

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL TEN  
January 25, 2023**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Wednesday, January 25, 2023, at 9:00 a.m. Conference Room A and via Zoom Video and Call Conference Meeting.

**SHAREHOLDER COMMENTS**

One Shareholder made a comment.

**ROLL CALL**

Present: President Arlart, Vice President Cummings, Secretary Viglietta, Chief Financial Officer Giles and Director Sims

GRF Rep: Ms. Levine, GRF Representative (arrived at 9:04 a.m.)

Guest: Two Mutual Ten Shareholders (via zoom)  
Three Mutual Ten Shareholders (in-person)

Staff: Mr. Quental, Building Inspector (via zoom)  
Ms. Hopkins, Mutual Administration Director (arrived at 9:20 a.m. via zoom)  
Ms. Barua, Senior Portfolio Specialist  
Ms. Duarte, Assistant Portfolio Specialist

**GRF REPRESENTATIVES' REPORT**

GRF Representative Levine provided a verbal report.

Following questions, GRF Representative Levine left the meeting at adjournment at 10:18 a.m.

**APPROVAL OF MINUTES**

The Regular Board Meeting Minutes of December 28, 2022, were approved by general consent of the Board as printed.

The Special Board Meeting Minutes of January 10, 2023, were approved by general consent of the Board as printed.

**BUILDING INSPECTOR'S REPORT**

Building Inspector Quental presented his report (attached).

Following a discussion and upon a MOTION duly made by Vice President Cummings and seconded by Chief Financial Officer Giles, it was

RESOLVED to authorize Physical Property to prepare and send Request for

Proposal (RFP) to Roofing Standards and Jordan Roof Company for 253, 254, & 255 buildings.

The MOTION passed unanimously.

Following questions, Building Inspector Quental left the meeting at 9:45 a.m.

**CONSENT CALENDAR**

Following a discussion and upon a MOTION duly made by Chief Financial Officer Giles and seconded by Vice President Cummings, it was

RESOLVED to authorize the following transfers of funds per detailed resolutions.

<i>Transfer/ Invoice Date</i>	<i>Amount</i>	<i>Originating/Destination Accounts or Payee</i>
12/22/2022	\$31,500.00	Transfer from US Bank Checking to US Bank Restricted Money Mkt.
01/05/2023	\$148,652.19	Transfer from ACH-Direct Debit from multiple shareholders to US Bank Checking
01/05/2023	\$100,299.59	Transfer from US Bank Checking to GRF – US Bank Checking
01/06/2023	\$55,278.95	Transfer from US Bank Checking to US Bank Impound (Property Taxes)

The MOTION passed unanimously.

**CHIEF FINANCIAL OFFICER'S REPORT**

Chief Financial Officer Giles presented his report (attached).

Following a discussion and upon a MOTION duly made by Chief Financial Officer Giles and seconded by Secretary Viglietta, it was

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 December 2022.

The MOTION passed unanimously.

**SECRETARY / CORRESPONDENCE**

Secretary Viglietta received no correspondence.

**NEW BUSINESS**

Following a discussion and upon a MOTION duly made by Vice President Cummings and seconded by Chief Financial Officer Giles, it was

RESOLVED to approve that Mutual Administration send out an Opt-Out Notice, allowing the shareholder to remove their name, property address, mailing address, and/or e-mail address from the membership list, per Civil Code §5220 Membership List Opt-Out.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by President Arlart and seconded by Vice President Cummings, it was

RESOLVED to approve the temporary rental of carport building 119, space number 8 - carport space and storage.

The MOTION passed unanimously.

**PORTFOLIO SPECIALIST REPORT**

Senior Portfolio Specialist Barua presented her report (attached).

**ANNOUNCEMENTS**

**NEXT REGULAR MONTHLY BOARD MEETING: Wednesday, February 22, 2023, 9:00 a.m., Location: Conference Room, A and via Zoom Video and Call Conference Meeting**

**PRESIDENT'S COUNCIL MEETING: Thursday, February 2, 2023, 9:00 a.m., Location: Clubhouse 4 and YouTube Livestream**

**Special Meeting: Tuesday, February 14, 2023, 2:30 p.m. Location: TBD and via Zoom**

**COMMITTEE REPORTS**

Emergency Information Council

Vice President Cummings presented Ms. Gibson's report for Emergency Information Council.

**Director's Comments**

Several Directors made comments.

**ADJOURNMENT**

There being no further business to conduct, President Arlart adjourned the meeting at 10:18 a.m. and announced that there would be an executive session following to discuss member issues.

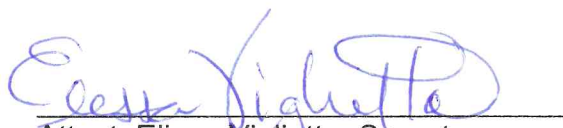
**EXECUTIVE SESSION SUMMARY**

The Board met in Executive Session on January 25, 2023, at 10:38 a.m., and took the following actions:

The Board approved Executive Meeting Minutes of December 28, 2022 and Special Executive Meeting Minutes of January 6, 2023, January 10, 2023 and January 17, 2023, as presented.

1. Legal Matters
  - a. Some legal matters were discussed.
2. Contracts
  - a. No contract was discussed.
3. Assessments / Delinquencies
  - a. Some letters were drafted.
  - b. Several files to monitor.
  - c. No files were closed.
4. Disciplinary Hearings
  - a. One Disciplinary hearing was discussed.

President Arlart adjourned the meeting at 12:03 p.m.



Attest, Elissa Viglietta, Secretary  
SEAL BEACH MUTUAL TEN  
ND 01/25/2022  
Attachments

**MONTHLY MINUTES ARE POSTED IN THE LAUNDRY ROOMS AND THE MUTUAL TEN WEBSITE. THANK YOU.**

**REMINDER: THE SWEEPING DAY FOR MUTUAL TEN'S TRUST STREETS IS THE 4<sup>th</sup> WEDNESDAY NIGHT OF EACH MONTH. PLEASE DO NOT PARK ON INTERLACHEN, ST. ANDREWS, OR NORTHWOOD STREETS AT THIS TIME.**

**Mutual Ten shareholders can access the monthly minutes on the Mutual website at: [www.lwsb.com](http://www.lwsb.com) – go to “MUTUALS” – CLICK ON “Mutual 10”**

**RESOLUTIONS IN THE REGULAR  
MONTHLY MEETING OF JANUARY 25, 2023**

The Regular Board Meeting Minutes of December 28, 2022, were approved by general consent of the Board as printed.

The Special Board Meeting Minutes of January 10, 2023, were approved by general consent of the Board as printed.

RESOLVED to authorize Physical Property to prepare and send Request for Proposal (RFP) to Roofing Standards and Jordan Roof Company for 253, 254, & 255 buildings.

RESOLVED to authorize the following transfers of funds per detailed resolutions.

<i>Transfer/ Invoice Date</i>	<i>Amount</i>	<i>Originating/Destination Accounts or Payee</i>
12/22/2022	\$31,500.00	Transfer from US Bank Checking to US Bank Restricted Money Mkt.
01/05/2023	\$148,652.19	Transfer from ACH-Direct Debit from multiple shareholders to US Bank Checking
01/05/2023	\$100,299.59	Transfer from US Bank Checking to GRF – US Bank Checking
01/06/2023	\$55,278.95	Transfer from US Bank Checking to US Bank Impound (Property Taxes)

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 December 2022.

RESOLVED to approve that Mutual Administration send out an Opt-Out Notice, allowing the shareholder to remove their name, property address, mailing address, and/or e-mail address from the membership list, per Civil Code §5220 Membership List Opt-Out.

RESOLVED to approve the temporary rental of carport building 119, space number 8 - carport space and storage.

**MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL TEN  
January 10, 2023  
Zoom Video and Call Conference Meeting**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Tuesday, January 10, 2023, at 2:30 p.m. via Zoom.

**ROLL CALL:**

**Present:** President Arlart, Vice President Cummings, Secretary Viglietta, CFO Giles, Director Sims

**Staff:** Building Inspector Quental

**SHAREHOLDER COMMENTS**

No comment made.

**PURPOSE OF THE MEETING:** Directors discuss Building Inspector's Report, additional Physical Property and Landscape issues

**BUILDING INSPECTOR'S REPORT**

Building Inspector Quental updated the Mutual Ten Board on Mutual activity.

**LANDSCAPE REPORT**

Discussion on fresh mulch for tree wells in spring.

**PHYSICAL PROPERTY CHAIR REPORT**

Discussed conducting inventory of electrical panels needing replacement.

Discussed possible concrete work in 2023.

Discussed re-roofing additional buildings in 2023.

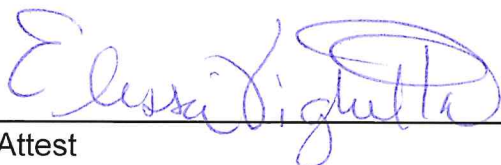
Discussed fire/safety/health inspections, collection of data in March 2023.

**SERVICE MAINTENANCE CALL REQUESTS**

Discussed Service Maintenance call requests.

**ADJOURNMENT**

There being no further business to conduct, President Arlart adjourned the meeting at 3:24 p.m. and announced that there would be an Executive Session following to discuss member issues.



Attest

Elissa Viglietta, Secretary  
SEAL BEACH MUTUAL TEN  
Ra: 01/10/2023

# MONTHLY MUTUAL INSPECTOR REPORT

MUTUAL: **(10) TEN**

DATE: **JANUARY**

INSPECTOR: **RYAN QUENTAL**

## PERMIT ACTIVITY

UNIT #	WORK DESCRIPTION	GRF/CITY PERMIT	START DATE	FINISH DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR
240-L	WASHER/DRYER	BOTH	04/12/22	08/31/22	NONE	(Material Back Order)	BA CONSTRUCTION
243-E	REMODEL	BOTH	04/15/22	08/31/22	YES	(Material Back Order)	BA CONSTRUCTION
243-E	CARPORT CABINET	GRF	01/16/23	02/26/23	NONE		VICKERS
243-G	FLOORING	GRF	12/20/22	01/30/23	NONE		KARYS CARPET
248-F	FLOORING	GRF	01/04/23	02/06/23	NONE		FAMILY FLOORS
249-G	FLOORING	GRF	11/28/22	01/28/23	NONE		FAMILY FLOORS
249-G	REMODEL	BOTH	12/05/22	03/25/23	NONE		LOS AL BUILDERS
251-E	WINDOWS	BOTH	11/25/22	03/30/23	NONE		L & S CONSTRUCTION
251-L	HVAC	BOTH	11/22/22	01/30/23	NONE		HEATWAVE
254-D	HVAC	BOTH	10/03/22	01/03/23	NONE	FINAL 1/4/23	GREENWOOD
255-D	WINDOWS	BOTH	01/03/23	01/16/23	NONE		EMPIRE DOOR & WINDOW
255-I	HVAC	BOTH	01/23/23	04/23/23	NONE		GREENWOOD
255-J	SHOWER	GRF	02/23/23	03/23/23	NONE		NUKOTE
256-J	REMODEL	BOTH	02/13/23	04/05/23	NONE		HADI CONSTRUCTION
258-I	WINDOWS	BOTH	12/06/22	02/24/23	NONE	DRYWALL 1/12/23	MARCO CONSTRUCTION

## ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FINAL	FCOEI	ROF	ACTIVE	CLOSING	CLOSED
243-B		09/15/22	12/08/22	12/09/22	12/21/22		7	4	29
243-K		08/26/22	12/21/22	12/21/22	01/04/23				
246-I		11/22/22							
248-I		07/19/22							
249-B		11/01/22	12/05/22	12/08/22	12/20/22				
256-L		12/07/22	01/26/23						
257-A		10/13/22							

**NMI** = New Member Inspection    **PLI** = Pre-Listing Inspection    **NBO** = New Buyer Orientation  
**FI** = Final Inspection    **FCOEI** = Final Close of Escrow Inspection    **ROF** = Release of Funds

## CONTRACTS & PROJECTS

CONTRACTOR	PROJECT
J&J Landscape 12/1/22 - 11/30/23	Mutual Gardening, Irrigation and Lawns - On Going.
Fenn Pest and Termite 4/30/23	Pest Control and Termite Inspections.
Fenn Pest and Termite 6/30/23	Rodent Bait Station Maintenance.
National Service Lease September 2024	On Going.

## SHAREHOLDER & MUTUAL REQUESTS

SHAREHOLDER	MUTUAL
Laundry 254 Walk light issues.	
255D Water heater replacement.	
239B Bedroom soffit light out.	
239C Kitchen and Bath flooring issue.	

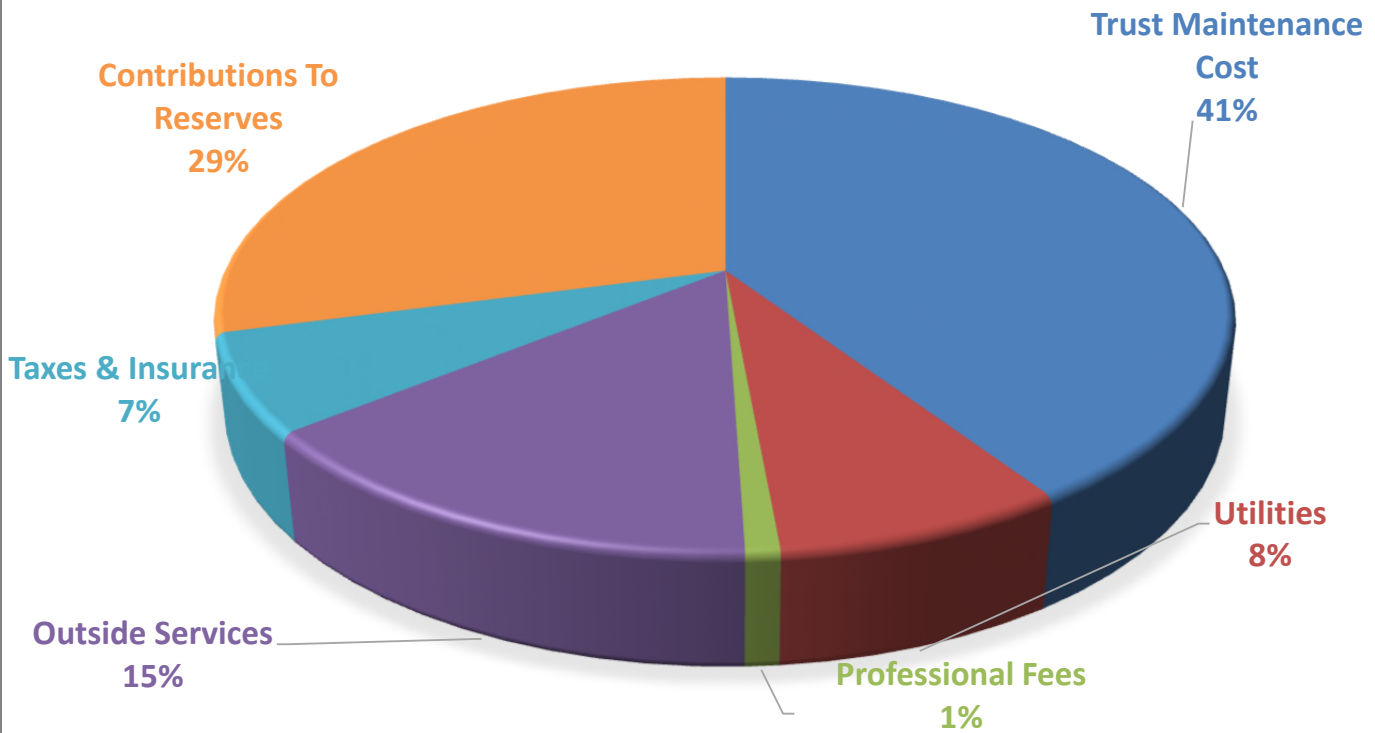
# MONTHLY MUTUAL INSPECTOR REPORT

MUTUAL: **(10) TEN**      DATE: **JANUARY**      INSPECTOR: **RYAN QUENTAL**

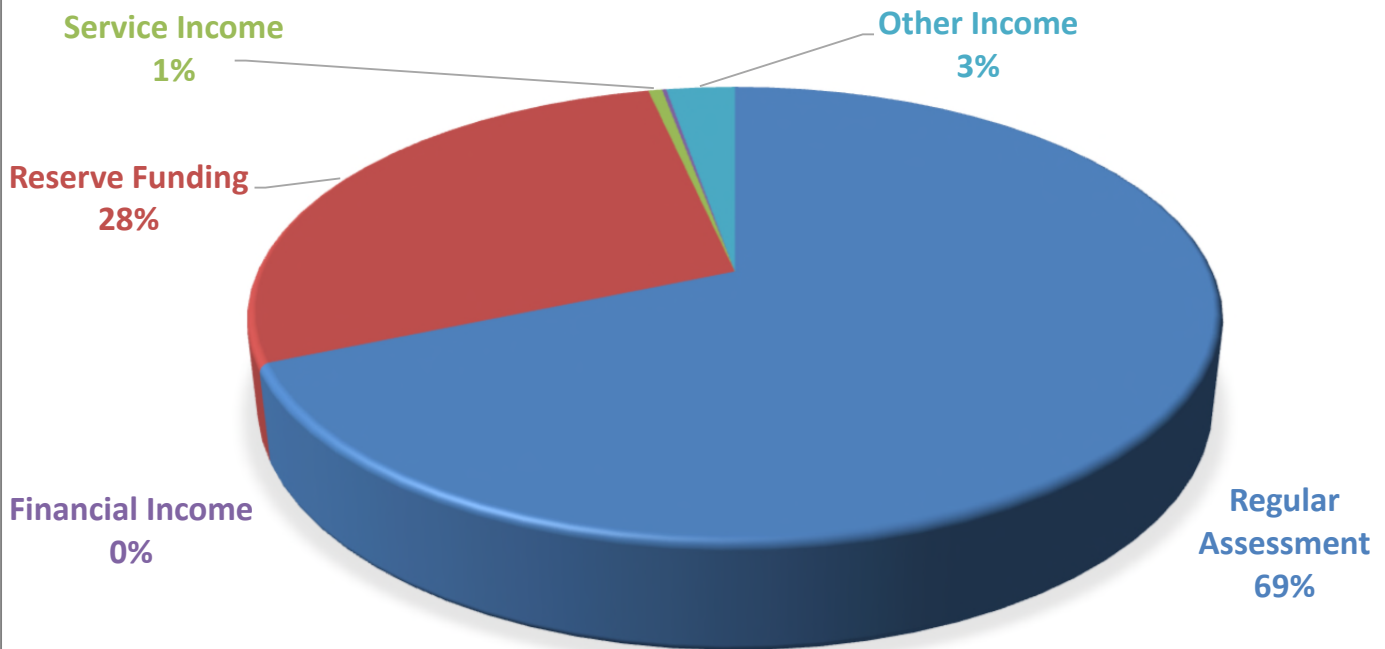
245J	Bath light fixture problem.	
256L	Leaking bathroom faucet.	
Laundry 249	Drain backed up.	



### ACTUAL ALLOCATION OF OPERATING EXPENSES AND RESERVE CONTRIBUTIONS



### ACTUAL ALLOCATION OF ASSESSMENTS AND INCOME



**CFO Report - Mutual 10  
December 31, 2022**

Account Description	\$ Variance	% Variance	Explanation
Total Operating Income	\$ 23,561	90.7%	Total Operating income ended year to date 12/31/2022 better than planned, primarily in the Inspection Fees, due to more units sold than planned and Buyer's premium income not being included in the original budget.
Utilities	\$ 3,412	3.3%	Utilities are over the plan in all areas, Electricity (\$1,581), Water (\$20), and Trash (\$1,810).
Professional Fees	\$ (5,065)	-28.4%	Professional Fees are under the plan in Legal Fees.
Outside Services	\$ (21,381)	-9.6%	Outside Services year to date, 12/31/2022 is better than planned in all areas.
Taxes & Insurance	\$ (3,785)	-4.0%	Property & Liability ended 12/31/22 better than plan \$6,453, which was off-set by State & Federal Taxes (2,668)
Excess Inc. / (Exp) After Off-Bdgt Items	\$ 59,514	0.0%	

**SEAL BEACH MUTUAL NO. 10  
FINANCIAL STATEMENTS RECAP  
For the 12 months ending December 31, 2022**

December			Account	YTD		
Actual	Budget	Variance		Actual	Budget	Variance
82,130	82,134	0.0%	Regular Assessment	985,560	985,553	0.0%
33,478	33,479	0.0%	Reserve Funding	401,737	401,737	0.0%
<b>115,608</b>	<b>115,613</b>	<b>0.0%</b>	<b>Total Regular Assessment</b>	<b>1,387,297</b>	<b>1,387,290</b>	<b>0.0%</b>
598	805	-25.7%	Service Income	7,905	9,605	-17.7%
506	12	4116.7%	Financial Income	2,402	166	1347.0%
2,525	1,356	86.2%	Other Income	39,220	16,195	142.2%
<b>3,629</b>	<b>2,173</b>	<b>67.0%</b>	<b>Total Operating Income</b>	<b>49,527</b>	<b>25,966</b>	<b>90.7%</b>
<b>\$ 119,237</b>	<b>\$ 117,786</b>	<b>1.2%</b>	<b>Total Mutual Income</b>	<b>\$ 1,436,824</b>	<b>\$ 1,413,256</b>	<b>1.7%</b>
47,483	47,483	0.0%	Trust Maintenance Cost	560,636	569,763	-1.6%
8,010	8,740	-8.4%	Utilities	108,204	104,792	3.3%
4,091	1,484	175.7%	Professional Fees	12,787	17,852	-28.4%
20,461	18,631	9.8%	Outside Services	202,279	223,660	-9.6%
2,863	7,947	-64.0%	Taxes & Insurance	91,667	95,452	-4.0%
33,478	33,479	0.0%	Contributions To Reserves	401,737	401,737	0.0%
<b>\$ 116,386</b>	<b>\$ 117,764</b>	<b>-1.2%</b>	<b>Operating Expenses Before Off-Budget</b>	<b>\$ 1,377,310</b>	<b>\$ 1,413,256</b>	<b>-2.5%</b>
<b>\$ 2,851</b>	<b>-</b>		<b>Excess Inc. / (Exp) After Off-Bdgt Items</b>	<b>59,514</b>	<b>-</b>	
			Depreciation (Off-Budget Item)			
			<b>Excess Inc. / (Exp) After Off-Bdgt Items</b>	<b>\$ 59,514</b>	<b>\$ -</b>	
			<b>Restricted Reserve</b>			
(668)			Appliance Reserve	16,302		
1,305			Painting Reserve	30,512		
21,449			Roofing Reserve	734,259		
-			Emergency Reserve	47,734		
3,940			Infrastructure Reserve	354,156		
-						
<b>\$ 26,026</b>			<b>Total Restricted Reserve</b>	<b>\$ 1,182,963</b>		

# Portfolio Specialist Report January 2023



## Wipes cause a pain in the drain!

Avoid sewer backups and protect your pipes!

Dispose of these items in the trash, NOT the toilet.

- Disinfecting Wipes
- Paper Towels
- Baby Wipes
- Towelettes
- Mop Refills
- Facial Tissue
- Diapers
- Sanitary Items



**EVEN IF PRODUCT LABEL SAYS FLUSHABLE, THEY ARE NOT FLUSHABLE!!**

**Place the items listed above in a trash can**

**Putting these items down toilets may plug sewers and cause raw  
sewage to back up into YOUR HOME!**

## Year-End Mail Out Information

The 2023 guest passes, and property tax and assessment information were mailed out in the beginning of January!

As a reminder, guest passes are intended for your trusted family and friends, and are not to be given to contractors, caregivers, neighbors, or someone you've hired to work in your home.

If you have not received your guest passes or payment coupons by mid-January or have questions about registering your Caregiver/PHCR or pet call the Stock Transfer Office at (562) 431-6586 ext. 346.