

**MINUTES OF THE REGULAR MONTHLY MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
February 22, 2017**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Wednesday, February 22, 2017, at 9:01 a.m. in Conference Room A of the Administration Building.

ROLL CALL

Present: President/Secretary Arlart, Vice President Cummings, CFO Giles, Directors Atkinson, Newman, Stipcich and Winkler, and Advisory Director Thompson

Absent: Director Phillips and Advisory Director Houck

GRF Representative: Absent

Guests: Four Mutual Ten shareholders

Staff: Ms. Hopkins, Mutual Administration Director
Ms. Knapp, Stock Transfer Supervisor (10:01 a.m.)
Mr. Black, Building Inspector
Mrs. Aquino, Recording Secretary

INTRODUCTION

President Arlart welcomed the staff and guests to the meeting.

SHAREHOLDER(S') COMMENTS

Several shareholders made comments.

MINUTES

President/Secretary Arlart asked if there were any corrections to the Regular Monthly Meeting minutes of January 25, 2017. A correction noted that one MOTION was omitted from the Primary Resolutions page in error. The minutes were approved as corrected.

President/Secretary Arlart asked if there were any corrections to the Special Meeting minutes of January 31, 2017. There being no corrections, the minutes were approved as written.

President/Secretary Arlart asked if there were any corrections to the Special Meeting minutes of February 13, 2017. There being no corrections, the minutes were approved as written.

BUILDING INSPECTOR

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

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

RESOLVED, That Mutual Ten authorize Physical Property to prepare a contract for the reroofing of two (2) buildings by Roofing Standards, using the Owens Corning Roofing System that is approved by the City of Seal Beach, at a cost not to exceed \$160,000 and that the Mutual President is authorized to sign the contract.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Vice President Cummings and seconded by Director Nelson, it was

RESOLVED, That Mutual Ten authorize Physical Property to prepare a contract for the re-piping of 6 Buildings 255, 256, 257, 258, 259, and 260 by John Nelson Plumbing at a total cost not to exceed \$300,000 and that the Mutual President be authorized to sign the contract.

The MOTION passed.

EMERGENCY AGENDA ITEM

Following a discussion, and upon a MOTION duly made by Director Atkinson and seconded by Vice President Cummings, it was

RESOLVED, To add the removal of a willow tree at Building 241 to the agenda.

The MOTION passed.

BUILDING INSPECTOR (continued)

Following a discussion, and upon a MOTION duly made by Director Atkinson and seconded by Vice President Cummings, it was

RESOLVED, To authorize, upon the recommendation of John's Landscape, the removal of the willow tree at Building 241 at the Northwood Road end.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President/Secretary Arlart and seconded by Vice President Cummings, it was

RESOLVED, To adopt Policy 7405.10 – Flooring and Floor Covering Permits on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

Following a discussion regarding pesticide application, President/Secretary Arlart reported that Mutual Ten uses a licensed pest control operator. Notices for grass and weed applications may be posted on the Laundry Room doors. Please understand that dates and times may change due to weather and other unforeseen circumstances.

Inspector Black left the meeting at 10:01 a.m.

UNFINISHED BUSINESS

President/Secretary Arlart reminded the Board that Mutual Ten's fire safety/health inspections are underway and will continue until the end of February.

Stock Transfer Supervisor Knapp discussed the Mutual ByLaws amendments in regard to preparing the May ballot.

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

RESOLVED, That the May ballot include a single box to vote on all ByLaws amendments that are being presented.

The MOTION failed with two "yes" votes (Cummings, Giles) and four "no" votes (Newman, Winkler, Atkinson, Stipcich).

UNFINISHED BUSINESS (continued)

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

RESOLVED, That the May ballot itemize all the ByLaws amendments as separate items for approval or disapproval by the membership.

The MOTION passed with one "no" vote (Giles).

NEW BUSINESS

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

RESOLVED, That the form "NOTICE TO SHAREHOLDERS" be offered to Stock Transfer to create a standard form for all Mutuals.

The MOTION passed.

President/Secretary Arlart discussed the Towing Policy Committee. She stated that Director Phillips is no longer Chair, and that the committee has disbanded pending further notice.

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

RESOLVED, To approve a discretionary amount of money to be used by the Landscape Chair for small projects and emergencies that do not require Board Action, at a cost not to exceed \$200.

The MOTION passed with two "no" votes (Cummings and Giles)

Following further discussion, the above MOTION was withdrawn until the next Regular Board Meeting.

Following a discussion, it was the consensus of the Board to postpone discussion on replacement tree at Unit 246-A; Transformer Area at Unit 242-L; the Grass at the Flowerbed Unit 243-G: until the next Regular Board Meeting.

NEW BUSINESS (continued)

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

RESOLVED, To appoint a committee chaired by Director Winkler, and including Vice President Cummings, to draft guidelines for a Mutual Ten parking policy.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President/Secretary Arlart and seconded by Vice President Cummings it was,

RESOLVED, To amend Policy 7210.10 – Elections on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

SECRETARY/CORRESPONDENCE

President/Secretary Arlart received two letters.

CHIEF FINANCIAL OFFICER'S REPORT

CFO Giles submitted his Mutual financial report (attached).

MUTUAL ADMINISTRATION DIRECTOR

Ms. Hopkins updated the Board on Mutual Administration activity (attached).

ANNOUNCEMENTS

President/Secretary Arlart made the following announcements:

May 17, 2017 Annual Shareholders Meeting and Election:

Candidate applications – February 16, 2017, through March 20, 2017

Ballot included Directors and ByLaws Amendments

Annual Meeting, Wednesday, May 17, 2017 at 10:00 a.m Clubhouse Four

Carolyn Miller, GRF Finance Director will attend the March 22, 2017 Regular Board meeting to present the 2016 Audited Financial Statements

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OF FEBRUARY 22, 2017**

2/22/17 RESOLVED, That Mutual Ten authorize Physical Property to prepare a contract for the reroofing of two (2) buildings by Roofing Standards, using the Owens Corning Roofing System that is approved by the City of Seal Beach, at a cost not to exceed \$160,000 and that the Mutual President is authorized to sign the contract.

RESOLVED, That Mutual Ten authorize Physical Property to prepare a contract for the re-piping of 6 Buildings 255, 256, 257, 258, 259, and 260 by John Nelson Plumbing at a total cost not to exceed \$300,000 and that the Mutual President be authorized to sign the contract.

RESOLVED, To add the removal of a willow tree at Building 241 to the agenda.

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RESOLVED, To adopt Policy 7405.10 – Flooring and Floor Covering Permits on a preliminary basis until the 30-day posting period is completed.

RESOLVED, That the May ballot itemize all the ByLaws amendments as separate items for approval or disapproval by the membership.

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February 22, 2017

ADJOURNMENT

President/Secretary Arlart adjourned the meeting at 11:15 a.m. for a break and announced an Executive Session would follow to discuss member issues.



Attest

Ruthann Arlart, President/Secretary
SEAL BEACH MUTUAL TEN

ka:2/27/17

Attachments

NEXT MEETING: WEDNESDAY, MARCH 22, 2017, at 9:00 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”

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(10) TEN**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **FEBRUARY 22 2017**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
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	remodel	both	01/23/17	03/23/17		ground work 1/26/17- lath	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		
10-241G			12/16/16	12/21/16	01/03/17		
10-250C		01/13/17	01/25/17	02/09/17	02/21/17		

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: FEBRUARY 22 2017

CONTRACTS and PROJECTS

CONTRACTOR	PROJECT
JLS Landscaping	Mutual gardening and lawns - on going, (Lawn spraying of oxalis)
Rain Gutters	on going depending on weather conditions
Class One Arboriculture	Tree Maintenance - contract is signed trying to start rain delay
Fenn Pest and Termite	termite and pest control: termite report in and yearly contract bill paid -
	I need to analyze reports for M10 full reports this year
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 - plan on 2 roofs this year
Concrete	Looking for areas to R/R. 240D-E, 256D, 251F-G
Dry rot / Termite / Paint lists	finishing up walking the mutual and typing list for repairs and paint
Re-piping	planning on doing 6 more buildings this year

SHAREHOLER and MUTUAL REQUESTS

10-238L - pull box vault, caulk blocks?	
physical property meeting 2/13/17	
10-245D - wants to add heavy duty curtains for patio	(see insert)
flooring permit policy - C.O.F. rating	
10-238A - roof leak, field leak - completed	
10-244L - roof leak, bath flashing - complete	
10-259E - roof leak - complete	
10-256B - roof leak, into maintenance to repair termite dam	
10-241I - roof leak - not looked at yet	

Physical Property Report – February 22, 2017

The storms keep coming in and so far we are doing pretty well. The most recent storm toppled one small tree and broke off about half of a bottlebrush tree. We will be arranging for inspections on any other trees that may have been destabilized by this last storm. A few more roof leaks, mostly around skylights.

We did lose power for a while this last weekend. Be sure to have a flashlight and other battery light sources to use during an emergency, candles are too dangerous! The purchasing department has a good emergency light available for sale. You put it in an electrical socket and it comes on when the power goes off and can be removed from the socket to use as a flashlight.

We are getting ready to move ahead with the re-plumbing of 6 buildings and roofing 2. If your building is chosen for one of these projects you will be notified.

Fire/Safety inspections are finished, but there will be a second round for apartments that failed to meet all the safety requirements. Thank you all for your cooperation during this most important project!

At this time there is some funding still available for the City of Seal Beach shower cut-down project. To see if you can qualify for this free program you can call Civic Stone at 909-364-9000. Nu-Kote will be contracted to do the project.

If you are interested in Directv (satellite) you may contact ThorComm LLC at 844-484-6726. They are familiar with the special requirements for installation in Leisure World.

CFO Report - Mutual 10
January 31, 2017

[illegible]

SEAL BEACH MUTUAL NO. 10
FINANCIAL STATEMENTS RECAP
For the 1 months ending January 31, 2017

January				YTD		
Actual	Budget	Variance	Account	Actual	Budget	Variance
68,444	68,442	0.0%	Regular Assessment	68,444	68,442	0.0%
25,293	25,292	0.0%	Reserve Funding	25,293	25,292	0.0%
93,737	93,734	0.0%	Total Regular Assessment	93,737	93,734	0.0%
739	582	27.0%	Service Income	739	582	27.0%
1,759	1,932	-9.0%	Financial Income	1,759	1,932	-9.0%
1,005	1,278	-21.4%	Other Income	1,005	1,278	-21.4%
3,503	3,792	-7.6%	Total Other Income	3,503	3,792	-7.6%
\$ 97,240	\$ 97,526	-0.3%	Total Mutual Income	\$ 97,240	97,526	-0.3%
39,934	39,934	0.0%	Trust Maintenance Cost	39,934	39,934	0.0%
4,683	7,314	-36.0%	Utilities	4,683	7,314	-36.0%
723	2,429	-70.2%	Professional Fees	723	2,429	-70.2%
10,869	16,921	-35.8%	Outside Services	10,869	16,927	-35.8%
6,579	5,636	16.7%	Taxes & Insurance	6,579	5,636	16.7%
25,293	25,292	0.0%	Contributions To Reserves	25,293	25,292	0.0%
\$ 88,081	\$ 97,526	-9.7%	Operating Expenses Before Off-Budget	\$ 88,081	\$ 97,532	-9.7%
\$ 9,159	(11)		Excess Inc / (Exp) Before Off-Bdgt Items	\$ 9,159	9,159	
			Depreciation (Off-Budget Item)			
\$ 9,159	\$ (11)		Excess Inc / (Exp) After Off-Bdgt Items	\$ 9,159	\$ 9,159	
			Restricted Reserve			
1,946			Appliance Reserve	17,621		
319			Painting Reserve	136,495		
11,364			Roofing Reserve	1,637,311		
-			Emergency Reserve	227,696		
11,364			Infrastructure Reserve	166,873		
-				-		
\$ 24,993			Total Restricted Reserve	\$ 2,185,996		

1010 Seal Beach Mutual No. Ten
Financial Statement Recap
12/31/2016

Page: 1

P.O. Box 2069
Seal Beach CA 90740

Dec Actual	Dec Budget		2016 Y-T-D Actual	2016 Y-T-D Budget
67,592	67,597	Carrying Charges	811,116	811,109
17,399	17,399	Reserve Funding	208,788	208,788
84,991	84,996	Total Regular Assessments	1,019,904	1,019,897
552	586	Service Income	6,658	6,988
1,785	2,484	Financial Income	22,654	29,841
1,024	760	Other Income	19,915	9,208
3,360	3,830	Total Other Income	49,227	46,037
88,352	88,826	Total Mutual Income	1,069,131	1,065,934
39,785	39,790	GRF Trust Maintenance Fee	477,420	477,425
7,648	7,901	Utilities	86,011	94,856
10,786	1,380	Professional Fees	23,695	16,626
23,018	16,538	Outside Services	184,779	198,588
1,982	5,807	Taxes & Insurance	68,831	69,651
17,399	17,399	Contributions to Reserves	208,788	208,788
100,618	88,815	Total Expenses Before Off-Budget	1,049,524	1,065,934
(12,266)	11	Excess Inc/(Exp) Before Off-Budget	19,607	0
(12,266)	11	Excess Inc/(Exp) After Off-Budget	19,607	0
		Restricted Reserves		
(4,181)	0	Appliance Reserve Equity	15,675	0
669	0	Painting Reserve	136,176	0
16,730	0	Roofing Reserve	1,625,946	0
0	0	Emergency Reserve Equity	227,696	0
0	0	Infrastructure Reserve	155,509	0
13,218	0	Total Restricted Reserves	2,161,001	0

MUTUAL TEN PRESIDENT'S REPORT

February 22, 2017

➤ MARK YOUR CALENDAR:

MUTUAL 10 BOARD MEETING
WEDNESDAY, MARCH 22, 2017
ADMINISTRATION 2ND FLOOR
9:00am MEETING BEGINS

2017 is a very important election year for Mutual Ten:

The application period to volunteer and be a candidate for the Board is from February 16 - March 20. There is still time to volunteer and pick-up an application in the Stock Transfer Office. Are you feeling the "youthful spirit"?

February 9th, the Mutual had a successful Special Shareholders' Meeting to count the secret ballots, conducted by Accurate Voting. The Bylaws have been amended: (1) the number of Directors has been reduced from 8 to 6; (2) qualifications of Board members have been amended; (3) candidate eligibility has been amended. These Bylaw amendments will be in effect for the next election of Directors. The Election Policy 7210.10 will be amended to be in keeping with the newly amended Bylaws.

April 17, 2017, another secret ballot will be mailed. This ballot will be to elect the six (6) Directors who will manage the Mutual's assets for the next two years. These six individuals will make the decisions regarding: (1) maintaining and repairing the Mutual buildings and property; (2) enforcing the governing documents; (3) preparing budgets, paying bills, providing year-end financial statements; (4) managing day to day operations of the Mutual. Also, the ballot will have additional Bylaw amendments to update the Bylaws to be current with today's laws.

At the Annual Meeting, May 17, 2017, Accurate Voting will be tabulating the votes on the secret ballot: (1) to select the six (6) Directors who will manage the Mutual's assets; (2) to amend the Mutual's Bylaws by updating them to be current with today's laws.

Thank you for participating and being an active shareholder in the Mutual.

➤ WEBSITE:

LW website: www.lwsb.com go to the top bar Mutuals and click for drop down list, then, click on Mutual 10. Minutes and agendas are posted as well as a link to policies and Seal Beach weather. Do you have suggestions for the website? The main LW website also links to policies. **Please check out both websites.**

➤ FIRE LANE ENFORCEMENT:

The Orange County Fire Authority has designated certain areas in Mutual Ten as Fire Lanes to ensure that they are kept clear of vehicle traffic and allow for emergency vehicle access in a fire/medical response. Vehicles are not allowed to stop, stand or park in these areas per Section 22500.1 of the California Vehicle Code.

The Mutual Ten Board would like you to remind all Residents, Guests, Caregivers and Contractors that all vehicles found to be parked in areas designated as Fire Lanes, whether attended or unattended, are to be immediately removed at the vehicle owner's expense. Thank you in advance for your cooperation with the goal to keep Mutual Ten safe by not parking in restricted areas.

"The breeze, the trees, the honey bees - ALL VOLUNTEERS!"

"VOLUNTEERS are paid in six figures...**S-M-I-L-E-S**".

"The world is hugged by the faithful arms of VOLUNTEERS".

Ruthann Arlart Mutual Ten President

HOW TO PREPARE FOR POWER OUTAGES

Eloy Gomez, GRF Safety & Emergency Coordinator

With Southern California Edison's (SCE) planned and unplanned power outages in Leisure World, preparing for an electrical power outage is prudent.

As active and self-reliance community members, it is every shareholder's responsibility to prepared for all types of disasters, including power outages.

Before a Power Outage

Build or restock your emergency preparedness kits to include a flashlight, batteries, cash, and first aid supplies.

Make sure you have alternative charging methods for your phone and other devices that require power. Keep cell phones and any battery powered devices fully charged. Landline wireless phones will not work during a power outage, so consider purchasing a corded phone that does not require electricity. Corded phones sell for around \$10.00.

Purchase ice or freeze water-filled plastic containers to help keep food cold during a temporary power outage.

Download the Southern California Edison Application to your cell phones to see updated power outage maps, report outages and street lights, check accounts and pay bills. To download the free app from smart or android cell phones go to Play or Apple stores and type Southern California Edison

Keep your car's gas tank full. Gas stations rely on electricity to power their pumps.

Register cell phone number with AlertOC, the local government alert system, to receive emergency notifications. There is no need to register your landline, as it is already registered. To register log in to: <https://alertoc.bbcportal.com> or contact me at 431-6586, ext 356, for an application.

During a Power Outage

Only use flashlights for emergency lighting. The 10 Day Duro Lantern sold in the GRF Purchasing Dept. is recommended. Never use candles as they can cause fires.

Keep refrigerator and freezer doors closed. Most refrigerated food can be kept safely in a closed refrigerator for several hours. An unopened refrigerator will keep food cold for about 4 hours. A full freezer will keep the temperature for about 48 hours.

Put on layers of warm clothing if it is cold outside. Never use propane operated heaters indoors. If the power is going to be out for a prolonged period, plan to go to another location (the home of a relative or friend, or a Clubhouse) that has heat to keep warm. Contact the Security Department at 594-4794 or the Safety Coordinator for information on the closest cooling or warming center.

If possible, turn off or disconnect appliances and other equipment to protect against possible power surges that can damage computers and other devices. Consider adding surge protectors.

If you do not have the SCE's app and wish to report or obtain power outage information call SCE's automated phone system at 800/655-4555. People can speak to person by pressing zero after you key in the number for the first two choices.

Please do not contact Security or any other GRF office for power outage information. By doing so ties up landlines that are reserved for actual emergencies.

Individuals with Disabilities and Others with Access and Functional Needs

Before a power outage strikes, you may register with SCE, which can issue an alert when power will be restored in an unplanned outage and before a planned outage. This is vitally important for those who use oxygen or mechanical ventilation. Contact the GRF Security Office or the Safety/Emergency Coordinator to obtain a Medical Baseline Application. Neither GRF nor the Mutuals are responsible for supplying electrical power or generators in times of power outages.

People who cannot be without power should plan for how you will obtain a power back-up. If possible, have back-up battery, generator, solar or alternate electrical resources (in accordance with Mutual policies). Also, consider a power inverter for you vehicle's cigarette lighter to charge batteries when nothing else works. Explore newer solutions.

Purchase extra batteries for power wheelchairs or other battery-operated medical or assistive technology devices. Keep the batteries trickle charged at all times.

Backup chargers for a cell phone could include a hand-crank USB cell phone emergency charger, a solar charger or a battery pack. Some weather radios have a built in hand crank charger.

Backup chargers for a laptop or tablet could include a 12V USB adapter that plugs into a car, an inverter, or a battery jump pack with an USB port.

For more information, contact me at 431-6586, ext. 356.



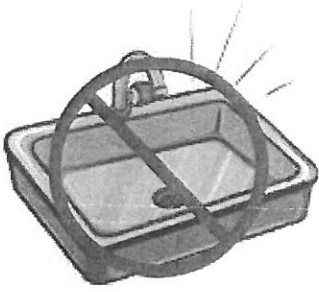
Golden Rain Foundation

Member Resource and Assistance Liaison

The Member Resource and Assistance Liaison is dedicated to improving the quality of life for residents. The Member Resource Liaison is available for crisis intervention, linkages to community resources, and support. For confidential and free service please contact this department if you are:

- Grieving the loss of a loved one
- Caring for an ill or aging relative
- Coping with a life changing diagnosis
- Making long-term care arrangements
- Feeling overwhelmed and stressed
- In need of assistance in your home
- Interested in a volunteer opportunity
- Homebound and in need of a friendly visitor

Contact Cynthia Tostado, LCSW Member Resource and Assistance Liaison at 562-431-6586 X 317



PROPER USE OF GARBAGE DISPOSAL

When using the garbage disposal be sure to run plenty of water!

Follow these easy steps when using the garbage disposal:

1. Turn on the cold water
2. Turn on the disposal
3. Feed the material into the disposal a little at a time
4. When the hammering stops, turn off the disposal and keep the water running for one minute
5. Make sure to run the disposal every day, even though you are not putting it to normal use
6. If the disposal stops working, locate the RED re-set button on the bottom surface of the unit and hold for 30-seconds.

REMINDER

Please do not grind these items

Bones	Onion Skins
Carrot peelings	Pea Pods
Celery & Rhubarb Stalks	Potato Peelings
Coffee Grounds	Grease
Corn Cobs—Husks or Silks	Pills
Egg Shells	Glass
	Rice
	Any fibrous materials

If the disposal is not grinding as well as it should, grind some ice to sharpen the blades.

To deodorize the disposal grind some lemon, lime or orange rinds.

MUTUAL OPERATIONS**DRAFT****PHYSICAL PROPERTY****Flooring and Floor Covering Permits – Mutual Ten****Building Permit – to include all floor coverings**

Effective immediately, Mutual Ten **(10)** 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: non-skid rating if tile on patio and interior of the unit – nonskid, C.O.F. min. 6.0)~~, **and must meet DCOF current standards as suitable for all applications.**
- Shareholder understands what is and what is not allowed
- Shareholder understands that Mutual Ten **(10)** 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).

MUTUAL OPERATIONS**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)

MUTUAL OPERATIONS**DRAFT POLICY****STOCKHOLDERS MEETINGS****Elections – Mutual Ten Only**

In accordance with State Law and the Mutual Bylaws, the following policy is established for the general election of directors to the Mutual Board of Directors. The general election of Mutual Ten is held every other year during odd numbered years. Directors' terms are for two years.

1. Candidates**a. Candidate Eligibility**

In accordance with the Mutual Bylaws, ~~all members in good standing are eligible to run for election to the Mutual Board of Directors. "Good Standing" means that the member is not delinquent in the payment of monthly or special assessments in an amount equal to or greater than one month's assessment for a period of time greater than 30 days.~~ **all candidates for election to the Mutual Ten Board of Directors must be shareholders of Mutual Ten and at least eighteen (18) years of age. Additionally no person may be a candidate if the person: (A) is delinquent by more than sixty (60) sixty days in the payment of any assessment levied by the Mutual Corporation; (B) has been declared of unsound mind by a final order of the court or has been convicted of a felony; or (C) is the Co-owner of a unit and another Co-owner of the unit is a candidate for the Board or already a member of the Board. With regard to Units owned in whole or part by an entity (e.g. a trust, partnership, corporation or limited liability), a "Co-owner" shall mean a trustee of such trust, partner of such partnership, an officer, director and/or shareholder of such corporation, or a member of the limited liability company, as the case may be**

b. Notification of Nominations for Election of Directors

The Mutual Board of Directors shall place a notice in the *Golden Rain News* and the Mutual laundry rooms not less than 90 days prior to the annual meeting that any member **shareholder** of the Mutual in ~~good standing~~ **who meets the candidate eligibility** may place their name into nomination for the election of directors.

c. Self-Nomination by Shareholders

Mutual members ~~shareholders~~ **shareholders** who wish to nominate themselves as a candidate for election to the Mutual Board of Directors must do so in writing not more than 90 days or less than 60 days prior to the annual meeting date.

d. Nominations from the Floor

MUTUAL OPERATIONS**DRAFT POLICY****STOCKHOLDERS MEETINGS****Elections – Mutual Ten Only**

Candidates may be nominated from the floor during the annual meeting. There is no provision in the Mutual Bylaws allowing for write-in candidates.

e. Equal Access to Clubhouse Facilities

Equal access to clubhouses shall be provided at no cost to all candidates, including those who are not incumbents, and to all members advocating a point of view, including those who are not endorsed by the Mutual Board of Directors, for purposes reasonably related to the election. The clubhouses are subject to availability by reservation only on a first-come, first-serve basis.

f. Nominating Committee

The Mutual Board of Directors may appoint a Nominating Committee.

2. Election Materials

- a. The Golden Rain Foundation will provide a contracted vendor to assume all election services, including inspector(s) of election, who will be directed to conduct the election under current applicable codes.

3. Voting

a. Qualification for Voting

Votes may be cast by mutual members in good standing:

- 1) By ballot in person on the day of the annual meeting; or
- 2) By using the mail-in secret ballot.

b. Cumulative Voting

In accordance with the Mutual Bylaws, voting will be “cumulative.”

c. Voting by Secret Ballot

All ballots shall be prepared in a manner consistent with providing and ensuring that the member's vote will be by “secret ballot.”

4. Actions by Mutual Boards

- a. The Mutual may appoint observer(s) who may make their observations to the Mutual Board.

MUTUAL OPERATIONS**DRAFT POLICY****STOCKHOLDERS MEETINGS****Elections – Mutual Ten Only**

- b. The Mutual Board shall validate its own election.

MUTUAL ADOPTION**AMENDMENTS**

TEN: 04-23-08

01-28-15

DRAFT

SIGN-IN SHEET

BOARD OF DIRECTORS MEETING

MUTUAL NO. TEN

DATE: FEBRUARY 22,2017

	SHAREHOLDERS' AND GUESTS' NAMES
1.	Donna Blubaugh
2.	Bruce Miller
3.	Leona Sanseverino
4.	Phil Rousseau
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
January 31, 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 Tuesday, January 31, 2017, was called to order by President/Secretary Arlart at 2:31 p.m. in Building 5, Conference Room B.

Those members present were: President/Secretary Arlart, Vice President Cummings, CFO Giles, Directors Atkinson, Newman, Stipcich, Winkler, and Advisory Director Thompson. Director Phillips and Advisory Director Houck were absent. Also, present were Building Inspectors Black and Wyngaarden.

The purpose of the meeting was to schedule the Fire/Safety/Health Inspections, roofing bid project packet, and building re-piping (postponed).

Inspector Wyngaarden left the meeting at 3:30p.m.

Director Newman Left the Meeting at 3:55 p.m.

Director Winkler left the meeting at 4:15 p.m.

The meeting was adjourned at 4:34 p.m.



Attest

Ruthann Arlart, President/Secretary
SEAL BEACH MUTUAL TEN
ka:2/13/17


**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
February 13, 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 Monday, February 13, 2017, was called to order by President/Secretary Arlart at 2:30 p.m. in Conference Room A of the Administration Building.

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

The purpose of the meeting was to discuss Physical Property projects and discussion of the Building Inspectors report.

The meeting was adjourned at 4:00 p.m.



Attest
Ruthann Arlart, President/Secretary
SEAL BEACH MUTUAL TEN
ka:2/14/17