



# REGULAR MONTHLY BOARD OF DIRECTORS MEETING

## MUTUAL TEN

### SUMMARY REPORT

Wednesday, September 28, 2022

| Action/Request  | Person Responsible   |
|---|--|
| <b>1. <u>Guest Speaker – a</u></b><br>RESOLVED to approve the 2023 Operating Budget for Mutual Ten of \$882,535, resulting in a regular monthly Mutual assessment of \$266.47 per apartment per month, for an increase of \$19.63 per month over the total Mutual operating costs of 2022, as presented, and to adopt this budge forthwith. | Mutual Board<br>Finance<br>Assistant Portfolio<br>Specialist                                   |
| <b>2. <u>Approval of the Minutes – a</u></b><br>The Regular Board Meeting Minutes of August 24, 2022, were approved by general consent of the Board as printed and distributed.   | Mutual Board<br>Assistant Portfolio<br>Specialist  |
| <b>3. <u>Approval of the Minutes – b</u></b><br>The Special Board Meeting Minutes of August 31, 2022, were approved by general consent of the Board as printed and distributed.   | Mutual Board<br>Assistant Portfolio<br>Specialist  |
| <b>4. <u>Approval of the Minutes – c</u></b><br>The Special Board Meeting Minutes of September 13, 2022, were approved by general consent of the Board as printed and distributed.  | Mutual Board<br>Assistant Portfolio<br>Specialist  |
| <b>5. <u>Building Inspector's Report – a</u></b><br>RESOLVED to approve the proposal from J&J Landscaping for the annual tree trimming, at a cost not to exceed \$11,250.00. Funds to come from Landscape Trees and authorize the President to sign any necessary documentation.  | Mutual Board<br>Mutual<br>Administration<br>Building Inspector<br>Physical Property<br>Finance |
| <b>6. <u>Building Inspector's Report – b</u></b><br>RESOLVED to approve the proposal from J&J Landscaping for gutter cleaning within Mutual 10, at a cost not to exceed \$1,656.00. Funds to come from Landscape Extras and authorize the Building Inspector to get the work order.   | Mutual Board<br>Mutual<br>Administration<br>Building Inspector<br>Physical Property<br>Finance |
| <b>7. <u>Building Inspector's Report – d</u></b><br>RESOLVED to approve the proposal from J&J Landscaping for 20 ft of root barriers on building 252B and 30 ft of root barriers on building 249F, at a cost  | Mutual Board<br>Mutual<br>Administration<br>Building Inspector                                 |



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|--|--|--|---|------------|-------------|---|------------|--------------|---|------------|--------------|--|------------|-------------|--|------------|-------------|---|------------|-------------|---|------------|--------------|--|------------|--------------|---|----------------------|
| not to exceed \$800.00. Funds to come from Landscape Extras and authorize the Building Inspector to proceed with the work order.   | Physical Property Finance  |  |   |            |             |   |            |              |   |            |              |  |            |             |  |            |             |   |            |             |   |            |              |  |            |              |   |                      |
| <b>8. <u>Building Inspector's Report – e</u></b><br>RESOLVED to <b>deny</b> the installation of a cart pad at unit 256-J at shareholder's expense, work to be done by Anguiano Lawn Care.  | Mutual Board<br>Mutual Administration<br>Building Inspector<br>Physical Property |  |   |            |             |   |            |              |   |            |              |  |            |             |  |            |             |   |            |             |   |            |              |  |            |              |   |                      |
| <b>9. <u>Consent Calendar – a</u></b><br>RESOLVED to authorize the following transfers of funds per detailed resolutions. <table><tr><th>Transfer/<br/>Invoice Date</th><th>Amount</th><th>Originating/Destination Accounts or Payee</th></tr><tr><td>08/01/2022</td><td>\$12,275.76</td><td>Invoice# 59 &amp; 61 Check# 11139<br/>Payee: Vicker's Construction</td></tr><tr><td>08/04/2022</td><td>\$325,997.62</td><td>Invoice# multiple Check# 11142<br/>Payee: Roofing Standard</td></tr><tr><td>08/05/2022</td><td>\$171,436.88</td><td>Invoice# multiple Check# 11143<br/>Payee: Roofing Std. &amp; ABC Supply</td></tr><tr><td>08/16/2022</td><td>\$12,855.76</td><td>Transfer from US Bank Restricted Money Mkt. to US Bank Non-Restricted Money Mkt.</td></tr><tr><td>08/22/2022</td><td>\$20,000.00</td><td>Transfer from US Bank Non-Restricted Money Mkt. to US Bank Checking</td></tr><tr><td>08/22/2022</td><td>\$31,500.00</td><td>Transfer from US Bank Checking to US Bank Restricted Money Mkt.</td></tr><tr><td>08/23/2022</td><td>\$505,646.81</td><td>Transfer from US Bank Restricted Money Mkt. to US Bank Non-Restricted Money MKt.</td></tr><tr><td>08/24/2022</td><td>\$515,000.00</td><td>Transfer from US Bank Non-Restricted Money Mkt. to US Bank Checking</td></tr></table> | Transfer/<br>Invoice Date  | Amount   | Originating/Destination Accounts or Payee | 08/01/2022 | \$12,275.76 | Invoice# 59 & 61 Check# 11139<br>Payee: Vicker's Construction | 08/04/2022 | \$325,997.62 | Invoice# multiple Check# 11142<br>Payee: Roofing Standard | 08/05/2022 | \$171,436.88 | Invoice# multiple Check# 11143<br>Payee: Roofing Std. & ABC Supply | 08/16/2022 | \$12,855.76 | Transfer from US Bank Restricted Money Mkt. to US Bank Non-Restricted Money Mkt. | 08/22/2022 | \$20,000.00 | Transfer from US Bank Non-Restricted Money Mkt. to US Bank Checking | 08/22/2022 | \$31,500.00 | Transfer from US Bank Checking to US Bank Restricted Money Mkt. | 08/23/2022 | \$505,646.81 | Transfer from US Bank Restricted Money Mkt. to US Bank Non-Restricted Money MKt. | 08/24/2022 | \$515,000.00 | Transfer from US Bank Non-Restricted Money Mkt. to US Bank Checking | Mutual Board Finance |
| Transfer/<br>Invoice Date  | Amount   | Originating/Destination Accounts or Payee  |   |            |             |   |            |              |   |            |              |  |            |             |  |            |             |   |            |             |   |            |              |  |            |              |   |                      |
| 08/01/2022   | \$12,275.76  | Invoice# 59 & 61 Check# 11139<br>Payee: Vicker's Construction                    |   |            |             |   |            |              |   |            |              |  |            |             |  |            |             |   |            |             |   |            |              |  |            |              |   |                      |
| 08/04/2022   | \$325,997.62   | Invoice# multiple Check# 11142<br>Payee: Roofing Standard                        |   |            |             |   |            |              |   |            |              |  |            |             |  |            |             |   |            |             |   |            |              |  |            |              |   |                      |
| 08/05/2022   | \$171,436.88   | Invoice# multiple Check# 11143<br>Payee: Roofing Std. & ABC Supply               |   |            |             |   |            |              |   |            |              |  |            |             |  |            |             |   |            |             |   |            |              |  |            |              |   |                      |
| 08/16/2022   | \$12,855.76  | Transfer from US Bank Restricted Money Mkt. to US Bank Non-Restricted Money Mkt. |   |            |             |   |            |              |   |            |              |  |            |             |  |            |             |   |            |             |   |            |              |  |            |              |   |                      |
| 08/22/2022   | \$20,000.00  | Transfer from US Bank Non-Restricted Money Mkt. to US Bank Checking              |   |            |             |   |            |              |   |            |              |  |            |             |  |            |             |   |            |             |   |            |              |  |            |              |   |                      |
| 08/22/2022   | \$31,500.00  | Transfer from US Bank Checking to US Bank Restricted Money Mkt.                  |   |            |             |   |            |              |   |            |              |  |            |             |  |            |             |   |            |             |   |            |              |  |            |              |   |                      |
| 08/23/2022   | \$505,646.81   | Transfer from US Bank Restricted Money Mkt. to US Bank Non-Restricted Money MKt. |   |            |             |   |            |              |   |            |              |  |            |             |  |            |             |   |            |             |   |            |              |  |            |              |   |                      |
| 08/24/2022   | \$515,000.00   | Transfer from US Bank Non-Restricted Money Mkt. to US Bank Checking              |   |            |             |   |            |              |   |            |              |  |            |             |  |            |             |   |            |             |   |            |              |  |            |              |   |                      |



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| Action/Request   |            |              |   | Person Responsible  |
|--|------------|--------------|---|---|
|  | 09/06/2022 | \$139,417.51 | Transfer from ACH-Direct Debit from multiple shareholders to US Bank Checking |   |
|  | 09/06/2022 | \$76,689.47  | Transfer from US Bank Checking to GRF – US Bank Checking                      |   |
|  | 09/07/2022 | \$54,702.95  | Transfer from US Bank Checking to US Bank Impound (Property Taxes)            |   |
| <b>10. Chief Financial Officer's Report – a</b><br>RESOLVED to acknowledge, per the requirements of the Civil Code Section 5500(a)-(f), a review of the reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year's budget, statements prepared by the financial institutions where the Mutual has its operating and reserve accounts, an income and expense statement for the Mutual's operating and reserve accounts, the check registers, monthly general ledger and delinquent assessment receivable reports for the month of August 2022. |            |              |   | Mutual Board Finance  |
| <b>11. New Business – a</b><br>RESOLVED to propose a rule change adopting Rule 10-7537-1 <u>Shareholder Rules of Conduct</u> and approve 28-day posting of notice of the proposed rule change. The proposed rule change will be considered by the board at the next scheduled meeting following review of any shareholder comments received.   |            |              |   | Mutual Board<br>Mutual Administration<br>Assistant Portfolio Specialist |
| <b>12. New Business – b</b><br>RESOLVED to propose a rule change adopting Rule 10-7538-1 <u>Sign Regulation</u> and approve 28- day posting of notice of the proposed rule change. The proposed rule change will be considered by the board at the next scheduled meeting following review of any shareholder comments received.   |            |              |   | Mutual Board<br>Mutual Administration<br>Security                       |
| <b>13. New Business – d</b><br>RESOLVED to approve the Qualified Permanent Resident Agreement amended by mutual attorney Roseman Law, APC for Mutual Ten and to be implemented by the Stock Transfer Office.   |            |              |   | Mutual Board<br>Mutual Administration<br>Stock Transfer                 |



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|--|---|
| <b>14. <u>New Business – e</u></b><br>RESOLVED to approve the Co-Occupant Agreement amended by mutual attorney Roseman Law, APC. for Mutual Ten and to be implemented by the Stock Transfer Office.  | Mutual Board<br>Mutual Administration<br>Stock Transfer                 |
| <b>15. <u>New Business – f</u></b><br>RESOLVED to propose a policy change by amending the Policies to change “Caregiver(s)” to “Permitted Health Care Resident(s)” and approve the 28-day posting of notice of the proposed rule change. The proposed policy change will be considered by the board at the next scheduled meeting following review of any shareholder comments received and authorize the President to sign any necessary documentation. | Mutual Board<br>Mutual Administration<br>Stock Transfer                 |
| <b>16. <u>New Business – g</u></b><br>RESOLVED to approve the amended 50-1644-4 Permitted Health Care Resident Application for Mutual Ten to be implemented in the Stock Transfer Office.  | Mutual Board<br>Mutual Administration<br>Stock Transfer                 |
| <b>17. <u>New Business – h</u></b><br>RESOLVED to propose a rule change adopting Rule 10-7541-1 <u>Co-Occupants, Qualified Permanent Residents and Permitted Health Care Resident</u> and approve 28-day posting of notice of the proposed rule change. The proposed rule change will be considered by the board at the next scheduled meeting following review of any shareholder comments received.  | Mutual Board<br>Mutual Administration<br>Stock Transfer                 |
| <b>18. <u>New Business – i</u></b><br>RESOLVED to approve the temporary carport rental / usage for Carport 117, Space #015 to unit 10- 239G.   | Mutual Board<br>Mutual Administration<br>Stock Transfer                 |
| <b>1. <u>Follow-up for Month of October</u></b><br><b>2. Consent Calendar</b><br><b>3. Mutual Monthly Finances</b><br><b>4. Guest Speaker: Mr. Rocha will present Qualified Permanent Resident (QPR)</b>   | Mutual Board<br>Mutual Administration<br>Assistant Portfolio Specialist |



## **REGULAR MONTHLY BOARD OF DIRECTORS MEETING MUTUAL TEN**

### **SUMMARY REPORT Wednesday, September 28, 2022**

| <b>Action/Request</b>  | <b>Person Responsible</b> |
|--|---------------------------|
| <b>5. Discuss and vote to ratify Rule 10-7531-1 <u>Rules of Shareholder Conduct</u></b>  |                           |
| <b>6. Discuss and vote to ratify Rule 10-7538-1 <u>Sign Regulations</u></b>  |                           |
| <b>7. Discuss and vote to ratify amended Policy 7557.10 – <u>Permitted Health Care Resident</u></b>  |                           |
| <b>8. Discuss and vote to ratify adopted Rule 10-7541-1 - <u>Co-Occupants, Qualified Permanent Residents and Permitted Health Care Resident</u></b>                              |                           |
| <b>9. Discuss and vote to repeal decision that Directors be contacted for Service Maintenance Calls (Sims)</b>   |                           |
| <b>10. Discuss and vote to ratify Resolution dated September 28, 2022 approve Interact Solution “Master Bulk Services Agreement” pending review and approval by M10 attorney</b> |                           |
| <b>11. Discuss and vote to rescind Policy 7554 <u>Interview of Applicants for Qualified Permanent Residency/Co-Occupancy</u></b>   |                           |
| <b>12. Discuss and vote to adopt Rule 10-7554-1 <u>Orientation of Applicants for Qualified Permanent Resident/Co-Occupant</u></b>  |                           |