

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
June 28, 2017**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Wednesday, June 28, 2017, at 9:00 a.m. in the Administration Building, Conference Room A.

ROLL CALL

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

GRF Representative: Ms. Winkler

Guests: Three 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.

SHAREHOLDER(S') COMMENTS

Several shareholders made comments.

MINUTES

President Arlart asked if there were any corrections to the Regular Monthly Meeting minutes of March 22, 2017. There being no corrections, the minutes were approved as printed.

President Arlart asked if there were any corrections to the Regular Monthly Meeting minutes of April 26, 2017. There being no corrections, the minutes were approved as printed.

President Arlart asked if there were any corrections to the Special Meeting minutes of April 17, 2017. There being no corrections, the minutes were approved as printed.

President Arlart asked if there were any corrections to the Special Meeting minutes of May 15, 2017. There being no corrections, the minutes were approved as printed.

MINUTES (continued)

President Arlart asked if there were any corrections to the Organizational Meeting minutes of May 24, 2017. A correction was noted that the term of office should state from 2017–2018. The minutes were approved as corrected.

President Arlart asked if there were any corrections to the Special Meeting minutes of May 24, 2017. A correction was noted on page 2 as follows: "President Arlart welcomed the Board and staff to the first Special Meeting of the 2017-2019 Board term." The minutes were approved as corrected.

GRF REPRESENTATIVE

Ms. Winkler updated the Board on the GRF activity (attached).

INSPECTORS REPORT

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

Inspector Black updated the Board on the roofing project and the waterline project. He stated that Building 238 roofing should be completed by Friday, June 30, 2017, and the Building 239 roofing project will be starting on July, 10, 2017. The re-piping project dates have not been scheduled, yet.

Building Inspector Black left the meeting at 10: 50 a.m.

UNFINISHED BUSINESS

- The Board discussed the 2018 Budget Planning Project. Following a discussion, it was the consensus of the Board to continue discussion at the July Board meeting so that
- further research may be done by the Board members.

NEW BUSINESS

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

RESOLVED, To adopt Policy 7502.10 – Carport Regulations on a preliminary basis until the 30–day posting period is completed.

The MOTION passed.

NEW BUSINESS (continued)

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

RESOLVED, To adopt Policy 7435.10 – Secondary Carport Cabinets on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

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

RESOLVED, To have Johns Landscape remove the Bottlebrush tree and roots at 254 K/L, level the area, install topsoil and seed. Then manually water for 2 weeks, at a cost not to exceed \$480.

The MOTION passed.

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

RESOLVED, To have Johns Landscape remove the Pepper tree and roots at 259 Laundry Room, level the area, install topsoil and seed. Then manually water for 2 weeks, at a cost not to exceed \$980.

The MOTION failed.

Following further discussion, it was the consensus of the Board to revisit the removal of the Pepper tree and roots at 259 Laundry Room at the next Regular Board meeting so that further information can be gathered.

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

RESOLVED, To have Johns Landscape remove the 3-tier fountain at the Greenway on Interlachen, turn and level the dirt area, and install topsoil and seed, at a cost not to exceed \$262 including labor.

The MOTION passed.

Secretary Aquino took a break from 10:50 a.m. to 11:05 a.m.

NEW BUSINESS (continued)

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

RESOLVED, To ratify the telephone poll vote that was conducted on May 5, 2017, to cancel the Regular Board Meeting scheduled for May 24, 2017.

The MOTION passed.

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

RESOLVED, That according to Policy 7510.10, if there is a question of financial eligibility, Mutual Ten is NOT to be contacted by the Stock Transfer Office in the event of a non-qualifying issue.

The MOTION passed.

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

RESOLVED, To cancel the Regular Board Meeting scheduled for November 22, 2017, and December 27, 2017, and to reschedule and have one regular Board Meeting Wednesday, November 29, 2017, at 9:00 a.m., Building Five, Conference Room B.

The MOTION passed.

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

RESOVLED, To continue to use the Doctors note for prospective buyers in Mutual Ten.

The MOTION was withdrawn.

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

RESOLVED, To approve the Active Living Disclosure without the request of a Doctor's note.

The MOTION passed.

NEW BUSINESS (continued)

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

RESOLVED, To amend Policy 7020.10 – Approval of Escrows on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

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

RESOLVED, To amend Policy 7510.10 – Eligibility Requirements on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President Arlart and seconded by Director Atkinson, 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.

The MOTION passed.

Following a discussion, it was the consensus of the Board to postpone further discussion regarding draft Policy 7510 – Eligibility Requirements, from Presidents' Council, until further research can be done.

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

RESOLVED, That according to Mutual Ten the Occupancy Agreement Article 23, Late Charges and Other Cost in case of Default; that a late charge of \$10.00 or 10% whichever is greater for each month of delinquency, will be assessed to a delinquent shareholder.

The MOTION passed.

CHIEF FINANCIAL OFFICERS REPORT

CFO Giles presented his report (attached).


MUTUAL ADMINISTRATION DIRECTOR

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

ADJOURNMENT

President/Secretary Arlart adjourned the meeting at 12:10 p.m., and announced there would be an Executive Session following the meeting to discuss member issues.

Attest


John Stipcich, Secretary
SEAL BEACH MUTUAL TEN
ka:7/2/17
Attachments

**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 JUNE 28, 2017

- 6/28/17 RESOLVED, To adopt Policy 7502.10 – Carport Regulations on a preliminary basis until the 30–day posting period is completed.
- RESOLVED, To adopt Policy 7435.10 – Secondary Carport Cabinets on a preliminary basis until the 30–day posting period is completed
- RESOLVED, To have Johns Landscape remove the Bottlebrush tree and roots at 254 K/L, level the area, install topper and seed. Then manually water for 2 weeks, at a cost not to exceed \$480.
- RESOLVED, To have Johns Landscape remove the 3-tier fountain at the Greenway on Interlachen, turn and level the dirt area, install topper and seed, at a cost not to exceed \$262 including labor.
- RESOLVED, To ratify the telephone poll vote that was conducted on May 5, 2017, to cancel the Regular Board Meeting scheduled for May 24, 2017.
- RESOLVED, That according to Policy 7510.10, if there is a question of financial eligibility; Mutual Ten is NOT to be contacted by the Stock Transfer Office in the event of a non-qualifying issue.
- RESOLVED, To cancel the Regular Board Meeting scheduled for November 22, 2017, and December 27, 2017, and to reschedule and have one regular Board Meeting Wednesday, November 29, 2017, at 9:00 a.m., Building Five, Conference Room B.
- RESOLVED, To approve the Active Living Disclosure without the request of a Doctor's note.
- RESOLVED, To amend Policy 7020.10 – Approval of Escrows on a preliminary basis until the 30–day posting period is completed.
- RESOLVED, To amend Policy 7510.10 – Eligibility Requirements on a preliminary basis until the 30–day posting period is completed.
- 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.
- RESOLVED, That according to Mutual Ten the Occupancy Agreement Article 23, Late Charges and Other Cost in case of Default; that a late charge of \$10.00 or 10% whichever is greater for each month of delinquency, will be assessed to a delinquent shareholder.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(10) TEN**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **June 28th 2017**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
10-247B	heat pump ductless	both	03/28/17	07/28/17	no		greenwood
10-241D	add bath cabinet/counter top/s	both	04/24/17	05/10/17	no		ogan
10-250H	repl. Heat pump 2 zone	both	04/28/17	07/28/17	no		greenwood
10-239K	central FAU	Both	05/03/17	08/03/17	no		greenwood
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 Al builders
10-238	re-roof	both	05/22/17	09/30/17	no	nailing 5/15/17	roofing Standards
10-239	re-roof	both	05/22/17	09/30/17	no		roofing Standards
10-239K	kitchen remodel	both	05/20/17	07/20/17	no	electrical. 6/1/17	Quinn 5/12/17
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

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				
10-257F		04/20/17					
10-255I		03/29/17	05/11/17	04/19/17	06/05/17		

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: **June 28th 2017**

CONTRACTS and PROJECTS

CONTRACTOR	PROJECT
JLS Landscaping	Mutual gardening and lawns - on going, check on billing for invoice #EX05
Rain Gutters:	on going depending on weather conditions
Tree removals:	
Class One Arboriculture	Tree Maintenance - in progress
Fenn Pest and Termite	New proposal for 3 years, do we want to include rodent station baiting?
Roofing Standards	Roofing: started bldg. 238, termite damage heavy at 238D and 238B
	should start bldg. 239 6/28/17 will pass out flyers prior to start, 3-5 days
	Skylights: skylights for 238 be here by end of the week, should be complete by meeting
Kress constr.	Stove Hoods: completed bldg. 238, had to come back and install dampers, not in to purchase just yet. Should start 239 on the 29th will notify the bldg. prior to start
Advance Painting	Touch ups due to Roofing: will be doing touch up paint do to roofing and exterior touch ups
John Nelson Plumbing	Re-piping: draft contract made up will be getting starting dates, bldgs. 255 through 260
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

seasonal and empty unit inspection - 5/24/17	
245A - measure decibal rating on F.A.U. ok	
met with Landscape Cmte. Chair for FRP's	
pass out roofing and stove hood flyers 6/9/17	
start roofing 238 6/14/17	
stove hood install 6/15/17 238	
escrow questions of refer 255I - 6/19/17	
PP meeting 6/19/17	
BOD meeting 6/28/17	

Mutual Administration Director's Report

June 2017

SPOTLIGHT ON ENTERTAINMENT

Year of the Tribute

The **2017** Amphitheater Season, Leisure World's free summer music series, kicks off on June 29. Shows are held on the stage of the 2,500-seat Amphitheater at the Administration complex and starts at 8 p.m. until September, when they start at 7:30 p.m.

Amphitheater, Thursday Night Show schedule:

- | | |
|------------------|--|
| 1. June 29 | Desperado: The Premier Eagles Tribute Band |
| 2. July 6 | Garratt Wilkin and the Parrotheads: A Celebration of Jimmy Buffett's Music |
| 3. July 13 | Kenny Metcalf as Elton John |
| 4. July 20 | The Bird Dogs present The Everly Brothers Experience |
| 5. July 27 | Rumours: The Ultimate Fleetwood Mac Tribute |
| 6. August 3 | The Garth Guy featuring Dean Simmons The Ultimate Garth Brooks Tribute Show |
| 7. August 10 | Stayin' Alive: Tribute to the Bee Gees |
| 8. August 17 | The Temptations Revue |
| 9. August 24 | Gregory Wolfe as Rod Stewart |
| 10. August 31 | December '63: Tribute to Frankie Valli & the Four Seasons |
| 11. September 7 | America's Diamond Live featuring Jay White |
| 12. September 14 | The Highwaymen Live: A Tribute to Johnny Cash, Willie Nelson & Waylon Jennings |

Free Summer Service ~ GRF Minibus service is available for the summer Amphitheater season. A bus will run from 6:30 p.m.-7:55 p.m., making five stops at the Amphitheater.

Flag down the bus from any curb ~ Passengers can flag down the blue-and -white busses from any curbside location along the path of the route. Pick up a copy of the Spotlight and see pages 26 and 27 for the route.

Home Delivery ~ minibuses will be available for boarding about 15 minutes before the show ends. Following the concert, minibus drivers will transport passengers to any safely accessible location near their LW homes. If buses become full, the driver will return to pick up remaining passengers.

Amphitheater Movies ~ All movies start at 8:30 p.m.

- | | |
|--------------|---|
| 1. July 7 | The Magnificent Seven |
| 2. July 21 | Sully-Miracle on the Hudson |
| 3. August 1 | Miss Peregrine's Home for Peculiar Children |
| 4. August 11 | Jack Reacher |
| 5. August 18 | Queen of Katwe |
| 6. August 25 | Deepwater Horizon |

Come out and enjoy the summer nights in your community

CFO Report - Mutual 10
May 31, 2017

Account Description	\$ Variance	% Variance	Explanation
Total Other Income	\$ (4,778)	-25.2%	Total Other Income for 5 months ending May 31 is under budget due to unit sales being less than expected.
Utilities	\$ (6,927)	-18.9%	Utilities ending May 31 are better than budget, except the month of May water charges ran over budget. If this continues the surplus will be used by year end.
Professional Fees	\$ (4,287)	-34.4%	Professional Fees ending May 31 are better than budget. This will change as the year goes on with the review of Mutual policies by the Attorney.
Outside Services	\$ (633)	-0.8%	Outside Services ended May 31 better than budget. The repairs for the Fire and Safety inspections are almost complete bringing this figure closer to budget.
Taxes & Insurance	\$ 4,567	16.2%	Taxes & Insurance are over budget due to accounting procedure for Property and Liability Insurance. As mentioned in past months this will correct by year end.
Excess Inc. / (Exp) Before Off-Budget Items	\$ 2,506	0.0%	Year to date as of May 31 is better than budget, however less than past month due to Fire and Inspection repairs completed and termite dryrot repairs.
			Over the next several months the Finance Committee will be very busy with review of the Reserve Study, completing the 2018 Budget and setting up a cash flow to cover the upcoming expense for roofs, water line replacement and painting the buildings.

CFO Report - Mutual 10
May 31, 2017

Account Description	\$ Variance	% Variance	Explanation
			Research suggests the Committee should be made up of 1 to 5 members with the average being 2 to 3 members. I recommend a Committee of 4, three Board Members and 1 Shareholder.

SEAL BEACH MUTUAL NO. 10
FINANCIAL STATEMENTS RECAP
For the 5 months ending May 31, 2017

May				YTD		
Actual	Budget	Variance	Account	Actual	Budget	Variance
68,443	68,442	0.0%	Regular Assessment	342,214	342,210	0.0%
25,293	25,292	0.0%	Reserve Funding	126,463	126,460	0.0%
93,736	93,734	0.0%	Total Regular Assessment	468,677	468,670	0.0%
486	582	-16.5%	Service Income	2,786	2,910	-4.3%
1,950	1,932	0.9%	Financial Income	9,134	9,660	-5.4%
6	1,278	-99.5%	Other Income	2,262	6,390	-64.6%
2,442	3,792	-35.6%	Total Other Income	14,182	18,960	-25.2%
\$ 96,178	\$ 97,526	-1.4%	Total Mutual Income	\$ 482,859	487,630	-1.0%
39,934	39,934	0.0%	Trust Maintenance Cost	199,670	199,670	0.0%
8,823	7,314	20.6%	Utilities	29,643	36,570	-18.9%
741	2,493	-70.3%	Professional Fees	8,178	12,465	-34.4%
30,508	16,857	81.0%	Outside Services	83,652	84,285	-0.8%
6,505	5,636	15.4%	Taxes & Insurance	32,747	28,180	16.2%
25,293	25,292	0.0%	Contributions To Reserves	126,463	126,460	0.0%
\$ 111,804	\$ 97,526	14.6%	Operating Expenses Before Off-Budget	\$ 480,353	\$ 487,630	-1.5%
\$ (15,626)	-		Excess Inc. / (Exp) Before Off-Bdgt Items	\$ 2,506	-	
Restricted Reserve						
1,226			Appliance Reserve	19,701		
319			Painting Reserve	137,771		
4,694			Roofing Reserve	1,539,316		
-			Emergency Reserve	225,588		
11,364			Infrastructure Reserve	230,493		
-				-		
\$ 17,603			Total Restricted Reserve	\$ 2,152,869		



Golden Rain Foundation

Leisure World, Seal Beach

MEMO

TO: MUTUAL BOARDS
FROM: RANDY ANKENY – EXECUTIVE DIRECTOR
SUBJECT: LOST RESIDENT – PROTOCOL
DATE: MARCH 20, 2017
CC: FILE

For the Mutual Boards' general information, the following is the protocol used by Security Staff in responding to Lost and/or Disorientated Shareholder/Members.

1. Does the Shareholder/Member know their name and address?

Yes - Courtesy ride to their unit (Emergency contact notified?)

No - Contact 911 for evaluation

2. In the considered opinion of the responding security staff member, does the Shareholder/Member appear to need medical attention/disoriented?

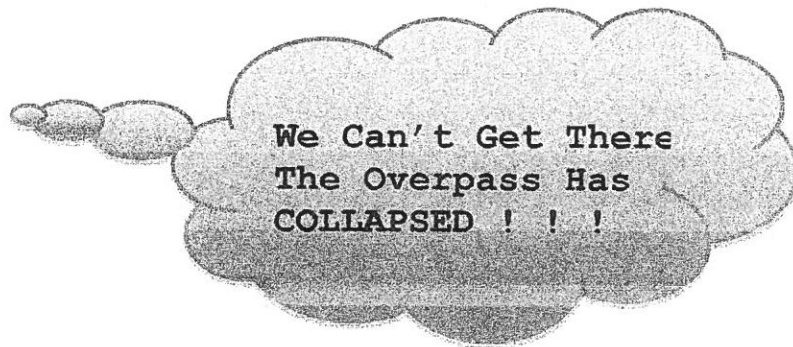
Yes - Contact 911 for evaluation

No - Courtesy ride to their unit

3. If the Shareholder/Member is in immediate crisis - call 911

Note: Emergency response is critical in any health matter; 911 will be contacted, if there is any reasonable doubt by staff on items 1 or 2.

SPONSORED BY YOUR LEISURE WORLD EMERGENCY INFORMATION TEAM



Disaster First Aid 2017 ***What to Do When 911 Can't Come***

Class Schedule – Sign up for ONE (4 hour class)

- 1. Saturday, March 25th (9am to 1pm)
Clubhouse 3 – Room 3 (Bring a lunch or snack)**
- 2. Saturday, June 24th (9am to 1pm)
Clubhouse 3 – Room 3 (Bring a lunch or snack)**
- 3. Saturday, September 23rd (9am to 1pm)
Clubhouse 3 – Room 3 (Bring a lunch or snack)**

Organized Communities Volunteer Education Association (OCEVA) –
a local non-profit disaster training organization, will provide training

Cost: \$22, payable by check to OCEVA or by cash –

Payment due at the beginning of the class.

Class payment includes training manual.

Registration is required. - Reserve Your Space **NOW** - Contact;
Geneva Potepan, LW First Aid Training Coordinator,
E-mail - Geneva at mom4rascal@aol.com or phone her at 562-430-4748

MUTUAL OPERATIONS**AMENDED DRAFT POLICY****RESIDENT SHAREHOLDER REGULATIONS****Carport Regulations – Mutual Ten****A. Carport Use**

1. Carports are to be used for parking of self-propelled land vehicles in operating condition. Any stored items in the carports must be completely contained in the carport cabinets.
 - a. A hung ladder (length not to exceed six **eight** feet), and/or a two-wheeled bicycle, and/or a collapsible two-wheeled grocery cart may be stored on the raised platform under the cabinet. If a ladder is not stored, two two-wheeled bicycles may be stored. No other storage is allowed on the platform.
 - b. Two-wheeled bicycles may be hung over the car from the rafters using bicycle hooks.
2. Current fire regulations prohibit the storage of fuel oil or any combustible material in the carport areas.
3. All vehicles when parked in the carports must be headed in.
4. At each inspection of the carports by the staff of the Physical Property Department, notice will also be given to each resident **shareholder** found in violation that the improperly stored material must be removed within ten (10) days or the material will be removed at the resident's **shareholder's** expense.
5. Any damage sustained to the carport is the responsibility of the assigned resident **shareholder**.
- ~~6. Residents are permitted to build a downward extension to the existing carport cabinet using the specifications held at the Physical Property Department, and approval shall be obtained from the Board of Directors and the Physical Property Department.~~
 - ~~a. Bicycles, ladders, folding shopping carts, motorized or electric carts or chairs, or other items shall not be stored in front of the downward extension carport cabinet when the resident owns and/or parks a motor vehicle in the carport space. Due to insurance issues, only one motorized vehicle per carport space is permitted. Size permitting, bicycles, ladders, or folding carts may be stored INSIDE the carport cabinet.~~
 - ~~b. The cabinet will be painted to match the carport.~~
 - ~~c. Upon sale of the unit, the seller will be responsible for the removal of the cabinet if it is not wanted by the buyers.~~
 - ~~d. A concrete barrier is required.~~

MUTUAL OPERATIONS**AMENDED DRAFT POLICY****RESIDENT SHAREHOLDER REGULATIONS****Carport Regulations – Mutual Ten****B. Carport Assignments**

1. Carport assignments are controlled by the Mutual Corporation and a record of assignments is kept in the Stock Transfer Office of the Golden Rain Foundation.
 - a. Any vehicle in a carport must bear a current vehicle decal issued by the Seal Beach Leisure World Security Department (except as stated in ~~Section 3, a. d.~~). **Golf carts must be registered with Leisure World Security.**
 - b. **All vehicles in the carport must have license plate registration that is current**
 - c. Vehicles shall not be parked in an unassigned **a vacant** carport without permission from the Mutual Board of Directors.
 - d. **Carport space may not be rented to or used by anyone who is not a shareholder/member of Mutual Ten, except the carport assignee may allow temporary, short-term parking of a vehicle used by a houseguest or caregiver. Permits are available from the Mutual President**
2. Residents **Shareholders** wishing to change carport assignments must obtain approval of the Mutual Board of Directors so the change can be properly recorded in the Stock Transfer Office.
3. The request for carport re-assignment, if approved, is only temporary and is valid only so long as both participating parties agree to the temporary change. One party determining to withdraw from the agreement may do so as may the successor owner of that party's apartment. The Mutual Corporation retains, at all times, the authority to revoke and cancel this temporary change of carport assignment, at its discretion. The re-assignment of carport spaces, herein provided, will automatically become null and void in the event of a sale of the stock representing either apartment, with absolutely no exceptions to the rules herein provided.

MUTUAL ADOPTION:**AMENDMENTS**

TEN: 09-26-91

11-29-73, 12-16-81, 09-26-90, 08-28-91, 02-24-93, 12-12-93,
06-26-02, 04-28-04, 08-26-09, 09-22-10, 10-24-12, 01-23-13

MUTUAL OPERATIONS**ADOPT NEW DRAFT POLICY****PHYSICAL PROPERTY****SECONDARY CARPORT CABINETS – Mutual Ten**

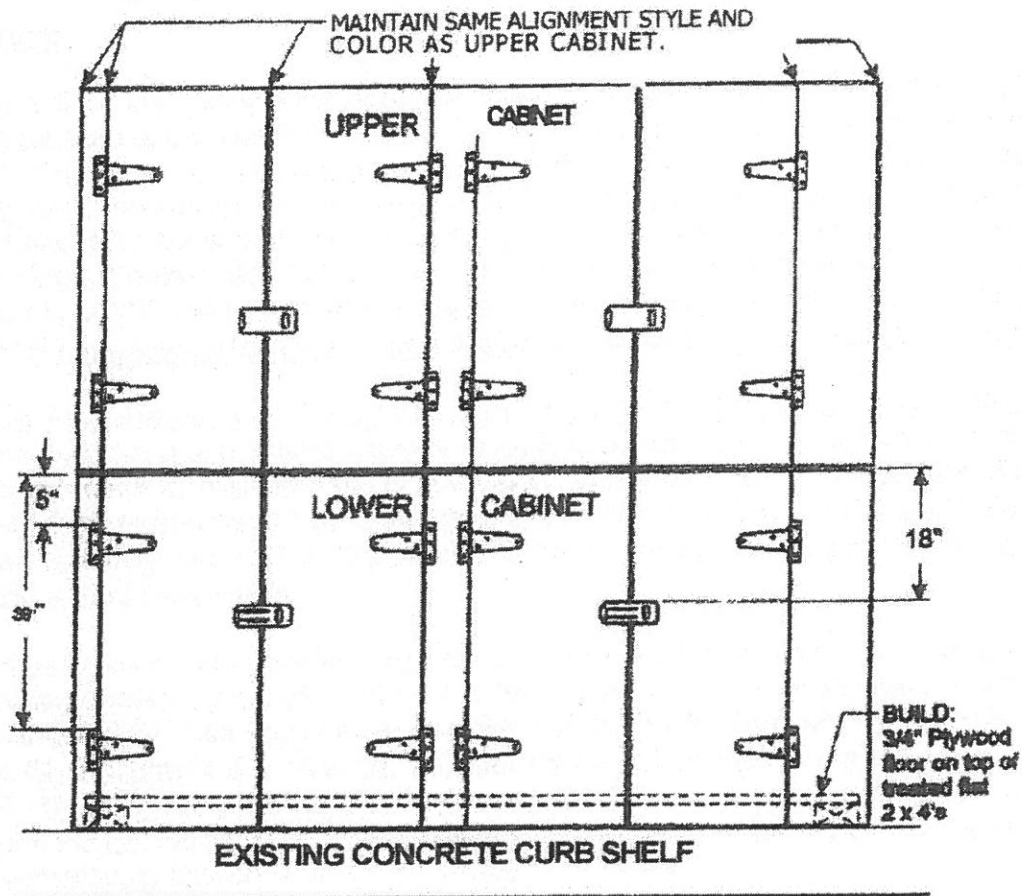
1. Shareholders are permitted to have a secondary carport storage cabinet installed beneath the existing cabinet with a permit from the GRF Physical Property Department.
2. A licensed contractor or handyman shall build the cabinet per the attached dimensions and specifications. Paint must match the existing cabinet.
3. The maintenance of and any damage to the carport cabinet are shareholder responsibility.
4. Any shareholder who installs a secondary carport storage cabinet without a permit from the Physical Property Department must, upon receipt of a written notice of violation, cure that violation within ten (10) days (the “cure period”). If the violation is not cured within the cure period, the cabinet will be removed and any resulting damage to the carport repaired at the shareholder expense.
5. At sale or transfer the new shareholder must accept responsibility for the cabinet or it must be removed and any resulting damage to the carport repaired at seller’s expense.

SEE ATTACHED CHART **SPECIFICATIONS**

RESIDENT REGULATIONS

Carport Regulations – Mutual Ten Only

06-26-02, 04-28-04, 08-26-09, 09-22-10, 10-24-12, 01-23-13

**NOTES:**

1. Lower cabinet will vary from 46 1/2" to 48" in height. Build accordingly.
2. Lower cabinet front must be flush with existing concrete curb shelf.
3. Block all areas between upper and lower cabinet to prevent rodent intrusion.
4. Install 4' long standard size wheel stop and secure with two 5/8" Zinc plated Hex head bolts and Zinc plated Fender washers, use appropriate anchors. (Solid plastic stops are preferable) Adjust distance for specific vehicle.

OPTIONAL**MATERIALS:**

1. HASP = Masterlock No. 704DPF – Big Paint Store –
2. HINGES = Stanley, SKU – 218272 Heavy Duty Gate Hinge – Hardware Source –
3. Use quality 3/4" exterior plywood on front, doors and sides with the same or better finish as the top cabinets and caulk where needed.
4. Prime and Paint all surfaces, inside and out. Paint to match.

MUTUAL ADOPTION

TEN:

(Draft created 06-15-17 cd)

MUTUAL OPERATIONS**AMENDED DRAFT****Approval of Escrows – Mutual Ten****RESOLUTION:**

WHEREAS, Article V, Section 2, of the bylaws vests power in the Board of Directors to accept or reject all applications for membership and admission to occupancy of a dwelling unit in the cooperative housing project, and

~~WHEREAS, a system utilizing questionnaires and a medical examination has been instituted to expedite determination that the potential buyer meets all established criteria, with the responsibility for operation of said system resting on paid employees of the Foundation, and~~

WHEREAS, it is necessary that escrow papers be signed in a timely manner but calling special meetings of the Board to accept or reject each application in escrow would prove cumbersome,

NOW, THEREFORE BE IT RESOLVED, THAT

1. The President of this Corporation is appointed and empowered to act in on behalf of the Board in signing various document in escrow that are necessary to accept or reject potential members of the Corporations.
2. Should the President be absent or otherwise unable to perform, then any officer of this Corporation shall be empowered to sign such papers on behalf of the Board.
3. In Cases Where Escrow Falls Out or is Cancelled

When vendors have incurred costs from working in said unit, the Mutual will pay the vendors in a timely manner and invoice the seller's current receivable account for payment. If applicable, the seller's account will incur late fees and finance charges until the account is paid in full.

MUTUAL ADOPTIONS**AMENDMENTS**

TWO: 11-16-72

05-19-11

TEN: 01-28-15

(draft created on 6-28-17 ka)

MUTUAL OPERATIONS**AMENDED DRAFT****RESIDENT REGULATIONS****Eligibility Requirements – Mutual Ten**

All persons seeking approval of the Board of Directors of Seal Beach Mutual No. Ten to purchase a share of stock in the Mutual, and to reside in the Mutual, shall meet the following 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 monthly income that is at least four (4) times or greater 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. Verified monthly income/assets may be in the form of the past two years of:
 - 1. Tax returns;
 - 2. 1099s for interest and dividends;
 - 3. 1099-Rs for retirement income from qualified plans and annuities;
 - 4. SSA-1099 Social Security Benefit Statement;
 - 5. Brokerage statements and current interim statement.
 - 6. Six to twelve months of checking/savings account statements.
- 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; 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.

MUTUAL OPERATIONS**AMENDED DRAFT****RESIDENT REGULATIONS****Eligibility Requirements – Mutual Ten**

- 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.¹

Verification shall be done by the Escrow Company and the Stock Transfer Office prior to the new buyer interview 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).

- 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.

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.

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

¹ 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**AMENDED DRAFT****RESIDENT REGULATIONS****Eligibility Requirements – Mutual Ten**

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 DATES****TEN**

04-22-70

09-22-93, 01-28-09

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN**

April 17, 2017

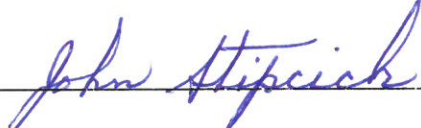
In accordance with the Corporation Bylaws, and pursuant to due notice to the Directors and Shareholders, a Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President/Secretary Arlart on Monday, April 17, 2017, at 2:31 p.m. in Building 5, Conference Room B.

Those members present were: President/Secretary Arlart, Vice President Cummings, CFO Giles, Directors Newman, Phillips, and Stipcich, and Advisory Directors Thompson and Houck. Director Atkinson was absent. Also present was shareholder Mike Depew (Unit 248-K) and Building Inspector Black.

The purpose of the meeting was to discuss Physical Property Committee projects with Inspector Black.

The meeting was adjourned at 3:48 p.m.

Attest



Ruthann Arlart, President/Secretary
SEAL BEACH MUTUAL TEN

cd:4/19/17

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
May 15, 2017**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President/Secretary Arlart on Monday, May 15, 2017, at 2:30 p.m. in Building 5, Conference Room B.

ROLL CALL

Present:	President/Secretary Arlart, Vice President Cummings, CFO Giles, Directors Atkinson, Phillips, and Stipcich, and Advisory Director Houck
Absent:	Director Newman and Advisory Director Thompson
GRF Representative:	Absent
Guests:	One Mutual Ten shareholder
Staff:	Mr. Weaver, Facilities Director Ms. Fernandez, Mutual Administration Manager Mr. Black, Building Inspector Mrs. Aquino, Recording Secretary

INTRODUCTION

President Arlart welcomed the staff and guests to the meeting.

SHAREHOLDER(S') COMMENTS

No comments were made.

UNFINISHED BUSINESS

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

RESOLVED, To ratify adopted/posted Policy 7405.10 –
Flooring and Floor Covering Permits.

The MOTION passed.

UNFINISHED BUSINESS (continued)

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

RESOLVED, To ratify amended/posted Policy 7210.10 –
Elections.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by CFO Giles and seconded by Director Phillips, it was

RESOLVED, To ratify rescinded/posted Policy 7512 –
Guarantor Agreement Form.

The MOTION passed.

NEW BUSINESS

Facilities Directors Weaver discussed the Fenn Pest/Termite Control Proposal. Upon a MOTION duly made by Vice President Cummings and seconded by CFO Giles, it was

RESOLVED, To accept the Fenn three-year proposal for
Pest Control and Annual Termite Inspection, and authorize
the President to sign the contract.

The MOTION passed.

Facilities Director Weaver left the meeting at 2:47 p.m.

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

RESOLVED, That in an event of failure of a lighting ballast to
the original bedroom/den/original living room soffit and
kitchen light fixtures, a standard LED light fixture (supplied
by the Purchasing Department) shall be installed at the
Mutuals cost.

The MOTION passed.

May 15, 2017

ANNOUNCEMENT

Per the Mutuals' Bylaws, Article IV, Section 7, Mike Depew, Unit 248-K, stated he intended to vote his ballot cumulatively for the election of Directors for the 2017-2019 term of office.

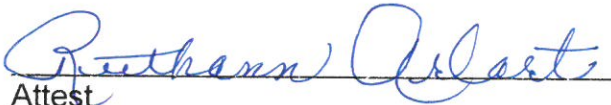
Secretary Aquino took a break from 3:30 p.m. to 3:45 p.m.

BUILDING INSPECTOR

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

ADJOURNMENT

President/Secretary Arlart adjourned the meeting at 3:58 p.m.



Attest

Ruthann Arlart, President/Secretary
SEAL BEACH MUTUAL TEN
ka:5/16/17
Attachments

**NEXT MEETING: ANNUAL SHAREHOLDERS' MEETING, MAY 17, 2017,
AT 10:00 AM IN CLUBHOUSE 4**

**NEXT REGULAR BOARD MEETING: WEDNESDAY, JUNE 28, 2017,
AT 9:00 A.M. IN THE MUTUAL ADMINISTRATION BUILDING
CONFERENCE ROOM A**

**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"**

May 15, 2017

RESOLUTIONS IN THE SPECIAL
MEETING OF MAY 15, 2017

5/15/17 RESOLVED, To ratify adopted/posted Policy 7405.10 – Flooring and Floor Covering Permits.

RESOLVED, To ratify amended/posted Policy 7210.10 – Elections.

RESOLVED, To ratify rescinded/posted Policy 7512 – Guarantor Agreement Form.

RESOLVED, To accept the Fenn three-year proposal for Pest Control and Annual Termite Inspection, and authorize the President to sign the contract.

RESOLVED, That in an event of failure of a lighting ballast to the original bedroom/den/original living room soffit and kitchen light fixtures, a standard LED light fixture (supplied by the Purchasing Department) shall be installed at the Mutuals cost.

SIGN-IN SHEET

SPECIAL

BOARD OF DIRECTORS MEETING

MUTUAL NO. TEN

DATE: May15, 2017

	SHAREHOLDERS' AND GUESTS' NAMES
1.	Mike Depew

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
May 17, 2017

The Organizational Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by Acting Chairperson Ms. Hopkins at 11:15 a.m. on Wednesday, May 17, 2017, in Clubhouse Four, Section B.

Those Directors present were: Ruthann Arlart, Esther Cummings, Michael Giles, John Stipcich, and Linn Atkinson. Audrey Newman was absent. The Mutual Administration Director, Ms. Hopkins; Recording Secretary, Ms. Day; and Mutual Administration Secretary, Ms. Dailey were also present.

Ms. Hopkins announced that the purpose of the meeting was to elect officers of the Board of Directors for the 2017-2018 term of office and to select the day and time of the Board's Regular Monthly Meeting.

Ms. Hopkins called for nominations for the office of President. Ms. Cummings nominated Ms. Arlart for President. There being no further nominations, Ms. Arlart was elected to the office of President for the 2017-2018 term of office.

The chair was turned over to newly-elected President Arlart, who then called for nominations for the office of Vice President. Mr. Giles nominated Ms. Cummings for Vice President. There being no further nominations, Ms. Cummings was elected to the office of Vice President for the 2017-2018 term of office.

The President called for nominations for the office of Secretary. Ms. Cummings nominated Mr. Stipcich for Secretary. There being no further nominations, Mr. Stipcich was elected to the office of Secretary for the 2017-2018 term of office.

The President called for nominations for the office of Chief Financial Officer. Ms. Arlart nominated Mr. Giles for Chief Financial Officer. There being no further nominations, Mr. Giles was elected to the office of Chief Financial Officer for the 2017-2018 term of office.

President Arlart appointed Ms. Cummings as Physical Property Committee Chair, Ms. Atkinson as Landscape Committee Chair, Mr. Giles as Finance Committee Chair, Ms. Arlart as Unoccupied Unit Quarterly Inspections Chair, and Ms. Cummings to Building Captains.


President Arlart stated that the previous year's Organizational Meeting minutes have already been approved.

The Board discussed the time of the Regular Monthly Board Meetings. Upon a MOTION duly made by Ms. Cummings and seconded by Mr. Giles, it was

RESOLVED, That the Regular Monthly Board Meeting remain on the fourth
Wednesday of the month, in the Administration Building Conference Room
A, with the time of the meeting starting at 9:00 a.m..

The MOTION passed.

There being no further business, President Arlart adjourned the meeting at 11:28 a.m.



Attest, John Stipcich, Secretary
SEAL BEACH MUTUAL TEN
cd:5/17/17

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
May 24, 2017**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Wednesday, May 24, 2017, at 9:06 a.m. in the Administration Conference Room A.

ROLL CALL:

Present: President Arlart, Vice President Cummings, Secretary Stipcich, CFO Giles.

Absent: Director Atkinson and Director Newman.

Guests: No shareholders present

Staff: Mr. Black, Building Inspector

PRESIDENT'S COMMUNICATION

President Arlart welcomed the Board and staff to the first Special Meeting of the 2017-2019 Board term.

President Arlart talked about Board member conduct, and a "Code of Conduct" was discussed. There was discussion covering the By-law amendment "Qualifications" regarding attendance at Board meetings.

There was no Advisory Director appointment.

BUILDING INSPECTOR

Building Inspector Black updated the Board on activity in the Mutual. Mr. Black will check on whether the bait stations are included in the Fenn contract. The roofing project is getting underway.

RESERVE STUDY

Updating the information for the Reserve Study is on track.

PARKING POLICIES

Vice President Cummings has reviewed the GRF Parking policy and the policies that other Mutuals have adopted for parking. GRF has made some changes; therefore, Mutual Ten will be cautious as we proceed to incorporate other policies and the shareholder suggestions in the Mutual Ten policy.

POLICY 7502.10 CARPORT REGULATIONS

President Arlart asked the Board to amend the carport policy and consider having the secondary carport cabinet as a separate policy. Vice President Cummings will prepare the policies. The carport regulations draft amended policy will be prepared for the June Board meeting. The new secondary cabinet policy will be developed and presented.

CART PAD POLICIES

Following a discussion, the consensus is to review the existing policies for carts and cart pads; then, draft amended versions of the existing policies and prepare them for a future meeting.

JLS MATTERS

There was discussion regarding the watering schedule.

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

RESOLVED, To remove steer manure as an option on the JLS flyer for use in the garden area.

The MOTION passed.

There was discussion about the trees at laundry room 259.

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

RESOLVED, To authorize the Physical Property Inspector to prepare Specifications for Mutual Ten landscape contract.

The MOTION passed.

LANDSCAPE ISSUES

President Arlart discussed Policy 7425.10 Garden Areas, Trees and Shrubs with the Board regarding the enforcement of the guidelines for unit gardens.

WHAT'S THE FUTURE FOR THE 2017-19 TERM?

The Board members present discussed having gmail email accounts for Mutual Board business.

Committees are in the process of being set up.

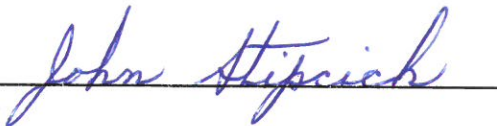
WASH was discussed as an option for the laundry rooms. The Board is not supporting this as an option at this time.

2018 budget planning is getting underway. Please volunteer and support the process.

ADJOURNMENT

President Arlart adjourned the meeting at 12:05 p.m.

Attest

A handwritten signature in blue ink, reading "John Stipcich", is written over a horizontal line.

John Stipcich, Secretary
SEAL BEACH MUTUAL TEN
Ra: 5/26/17

BOARD OF DIRECTORS

MUTUAL TEN

May 24, 2017

**RESOLUTIONS IN THE SPECIAL MEETING
WEDNESDAY, MAY 24, 2017**

5/24/17 RESOLVED, To remove steer manure as an option on the
JLS flyer for use in the garden area.

RESOLVED, To authorize Physical Property Inspector
to prepare specifications for Mutual Ten landscape contract.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
June 19, 2017**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Monday, June 19, 2017, at 2:30 p.m. in Building 5 Conference Room B.

ROLL CALL:

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

Absent: Director Atkinson.

Guests: No shareholders present

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 is underway. Mr. Black showed pictures of the termite damage.

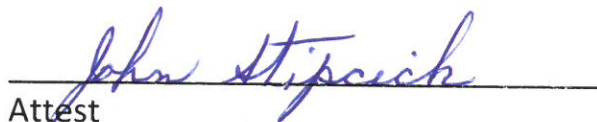
Still waiting on the start date for the re-piping project buildings 255-260.

LANDSCAPE MATTERS/PROJECTS

Further discussion at the June Regular Board Meeting.

ADJOURNMENT

President Arlart adjourned the meeting at 3:48 p.m.



Attest

John Stipcich, Secretary
SEAL BEACH MUTUAL TEN
Ra: 6/19/17

SIGN-IN SHEET

BOARD OF DIRECTORS MEETING

MUTUAL NO. TEN

DATE: June 28, 2017

	SHAREHOLDERS' AND GUESTS' NAMES
1.	Leona Sanseverino
2.	Karen Farquhar
3.	Philip P. Rousseau
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	