

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
November 28, 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:
 - OptumCare Representative
 - Ms. Winkler, GRF Representative
 - Ms. Hopkins, Mutual Administration Director
 - Mr. Meza, Building Inspector
 - Ms. Kemp, Recording Secretary
5. APPROVAL OF MINUTES:
 - Regular Meeting Minutes of October 24, 2018**
 - Special Meeting Minutes of November 19, 2018 (p. 3)**
6. **GUEST SPEAKER – OptumCare**
7. GRF REPRESENTATIVE Ms. Winkler
8. BUILDING INSPECTOR’S REPORT Mr. Meza
 - Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 4-5)
 - a. Update regarding BrightView stump removal
 - b. J & J Landscaping & Maintenance
 - i. Discuss and vote to approve/deny gutter cleaning proposal (p. 6)
 - ii. Discuss and vote to approve/deny turf renovation
 - iii. Discuss and vote to approve/deny reseed proposal (p. 7)
 - iv. Discuss and vote to approve/deny tree work proposal (p. 8)
 - c. Discuss and vote to approve/deny shareholder reimbursement due to termite damage (p. 9)
 - d. Update regarding dry rot repair
 - e. Update regarding Hutton painting project
9. **UNFINISHED BUSINESS**
 - a. Update regarding Mutual Ten building signs

STAFF BREAK BY 11:00 a.m.

10. **NEW BUSINESS**
 - a. Discuss and vote to approve/deny Carport Usage Rental Agreement (p. 10)
 - b. Discuss and vote to approve/deny use of email consent form for meeting notices (excluding Regular Monthly Meetings) to Board of Directors
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, January 23, 2019, 9:00 a.m., location TBD**
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:

CFO Council: Wednesday, December 5, 2018, at 10:00 a.m. [B]
Presidents' Council: Thursday, December 6, 2018, at 9:00am [Ch 4]
Emergency Information Council: Friday, December 7, 2018, at 10:00am [B]
Roundtable: Friday, December 21, 2018, at 1:00pm [A]
CFO Council: Wednesday, January 2, 2018, at 10:00 a.m. [B]
Presidents' Council: Thursday, January 3, 2018, at 9:00am [Ch 4]
Emergency Information Council: Friday, January 4, 2018, at 10:00am [B]
Special Board Meeting: Monday, January 14, 2018, at 2:30pm [B]
Roundtable: Friday, January 18, 2018, at 1:00pm [location TBD]
Special Board Meeting: Monday, February 11, 2018, at 2:30pm [B]

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

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

ROLL CALL:

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

Absent: CFO Giles

Staff: Building Inspector Meza (left 3:45pm)

No shareholders present.

BUILDING INSPECTOR'S REPORT

Building Inspector Meza updated the Board on Mutual activity.

PHYSICAL PROPERTY COMMITTEE PROJECTS

Vice President Cummings discussed Mutual Ten Physical Property projects.

LANDSCAPE COMMITTEE PROJECTS

Vice President Cummings and President Arlart discussed J & J Landscape Maintenance Service and the suggested projects.

ADJOURNMENT

President Arlart adjourned the meeting at 4:03 p.m.

Attest

John Stipcich, Secretary
SEAL BEACH MUTUAL TEN
Ra: 11/19/18

(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: **MIKE MEZA**

DATE: **November, 2018**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
10-243D	carport cabinet	grf	11/19/18	12/20/18	no		J&J construction
10-243L	skylight	both	09/30/18	10/31/18	no	framing 10/11/18, work complete waiting of final to be schedule.	m&m construction
10-246B	patio tile	grf	11/15/18	01/15/19	no		ace maintenance
10-254I	contertops @kit/bath/microwav	both	04/12/18	06/30/18	no	waiting for response from contractor	mamuscia conts.
10-258j	heat pump	both	11/26/18	02/28/19	no		greenwood
10-253C	skylight	both	05/01/18	08/31/18	yes	completion date 01/30/19	m&m construction
10-255H	remove deco block	grf	10/05/18	10/31/18	no	waiting for response from contractor	m&m construction

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
10-241C		04/06/18					
10-255B		06/07/18	10/03/18	10/11/18	10/19/18		
10-260D		10/25/18					
10-250C		10/25/18					
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: **November, 2018**

CONTRACTS and PROJECTS

CONTRACTOR	PROJECT
Brightview Lawns:	Mutual gardening and lawns - on going
Brightview Landscape: irrigation:	turf renovations - pending Bod approval - on hold
Fenn Pest and Termite	contract - on going, Monday and Wednesday service for pest, Wednesday - is for termite treatment and pest
BA Construction Dryrot/repair:	Building 238, 239, 240, 241, 242, 243, & 244 are complete.
Hutton Painting paint mutual:	Building 238 is complete. Building 239 has started.
Dry rot / Termite / Paint lists	walk is on going.

SHAREHOLDER and MUTUAL REQUESTS

M-10 met with Bright view for stump grind	240-B check bathroom sink
M-10 walked 238,239,240,241,242 for paint project	241-E check wall behind toilet
M-10 put work order to remove bush at 239-L	242-J check patio tile
255-I checked termite damage and collect invoice	243 checked electrical panel at laundry room
255-F checked for termites, put on fenn list for 11/21/18	
255-I checked for termites, put on fenn list for 11/21/18	
239-K check carport status for permit	
241-H check status on ceiling repair	
250-K check flooring work. Left card	
240-C no hot water in unit	
240-C fixed screen door	
240-C opened door for shareholder	
M-10 walked mutual for tree trimming	
243-B met with shareholder for dryrot questions	
238-A check wall damage in Den	
238-C check kitchen faucet for shareholder	

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY GUTTER CLEANING PROPOSAL
(BUILDING INSPECTOR'S REPORT, ITEM B-I)
DATE: NOVEMBER 28, 2018
CC: MUTUAL FILE

I move to approve/deny the gutter cleaning proposal from J & J Landscaping at a cost of \$6 x 276 gutters, not to exceed \$1,656.

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY RESEED PROPOSAL (BUILDING INSPECTOR'S REPORT, ITEM B-III)
DATE: NOVEMBER 28, 2018
CC: MUTUAL FILE

I move to approve/deny the reseed proposal from J & J Landscaping at a cost not to exceed \$4,000, 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 TREE WORK PROPOSAL
(BUILDING INSPECTOR'S REPORT, ITEM B-IV)
DATE: NOVEMBER 28, 2018
CC: MUTUAL FILE

I move to approve/deny proposal from J & J Landscaping for selected tree trimming, three (3) tree removals, and three (3) new tree plantings at a cost not to exceed \$10,000, 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 SHAREHOLDER REIMBURSEMENT DUE TO TERMITE DAMAGE (BUILDING INSPECTOR'S REPORT, ITEM C)
DATE: NOVEMBER 28, 2018
CC: MUTUAL FILE

I move to approve/deny that Mutual Ten reimburse the shareholder in 10-255-I for the replacement cost of skylight casing due to termite damage, at a cost not to exceed \$_____.

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY CARPORT USAGE RENTAL AGREEMENT (NEW BUSINESS, ITEM A)
DATE: NOVEMBER 28, 2018
CC: MUTUAL FILE

I move to approve/deny the Carport rental for Shareholder in Unit _____ renting their Carport to the Shareholder in Unit _____, effective_____.