee chairs to provide her with members for their committees. Following further discussion, it was the consensus of the Board to postpone this discussion until the next Board Meeting so that committees can find members.

Following a discussion and upon a MOTION duly made by President Arlart and seconded by Director Winkler, it was

RESOLVED, To authorize the expenditure of \$200 for the Emergency Training Luncheon for Building Captains and Directors.

Following further discussion, and upon a MOTION made by President Arlart and seconded by Director Winkler, it was

RESOLVED, To authorize the expenditure in the amount of \$250 and no more than \$400, for the Emergency Training Luncheon for Building Captains and Directors.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Atkinson and seconded by Director Winkler, it was

RESOLVED, To approve the request of the shareholder in Unit 258-J to plant a crape myrtle tree at the expense of the shareholder.

The MOTION passed.

CORRESPONDENCE

No correspondence.


CHIEF FINANCIAL OFFICER'S REPORT

CFO Giles presented his Mutual Financial Report (attached).

August 24, 2016

ADJOURNMENT

President Arlart adjourned the meeting at 10:25 a.m. and announced an Executive Session would follow to discuss member and legal issues.


Attest, Ruthann Arlart, President/Secretary
SEAL BEACH MUTUAL TEN
ka:8/26/16
Attachments

NEXT MEETING: WEDNESDAY, SEPTEMBER 28, 2016, at 900 a.m.

BUILDING CAPTAINS AND SHAREHOLDERS: PLEASE DO NOT LEAVE THE MONTHLY MINUTES AT EMPTY APARTMENTS. THANK YOU.

REMINDER: THE SWEEPING DAY FOR MUTUAL TEN'S TRUST STREETS IS THE 4th WEDNESDAY NIGHT OF EACH MONTH. PLEASE DO NOT PARK ON INTERLACHEN, ST. ANDREWS, OR NORTHWOOD STREETS AT THIS TIME.

Mutual Ten shareholders can access the monthly minutes on the Mutual website at:

www.lwsb.com – go to “MUTUALS” – click on “Mutual 10”

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OF AUGUST 24, 2016**

08/24/16 RESOLVED, To authorize Physical Property Department staff to submit an RFP (Request for Proposal) for 2017 tree pruning.

RESOLVED, To ratify Policy
7499.10 – Air Conditioning/HVAC/Heat Pump Units.

RESOLVED, To accept the proposal from JLS to re-work the area around Unit 238-A, not to exceed the amount of \$216.

RESOLVED, To ratify Policy 7425.10 – Garden Areas, Trees, Shrubs.

RESOLVED, To authorize the expenditure in the amount of \$250 and no more than \$400, for the Emergency Training Luncheon for Building Captains and Directors.

RESOLVED, To approve the request of the shareholder in Unit 258-J to plant a crape myrtle tree at the expense of the shareholder.

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: August 24th, 2016

CONTRACTS and PROJECTS	
CONTRACTOR	PROJECT
JLS Landscaping	Mutual gardening and lawns - on going,
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 - mutual # turned into company for process
John Nelson Plumbing	contract for building re-pipe 244 - complete
ERC Abatement	contract for abatement of walls due to re-pipe 244 - complete
Class one Arboriculture has completed 2017 tree scope of	
JLS will be spraying Merit Insecticide in several location on	

SHAREHOLDER and MUTUAL REQUESTS	
BOD meeting 7/27/16	
met with J. Nelson Plumbing regarding 244 re-pipe	
Tree Meeting w/class One & Linn - 7/27/16	
pass flyers out for 244 abatement 7/29/16	
Fixture count 7/29/16	
8/4/16 - abatement for 244	
8/4/16 - 249J check on refer	
8/5/16 - check n leak at toilet	
8/8/16 - start of re-pipe, 244	
8/8/16 - pick up shower valves for re-pipe and drop off	
8/11/16 - budget meeting club #3	
10-248B - escrow check	
8/15/16 - pre BOD meeting conf. rm. #B	
BOD meeting - 8/24/16	

CFO Report - Mutual 10
July 31, 2016

Account Description	\$ Variance	% Variance	Explanation
Total Other Income	\$ 4,046	15.1%	Total Other income is better than budget due to Inspection Fees being over budget and Interest income under budget.
Utilities	\$ (9,476)	-17.1%	As in the past months Utilities are better than budget due to less use of electricity and water. However, water usage for June and July has increased.
Professional Fees	\$ (4,476)	-46.1%	Professional Fees are better than budget due to legal items in process and not billed.
Outside Services	\$ (13,420)	-11.6%	Outside Services are better than budget in all areas however this is expected to correct in future months with work in process and not paid.
Taxes & Insurance	\$ 8,177	20.1%	As in past months Insurance is over budget due to an accounting procedure which will correct by year-end.
Excess Inc / (Exp) Before Off-Bdgt Item	\$ 23,248	0.0%	July ended better than budget.
			As in past months the YTD ending July is better than budget this will correct as seasonal expense come in along with some unexpected repairs.

SEAL BEACH MUTUAL NO. 10
FINANCIAL STATEMENTS RECAP
For the 7 months ending July 31, 2016

July			Account	YTD		
Actual	Budget	Variance		Actual	Budget	Variance
67,596	67,592	0.0%	Regular Assessment	473,153	473,144	0.0%
17,399	17,399	0.0%	Reserve Funding	121,793	121,793	0.0%
84,995	84,991	0.0%	Total Regular Assessment	594,946	594,937	0.0%
563	582	-3.3%	Service Income	3,880	4,074	-4.8%
1,983	2,487	-20.3%	Financial Income	13,645	17,409	-21.6%
3,032	768	294.8%	Other Income	13,380	5,376	148.9%
5,578	3,837	45.4%	Total Other Income	30,905	26,859	15.1%
\$ 90,573	\$ 88,828	2.0%	Total Mutual Income	\$ 625,851	\$ 621,796	0.7%
39,785	39,785	0.0%	Trust Maintenance Cost	278,495	278,495	0.0%
6,743	7,905	-14.7%	Utilities	45,859	55,335	-17.1%
720	1,386	-48.1%	Professional Fees	5,226	9,702	-46.1%
16,183	16,550	-2.2%	Outside Services	102,430	115,850	-11.6%
7,040	5,804	21.3%	Taxes & Insurance	48,805	40,628	20.1%
17,399	17,399	0.0%	Contributions To Reserves	121,793	121,793	0.0%
\$ 87,870	\$ 88,829	-1.1%	Operating Expenses Before Off-Budget	\$ 602,608	\$ 621,803	-3.1%
\$ 2,703	(1)		Excess Inc / (Exp) Before Off-Bdgt Items	\$ 23,243	(5)	
			Depreciation (Off-Budget Item)			
\$ 2,702	\$ (1)		Excess Inc / (Exp) After Off-Bdgt Items	\$ 23,243	\$ (5)	
			Restricted Reserve			
(1,113)			Appliance Reserve	33,143		
669			Painting Reserve	132,830		
19,682			Roofing Reserve	1,542,297		
(35,735)			Emergency Reserve	230,978		
(11,407)			Infrastructure Reserve	198,026		
-				-		
\$ (27,904)			Total Restriced Reserve	\$ 2,137,274		

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
August 11, 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 August 11, 2016, was called to order by President Arlart at 10:00 a.m. in Clubhouse 3, Room 3.

Those members present were: President Arlart, Vice President Cummings, and CFO Giles, and Director Atkinson, Phillips and Winkler. Also present Advisory Director Thompson. Director Newman and Advisory Director Houck were absent. Also present were GRF Representative Scheuermann, Building Inspector Black, and Mr. Keen, and Mr. Stipcich.

The purpose of the meeting was for the Mutual Ten Finance Committee Budget Planning for 2017.

The meeting was adjourned at 11:32 a.m.



Attest

Ruthann Arlart, President
SEAL BEACH MUTUAL TEN
ka:08/16/2016


**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
August 15, 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 August 15, 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, and CFO Giles, and Director Atkinson, Phillips and Winkler. Also present Advisory Director Houck. Director Newman and Advisory Director Thompson were absent. Also present were GRF Representative Scheuermann, and Building Inspector Black.

The purpose of the meeting was Physical Property Committee Projects and Discussion with Building Inspector Black.

The meeting was adjourned at 3:30 p.m.



Attest
Ruthann Arlart, President
SEAL BEACH MUTUAL TEN
ka:08/16/2016