

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
March 28, 2018
Meeting begins 9:00 a.m.
Administration Building Conference Room A

1. CALL TO ORDER
2. SHAREHOLDER COMMENTS (2-3 minutes per shareholder)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

Ms. Winkler, GRF Representative
Ms. Miller, Director of Finance
Ms. Hopkins, Mutual Administration Director
Mr. Black, Building Inspector
Mrs. Aquino, Recording Secretary
5. APPROVAL OF MINUTES:
Regular Meeting Minutes of February 28, 2018
Special Board Meeting Minutes of March 19, 2018 (p. 3-4)
6. GRF REPRESENTATIVE Ms. Winkler
7. BUILDING INSPECTOR'S REPORT Mr. Black
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 5-6)
8. **GUEST SPEAKER – Director of Finance** **Ms. Miller**
a. Review and Acceptance of the draft 2017 Audited Financial Statements (p. 7)
9. **UNFINISHED BUSINESS**
 - a. Waterline Project - Update
 - b. BrightView Landscape Services – Update
 - c. Garden Inspection - Update
 - d. Loading Zone Proposal – Update
10. **NEW BUSINESS**
 - a. Discussion Emergency Information Council (p. 9)
 - b. Discussion Annual Meeting

STAFF SECRETARY BREAK 11:00 a.m.

11. SECRETARY / CORRESPONDENCE Mr. Stipcich
12. CHIEF FINANCIAL OFFICERS REPORT Mr. Giles
13. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
14. ANNOUNCEMENTS
 - a. CFO Council: Wednesday, March 7, 2018, at 10:00 a.m. [B]
 - b. Presidents' Council: Thursday, April 5, 2018, at 9:00 a.m. [Ch 4]
 - c. Physical Property Council: Thursday, April 5, 2018, at 1:30 p.m. [B]
 - d. Emergency Information Council: Friday, April 6, 2018, at 10:00 a.m. [B]
 - e. SPECIAL MEETING: Monday, April 16, 2018, at 2:30 p.m. [B]
 - f. Landscape Council: Friday, April 20, 2018, at 10:00 a.m. [B]
 - g. Roundtable: Friday, April 20, 2018 at 1:00 p.m. [A]
 - h. **ANNUAL MEETING**, Wednesday, May 16, 2018, at 10:00 a.m. [Ch 4]
15. COMMITTEE REPORTS (as time permits)
 - a. President Ms. Arlart
 - b. Vice President Ms. Cummings
 - c. Emergency Information Council
 - d. Finance/ Budget Committee Mr. Giles
 - e. Landscape Committee Ms. Atkinson
 - f. Physical Properties Committee Ms. Cummings
 - g. Other Committees
 - Draft Parking Policy Committee
 - Social Event Committee
16. DIRECTORS' COMMENTS
17. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
18. ADJOURNMENT
19. EXECUTIVE SESSION

STAFF SECRETARY WILL LEAVE THE MEETING BY 12:10 p.m.

**NEXT MEETING: Wednesday, April 25, 2018 at 9:00 a.m.
Administration Building Conference Room A**

(Wednesday, March 21, 2018 KA)

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
March 19, 2018**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Monday, March 19, 2018, at 2:32 p.m. in Building 5 Conference Room B.

ROLL CALL:

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

Staff: Building Inspector, Kevin Black

One Shareholder present.

BUILDING INSPECTOR REPORT

Building Inspector Black updated the Board on Mutual activity.

LANDSCAPE SERVICE

The Board discussed the landscape maintenance service.

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

RESOLVED, to accept the BrightView proposal to repair and replace sprinklers not to exceed \$503.24.

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 accept the BrightView proposal to replace the sprinkler valve at 241-F/G, not to exceed \$420.

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 accept BrightView proposal to remove three (3) White Elder trees and one (1) Silk Oak tree not to exceed \$5500 and authorize the president to sign the contract.

The MOTION passed.

SERVICE MAINTENANCE

The Board discussed the Service Maintenance email procedures.

ADJOURNMENT

President Arlart adjourned the meeting at 3:50 p.m.

Attest

John Stipcich, Secretary

SEAL BEACH MUTUAL TEN

Ra: 03/19/18

(These are tentative minutes, subject to approval by the Board of Directors at the next Regular Board of Directors' Meeting.)

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(10) TEN**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **MARCH 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	footing/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-rough	ogan
10-255I	kit/bath counters/ fan	both	01/29/18	03/29/18	no		pena
10-251F	remodel	both	03/05/18	05/18/18	no	foundation 2/25/18- underground plumb	Bergkvist'
10-254B	entry door and windows	both	03/19/18	04/19/18	no		seaport sash and door
10-255I	bath/kitchen remodel no repipe	both	03/02/18	05/31/18	no		Los Al builders
10-250B	flooring	grf	03/05/18	03/12/18	no		cornerstone floors
10-244E	recessed lighting	both	03/05/18	04/27/18	no		MP const.
10-248I	skylight den	both	02/15/18	04/30/18	no		M & M
10-255C	dual zone ductless heat pump	both	03/26/18	04/27/18	no		greenwood

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		
10-256H		12/20/17					
10-250G		02/08/18	03/06/18	03/07/18	03/19/18		
10-250K		02/08/18	03/07/18	03/14/18	03/22/18		
10-248C	2/12/2018						
10-257D		03/19/18					
10-244J		03/21/18					

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: **MARCH 28TH 2018**

CONTRACTS and PROJECTS	
CONTRACTOR	PROJECT
Brightview	Lawns: Mutual gardening and lawns - on going,
Brightview	Landscape: turf renovations - pending Bod approval - on hold
	Rain Gutters: complete
	Tree removals: (3) white Alders - (1) Silk Oak
	Tree Trimming: complete
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
ERC Abatement	abatement: completed bldg. 249 on 3/16/18
John Nelson Plumbing	Re-piping: started bldg. 249 3/19/18
	Painting: RFP's can go out soon if BOD approves
Dry rot / Termite / Paint lists	specifications are in from Vista
sprinkler work from concrete work	on going
Roofing	contracted for bldg. 241 / separate contract for 240 different spec's
SHAREHOLER and MUTUAL REQUESTS	
sprinkler valve 3/6/18 - 254/259	
3/6/18 - empty units	
10-239E dryer vent required?	
3/9/18 re-pipe flyers 249	
10-251F - entry door	
3/16/18 abatement 249	
10-257A - check on refer trim	
3/19/18 PP meeting conf. rm. B	
3/28/18 BOD meeting	
contactors	

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: REVIEW AND ACCEPTANCE OF THE DRAFT 2017 AUDITED FINANCIAL STATEMENTS (GUEST SPEAKER ITEM A)
DATE: MARCH 28, 2018
CC: MUTUAL FILE

On March 28, 2018, Ms. Miller, Director of Finance, will review the Financial Statements as of the year ending December 31, 2017, by the Independent Accountant's Report as submitted by CliftonLarsonAllen (CLA).

I move to accept that the Board of Directors of Seal Beach Mutual Ten, upon a presentation of the Financial Statements as of December 31, 2017, for the year then ended, and the proposed Accountant's Report as submitted by CliftonLarsonAllen (CLA), hereby accepts the above mentioned Financial Statements and reports therein, and to authorize the President to sign the Management Representation Letter.

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March 16, 2018

To All Mutual Boards of Directors,

It is understood that the Golden Rain Foundation and/or any Mutual Board of Directors do not have responsibility to provide supplies or emergency services to residents of Leisure World in the event of a disaster.

It is therefore important for every resident to become informed on what to do to be ready for such an occurrence and not expect that help will be available.

The Emergency Information Council (EIC) are members/residents of mutuals in Leisure World who meet and gather information on disaster preparedness to help spread the word and encourage everyone to be proactive in self-sufficiency.

The council is asking your support in this effort by requesting a representative from your mutual to attend the monthly EIC meetings. The benefit of participation would be the increased awareness of personal responsibility in this area and steps that can be taken by each of us to help ourselves.

Respectfully,

Kathy Almeida
EIC Chairperson
M1.kalmeida@yahoo.com