

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
September 26, 2018**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Wednesday, September 26, 2018, at 9:00 a.m. in the Administration Building, Conference Room A.

SHAREHOLDER(S') COMMENTS

Several shareholders made comments.

ROLL CALL

Present:	President Arlart, Vice President Cummings, Secretary Stipcich, Chief Financial Officer Giles and Director Atkinson
Absent:	Director Newman
GRF Representative:	Ms. Winkler
Guests:	Four Mutual Ten Shareholders
Staff:	Ms. Hopkins, Mutual Administration Director Mr. Meza, Building Inspector Ms. Villalobos, Recording Secretary Ms. Kemp, Recording Secretary

MINUTES

The August 22, 2018, Regular Board minutes were approved by general consent of the Board as printed.

The September 17, 2018, Special Meeting minutes were approved by general consent of the Board as written.

GRF REPRESENTATIVE

GRF Representative Winkler presented her report.

BUILDING INSPECTORS REPORT

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

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

RESOLVED, To approve 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. Work to be completed by John's Landscape.

The MOTION passed.

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

RESOLVED, To authorize the Physical Property Inspector to prepare a work order for Jurado to replace four (4) blacktop transition areas at Interlachen and Carports 123 and 124 with reinforced concrete, at a cost not to exceed \$900 each.

The MOTION passed.

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

RESOLVED, To approve 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.

The MOTION passed.

Following a discussion, it was the consensus of the Board to postpone that Mutual Ten enter into a new contract for Landscape Service Company.

Following a discussion, it was the consensus of the Board to postpone the approval to cancel the existing contract with BrightView Landscape Services, Inc. for Mutual Ten.

Following questions, Inspector Meza left the meeting at 9:41 a.m.

UNFINISHED BUSINESS

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

RESOLVED, That the three (3) Vista Paint colors selected for the paint project be Muslin Tint, Village Crier, and Sultry Castle, with white trim.

The MOTION passed.

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

RESOLVED, To postpone the adoption of Policy 7541-
Co-Occupants, Qualified Permanent Residents and
Health Care Providers until it is reviewed by Mutual Ten
Attorney.

The MOTION passed.

NEW BUSINESS

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

RESOLVED, To approve the Carport rental for Shareholder in Unit 250-J,
renting their Carport to the Shareholder in Unit 250-K, effective immediately.

The MOTION passed.

SECRETARY / CORRESPONDENCE

Secretary Stipcich received no correspondence.

CHIEF FINANCIAL OFFICERS REPORT

CFO Giles presented his financial report (attached).

MUTUAL ADMINISTRATION DIRECTOR

Mutual Administration Director Hopkins presented her report (attached).

ANNOUNCEMENTS

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]

DIRECTOR COMMENTS

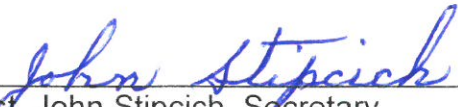
Several Directors made comments.

SHAREHOLDER(S') COMMENTS

Several shareholders made comments.

ADJOURNMENT

President Arlart adjourned the meeting at 10:38 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
cv:09/26/18 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 September 26, 2018**

09/26/18 RESOLVED, To approve 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. Work to be completed by John's Landscape.

RESOLVED, To authorize the Physical Property Inspector to prepare a work order for Jurado to replace four (4) blacktop transition areas at Interlachen and Carports 123 and 124 with reinforced concrete, at a cost not to exceed \$900 each.

RESOLVED, To approve 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.

RESOLVED, That the three (3) Vista Paint colors selected for the paint project be Muslin Tint, Village Crier, and Sultry Castle, with white trim.

Following a discussion, it was the consensus of the Board to postpone that Mutual Ten enter into a new contract for Landscape Service Company.

Following a discussion, it was the consensus of the Board to postpone the approval to cancel the existing contract with BrightView Landscape Services, Inc. for Mutual Ten.

RESOLVED, To postpone the adoption of Policy 7541- Co-Occupants, Qualified Permanent Residents and Health Care Providers until it has been reviewed by Mutual Ten Attorney.

RESOLVED, To approve the Carport rental for Shareholder in Unit 250-J, renting their Carport to the Shareholder in Unit 250-K effective immediately.

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: waiting 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 Contruction	Dry rot repair: building 241 and 242 complete
Hutton Painting	paint mutual: contract signed, start date 10/15/18, waiting 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	

CFO Report - Mutual 10
August 31, 2018


Account Description	\$ Variance	% Variance	Explanation
Total Other Income	\$ 20,195	70.2%	Total Income is over budget this month due to the payment from LA Seismic for the Access Permit and will be for the balance of the year Subtracting this payment would make other income over budget \$195 This is due primarily to the loss of the sales of securities and tax exempt interest to cover costs of repiping buildings.
Utilities	\$ 4,633	7.7%	As explained last month Utilities are over budget due to Seal Beach changing the water meter which is measuring water use more accurately than in past years. This overage will get larger before the end of the year as usage of water has increased considerably.
Professional Fees	\$ (4,904)	-26.4%	Professional Fees ended the month better than budget primarily because Legal Expense was under plan. This could change with pending items at the Attorney for review.
Outside Services	\$ (16,331)	-12.1%	Outside Services are better than budget in all areas except Landscape Maintenance Trees which is over budget \$2,702 as the trimming of the trees was paid in one large sum and not spread over the year. This will correct as the year goes on and the budget amount catches up.
Taxes & Insurance	\$ 714	1.4%	This expense will continually be over budget until November due to accounting of Property and Liability Insurance.

CFO Report - Mutual 10
August 31, 2018

Account Description	\$ Variance	% Variance	Explanation
Excess Inc / (Exp) After Off-Bdgt Items	\$ 41,687	0.0%	Year-end as of August is better than budget. After subtracting the LA Seismic income of \$20,000 and the refund of \$5,352 from GRF 2017 surplus the August 31, 2018 is \$16,335 better than budget.

SEAL BEACH MUTUAL NO. 10
FINANCIAL STATEMENTS RECAP
For the 8 months ending August 31, 2018

August			Account	YTD		
Actual	Budget	Variance		Actual	Budget	Variance
71,457	71,456	0.0%	Regular Assessment	571,654	571,648	0.0%
29,959	29,959	0.0%	Reserve Funding	239,675	239,672	0.0%
101,416	101,415	0.0%	Total Regular Assessment	811,329	811,320	0.0%
646	582	11.0%	Service Income	4,540	4,656	-2.5%
1,549	1,991	-22.2%	Financial Income	10,584	15,928	-33.6%
3,192	1,024	211.7%	Other Income	33,847	8,192	313.2%
5,387	3,597	49.8%	Total Other Income	48,971	28,776	70.2%
\$ 106,803	\$ 105,012	1.7%	Total Mutual Income	\$ 860,300	\$ 840,096	2.4%
42,145	42,145	0.0%	Trust Maintenance Cost	331,808	337,160	-1.6%
8,300	7,479	11.0%	Utilities	64,465	59,832	7.7%
1,759	2,322	-24.2%	Professional Fees	13,672	18,576	-26.4%
-	41	-100.0%	Office Supplies	82	328	-75.0%
18,733	16,875	11.0%	Outside Services	118,669	135,000	-12.1%
6,280	6,191	1.4%	Taxes & Insurance	50,242	49,528	1.4%
29,959	29,959	0.0%	Contributions To Reserves	239,675	239,672	0.0%
\$ 107,176	\$ 105,012	2.1%	Operating Expenses Before Off-Budget	\$ 818,613	\$ 840,096	-2.6%
\$ (373)	-		Excess Inc / (Exp) After Off-Bdgt Items	\$ 41,687	-	
			Depreciation (Off-Budget Item)			
			Excess Inc / (Exp) After Off-Bdgt Items	\$ 41,687	\$ -	
			Restricted Reserve			
(1,115)			Appliance Reserve	18,677		
67,044			Painting Reserve	221,355		
(145,600)			Roofing Reserve	901,894		
(65,000)			Emergency Reserve	138,103		
9,978			Infrastructure Reserve	124,429		
-				-		
\$ (134,693)			Total Restricted Reserve	\$ 1,404,458		



Water Conservation Tips

Kitchen & Bathroom:

- Don't run the faucet for a drink of water. Instead, chill a container of water in the refrigerator;
- Avoid running the water over frozen food. Defrost it the night before, or use the microwave defrost setting;
- Don't leave a faucet open. Use a dishpan or bowl to water the plants;
- Rethink any tasks that consume the most water, such as running a dishwasher or doing laundry;
- Run the washing machine with a full load, while setting the water level to match the size of the load;
- Avoid rinsing the dishes before using a dishwasher. Try setting it on a pre-rinse cycle instead, and only run it when it's full;
- Make sure toilets are all working properly. In case of a leak or a problem, call your Mutual Director. If water is heard running in an adjacent apartment, call Security;
- Keep showers as brief as possible;
- Turn water off while shaving, brushing your teeth or scrubbing the stall;
- While using a tub, monitor the water temperature and the tub as it fills, and turn it off at the halfway mark.

Outside:

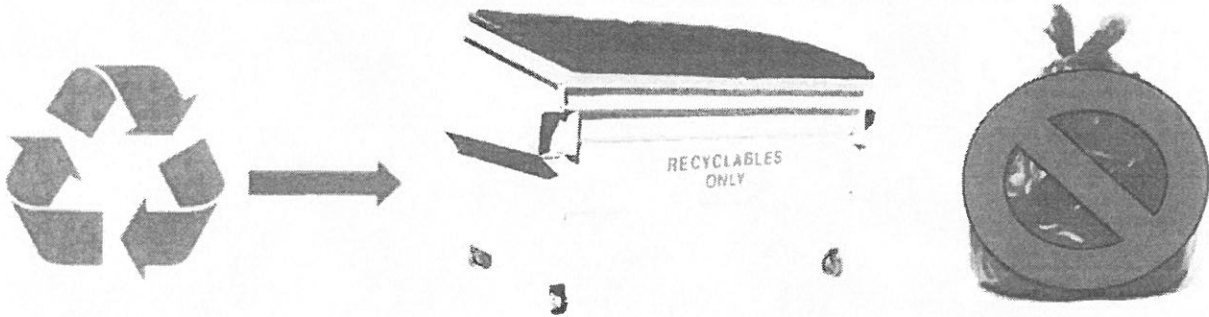
- Use a broom before a garden hose to wash off the patio or sidewalk;
- Problem with the sprinklers? Contact your Mutual Director;
- Use recycled water at Clubhouse Two to wash the car;
- Comply with State/City regulations and limit outdoor watering to early mornings or late evenings.

Remember - water conservation begins with you.
Play your part, be water smart!

GUIDE TO RECYCLING...

SEPARATING RECYCLE PRODUCTS FROM TRASH

CALMET (the waste collection agency serving Leisure World) has provided a S.O.R.T. (Saving Our Resources Together) Guide for the disposal of products from the home. Plastic bags **CANNOT** be recycled. Please be sure to place recyclables from plastic bags into **WHITE** bin and place plastic bags into the **GREEN** trash bin.



RECYCLABLES

GLASS

- Clear
- Brown
- Green
- Liquor
- Soft Drink
- Juice & Food Jars



METAL

- Aluminum Foil
- Aerosol Cans (Empty)
- Food Cans & Lids
- Wire Coat Hangers
- Soda & Juice Cans



PLASTIC

- Milk Jugs
- Soda, Juice & Water
- Soap Bottles
- Containers with Numbers 1-7



PAPER

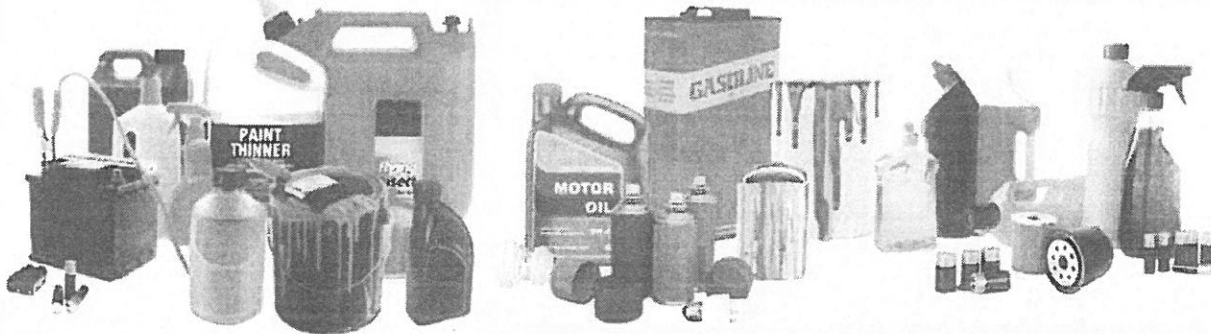
- Newspaper
- Junk Mail & Magazines
- Envelopes & Paper
- Wrapping Paper (non-metallic)
- Cereal Boxes
- Egg Cartons
- Paper Shopping Bags
- Phone Books
- Cardboard Boxes (flattened)
- Juice Drink Boxes



IT'S AGAINST THE LAW...

To place these items into either the **GREEN** or the **WHITE** Regular Waste Containers:

- Electronic Waste*
- Smoke Detectors
- Household Batteries*
- Paint Cans & All Paint Products
- Sharps
- Pesticides & Herbicides
- Auto Products
- Fluorescent/Light Bulbs*



HOUSEHOLD HAZARDOUS WASTE

The law prohibits putting any hazardous liquids or hazardous waste materials in your regular waste containers. These waste items **MUST** be handled separately and taken to a **Hazardous Waste Collection Center**. Closest centers are: Rainbow Disposal, 714-847-3581 or the O.C. Integrated Waste Management Dept. 714-834-6752.



E-WASTE, HOUSEHOLD BATTERIES & LIGHTING

Instructions for proper disposing of the following items:

- | | |
|----------------------------------|---|
| • E-Waste | Service Maintenance Dept. 562-431-6586, x369 |
| • Household Batteries | Service Maintenance Dept. 562-431-6586, x369 or News Office |
| • Fluorescent/Light Bulbs | Service Maintenance Dept. or Purchasing Office |



LARGE ITEMS

Furniture, mattresses, water closets and other large items must be taken to the North-West corner of Leisure World. Travel North on Oak Hills Road, turn **RIGHT** into the Mini-Farm area. Please use the Resident Recycling Containers.

PLEASE NOTE: An assessment of \$30 per item will be brought against an individual or Mutual for leaving these items in or around bin areas. If you are not sure or have questions regarding proper disposal of these items, please ask your Building Captain or Mutual Director for clarification.



Vice President Report

Parking Policy: The Parking Policy for Mutual 10 (7502.10.1) is being enforcement. If you believe a citation your received was an error, or you just forgot to put up your handicap tag or install your new license stickers, go to Security at the main gate and take information clarifying the situation. If you wish to challenge the citation you can arrange to come before the Board.

Garden Compliance Update: The vast majority of shareholders have complied, and that is greatly appreciated by your Board. We all share the same goal of wanting an attractive, well maintained place to live.

Physical Property Report

Re-Pipe Project: The project is complete and all buildings now have new copper pipe and shut-off valves. We very much appreciate your patience and your cooperation with the workers...

Roofs: We now have 4 new roofs, with 19 buildings and the carports to go. We will move ahead on roofs next year.

Painting: Our contractor, Hutton, has been chosen and will begin painting our buildings the first part of November. A carpenter has been chosen to do the dry-rot/termite damaged wood repairs prior to the painting. Our current plan is to start with building 238. Estimated 60 working days for the painting project. Carports will be painted last. Instructions for the shareholders on preparing their units for the painters will be out in the next month.

September 26, 2018

MUTUAL 10 REMINDERS

We made it through a HOT summer and we will be seeing some cooler weather soon. This is a good time for a few reminders to keep Mutual 10 a pleasant and safe place to live.

Last week we had a serious sewer stoppage in one of our buildings, requiring that the water be turned off to the whole building to get the problem fixed. The stoppage was caused by WIPES...DO NOT PUT ANY WIPES IN THE TOILET! EVEN IF THE PACKAGE SAYS FLUSHABLE!!! You may be charged for the service maintenance call.

Problems in the LAUNDRY ROOMS continue. Remember, no smoking in or near the laundry rooms. If a machine does not work properly, please put up the sign and CALL A DIRETOR TO REPORT THE PROBLEM. That is the only way it will get fixed.

Please do not leave LARGE ITEMS at the carport dumpsters. Those items must be taken to the dumpsters at the mini-garden area off Oak Hill. There are separate dumpsters for cardboard, electronic items, and any other large items you wish to throw away. Do not put HAZARDOUS WASTE in any dumpsters. Hazardous waste can be taken to Huntington Beach at 17121 Nichols Street – Gate 6. They are open Tuesday-Saturday 9am to 3 pm.

All boxes put in the recycle bins must be broken down so they lay flat...if not there will not be enough room for the other recycle items. Our bins are emptied on Tuesdays and Fridays. Garden waste can be put in the regular green trash bins.

We are still in a DROUGHT! The City of Seal Beach Water Restrictions are still in pace. Washing down sidewalks and patios is prohibited. The only exception is for safety or health related instances.

Reports of coyotes roaming in the area are increasing. Please do not leave food or water outside your unit. Protect your pets by using the proper leash. Don't leave your pet outside without your supervision. It takes only a moment for a precious pet to be taken away by a hungry coyote.

We are so fortunate to be living in this beautiful place. Let's all work together to keep it nice.

September 26, 2018

**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

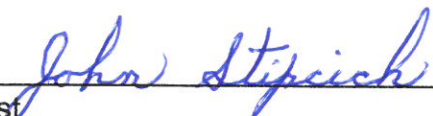
Building Inspector Meza updated the Board on Mutual activity.

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