

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
October 24, 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 GUESTS:

Ms. Winkler, GRF Representative
Ms. Miller, Finance Director
Ms. Hopkins, Mutual Administration Director
Mr. Meza, Building Inspector
Ms. Kemp, Recording Secretary
5. APPROVAL OF MINUTES:
Regular Meeting Minutes of September 26, 2018
Special Meeting Minutes of October 15, 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. Update Stump Removal
 - b. Update Pavement Repairs at Carports 123 & 124
 - c. Update Foundation Repair at Unit 260-K
 - d. Discuss and vote to ratify the Phone Poll conducted on October 10, 2018, regarding cancellation of contract with BrightView Landscape Services, Inc. (p.6)
 - e. Discuss and vote to ratify Phone Poll conducted on October 10, 2018, regarding a new Contract with J & J Landscape Maintenance Service (p.7)
8. GUEST SPEAKER Ms. Miller
 - a. Discuss and vote to accept the 2019 Mutual Budget (p.8)
 - b. Discuss and vote to accept the CliftonLarsonAllen LLP Engagement Letter for the 2018 Audit (p.9)
9. **UNFINISHED BUSINESS**
 - a. Discuss and vote to ratify Policy 7490.pb.10 – Payment and Performance Bond (p.10-11)

STAFF BREAK BY 11:00 a.m.

10. **NEW BUSINESS**
 - a. Discuss and vote to approve/deny order 56 Building Signs from All American Sign Company (p.12)
 - b. Discuss and vote to approve/deny replacement of Bulletin Boards in Laundry Rooms (p. 13-14)
 - c. Discuss and vote to approve/deny Extension of Telecommunications Agreement (p. 15-17)
11. SECRETARY / CORRESPONDENCE Mr. Stipcich
12. CHIEF FINANCIAL OFFICER'S REPORT Mr. Giles
13. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
14. ANNOUNCEMENTS
 - a. NEXT MEETING: Wednesday, November 28, 2018, 9:00 a.m., 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. Arlart
 - f. Physical Properties Committee Ms. Cummings
 - g. Other Committees
 - Social Event Committee
 - Paint Color Selection Advisory Committee Ms. Cummings
16. DIRECTORS' COMMENTS
17. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
18. ADJOURNMENT
19. EXECUTIVE SESSION

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

DATES TO REMEMBER:

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

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

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

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

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
October 15, 2018**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Monday, October 15, 2018, at 2:31 p.m. in Building 5 Conference Room B.

ROLL CALL:

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

Absent: Director Dr. Newman

Staff: Building Inspector Meza (left 3:37pm)

No shareholders present.

BUILDING INSPECTOR'S REPORT

Building Inspector Meza updated the Board on Mutual activity.

PHYSICAL PROPERTY COMMITTEE CHAIR REPORT

Vice President Cummings discussed Mutual Ten projects.

ADJOURNMENT

President Arlart adjourned the meeting at 3:56 p.m.

Attest

John Stipcich, Secretary
SEAL BEACH MUTUAL TEN

Ra: 10/15/18

(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: **October, 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
10-243L	skylight	both	09/30/18	10/31/18	no	framing 10/11/18	m&m construction
10-254I	countertops @kit/bath/microwav	both	04/12/18	06/30/18	no	waiting for response from contractor	mamuscia conts.
10-253k	heat pump	both	09/20/18	12/30/18	no		greenwood
10-255H	remove deco block	grf	10/05/18	10/31/18	no		m&m construction

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			
10-255B		06/07/18	10/03/18	10/11/18	10/19/18		
10-260C		11/07/17					
10-252G		08/15/18					

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: **October, 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 238 JLS installing strainer and sprinkler valve
	Tree Removal: Tree removed near building 249. waiting on stump removal near 248.
Fenn Pest and Termite	contract - on going, Monday and Wednesday service for pest, Wednesday - is for termite treatment and pest
BA Construction	Dryrot/repair: Started on 10/15/18 at Building 238, 239, 240, 241, etc...
Hutton Painting	paint mutual: New start date 11/01/18
Dry rot / Termite / Paint lists	walk is on going.

SHAREHOLER and MUTUAL REQUESTS

10-260-K Inspected floor and get bid to fix	Reprogramed sprinkler controller thru out mutual.
10-250-L Inspected for termites, scheduled Fenn	
10-241-H checked status with Nu-Kote	
10-239-G checked bath faucet	
10-255-I Inspected ceiling	
10-244-J checked closet light	
10-238-F Checked shower door and valve	
10-250-G stopped by for cart pad info	
10-239-J inspected drywall cut outs from repipe	
10-260 contacted Brightview, low turf at K & L	
10-256-A inspected Rain gutters, put order in to S/M	
10-260-K Visit to resident regarding carpet	
10-256-K Inspected water damage	
10-242-C Reconnected skylight chain	
10-240-C Met with Jurado about patio concrete	
10-239 checked leak at sprinkler	

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY PHONE POLL CONDUCTED ON OCTOBER 10, 2018, REGARDING CANCELLATION OF EXISTING CONTRACT WITH BRIGHTVIEW LANDSCAPE SERVICES, INC. (BUILDING INSPECTORS REPORT ITEM D)
DATE: OCTOBER 24, 2018
CC: MUTUAL FILE

On October 10, 2018, the Board of Directors conducted a phone poll regarding the cancellation of BrightView Landscape Services, Inc.

On October 24, 2018, the Board of Directors will vote to ratify the phone poll conducted on October 10, 2018.

I move to ratify the phone poll, conducted on October 10, 2018, to cancel the existing contract with BrightView Landscape Services, Inc. for Mutual Ten and authorize the President to sign the 30-day notification to BrightView Landscape Services, Inc.

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY PHONE POLL CONDUCTED ON OCTOBER 10, 2018, REGARDING A NEW CONTRACT WITH J & J LANDSCAPE MAINTENANCE (BUILDING INSPECTORS REPORT ITEM E)
DATE: OCTOBER 24, 2018
CC: MUTUAL FILE

On October 10, 2018, the Board of Directors conducted a phone poll regarding the contract approval with J & J Landscape Maintenance.

On October 24, 2018, the Board of Directors will vote to ratify the phone poll conducted on October 10, 2018.

I move to ratify the phone poll, conducted on October 10, 2018, that Mutual Ten enter into a Contract with J & J Landscape Maintenance 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 ACCEPT 2019 MUTUAL BUDGET
(GUEST SPEAKER ITEM A)
DATE: OCTOBER 24, 2018
CC: MUTUAL FILE

At the September 27, 2017 Board Meeting, the Board of Directors passed the following resolution: *RESOLVED, To accept the 2018 Operating Budget for Mutual Ten of \$711,245, resulting in a regular monthly Mutual assessment of \$214.75 per apartment per month, for an increase of \$19.82 per month over the Mutual operating costs of 2017, as presented, and to adopt this Budget forthwith.*

On October 24, 2018, the Board of Directors will review and vote to accept the Mutual Budget for 2019.

Option 1 (to include GRF Assesment)

I move to accept the 2019 Operating Budget for Mutual Ten of \$1,270,872, resulting in a regular monthly assessment of \$383.72 per apartment per month, for an increase of \$16.27 per month over the total regular assessment of 2018, as presented, and to adopt this budget forthwith.

OR

*Option 2 (to **not** include GRF Assesment)*

I move to accept the 2019 Operating Budget for Mutual Ten of \$746,914, resulting in a regular monthly Mutual assessment of \$225.52 per apartment per month, for an increase of \$10.77 per month over the total Mutual operating costs of 2018, as presented, and to adopt this budget forthwith.

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ACCEPT THE CLIFTONLARSONALLEN LLP
ENGAGEMENT LETTER FOR THE 2018 AUDIT (GUEST SPEAKER ITEM B)
DATE: OCTOBER 24, 2018
CC: MUTUAL FILE

At the October 25, 2017, Board Meeting the Board of Directors passed the following resolution:
RESOLVED, To accept the NSBN Engagement Letter from the 2017 Audit and authorize the President to sign the letter.

On October 24, 2018, the Board of Directors will discuss and vote to accept the CliftonLarsonAllen LLP Engagement Letter for the 2018 Audit.

I move to accept the CliftonLarsonAllen LLP Engagement Letter for the 2018 Audit and authorize the President to sign the letter.

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY ADOPTED/POSTED POLICY 7490.PB.10 – PAYMENT AND PERFORMANCE BOND (UNFINISHED BUSINESS ITEM A)
DATE: OCTOBER 24, 2018
CC: MUTUAL FILE

At the August 22, 2018, Board Meeting, the Board of Directors adopted Policy 7490.pb.10 – Payment and Performance Bond.

The 30-day posting requirement has been met and on October 24, 2018, the Board of Directors will vote to ratify the adopted/posted Policy 7490.pb.10 – Payment and Performance Bond.

I move to ratify adopted/posted Policy 7490.pb.10 – Payment and Performance Bond.

MUTUAL OPERATIONS**ADOPT DRAFT****PHYSICAL PROPERTY****Payment and Performance Bond – Mutual Ten**

RESOLVED, Performance Bond – permits for any construction work valued at more than \$12,500 performed in Mutual Ten shall require a Performance Bond. The bond shall require sufficient funds in the event the work is not completed on time and according to approved plans and also to the satisfaction of Mutual Ten for any reason. Exceptions are as follows:

1. The contractor is listed on the Physical Property list of approved contractors, and
2. The contractor has completed more than \$100,000 per year in contracts in Leisure World for the last three years.

MUTUAL**ADOPTION**

TEN:

(draft created on 08-01-18 ka)

Page 1 of 1

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY TO ORDER FIFTY-SIX (56)
BUILDING SIGNS FROM ALL AMERICAN SIGN COMPANY
(NEW BUSINESS ITEM A)
DATE: OCTOBER 24, 2018
CC: MUTUAL FILE

I move to approve/deny to order fifty-six (56) Building Signs from All American Sign Company at a cost not to exceed \$45.00 per sign, with a total cost not to exceed \$2,715.30 (tax included).

Mutual Corporation No. Ten

MEMO

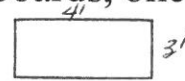
TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE REPLACEMENT OF
BULLETIN BOARDS IN LAUNDRY ROOMS (NEW BUSINESS ITEM B)
DATE: OCTOBER 24, 2018
CC: MUTUAL FILE

On October 24, 2018 the Board of Directors will vote to approve/deny the replacement of Laundry Room Bulletin Boards. Specifications attached.

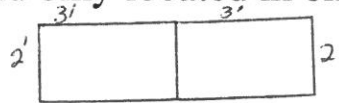
I move to approve/deny the replacement of Bulletin Boards in the Mutual Ten Laundry Rooms, at a cost not to exceed, _____.

Bulletin Board Replacements – Mutual 10
October 2018
7 laundry room

Current setup: 7 laundry rooms with 2 - 3' x 4' cork boards, one on each side of the laundry room, resulting in 14 boards



Mutual 12 setup: 2 - 2' x 3' cork boards, on one side, next to each other
So resulting board is 2' x 6' and only located in one side of the laundry room.



Replacement cost range for cork board with aluminum or oak frame

2' x 3' range from \$16.45 to \$32.00 plus tax and delivery

If we did one double board in each laundry total = \$560

If we did 2 double board in each laundry total = \$1,120

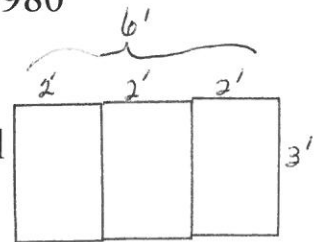
3' x 4' range from \$45 to \$70 plus tax and delivery

If we did one in each laundry = \$490

If we did same as we have now (2 per laundry) total = \$980

NOTE: Both setups equal 12 square feet of posting space

To get 18 square feet of posting space we could do 3 2' x 3' vertical installation (6' wide x 3' tall)



Cost for one set in each of the 7 laundries = \$840

Could not do two in each laundry as not enough room on sink side.

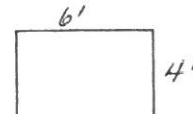
Replacement cost range for cork board with aluminum or oak frame:

For larger display area, 4' x 6' or 24 square feet of posting space

Replacement cost range for cork board with aluminum or oak frame

4' x 6' \$150 to \$220 plus tax and delivery

If we did one in each laundry = \$1,750



NOTE: Would only fit on one side and would be pretty high for posting

Esther Cummings

EXECUTIVE SESSION
A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
October 24, 2018
Open Session Meeting Begins at 9:00 a.m.
Executive Session to Immediately Follow Open Session
Administration Building Conference Room A

EXECUTIVE SESSION (TO FOLLOW ADJOURNMENT OF OPEN SESSION)

1. Legal Matters
2. Formation of Contracts
3. Member Discipline
4. Personnel Matters
5. Foreclosures

EXECUTIVE SESSION
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