

**AGENDA**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL TEN**  
**July 28, 2021**  
**Meeting begins at 9:00 a.m.**  
**Administration Building, Conference Room A and via Zoom**

**TO ATTEND ON ZOOM:** The Shareholder will be provided with instructions on how to access the call via Zoom/telephone upon the Shareholder contacting Mutual Administration and requesting the log-in information. Please submit your information, including your name, Unit number, and telephone number, via e-mail at [mutualsecretaries@lwsb.com](mailto:mutualsecretaries@lwsb.com) or by calling (562) 431-6586 ext. 313, by no later than 3:00 p.m., the business day before the date of the meeting.

**TO PROVIDE COMMENTS DURING MEETING VIA ZOOM:** In order to make a comment during the open Shareholder Comments, the Shareholder must (i) notify their designated director of their intent to speak during Shareholder open forum, or (ii) submit their information, including their name, Unit number, and telephone number, via e-mail at [mutualsecretaries@lwsb.com](mailto:mutualsecretaries@lwsb.com), no later than 3:00 p.m. on Tuesday, 07/27/2021, the business day before the date of the meeting.

1. CALL TO ORDER/ BOARD ROOM DECORUM
2. SHAREHOLDERS' COMMENTS (2-3 minutes per shareholder)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

Carol Levine, GRF Representative  
Mike Meza, Building Inspector  
Ripa Barua, Portfolio Specialist  
Josh Monroy, Recording Secretary

5. APPROVAL OF MINUTES
  - a. **Regular Meeting Minutes of June 23, 2021**
  - b. **Special Meeting Minutes of July 19, 2021 (p. 3)**
6. CONSENT CALENDAR
  - a. Discuss and vote to authorize transfers of funds for Mutual Ten (p.4)
7. GRF REPRESENTATIVE Carol Levine
8. BUILDING INSPECTOR'S REPORT Michael Meza  
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests  
(pp.5-6)
  - a. Discuss and vote to approve aluminum awnings (p.7)
  - b. Discuss and vote to approve porch railing (pp.8-9)
  - c. Discuss and vote to request a landscape bid proposal (p.10)

**9. NEW BUSINESS**

- a. Discuss and vote to approve bottom freezer refrigerators as non-standard (p.11)
- b. Discuss and vote to approve Annual General Counsel Attorney Retainer Program (pp.12-13)

**STAFF BREAK BY 11:00 a.m.**

10. SECRETARY/ CORRESPONDENCE John Stipcich

11. CHIEF FINANCIAL OFFICER'S REPORT Michael Giles  
a. Approval of Mutual Monthly Finances (p.14)

12. PORTFOLIO SPECIALIST REPORT Ripa Barua

13. ANNOUNCEMENTS – DATES TO REMEMBER  
a. **NEXT REGULAR MONTHLY MEETING: Wednesday, August 25, 2021, 9:00 a.m. Administration Building, Conference Room A and via Zoom**

14. COMMITTEE REPORTS  
a. Physical Property Committee  
b. Landscape Committee  
c. Emergency Information Council

15. DIRECTORS' COMMENTS

16. SHAREHOLDERS' COMMENTS (2-3 minutes, as time permits)

17. ADJOURNMENT

18. EXECUTIVE SESSION  
a. Legal Matters  
b. Contracts  
c. Assessments / Delinquencies  
d. Disciplinary Hearings

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