

**MINUTES OF THE REGULAR MONTHLY MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
January 25, 2017**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Wednesday, January 25, 2017, at 9:00 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.
Also present were Advisory Directors Houck and Thompson

Absent: Director Phillips

GRF Representative: Absent

Guests: Seven Mutual Ten shareholders

Staff: Ms. Hopkins, Mutual Administration Director
Ms. Knapp, Stock Transfer Supervisor
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 November 30, 2016. There being no corrections, the minutes were approved as printed.

President/Secretary Arlart asked if there were any corrections to the Special Meeting minutes of January 16, 2017. There being no corrections, the minutes were approved as written.

BOARD ACTION

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

RESOLVED, To appoint John Stipcich, to fill the Director vacancy on the Mutual Ten Board by a vote of the majority of the Directors for the remaining 2015 – 2017 term of office.

The MOTION passed.

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, To accept the "2017 Pruning Proposal – Limited Scope of Work" prepared by Class One Arboriculture, dated December 2016, and authorize the Mutual President to sign the contract.

The MOTION passed.

EMERGENCY AGENDA ITEM

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

RESOLVED, To add the removal of the tree at Unit 246–K as an emergency item on the agenda under Building Inspector.

The MOTION passed.

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

RESOLVED, To remove the Bottlebrush tree at Unit 246–K at a cost not to exceed \$586.

The MOTION passed.

Building Inspector Black left the meeting at 9:55 a.m.

UNFINISHED BUSINESS

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

RESOLVED, To ratify amended/posted Policy 7505.10 –
Maintenance Responsibility.

The MOTION passed.

Stock Transfer Supervisor Ms. Knapp joined the meeting at 10:03 a.m. to discuss the Mutual By-Laws amendments that have been reviewed by the Mutual attorney.

(Secretary Aquino took a break from 10:40 a.m. to 10:55 a.m.)

Stock Transfer Supervisor Ms. Knapp left the meeting at 11:12 a.m.

President/Secretary Arlart called a break from 11:13 a.m. to 11:23 a.m.

NEW BUSINESS

Following a discussion, it was the consensus of the Board to postpone discussion on Policy 7405.10 – Flooring and Floor Covering Permits until the policy can be further researched and discussed with Inspector Black.

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

RESOLVED, That the Mutual Ten Monthly Board minutes and reports return to a one stapled document and are posted on the Mutual Ten website. Mutual flyers will be posted on the website as well.

The MOTION passed.

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

RESOLVED, To rescind Policy 7760 – Property Tax Postponement.

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

NEW BUSINESS (continued)

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

RESOLVED, That Mutual Ten 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.

The MOTION passed with one abstention (Atkinson).

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

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

The MOTION passed with one abstention (Atkinson).

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

RESOLVED, That Mutual Ten 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. Mutual Ten further resolves to request that the Mutual Administration Office forwards the necessary documents regarding the Notice of Intent to Withdraw to the Mutual Ten Attorney.

The MOTION passed.

Following a discussion, it was the consensus of the Board to not complete a statement to the Stock Transfer Office regarding guest passes.

Following a discussion, it was the consensus of the Board to postpone the discussion on Ornamental Pear trees and JLS Small Projects, to the next Regular Board Meeting.

SECRETARY/CORRESPONDENCE

President/Secretary Arlart received a few Christmas cards.

CHIEF FINANCIAL OFFICER'S REPORT

CFO Giles presented his Mutual financial report (attached).

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

RESOLVED, That after the 2016 audit is completed, and the final 2016 year-end surplus figures are presented, it will be transferred to the Infrastructure Reserves to cover termite repairs that were not completed in 2016.

The MOTION passed.

MUTUAL ADMINISTRATION DIRECTOR

Ms. Hopkins updated the Board on Mutual Administration activity. In addition, she discussed the LW Live Email Alert System Sign-up, Guest Passes, and registering pets (Policy 7501 – Pet Regulations), and discussed the 2016-2017 Property and Liability Insurance Breakdown by Mutual.

ANNOUNCEMENTS

President/Secretary Arlart made the following announcements:

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 – By-Laws 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]
Presidents' Roundtable: Friday, February 17, 2017, at 1:00 p.m. [A]
Physical Property Council: Thursday, April 6, 2017, at 1:30 p.m. [B]

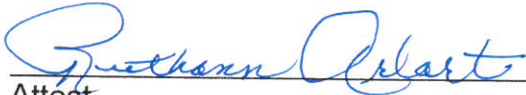
Directors Comments

Several Directors made comments

January 25, 2017

ADJOURNMENT

President/Secretary Arlart adjourned the meeting at 12:15 p.m. and announced an Executive Session would follow to discuss member issues.



Attest

Ruthann Arlart, President/Secretary
SEAL BEACH MUTUAL TEN

ka:1/26/17

Attachments

NEXT MEETING: WEDNESDAY, FEBRUARY 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”

RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OF JANUARY 25, 2017

1/25/17

RESOLVED, To appoint John Stipcich, to fill the Director vacancy on the Mutual Ten Board by a vote of the majority of the Directors for the remaining 2015 – 2017 term of office.

RESOLVED, To accept the "2017 Pruning Proposal – Limited Scope of Work" prepared by Class One Arboriculture, dated December 2016, and authorize the Mutual President to sign the contract.

RESOLVED, To add the removal of the tree at Unit 246–K as an emergency item on the agenda under Building Inspector.

RESOLVED, To remove the Bottlebrush tree at Unit 246–K at a cost not to exceed \$586.

RESOLVED, To ratify amended/posted Policy 7505.10 – Maintenance Responsibility.

RESOLVED, That the Mutual Ten Monthly Board minutes and reports return to a one stapled document and are posted on the Mutual Ten website. Mutual flyers will be posted on the website as well.

RESOLVED, To rescind Policy 7760 – Property Tax Postponement.

RESOLVED, That Mutual Ten 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.

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

RESOLVED, That Mutual Ten 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. Mutual Ten further resolves to request that the Mutual Administration Office forwards the necessary documents regarding the Notice of Intent to Withdraw to the Mutual Ten Attorney

RESOLVED, That after the 2016 audit is completed, and the final 2016 year-end surplus figures are presented, it will be transferred to the Infrastructure Reserves to cover termite repairs that were not completed in 2016.

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 (2
Tree Pruning	contract ready with high priority list and as much of medium priority list max
Roofing	12,000.00
Concrete	RFP packet in proof reading
Dry rot / Termite / Paintl lists	Looking for areas to R/R. 240D-E, 256D, 251F-G
	finishing up walking the mutual and typing list 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	

CFO Report - Mutual 10

December 31, 2016

Account Description	\$ Variance	% Variance	Explanation
Total Other Income	\$ 3,190	6.9%	Total Other Income for the year-end 2016 is better than budget due to unit sales coming in higher than expected.
Utilities	\$ (8,845)	-9.3%	Utilities for the year ending 2016 is better than budget in all areas.
Professional Fees	\$ 7,069	42.5%	Year ending 2016 Legal expense came in over budget due to Attorney review of Mutual Bylaws and preparing the Special Election to reduce the Directors form 8 to 6 and other items not budgeted.
Outside Services	\$ (13,809)	-7.0%	Outside Services ended the year 2016 with a surplus due to Termite Repairs not completed which will carry over into 2017.
Taxes & Insurance	\$ (820)	-1.2%	Taxes and Insurance ended 2016 with a small surplus.
Excess Inc / (Exp) Before Off-Bdgt Item	\$ 19,607	0.0%	December ended year to date better than budget.
			Year ending 2016 ended with a surplus. This figure could changed when the audit is completed, however, I do not believe it will.
			Resolve: After the 2016 audit is completed and we have the final 2016 year-end surplus figures it will be transferred to Infrastructure Reserve to cover termite repairs not completed in 2016 as indicated.

SEAL BEACH MUTUAL NO. 10
FINANCIAL STATEMENTS RECAP
For the 12 months ending December 31, 2016

December				YTD		
Actual	Budget	Variance	Account	Actual	Budget	Variance
67,592	67,597	0.0%	Regular Assessment	811,116	811,109	0.0%
17,399	17,399	0.0%	Reserve Funding	208,788	208,788	0.0%
84,991	84,996	0.0%	Total Regular Assessment	1,019,904	1,019,897	0.0%
552	586	-5.8%	Service Income	6,658	6,988	-4.7%
1,785	2,484	-28.1%	Financial Income	22,654	29,841	-24.1%
1,024	760	34.7%	Other Income	19,915	9,208	116.3%
3,361	3,830	-12.2%	Total Other Income	49,227	46,037	6.9%
\$ 88,352	\$ 88,826	-0.5%	Total Mutual Income	\$ 1,069,131	1,065,934	0.3%
39,785	39,790	0.0%	Trust Maintenance Cost	477,420	477,425	0.0%
7,648	7,901	-3.2%	Utilities	86,011	94,856	-9.3%
10,786	1,380	681.6%	Professional Fees	23,695	16,626	42.5%
23,018	16,538	39.2%	Outside Services	184,779	198,588	-7.0%
1,982	5,807	-65.9%	Taxes & Insurance	68,831	69,651	-1.2%
17,399	17,399	0.0%	Contributions To Reserves	208,788	208,788	0.0%
\$ 100,618	\$ 88,815	13.3%	Operating Expenses Before Off-Budget	\$ 1,049,524	\$ 1,065,934	-1.5%
\$ (12,266)	(11)		Excess Inc / (Exp) Before Off-Bdgt Items	\$ 19,607	-	
			Depreciation (Off-Budget Item)			
\$ (12,266)	\$ (11)		Excess Inc / (Exp) After Off-Bdgt Items	\$ 19,607	\$ -	
			Restricted Reserve			
(4,181)			Appliance Reserve	15,675		
669			Painting Reserve	136,176		
16,730			Roofing Reserve	1,625,946		
-			Emergency Reserve	227,696		
-			Infrastructure Reserve	155,509		
\$ 13,218			Total Restricted Reserve	\$ 2,161,002		

MUTUAL TEN PRESIDENT'S REPORT

January 25, 2017

➤ MARK YOUR CALENDAR:

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

ARE YOU WILLING TO SUPPORT THE MUTUAL TEAM?

SPECIAL BOARD MEETING to count the ballots for the Special Election

THURSDAY, FEBRUARY 9, 2017

CLUBHOUSE 3, ROOM 2

2:00 P.M.

I hope that you have marked your ballot, and mailed it. Or, you may bring the ballot to the meeting February 9th between 1pm and 2pm. Do you need to replace your ballot? Call me or come to the meeting between 1pm and 2pm. This is a very important vote regarding Bylaw amendments.

2017 will be election time for Mutual Ten. Begin thinking about running for the Board. Candidate applications available in the Stock Transfer Office February 16, 2017.

➤ WEBSITE:

Mutual Ten website is now open, which means that we no longer need to use a password to enter. Go to the main LW website: www.lwsb.com top bar Mutuals and click for drop down list, then click on Mutual 10. Minutes and agendas will be posted as well as a link to policies. Do you have suggestions? The main LW website also links to policies. Please check out both websites.

➤ CERT TRAINING OR DISASTER FIRST AID CLASS:

Check the "Golden Rain News" for class dates or contact Eloy Gomez:
562-431- 6586 x 356

➤ POLICIES:

VISITORS: Policy 7555 Each visitor is allowed a maximum of up to 60 overnights per twelve month period; at a time when the guest is spending the night at the unit, the shareholder must be present in the unit.

CAREGIVERS: Policy 7557.10 All caregivers shall be registered, must renew with the Stock Transfer Office every 6 months and badge must be worn in clear sight. Please remember to register.

PETS: Policy 7501 All pets/animals must be registered,

Remember, each dog must have a current city pet license for each year. Long Beach Animal Control does visit the community checking that the dog license is current for the year. Remember to use 6' leash.

LET'S SUPPORT:

2017 as the Year of Developing a Youthful Spirit !

1st feature of a youthful spirit is the spirit of challenge. Life is full of unexpected difficulties that we struggle to change. Seek the wisdom to overcome each challenge and help others to do the same.

2nd feature of a youthful spirit is learning.

3rd feature is positive interactions with others by expanding friendships and treating others with respect.

Let's reach out with our "youthful spirit" and dedicate ourselves to help support the Mutual this year.

Ruthann Arlart Mutual Ten President

LAUNDRY ALERT! PLEASE READ!

Recently we have had some problems in our laundry rooms and I want to pass on to you what we have learned.

If you are using one of the Maytag front loading washing machines, you should use LIQUID clothes washing soap. The powdered soap cakes up and can interfere with the flow of water through the dispenser. In addition, only USE HALF THE SPECIFIED AMOUNT OF SOAP as these machines are very efficient and work much better without the extra suds. If you must use powder, put the powder in with the clothes before putting your coin in to start the machine. Once the machine has started (when you put your money in) DO NOT EVER TRY TO OPEN THE DOOR. This can damage the equipment.

We are having increasing problems of spilled soap, tissue and lint and, in some cases, animal hair left in machines and on the floor. If you have a problem, please CLEAN UP THE MESS BEFORE YOU LEAVE THE LAUNDRY ROOM. It is not fair to the other residents using the laundry and can pose a real danger (in the case of the spilled liquid soap). And remember, you may NOT wash animal bedding, large quilts and bedspreads or rubber backed rugs in our machines.

TRASH CANS – The trash cans in the laundry rooms are for lint and the softener sheets only. The Mutual pays for a monthly cleaning, so do not put soap containers and other items in the trash cans that fill them up prior to the regular monthly visit.

FOREIGN COINS – These can jam the coin device. Please check your coins carefully.

The use of the machines is for residents belongings only. Caregivers may wash the clothes of the resident. Caregivers may not wash their own personal items unless they are a live in 24 hour caregiver.

Anyone using the machines may use ONLY TWO MACHINES AT A TIME.

The presence of the washers and dryers is a wonderful convenience for all of us to share and it is very important for us to use them with respect and care.

Physical Property Report – January 25, 2017

We are pleased to report that there were very few problem in Mutual 10 during the last storms. There were a few roof leaks, 2 small trees blew over and a few rain drains were still not working to capacity. We are fortunate to have very good drainage.

During the next few months we will be putting out bid packages for plumbing and roofs. Once we have a clear picture of costs a decision will be made on which projects we tackle first and how many buildings will be involved.

It is time for our fire/safety inspections. Every apartment will be inspected starting mid-February. You will be given a 3 day notice of the arrival of the inspector and the inspector will probably spend about 10 minutes in each apartment. If problems are found the inspection will be followed up with letters informing you of action that need to be taken. Apartments with problems will have a second visit.

Physical Property Council
January 5, 2017

The Physical Property Council met and discussed the following items:

Emergency Weekend Service Maintenance Calls – Please do not call for weekend service unless it is truly an emergency. If possible, call a Director first to make sure the problem cannot wait until the regular work week.

Building Permit Fees – All permits will now have a fee starting at \$25.

Bathroom Basin Drain – A new type of drain stop is proposed that would be easy for residents to remove and clean.

Mutual 10 Emergency Preparedness Coordinator Report
January 25, 2017

1. The L. W. Mutuals Emergency Preparedness Information Council (EPIC) met January 6, 2017 in the Administration building.

2. Old business

John Retterath's report on smart phone apps was postponed at his request.

New business

Fire training

Fire training has been scheduled for February 3 at 10 o'clock. The event will take place at Oakmont Circle and will be conducted by Eloy.

3. Discussion;

How to use devices for escaping from a second story building.

Helping people who have fallen.

What you should do if mutual property is at risk and the owners not at home.

Residents needing electricity for oxygen and other vital medical equipment should register with SCE.

CERT (Community Emergency Response Team) study club.

Of emergency devices at Costco

CPR and first aid classes are offered at our fire station, number 48, at 3131 North Gate Rd.

Next meeting February 3, 2017 at 10 AM in the administration building conference from a topic will be fire extinguishers.

Richard Houck

SIGN-IN SHEET

BOARD OF DIRECTORS MEETING

MUTUAL NO. TEN

DATE: JANUARY 25,2017

	SHAREHOLDERS' AND GUESTS' NAMES
1.	Helen Stipcich
2.	JohnStipcich
3.	Karen Farquhar
4.	Donna Blubaugh
5.	Phil Rousseau
6.	Leona Sanseverino
7.	So T. Dang
8.	
9.	
10.	
11.	
12.	
13.	
14.	
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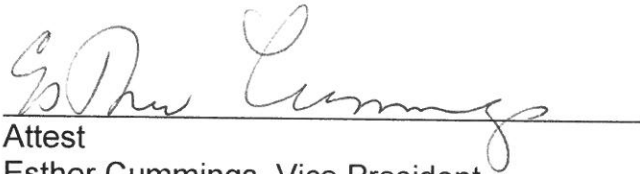
**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
A QUORUM WAS NOT PRESENT
January 16, 2017**

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.

A handwritten signature in cursive script, appearing to read "Esther Cummings", is written over a horizontal line.

Attest

Esther Cummings, Vice President
SEAL BEACH MUTUAL TEN

ka:1/18/17