

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
July 25, 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. Hopkins, Mutual Administration Director
Mr. Black, Building Inspector
Mr. Meza, Building Inspector
Mrs. Villalobos, Recording Secretary
5. APPROVAL OF MINUTES:
Regular Meeting Minutes of June 27, 2018
Special Meeting Minutes of July 16, 2018 (p.3)
6. GRF REPRESENTATIVE Ms. Winkler
7. BUILDING INSPECTOR'S REPORT Mr. Black & Mr. Meza
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (handout)
8. GUEST SPEAKER Mr. Bristow
9. **UNFINISHED BUSINESS**
 - a. Waterline Project Update
 - b. Roofing Project Update
 - c. Brightview Landscape Services Update
 - d. Loading Zone Update
 - e. Garden Inspection Update
 - f. Carport and Laundry Room Light Fixtures Update
10. **NEW BUSINESS**
 - a. Discuss and Vote on the Proposal from Brightview to remove the Carob tree between Units 248-A & 249-L (p. 4-5)
 - b. Discuss and Vote on Painting Bid (p. 6)
 - c. Discuss and Vote to approve/deny the GCARP (General Counsel Attorney Retainer Program (p. 7-8)

NEW BUSINESS (continued)

- d. Discuss and Vote to approve/deny the transfer of funds from BNY Melon to US Bank Money Market Account **(p. 9)**
- e. Discuss and Vote to approve/deny Security Services Director inform Mutual Ten of the enforcement requirements for Policy 7502.10.01 Parking Rules (p. 10)

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. NEXT MEETING: August 22, 2018 Administration Building Conference Room A
- 15. COMMITTEE REPORTS (as time permits)
 - a. President Ms. Arlart
 - b. Vice President Ms. Cummings
 - c. Emergency Preparedness Information Council Mr. Stipcich
 - d. Finance/ Budget Committee Mr. Giles
 - e. Landscape Committee Ms. Atkinson
 - f. Physical Properties Committee Ms. Cummings
 - g. Other Committees
 - 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 12:00 p.m.

DATES TO REMEMBER:

CFO Council: Wednesday, August 1, 2018 at 10:00 a.m. [B]

Presidents' Council: Thursday, August 2, 2018, at 9:00 a.m. [Ch 4]

Emergency Information Council: Friday, August 3, 2018, at 10:00a.m.[B]

Special Board Meeting: Monday, August 13, 2018, at 2:30 p.m. [B]

Landscape Council: Friday, August 17, 2018, at 10:00 a.m. [A]

Roundtable: Friday, August 17, 2019 at 1:00 a.m. [A]

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
July 16, 2018**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Wednesday, July 16, 2018, at 2:30 p.m. in Building 5 Conference Room B.

ROLL CALL:

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

Absent: Director Atkinson

Staff: Building Inspector Meza

No shareholders present

BUILDING INSPECTOR'S REPORT

Building Inspector Meza updated the Board on Mutual activity.

ADJOURNMENT

President Arlart adjourned the meeting at 3:31 p.m. and announced there would be an Executive Session following the meeting to open the painting bids.

Attest

John Stipcich, Secretary
SEAL BEACH MUTUAL TEN

Ra: 07/16/18

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

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE ON THE PROPOSAL FROM BRIGHTVIEW TO REMOVE
THE CAROB TREE BETWEEN UNITS 248-A & 249-L
(NEW BUSINESS ITEM A)
DATE: JULY 25, 2018
CC: MUTUAL FILE

I move to approve/deny that Mutual Ten accept the proposal from Brightview Tree Care Services, at a cost not to exceed \$2040, and authorize the Mutual President to sign the necessary documentation.

BrightView Tree Care Services

Branch Office #49170
1960 South Yale Street
Santa Ana, CA 92704
Larry Martony
Certified Arborist WE-8794A
chad.croissant@brightview.com
tel: 714-476-3525

Tree Care Service Address/Location

Leisure World Mutual 10
13120 Saint Andrews Dr
Seal Beach, CA 90740

Proposed Tree Care Services

Species	Qty	Objective	Price
carob tree - Priority 1	1	Take Down & Stump Grind	\$2,040
Total			\$2,040

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE ON PAINTING BID
(NEW BUSINESS ITEM B)
DATE: JULY 25, 2018
CC: MUTUAL FILE

On July 16, 2018, Mutual Ten held a Special Executive Session Meeting to open Painting Bids.

*I move to approve/deny that Mutual Ten accept the Painting Bid from _____,
at a cost not to exceed \$____, and authorize the President to sign the contract.*

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF THE GCARP (GENERAL COUNSEL ATTORNEY RETAINER PROGRAM) (NEW BUSINESS ITEM C)
DATE: JULY 25, 2018
CC: MUTUAL FILE

I move to engage in a GCARP (General Counsel Attorney Retainer Program) with Roseman & Associates, effective immediately, at a cost not to exceed \$500, and authorize the Mutual President to sign the necessary documentation.

Roseman Law, APC

21650 Oxnard Street, Suite # 2000
Woodland Hills, CA 91367



INVOICE

Invoice # 10739
Date: 07/02/2018

Seal Beach Mutual No. Ten
c/o Jodi Hopkins
P.O.Box 2069
Seal Beach , CA 90740

sea082417.001 -Seal Beach Mutual No. Ten

Date	Description	Quantity	Rate	Total
07/02/2018	General Counsel - Annual Retainer	1.00	\$500.00	\$500.00
Subtotal				\$500.00
Total				\$500.00

Please make all amounts payable to: Roseman Law, APC. If you have any questions, or would like to pay via credit card or wire transfer, please contact Carmen Menendez at Menendez@RosemanLawCorp.com or call (818) 380-6700.

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVE/DENY THE TRANSFER OF FUNDS FROM BNY MELON TO US
BANK MONEY MARKET ACCOUNT (NEW BUSINESS ITEM D)
DATE: JULY 25, 2018
CC: MUTUAL FILE

I move to approve/deny the transfer of \$750,000 from BNY Melon to the US Bank Money Market Account

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THAT SECURITY SERVICE
INFORM MUTUAL TEN OF THE ENFORCEMENT REQUIREMENTS FOR
POLCIY 7502.10.01 PARKING RULES (NEW BUSINESS ITEM E)
DATE: JULY 25, 2018
CC: MUTUAL FILE

*I move to approve/deny that Security Service Director inform Mutual Ten of the
enforcement requirements for Policy 7502.10.01 Parking Rules*