

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
February 27, 2019
Meeting begins 9:00 a.m.
Building Five, Conference Room B

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. Kemp, Recording Secretary
5. APPROVAL OF MINUTES:
 - a. **Regular Meeting Minutes of January 23, 2019**
 - b. **Special Meeting Minutes of February 11, 2019 (p. 3)**
6. GRF REPRESENTATIVE Ms. Winkler
7. DIRECTOR APPOINTMENT
 - a. Appointment of Director (p. 4)
8. BUILDING INSPECTOR'S REPORT Mr. Meza

Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 5-6)

 - a. Discuss and vote to approve/deny proposal to trim tree (p. 7-8)
 - b. Discuss carport painting
 - c. Discuss Fire/Safety/Health Inspections and posting instructions
9. **UNFINISHED BUSINESS**
 - a. Discuss use of Directors' emails for meeting notifications (p. 9)
10. **NEW BUSINESS**
 - a. Discuss and vote to ratify phone poll to approve proposed legal opinion regarding financial procedures and approvals (p. 10)
 - b. Discuss 2019 Mutual Ten Elections
 - c. Discuss and vote to approve/deny removal of rose bushes at Unit 245G (p. 11)
 - d. Discuss and vote to approve/deny Mutual Finances and Board Approval of Fund Transfers (p. 12)
 - e. Discuss and vote to approve/deny Department Appointment Setting Commitment by Mutual Board of Directors (p. 13)

STAFF BREAK BY 11:00 a.m.

11. SECRETARY / CORRESPONDENCE Mr. Stipcich

12. CHIEF FINANCIAL OFFICER'S REPORT Mr. Giles
 - a. Discuss and vote to approve/deny the transfer of funds from Restricted MM Account to Operating Account (p. 14)
 - b. Discuss and vote to approve/deny the transfer of funds from Non-Restricted MM Account to Operating Account (p. 15)
 - c. Approval of Mutual Monthly Finances (p. 16)

13. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins

14. ANNOUNCEMENTS
 - a. **NEXT MEETING: Wednesday, March 27, 2019, 9:00 a.m., Building Five, Conference Room B**

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

Emergency Preparedness Council: Friday, March 1, 2019, at 10:00 a.m. [B]

CFO Council: Wednesday, March 6, 2019, at 10:00 a.m. [B]

Presidents' Council: Thursday, March 7, 2019, at 9:00 a.m. [Ch 4]

Roundtable: Friday, March 15, 2019, at 1:00 p.m. [B]

Special Board Meeting: Monday, March 18, 2018, at 2:30 p.m. [Building 5, 2nd Floor Conference Room]

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
FEBRUARY 11, 2019**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Monday, February 11, 2019, at 2:32 p.m., in Clubhouse 3 Room 2.

ROLL CALL

Present: President Arlart, Vice President Cummings (arrived 3:03 p.m.), Secretary Stipcich, Chief Financial Officer Giles, and Director Atkinson (left 3:45 p.m.)

Staff: Building Inspector Meza

Seven (7) shareholders present.

BUILDING INSPECTOR'S REPORT

Building Inspector Meza updated the Board on Mutual activity.

The Board discussed the Fire/Safety/Health Inspections.

PHYSICAL PROPERTY COMMITTEE PROJECTS

Discussion on policies for review.

LANDSCAPE COMMITTEE PROJECTS

Discussion updating J & J Landscape Maintenance Service.

ADJOURNMENT

President Arlart adjourned the meeting at 4:10 p.m.

Attest

John Stipcich, Secretary
SEAL BEACH MUTUAL TEN
Ra: 02/11/19

(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: APPOINTMENT OF DIRECTOR (DIRECTOR APPOINTMENT, ITEM A)
DATE: FEBRUARY 27, 2019
CC: MUTUAL FILE

At the January 23, 2019, Board Meeting, the Board of Directors accepted the resignation of Dr. Audrey Newman, Mutual Ten Director, effective December 12, 2018.

On February 27, 2019, the Board of Directors will appoint a new Mutual Ten Director for the remaining 2017-2019 term of office.

The Mutual Board of Directors appoint _____ to the Mutual Ten Board of Directors for the remaining 2017-2019 term of office.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(10) TEN**

INSPECTOR: **MIKE MEZA**

DATE: **February, 2019**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
248-F	CENTRAL AIR & HEAT	Both	03/25/19	06/25/19	NONE		GREENWOOD
250-G	ELECTRIC CART PAD	GRF	02/25/19	03/10/19	NONE		FRANKS GARDENING SERVICE
252-C	FLOORING	GRF	03/01/19	04/01/19	NONE		CARROLL'S PAINTING

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
10-238C		01/24/19	02/08/19	02/08/19	02/21/19		
10-240F		05/01/18					
10-260D		10/25/18					
10-250C		10/25/18					
10-248B		11/30/18					
10-256E		11/30/18	01/03/19	01/07/19	01/24/19	02/21/19	
10-256L		07/20/18	12/10/18	12/11/18	12/26/18	01/15/19	
10-260C		02/21/19					
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: **February, 2019**

CONTRACTS and PROJECTS

CONTRACTOR	PROJECT
J&J landscape	Mutual gardening and lawns - on going
Tree Trimming:	Waitng on Board to approval proposal form J&J Landscaping
irrigation	on-going
Fenn Pest and Termite	contract - on going, Monday and Wednesday service for pest, Wednesday - is for termite treatment and pest
BA Construction	Dryrot/repair: On going, currently working on 256 thru 260
Hutton Painting	paint mutual: Currently paintng building 256. Hutton is doing touch up 243 thru 254
Roofing Standards	Re-Roofing
	Waiting on final draft of contract
	Contract is for Buildings 240 (high pitch) 243 and 244

SHAREHOLER and MUTUAL REQUESTS

10-240-C Meet with S/H about screen door	M-10 Inspect road ways for rain damage
10-252-C Meet with S/H possible leak in bathroom	M-10 Walk buildings 243 thru 248 for touch up paint
10-253-K Meet with BA Construction about patio post	M-10 Meet with Service Maintenance for carport repair
10-250-D Check unit for foul oder	
10-245-L Meet with S/M about hosebib leak	
10-257-K Check stain on patio wall	
10-256-H Water damage from power washing	
10-255-K Patio concrete lifting	
10-253-G Meet with Director about side patio	
10-260-I Inspect rain gutters	
10-259-G Inspect rain gutters (G-L side)	
10-244-C Loose flashing on skylight	
10-249-A Water between window pane	
10-249-K Info on home improvements	

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY PROPOSAL TO TRIM TREE
(BUILDING INSPECTOR'S REPORT, ITEM A)
DATE: FEBRUARY 27, 2019
CC: MUTUAL FILE

I move to approve/deny the J & J Landscaping proposal to trim the mulberry tree and haul away trash at 240G, at a cost not to exceed \$200, and authorize the President to sign the work order.



J & J
Landscaping
 Lic# 790032

PROPOSAL

(562) 650-1511
CD_Juventud@yahoo.com

11535 Belcher St.,
 Norwalk, CA 90650

Attention:
 Mutual No. 10
 Golden Rain Foundation
 P.O. Box 2069
 Seal Beach, CA 90740
 Date: 2/21/19

Project Title: Mutual No.10

Description	Quantity	Unit Price	Cost
Trim mulberry tree on 240G and haul away trash			\$ 200
Labor and materials		Total	\$ 200

Thank you for choosing J & J Landscaping!

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS USE OF DIRECTORS' EMAILS FOR MEETING NOTIFICATIONS (UNFINISHED BUSINESS, ITEM A)
DATE: FEBRUARY 27, 2019
CC: MUTUAL FILE

At the November 28, 2019, Board Meeting, the Board of Directors voted to receive meeting notifications of Special Meetings and Executive Sessions (excluding Regular Monthly Meetings) via email to the email address that the Mutual Administration Department has on file.

MUTUAL TEN CONSENT TO RECEIVE MEETING NOTIFICATIONS OF SPECIAL MEETINGS AND EXECUTIVE SESSIONS (EXCLUDING REGULAR MONTHLY MEETINGS) VIA EMAIL.

Name	Email Address	Date

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY PHONE POLL TO APPROVE PROPOSED LEGAL OPINION REGARDING FINANCIAL PROCEDURES AND APPROVALS (NEW BUSINESS, ITEM A)
DATE: FEBRUARY 27, 2019
CC: MUTUAL FILE

On February 7, 2019, the Board of Directors conducted a phone poll regarding proposed legal opinion regarding financial procedures and approvals.

On February 27, 2019, the Board of Directors will vote to ratify the phone poll conducted on February 7, 2019.

I move to ratify the phone poll conducted on February 7, 2019, to approve the legal opinion from Roseman Law, APC, regarding recent legislations pertaining to Board approval of the transfer of funds in excess of certain amounts, and guidance for procedures, as to the approval process in order to comply, as well as the preparation of a resolution that can be used in connection with the same, at a cost not to exceed \$222.22, and authorize the President to sign the necessary documentation.

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY REMOVAL OF ROSE BUSHES AT UNIT 245G (NEW BUSINESS, ITEM C)
DATE: FEBRUARY 27, 2019
CC: MUTUAL FILE

I move to approve/deny the removal of rose bushes at Unit 245G, to be completed by _____, at a cost not to exceed \$ _____, 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 MUTUAL FINANCES AND BOARD APPROVAL OF FUND TRANSFERS (NEW BUSINESS, ITEM D)
DATE: FEBRUARY 27, 2019
CC: MUTUAL FILE

In compliance with new legislation, Assembly Bill 2912 (AB 2912) – *Association Finances*, which as of January 1, 2019, has gone into effect, the Board of Directors are now required to provide a review of all Financials. This bill is intended to require the Board of Directors to provide a greater oversight of the finances of their associations, to better protect against fraudulent activity, and potential loss.

On February 27, 2019 the Mutual Board of Directors will vote to approve/deny the Funds Transfer as submitted by the Mutual Attorney.

I move to approve/deny that, in compliance with Assembly Bill 2912 (AB 2912) – Association Finances, the Mutual Board of Directors approve the “Resolution to Authorize Transfer of Funds” and further,

WHEREAS, Civil Code 5380(b)(6) requires that the Board of Directors (“Board”) of Seal Beach Mutual No. Ten (“Mutual”) give prior written approval for transfers of funds in amount greater than ten thousand dollars (\$10,000.00) or five percent (5%) of the Mutual’s total combined reserve and operating account deposits, whichever is lower, that the Golden Rain Foundation (“GRF”) receives on the Mutual’s behalf, into Mutual accounts.

WHEREAS, Civil Code 5502 requires that the Board give prior written approval for any transfers of greater than ten thousand dollars (\$10,000.00) or five percent (5%) of the Mutual’s total combine reserve or operating accounts, whichever is lower.

WHEREAS, the Board hereby certifies that a majority of the Board members present representing a quorum has voted on this resolution, in compliance with Civil Code Section 5380(b)(6) and/or Civil Code 5502.

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY APPOINTMENT SETTING COMMITMENT BY MUTUAL BOARD OF DIRECTORS (NEW BUSINESS, ITEM E)
DATE: FEBRUARY 27, 2019
CC: MUTUAL FILE

The GRF staff provides valuable services to all Mutuals. To maintain these valuable services, we are again soliciting all Mutual Board of Directors to help support our united mission to maintain our collective community for the betterment of all. To facilitate this mission and to help control time, focus and, most importantly, expense, I need to take this opportunity to kindly request action from all Mutual Board of Directors to help us support you, so that we may insure all goals and tasks are accomplished in a timely and productive manner.

Observe that appointments are required to meet with the following departments and staff: Mutual Administration, Accounting, Physical Property, Service Maintenance and Purchasing Department.

Yes, there are emergencies, and emergencies can be readily defined as:

- Posing an immediate threat to life, health, property, or environment
- Has already caused loss of life, health detriments, property damage, or environmental damage
- Has a high probability of escalating to cause immediate danger to life, health, property, or environment

In this, our commitment to you is:

- Response to all requests for appointments:
 - If request is made **before** 1 p.m. (business day), the same day
 - If request is made **after** 1 p.m. (business day), the next business day by 10 a.m.

I move to approve/deny a commitment by the Board of Directors of Mutual Ten, to help and support the unified mission of the collective Mutuals of Leisure World Seal Beach, to insure appointments are made to meet with GRF staff.

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE TRANSFER OF FUNDS FROM RESTRICTED MM ACCOUNT TO OPERATING ACCOUNT (CHIEF FINANCIAL OFFICER'S REPORT, ITEM A)
DATE: FEBRUARY 27, 2019
CC: MUTUAL FILE

I move to approve/deny the transfer of funds in the amount of \$56,325 from the Restricted Money Market Account to the Operating Account.

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE TRANSFER OF FUNDS FROM NON-RESTRICTED MM ACCOUNT TO OPERATING ACCOUNT (CHIEF FINANCIAL OFFICER'S REPORT, ITEM B)
DATE: FEBRUARY 27, 2019
CC: MUTUAL FILE

I move to approve/deny the transfer of funds in the amount of \$20,000 from the Non-Restricted Money Market Account to the Operating Account.

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MUTUAL MONTHLY FINANCES (CHIEF FINANCIAL OFFICER'S REPORT, ITEM C)
DATE: FEBRUARY 27, 2019
CC: MUTUAL FILE

I move to approve that the review of the Mutual's operating accounts, reserve accounts, current year's actual operating revenues and expenses compared to the current year's budget, the latest account statements prepared by financial institutions where the Mutual has its operating and reserve accounts, the income and expense statement for the Mutual's operating and reserve accounts, has been approved and, further, that per Civil Code Section 5500(a)-(f), the check register, monthly general ledger, and delinquent assessment receivable reports have been reviewed for the month of January 2019.