

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
September 26, 2018
Meeting begins 9:00 a.m.
Administration Building Conference Room A

1. CALL TO ORDER-BOARD ROOM DECORUM
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. Meza, Building Inspector
Ms. Villalobos, Recording Secretary
5. APPROVAL OF MINUTES:
Regular Meeting Minutes of August 22, 2018
Special Meeting Minutes of September 17, 2018 (p.3)
6. GRF REPRESENTATIVE Ms. Winkler
7. BUILDING INSPECTOR'S REPORT Mr. Meza
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p.4-5)
 - a. Discuss and Schedule Tree and Stump Removal
 - b. Discuss and vote to approve/deny Sprinkler Work Order (p. 6)
 - c. Update Waterline and Roofing Projects
 - d. Discuss and vote to approve/deny Pavement Repairs at Carports 123&124 (p. 7)
 - e. Discuss and vote to approve/deny Foundation Repair at Unit 260-K (p. 8)
 - f. Discuss and vote to approve/deny Changing Landscape Service Company (p. 9)
 - g. Discuss and vote to approve/deny Cancellation of Contract with Brightview Services, Inc. (p. 10)
8. **UNFINISHED BUSINESS**
 - a. Update Brightview Landscape Services
 - b. Update Garden Inspection
 - c. Update Parking Education Town Hall Meeting
 - d. Update Paint Color Selection Advisory Committee
 - e. Discuss and vote to adopt Policy 7541- Co-Occupants, Qualified Permanent Residents and Health Care Providers (p. 11-12)

STAFF BREAK 11:00 a.m.

9. NEW BUSINESS

- a. Discuss California Shakeout (October 18, 2018 at 10:18 am)
- b. Discuss and vote to approve/deny Carport Rentals (p. 13)

- 10. SECRETARY / CORRESPONDENCE Mr. Stipcich
- 11. CHIEF FINANCIAL OFFICERS REPORT Mr. Giles
- 12. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
- 13. ANNOUNCEMENTS
 - a. NEXT MEETING: October 24, 2018 Administration Building
Conference Room A Adopt Mutual Ten 2019 Budget
- 14. 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. Arlart
 - f. Physical Properties Committee Ms. Cummings
 - g. Other Committees
 - Social Event Committee
 - Paint Color Selection Advisory Committee Ms. Cummings
- 15. DIRECTORS' COMMENTS
- 16. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
- 17. ADJOURNMENT
- 18. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 12:00 p.m.

DATES TO REMEMBER:

CFO Council: Wednesday, October 3, 2018 at 10:00 a.m. [B]
Presidents' Council: Thursday, October 4, 2018, at 9:00 a.m. [Ch 4]
Physical Property Council: Thursday, October 4, 2018, at 1:30 p.m. [B]
Emergency Information Council: Friday, October 5, 2018, at 10:00a.m.[B]
Special Board Meeting: Monday, October 15, 2018, at 2:30 p.m. [B]
Landscape Council: Friday, October 19, 2018, at 10:00 a.m. [B]
Roundtable: Friday, October 19, 2019 at 1:00 p.m. [A]

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
September 17, 2018**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Monday, September 17, 2018, at 2:31 p.m. in Building 5 Conference Room B.

ROLL CALL:

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

Absent: Directors Dr. Newman and Atkinson

Staff: Building Inspectors Meza and Black (left 2:54pm)

No shareholders present

BUILDING INSPECTOR'S REPORT

Building Inspector Meza updated the Board on Mutual activity.

ADJOURNMENT

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

Executive Session followed.

Attest

John Stipcich, Secretary

SEAL BEACH MUTUAL TEN

Ra: 09/17/18

(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: **MIKE MEZA**

DATE: **September, 2018**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
10-241E	heat pump	both	08/17/18	11/20/18	no		greenwood
10-243J	shower cut down w/enclosure	grf	07/30/18	08/30/18	no	checking with Nu-Kote	Nu Kote
10-251A	entry door	grf	08/20/18	09/30/18	no		m&m construction
10-253C	heat pump	both	08/13/18	11/13/18	no		greenwood
10-253j	heat pump	both	08/16/18	11/16/18	no		greenwood
10-256A	kit/bath/window & doors	both	07/23/18	10/19/18	no		MP const.
10-252J	FLOORING	GRF	09/10/18	10/10/18	no		KARY'S CARPET
10-253k	heat pump	both	09/20/18	12/30/18	no		greenwood
10-256H	heat pump	both	10/02/18	01/20/19	no		greenwood
10-259G	bathroom remodel	both	09/30/18	10/14/18	no		cal bath

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
10-241C		04/06/18					
10-250F		04/04/18	05/31/18	06/04/18	06/13/18		
10-250G		02/08/18	03/06/18	03/07/18	03/19/18		
10-257C		11/07/17	02/07/18	02/14/18	02/22/18		
10-257D		03/19/18	04/16/18				
10-258B		04/04/18	04/12/18	04/17/18			
10-260C		11/07/17					
10-244J		05/10/18	07/26/18	07/27/18	08/08/18		
10-252G		08/15/18					
10-245-A		06/13/18	07/31/18	07/31/18	08/10/18		

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: **MIKE MEZA**

DATE: **September, 2018**

CONTRACTS and PROJECTS

CONTRACTOR		PROJECT
Brightview	Lawns:	Mutual gardening and lawns - on going
Brightview	Landscape:	turf renovations - pending Bod approval - on hold
	irrigation	Building 243 and 241 JLS install new sprinkler valves and strainer complete
	Tree Removal:	waitng on chad for start date.
Fenn Pest and Termite		contract - on going, Monday and Wednesday service for pest, Wednesday - is for termite treatment and pest
ERC Abatement	abatement:	re-pipe project is complete.
Califorina re-pipe	Re-piping:	re-pipe project is complete.
kres const.	Re-pipe painting:	Finishing touch up paint for building 238
Roofing Standard	Roofing:	building 241 complete, finishing building 242
Kress Construction	Stove hoods:	building 241 and 242 complete
BA Contruccion	Dry rot repair:	building 241 and 242 complete
Hutton Painting	paint mutual:	contract signed, start date 10/15/18, waitng on paint samples at carport.
Dry rot / Termite / Paint lists		walk is on going.

SHAREHOLER and MUTUAL REQUESTS

10-257-F Check trash in unit and refrigerator	
10-241-A Damage window coverings	
10-260-K Check flooring in kitchen	
10-250-L Inspected for termites	
10-241-H Check status on ceiling	
10-241-B Inspected A/C unit in attic.	
10-241-I checked stove hood (no power)	
10-242-L Check kitchen faucet	
10-243-I Inspected water lines at kitchen	
10-248-G checked status on water damage	
10-248-F Talk with resident about water damage	
10-239-L Talk with resident about parking	
10-238-L Check refrigerator	
10-250-A Checked windows	
10-238-J check crack in shower	
10-241-H check crack in shower	

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY SPRINKLER WORK ORDER
(BUILDING INSPECTOR REPORT ITEM B)
DATE: SEPTEMBER 26, 2018
CC: MUTUAL FILE

I move to approve/deny that Mutual Ten authorizes the preparation of work orders for the repair or replacement of clogged sprinkler valves and the installation of a strainer at Building 240, and other impacted Buildings, at a cost not to exceed \$950 for each building and authorize the President to sign the work orders. Work to be completed by Johns's Landscape.

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY PAVEMENT REPAIRS AT CARPORTS 123&124 (BUILDING INSPECTOR REPORT ITEM D)
DATE: SEPTEMBER 26, 2018
CC: MUTUAL FILE

I move to approve/deny to authorize the Physical Property Inspector to prepare a work order for Jurardo to replace four (4) blacktop transitions areas at Interlachen and Carports 123 and 124 with reinforced concrete, at a cost not to exceed \$900 each, and authorize the President to sign the work order.

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY FOUNDATION REPAIR AT UNIT 260-K (BUILDING INSPECTOR REPORT ITEM E)
DATE: SEPTEMBER 26, 2018
CC: MUTUAL FILE

I move to approve/deny that Physical Property Inspector prepare work orders and contracts to repair the crack in the floor of apartment 260-K and replace the floor covering damaged by the repair work and authorize the President to sign the contracts.

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY CHANGING LANDSCAPE
SERVICE COMPANY (BUILDING INSPECTOR REPORT ITEM F)
DATE: SEPTEMBER 26, 2018
CC: MUTUAL FILE

*I move to approve/deny that Mutual Ten enter into a contract with _____
_____ as the Mutual Ten Landscape Service
company and authorize the President to sign the contract.*

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY CANCELATION OF CONTRACT
WITH BRIGHTVIEW SERVICES, INC.
(BUILDING INSPECTOR REPORT ITEM G)
DATE: SEPTEMBER 26, 2018
CC: MUTUAL FILE

I move to approve/deny to cancel the existing contract with BrightView Landscape Services, Inc. for Mutual Ten and authorize the President to sign the notification to BrightView Landscape Services, Inc.

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ADOPT POLICY 7541 – CO-OCCUPANTS, QUALIFIED PERMANENT RESIDENTS AND HEALTH CARE PROVIDERS
(UNFINISHED BUSINESS ITEM E)
DATE: SEPTEMBER 26, 2018
CC: MUTUAL FILE

At the September 26, 2018 Board Meeting, the Board of Directors will vote to adopt Policy 7541 - Co-Occupants, Qualified Permanent Residents and Health Care Providers (attached).

I move to adopt Policy 7541 – Co-Occupants, Qualified Permanent Residents and Health Care Providers on a preliminary basis until the 30-day posting period is completed.

DRAFT

RESIDENT REGULATIONS

Co-Occupants, Qualified Permanent Residents and Health Care Providers

The community facilities of the Golden Rain Foundation are maintained for the use of members of Leisure World Seal Beach with the following exceptions:

1. Co-Occupants

- a. Senior citizens, as defined in California Civil Code Section ~~51.3(e)(1)~~ **51.3(b)(1)**, who are not members but are approved by the Mutuels to reside with a stockholder, shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenities Fee listed in Policy 5061-31. (Forms 9001 and 9002)
- b. In order to comply with section 51.3 of the California Civil Code, the following classes of citizens may reside in Leisure World Seal Beach.
 - i.) Is 55 years of age or older
 - ii.) Has completed the Co-Occupant Application
 - iii.) Has written authorization from the Mutual President, or any Mutual Officer so designated by the Mutual President, to reside in the dwelling unit.
 - iv.) Has paid the required Amenities Fee to the Golden Rain Foundation

2. Qualified Permanent Residents

- a. Persons who are not senior citizens as defined in California Civil Code Section ~~51.3(e)(1)~~ **51.3(b)(1)**, who can present proof that they are eligible to be classified as Qualified Permanent Residents under California Civil Code Section ~~51.3(e)(2)~~, **51.3(b)(2)**, shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenities Fee listed in Policy 5061-31. (Forms 9003 and 9004)

3. Health Care Providers

- a. Permitted health care residents, as defined in California Civil Code Section ~~51.3(e)(6)~~ **51.3(B)(7)**, shall be required to obtain a Caregiver Pass and are not entitled to use any of the community facilities. The administration shall furnish each Mutual a monthly report of those health care providers residing in the Mutual.

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY CARPORT RENTALS
(NEW BUSINESS ITEM B)
DATE: SEPTEMBER 26, 2018
CC: MUTUAL FILE

*I move to approve the Carport rental for Shareholder in Unit _____ renting their
Carport to the Shareholder in Unit _____, effective _____.*