

**AGENDA**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL TEN**  
**September 28, 2022**  
**Meeting begins at 9:00 a.m.**  
**Conference Room A and Zoom Video and Call Conference Meeting**

**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 09/27/2022, the business day before the date of the meeting.

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

Carol Levine, GRF Representative  
Jessica Sedgwick, Executive Director  
Carolyn Miller, Director of Finance  
Mallorie Hall, Director of Finance  
Ryan Quental, Building Inspector  
Josh Monroy, Portfolio Specialist  
Nancy Duarte, Assistant Portfolio Specialist

5. Guest Speaker Carolyn Miller and Mallorie Hall
  - a. Discuss and vote to approve 2023 Operational Budget (p.4)
6. Guest Speaker Jessica Sedgwick
  - a. Introduction to Mutual Board of Directors
7. APPROVAL OF MINUTES
  - a. **Regular Meeting Minutes of August 24, 2022**
  - b. **Special Meeting Minutes of August 31, 2022 (p.5)**
  - c. **Special Meeting Minutes of September 13, 2022 (p.6)**
8. GRF REPRESENTATIVE Carol Levine

9. BUILDING INSPECTOR'S REPORT Ryan Quental  
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (pp.7-8)
- a. Discuss and vote to approve annual tree trimming (pp. 9-11)
  - b. Discuss and vote approve J&J Landscaping proposal for gutter cleaning (pp.12-13)
  - c. Discuss and vote to approve J&J Landscaping proposal for winter reseed (pp.14-15)
  - d. Discuss and vote to approve J&J Landscaping proposal for root barriers (pp.16-17)
  - e. Discuss and vote on cart pad at unit 256-J work to be done by Anguiano Lawn Care (pp.18-22)
10. CONSENT CALENDAR Michael Giles
- a. Discuss and vote to authorize transfers of funds for Mutual Ten (p.23)
11. CHIEF FINANCIAL OFFICER'S REPORT Michael Giles
- a. Approval of Mutual Monthly Finances (p.24)
12. SECRETARY/ CORRESPONDENCE Elissa Viglietta
13. **NEW BUSINESS**
- a. Discuss and vote to approve Rule 10-7537-1 Shareholder Rules of Conduct (pp.25-26)
  - b. Discuss and vote to adopt Rule 10-7538-1 Sign Regulations (pp.27-29)
  - c. Discuss and vote to authorize Mutual Attorney to provide Rule for Patio Screen Door/ "Storm Door" Regulations (p.30)
  - d. Discuss and vote to approve amended QPR Agreement (pp.31-41)
  - e. Discuss and vote to approve amended Co-Occupant Agreement (pp.42-52)
  - f. Discuss and vote to amend Mutual 10 Policies to change "Caregivers" to "Permitted Health Care Resident" (pp.53-55)
  - g. Discuss and vote to approve the amended 50-1644-4 Permitted Health Care Resident Application (pp.56-60)
  - h. Discuss and vote to approve adopting Rule 10-7541-1 Co-Occupants, Qualified Permanent Residents and Permitted Health Care Resident (pp.61-62)
  - i. Discuss and vote to approve temporary carport rental/usage (p.63)

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

14. PORTFOLIO SPECIALIST REPORT Josh Monroy
15. ANNOUNCEMENTS – DATES TO REMEMBER
- a. **PRESIDENTS' COUNCIL: Thursday, October 6, 2022, 9 a.m., Location: Clubhouse 4**
  - b. **NEXT REGULAR MONTHLY MEETING: Wednesday, October 26, 2022, 9:00 a.m. Location: Administration, Conference Room A and via Zoom Video and Call Conference Meeting**

16.COMMITTEE REPORTS

- a. Physical Property Committee
- b. Landscape Committee
- c. Emergency Information Council

17.DIRECTORS' COMMENTS

18.ADJOURNMENT

19.EXECUTIVE SESSION

- a. Legal Matters
- b. Contracts
- c. Assessments / Delinquencies
- d. Disciplinary Hearings

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