

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
February 28, 2018**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Wednesday, February 28, 2018, at 9:00 a.m. in the Administration Building, Conference Room A.

SHAREHOLDER(S') COMMENTS

One shareholder made a comment.

ROLL CALL

Present:	President Arlart, Vice President Cummings, Secretary Stipcich, Chief Financial Officer Giles, and Directors Atkinson and Newman
GRF Representative:	Ms. Winkler
Guests:	One Mutual Ten shareholder
Staff:	Ms. Hopkins, Mutual Administration Director Mr. Black, Building Inspector Mrs. Aquino, Recording Secretary Mrs. Pandit, Recording Secretary

MINUTES

President Arlart asked if there were any corrections to the Regular Monthly Meeting minutes of January 24, 2018. There being no corrections, the minutes were approved as printed.

President Arlart asked if there were any corrections to the Special Meeting minutes of February 12, 2018. There being no corrections, the minutes were approved as written.

GRF REPRESENTATIVE

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

BUILDING INSPECTORS REPORT

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

Following questions, Inspector Black left the meeting at 9:36 a.m.

UNFINISHED BUSINESS

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

RESOLVED, To ratify amended/posted Policy 7525 –
Withdrawal Inspection Fee.

The MOTION passed.

NEW BUSINESS

Following a discussion, it was the consensus of the Board to postpone the discussion regarding Policy 7502.10.1 – Adoption of GRF Policy 1927-37 – Parking Rules until the next regular Board Meeting for further research.

Following a discussion, it was the consensus of the Board to postpone the discussion regarding Policy 7502.10 – Carport Regulations until the next regular Board Meeting for further research.

Following a discussion, it was the consensus of the Board to postpone the discussion regarding rescinding Policy 7582 – Towing Vehicles and adopting Policy 7582.10 – Towing Vehicles until the next regular Board Meeting for further research.

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

RESOLVED, To allow Mutual Eleven to install a root barrier
on Mutual Ten greenway property across from Mutual Eleven
apartment 261-E at no cost to Mutual Ten.

The MOTION passed.

Following a discussion it was the consensus of the board to postpone the discussion regarding the Loading Zone Proposal until the next regular Board Meeting for further research.

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

RESOLVED, To cancel the Regular Board Meeting on May
23, 2018.

The MOTION passed.

SECRETARY / CORRESPONDENCE

Secretary Stipcich received no correspondence.

CHIEF FINANCIAL OFFICERS REPORT

CFO Giles submitted his financial report (attached).

MUTUAL ADMINISTRATION DIRECTOR

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

ANNOUNCEMENTS

President Arlart went over the schedule of Council meetings for the month of February.

Presidents' Council: Thursday, March 1, 2018, at 9:00 a.m. [Ch 4]

Emergency Prep Information Council: Friday, March 2, 2018, at 10:00a.m. [B]

CFO Council: Wednesday, March 7, 2018, at 10:00 a.m. [B]

Roundtable: Friday, March 16, 2018, at 1:00 p.m. [A]

SPECIAL MEETING: Monday, March 19, 2018, at 2:30 p.m. [B]


Physical Property Council: Thursday, April 5, 2018, at 1:30 p.m. [B]

Landscape Council: Friday, April 20, 2018, at 10:00 a.m. [B]

ANNUAL MEETING, Wednesday, May 16, 2018, at 10:00 a.m. [Ch 4]

ADJOURNMENT

President Arlart adjourned the meeting at 10:41 a.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/sp:03/07/18 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 FEBRUARY 28, 2018**

02/28/18 RESOLVED, To ratify amended/posted Policy 7525 – Withdrawal
Inspection Fee.

RESOLVED, To allow Mutual Eleven to install a root barrier on Mutual
Ten greenway property across from Mutual Eleven apartment 261-E at
no cost to Mutual Ten.

RESOLVED, To cancel the Regular Board Meeting on May 23, 2018.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(10) TEN**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **FEBRUARY 28TH 2018**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
10-244E	oven micro, stove top	both	11/15/17	01/25/18	yes change	no final 7/17/17/ no final y	Lw décor
10-245A	remodel w/repipe	both	09/25/17	02/28/18	no	rooting/underground 12/8/17 - rough 12/8/17	kang
10-239E	new kit. Washer/dryer/showe					under ground & rough 2/1	BJ and Co.
10-250B	room addition	both	01/15/18	03/24/18	no	underground 1/26/18	ogan
10-255I	kit/bath counters/ fan	both	01/29/18	03/29/18	no		pena
10-246A	flooring	grf	01/30/18	02/28/18	no		kary's carpet
10	geophysical recording	grf	01/31/18	03/30/18	no		La seismic
10-247G	dishwasher	both	02/01/18	03/01/18	no		Los Al builders
10-243A	carport cabinet	grf	01/30/18	02/28/18	no		Jeff Lashmet
10-251F	remodel	both	03/05/18	05/18/18	no	must show entry walk on plan	Bergkvist'
10-254B	entry door and windows	both	03/19/18	04/19/18	no		seaport sash and door

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
10-260C		11/07/17					
10-257C		11/07/17	02/07/18	02/14/18	02/22/18		
10-244G		12/20/17		01/16/18	01/30/18		
10-256H		12/20/17					
10-250G		02/08/18					
10-250K		02/08/18					
10-248C	2/12/2018						

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 28TH 20'**

CONTRACTS and PROJECTS

CONTRACTOR	PROJECT
Brightview	Lawns: Mutual gardening and lawns - on going,
Brightview	Landscape: turf renovations - pending Bod approval
	Rain Gutters: cleaning complete
	Tree removals: meeting Thursday w/Chad from Brightview
	Tree Trimming: contract in place w/Brightview
Fenn Pest and Termite	contract - on going, Monday and Wednesday service for pest, Wednesday is for termite treatment and pest, no termite treatment on Mondays
	Re-piping: John Nelson Plumbing on-board same credits as last year
	Painting: RFP's can go out soon if BOD approves
Dry rot / Termite / Paint lists	specifications are in from Vista
Concrete	complete
sprinkler work from concrete work	almost complete email sent to Lisa for 249A across from catch basin
Roofing	pricing in see handout

SHAREHOLER and MUTUAL REQUESTS

10-252F - life deck, available at Gahnal Lumber garage ty	material
empty units - set date	
1/31/18 - meeting with Lisa	
245A - meet with contractor about thrash	
PP meeting 2/12/18	
BOD meeting 2/28/18	
10-255 sewer clean out repair ok for MJ Jurado	

CFO Report - Mutual 10

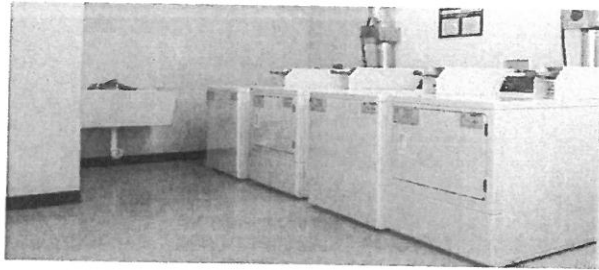
January 31, 2018

Account Description	\$ Variance	% Variance	Explanation
Total Other Income	\$ (1,225)	-34.1%	Total Income is under budget due primarily to lack of collection of Inspection Fees.
Utilities	\$ 394	5.3%	Utilities are over budget due to excessive water use.
Professional Fees	\$ (465)	-20.0%	Professional Fees ended the month better than budget primarily because of Legal Expense.
Outside Services	\$ (5,516)	-32.6%	Outside Service are better than budget mainly in Landscape Maintenance. Structure Repair and Service Maintenance. This will correct as the year goes on with the work that is in the pipe-line.
Taxes & Insurance	\$ 1,365	22.0%	This expense will continually be over budget due to accounting of Property and Liability Insurance which will correct by year-end.
Excess Inc / (Exp) After Off-Bdgt Items	\$ 2,998	0.0%	Year-end as of January ended better than budget.
			The first month of the year ended with a small surplus, however this surplus will be used up with the items that are in the pipe-line.
			(OVER)

SEAL BEACH MUTUAL NO. 10
FINANCIAL STATEMENTS RECAP
For the 1 months ending January 31, 2018

January				YTD		
Actual	Budget	Variance	Account	Actual	Budget	Variance
71,457	71,456	0.0%	Regular Assessment	71,457	71,456	0.0%
29,959	29,959	0.0%	Reserve Funding	29,959	29,959	0.0%
101,416	101,415	0.0%	Total Regular Assessment	101,416	101,415	0.0%
582	582	0.0%	Service Income	582	582	0.0%
1,785	1,991	-10.3%	Financial Income	1,785	1,991	-10.3%
5	1,024	-99.5%	Other Income	5	1,024	-99.5%
2,372	3,597	-34.1%	Total Other Income	2,372	3,597	-34.1%
\$ 103,788	\$ 105,012	-1.2%	Total Mutual Income	\$ 103,788	\$ 105,012	-1.2%
42,145	42,145	0.0%	Trust Maintenance Cost	42,145	42,145	0.0%
7,873	7,479	5.3%	Utilities	7,873	7,479	5.3%
1,857	2,322	-20.0%	Professional Fees	1,857	2,322	-20.0%
11,400	16,916	-32.6%	Outside Services	11,400	16,916	-32.6%
7,556	6,191	22.0%	Taxes & Insurance	7,556	6,191	22.0%
29,959	29,959	0.0%	Contributions To Reserves	29,959	29,959	0.0%
\$ 100,790	\$ 105,012	-4.0%	Operating Expenses Before Off-Budget	\$ 100,790	\$ 105,012	-4.0%
\$ 2,998	-		Excess Inc / (Exp) After Off-Bdgt Items	\$ 2,998	-	
			Depreciation (Off-Budget Item)			
			Excess Inc / (Exp) After Off-Bdgt Items	\$ 2,998	\$ -	
			Restricted Reserve			
(3,042)			Appliance Reserve	14,841		
2,044			Painting Reserve	142,048		
13,478			Roofing Reserve	1,618,614		
(381)			Emergency Reserve	223,103		
8,838			Infrastructure Reserve	54,416		
\$ 20,937			Total Restrcted Reserve	\$ 2,053,022		

Laundry Rooms



The Laundry Rooms are just one of the most important conveniences provided to all Shareholders/Members/Residents.

Laundry Room facilities are available for use by Shareholder/Members/Residents of their respective Mutual.

Read the respective: Laundry Room Policy 7575.10

The following items may not be washed in the washers, or dried in the dryers: rubber- or plastic-backed mats, rugs or runners, sneakers, fiberglass curtains, sleeping bags, heavy blankets, quilts, comforters, or car covers.

Do not overload washers or dryers. Improper loading may cause damage to the machine due to unbalanced loads.

The trash containers in the laundry rooms are for lint and dryer sheets only. Detergent containers, bleach containers, softener bottles, or other trash must be disposed of in another location.

Clean the dryer filter after each use, and dispose of lint in the trash containers.

Help keep the laundry rooms clean.

Remember to clean up after yourself, turn off the lights and shut the door after you are finished.

Vice President Report – February 28, 2018

Parking Policy Committee – As Chair of the Committee I want to thank the following individuals who met to review existing policies and formulate changes to be considered by the Board: Cheryl Gibson, Jill Harding, Carl Keene and John Stipcich. Their contributions were much appreciated.

Once the policies are posted, please take time to read them and get back to the Board in writing or by coming to the next meeting to give us input. These are very important policies and will impact each and every one of you, your caregivers and your visitors. We hope these policies will bring about the changes many of you requested at the last Town Hall Meeting.

Seismic Study – Several months ago your Board voted to participate in the Seismic Study being conducted in Seal Beach and surrounding communities by LA Seismic. Our reasoning was to make it possible for us to have up-to-date information on the earthquake faults and other land features under Leisure World so that future construction projects could be planned with a full understanding of the underlying land structure and its possible impact on the structures.

Small sensing nodes were placed in the lawn areas about 80 feet apart. Once they were in place the large survey truck drove through our carport areas on Mutual 10 streets and vibrated the land surface to gather the data. Great care was taken to be sure the vibrations would not have a negative impact on our homes. The nodes are being removed on the day of our meeting. All of the information gathered will be available to us once it is compiled.

After we agreed to be a part of the study, the company offered to give us \$20,000 for granting access to Mutual 10. This money has been received and has been added into our annual budget.

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
February 12, 2018**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Monday, February 12, 2018, at 2:30 p.m. in Building 5 Conference Room B.

ROLL CALL:

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

Staff: Building Inspector, Kevin Black

Three Shareholders made comments.

BUILDING INSPECTOR REPORT

Building Inspector Black updated the Board on Mutual activity.

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

RESOLVED, that Mutual Ten engage in a contract with Roofing Standards to re-roof two (2) buildings and authorize the President to sign the contract.

The MOTION passed.

LANDSCAPE SERVICE

The Board discussed the landscape maintenance service.

ADJOURNMENT

President Arlart adjourned the meeting at 3:54 p.m.

Attest



John Stipcich, Secretary
SEAL BEACH MUTUAL TEN
Ra: 02/13/18

THIS PAGE LEFT INTENTIONALLY BLANK