

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
February 22, 2023**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Wednesday, February 22, 2023, at 9:00 a.m. Conference Room A and via Zoom Video and Call Conference Meeting.

SHAREHOLDER COMMENTS

Several Shareholder made a comment.

ROLL CALL

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

GRF Representative: Ms. Levine

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

Staff: Mr. Mario, IT Director (entered at 9:01 a.m.)
Mr. Quental, Building Inspector (via zoom)
Ms. Hopkins, Mutual Administration Director(via zoom; entered at 9:06 a.m)
Ms. Barua, Senior Portfolio Specialist
Ms. Equite, Assistant Portfolio Specialist
Ms. Lee, Assistant Portfolio Specialist

APPROVAL OF MINUTES

The Regular Board Meeting Minutes of January 25, 2023, were approved by general consent of the Board as printed.

The Special Board Meeting Minutes of February 14, 2023, were approved by general consent of the Board as distributed.

GUEST SPEAKER

Mr. Mario spoke with the board regarding the change of email addresses.

Following questions Mr. Mario left the meeting at 9:29 a.m.

GRF REPRESENTATIVES' REPORT

GRF Representative Levine provided a verbal report.

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 Secretary Viglietta, it was

RESOLVED to deny the Electrical & Handyman & Plumbing services proposal for the flood light installation permit at Unit 250-H. Work to be at the shareholder's expense.

The MOTION passed.

GRF Representative Levine left the meeting at 9:45 a.m.

Following questions, Building Inspector Quental left the meeting at 9:50 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> |
|-----------------------------------|---------------|--------------------------------------------------------------------------------|
| 01/27/2023 | \$33,828.17 | Transfer from US Bank Checking to US Bank Non-Restricted Money Mkt. |
| 01/27/2023 | \$20,000.00 | Transfer from US Bank Non-Restricted Money Mkt. to US Bank Checking |
| 02/06/2023 | \$65,442.70 | Transfer from US Bank Checking to GRF – US Bank Checking |
| 02/06/2023 | \$151,134.56 | Transfer from ACH -Direct Debit from multiple shareholders to US Bank Checking |
| 02/07/2023 | \$55,875.78 | 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 January 2023.

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 Secretary Viglietta, it was

RESOLVED to appoint Accurate Voting Services as Mutual Ten's Inspectors of Election for the 2023-2024 Annual Shareholder's Meeting.

The MOTION passed unanimously.

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

RESOLVED to authorize GRF IT Department to provide Mutual 10 Board of Directors to have a lwsbm10.com email address, at \$10.00 per month per Director for a total cost not to exceed \$50.00 per month. Funds to come from Miscellaneous and authorize the President to sign any necessary documentation.

The MOTION passed unanimously.

Mutual Administrative Director Ms. Hopkins left the meeting at 10:02 a.m.

PORTFOLIO SPECIALIST REPORT

Senior Portfolio Specialist Barua presented the Portfolio Specialist report (attached).

ANNOUNCEMENTS

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

COMMITTEE REPORTS

Physical Property Committee

Vice President Cummings submitted her report (attached).

Landscape Committee
No report.

Emergency Information Council
Ms. Gibson presented her report.

DIRECTORS' COMMENTS

Several Directors made comments.

ADJOURNMENT

There being no further business to conduct, President Arlart adjourned the meeting at 10:24 a.m. and announced that there would be an executive session following to discuss member issues.

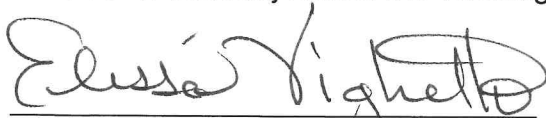
EXECUTIVE SESSION SUMMARY

The Board met in Executive Session on February 22, 2023, at 10:42 a.m., and took the following actions:

The Board approved the Executive Meeting Minutes of January 25, 2023 and Special Executive Meeting Minutes of February 14, 2023.

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

President Arlart adjourned the meeting at 12:02 p.m.



Attest, Elissa Viglietta, Secretary
SEAL BEACH MUTUAL TEN
RB/DE 2/22/23
Attachments

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

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REMINDER: THE SWEEPING DAY FOR MUTUAL TEN'S TRUST STREETS IS THE 4th 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 – go to “MUTUALS” – CLICK ON “Mutual 10”**

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OF FEBRUARY 22, 2023**

The Regular Board Meeting Minutes of January 25, 2023 were approved by general consent of the Board as distributed.

The Special Board Meeting Minutes of February 14, 2023 were approved by general consent of the Board as printed.

RESOLVED to deny the Electrical & Handyman & Plumbing services proposal for the flood flight installation permit at Unit 250-H. Work to be at the shareholder's expense.

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> |
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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 January 2023.

RESOLVED to appoint Accurate Voting Services as Mutual Ten's Inspectors of Election for the 2023-2024 Annual Shareholder's Meeting.

RESOLVED to authorize GRF IT Department to provide Mutual 10 Board of Directors to have a lwsbmual10.com email address, at \$10.00 per month per Director for a total cost not to exceed \$50.00 per month. Funds to come from Miscellaneous and authorize the President to sign any necessary documentation.

MONTHLY MUTUAL INSPECTOR REPORT

MUTUAL: **(10) TEN** DATE: **FEBRUARY** 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 | Waiting on material | BA CONSTRUCTION |
| 243-E | REMODEL | BOTH | 04/15/22 | 08/31/22 | YES | FINAL 1/20/23 (Recall) | BA CONSTRUCTION |
| 243-G | FLOORING | GRF | 12/20/22 | 01/30/23 | NONE | | KARYS CARPET |
| 243-K | BATH REMODEL | BOTH | 02/25/23 | 04/25/23 | NONE | | GLOBAL GENERAL CONSTR. |
| 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-D | HVAC | BOTH | 02/24/23 | 05/24/23 | NONE | | GREENWOOD |
| 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 |
| 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 | FINAL 2/6/23 | MARCO CONSTRUCTION |
| 259-G | SHOWER | BOTH | 02/20/23 | 04/28/23 | NONE | DRYWALL 2/15/23 | BERGKVIST |

ESCROW ACTIVITY

| UNIT # | NMI | PLI | NBO | FINAL | FCOEI | ROF | ACTIVE | CLOSING | CLOSED |
|--------|-----|----------|----------|----------|----------|-----|--------|---------|--------|
| 238-B | | 01/31/23 | | | | | 6 | 3 | 2 |
| 243-K | | 08/26/22 | 12/21/22 | 12/21/22 | 01/04/23 | | | | |
| 246-I | | 11/22/22 | | | | | | | |
| 248-I | | 07/19/22 | | | | | | | |
| 256-L | | 12/07/22 | 01/26/23 | 01/26/23 | 02/07/23 | | | | |
| 257-A | | 10/13/22 | 02/13/23 | 02/17/23 | 03/01/23 | | | | |

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 |
|------------------------------------|--------|
| 256J - Water heater remodel visit. | |
| 245J - Bath light fixture problem. | |
| 255J - Water heater noises. | |
| 252L - Radiant heating issue. | |

MONTHLY MUTUAL INSPECTOR REPORT

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

| | |
|-----------------------------|--|
| 246B - Skylight seal issue. | |
| | |

P.O. Box 2069
Seal Beach CA 90740

| Jan Actual | Jan Budget | | 2023 Y-T-D Actual | 2023 Y-T-D Budget |
|----------------------------|----------------|-------------------------------------------|----------------------|----------------------|
| 89,536 | 89,535 | Carrying Charges | 89,536 | 89,535 |
| 37,342 | 37,341 | Reserve Funding | 37,342 | 37,341 |
| 126,877 | 126,876 | Total Regular Assessments | 126,877 | 126,876 |
| 643 | 651 | Service Income | 643 | 651 |
| 506 | 439 | Financial Income | 506 | 439 |
| 2,050 | 2,865 | Other Income | 2,050 | 2,865 |
| 3,199 | 3,955 | Total Other Income | 3,199 | 3,955 |
| 130,076 | 130,831 | Total Mutual Income | 130,076 | 130,831 |
| 53,332 | 53,332 | GRF Trust Maintenance Fee | 53,332 | 53,332 |
| 7,377 | 10,268 | Utilities | 7,377 | 10,268 |
| 25 | 1,330 | Professional Fees | 25 | 1,330 |
| 0 | 17 | Office Supplies | 0 | 17 |
| 13,117 | 19,284 | Outside Services | 13,117 | 19,284 |
| 10,540 | 9,263 | Taxes & Insurance | 10,540 | 9,263 |
| 37,342 | 37,341 | Contributions to Reserves | 37,342 | 37,341 |
| 121,733 | 130,835 | Total Expenses Before Off-Budget | 121,733 | 130,835 |
| 8,344 | (4) | Excess Inc/(Exp) Before Off-Budget | 8,344 | (4) |
| 8,462 | 0 | Depreciation Expense | 8,462 | 0 |
| (118) | (4) | Excess Inc/(Exp) After Off-Budget | (118) | (4) |
| Restricted Reserves | | | | |
| 3,451 | 0 | Appliance Reserve Equity | 19,753 | 0 |
| 3,633 | 0 | Painting Reserve | 34,145 | 0 |
| 21,449 | 0 | Roofing Reserve | 755,708 | 0 |
| 0 | 0 | Emergency Reserve Equity | 47,734 | 0 |
| 8,746 | 0 | Infrastructure Reserve | 362,902 | 0 |
| 37,279 | 0 | Total Restricted Reserves | 1,220,242 | 0 |

CFO Report - Mutual 10
January 31, 2023

| Account Description | \$ Variance | % Variance | Explanation |
|------------------------------------------|-------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Total Operating Income | \$ (756) | -19.1% | Total Operating income ended year to date 01/31/2023 below plan, primarily in Buyer's Premium Income, due to fewer units being put on the market than planned. |
| Utilities | \$ (2,891) | -28.2% | Utilities are under the plan in all areas, Electricity on the plan, Water (\$2,702), and Trash (\$196). |
| Professional Fees | \$ (1,305) | -98.1% | Professional Fees are under the plan in Legal Fees. |
| Outside Services | \$ (6,184) | -32.0% | Outside Services year to date, 03/31/2023 is better than planned in all areas. |
| Taxes & Insurance | \$ 1,277 | 13.8% | Taxes and Insurance are over the plan in Insurance and will be over plan every month until the year's end due to accounting procedures. |
| Excess Inc. / (Exp) After Off-Bdgt Items | \$ 8,348 | 0.0% | |
| | | | |
| | | | |

Physical Property Report – February 22, 2023

Fire/Safety Inspections: The Mutual Inspector and a Mutual Director will begin the apartment inspections in March. Your apartment will be posted with a notice letting you know what day we will come and the time range. We will be checking for dangerous conditions and also collecting information on appliances and the circuit breakers that will help us plan for the future. The inspection usually only takes 6-8 minutes. You do not need to be present for the inspection. A report will be filled out by the Inspector and will be left for you, along with some flyers containing important information.

We will also be putting a blue tablet in the water tank on your toilet to check for leaks. Wait for 15 (or more) minutes after the tablet is put in to see if any blue shows in the bowl. Please let a Director know if you see blue in the water in the bowl before it is flushed as that will indicate there is a slow leak from the tank into the bowl.

Organic Compost Food Bins: The new small green bins are for organic waste, which is food and plant material like flowers and garden trimmings. The food can be in clear plastic or the special organic waste bags. By using the organic waste bins we are also helping to keep the sewer system clear. The organic compost bins are emptied every Friday.

Dumpster Bins: The large dumpsters located at the 1.8 area on Oak Hills Drive are now available every day from 9-5. They are only to be used for trash or recycling by residents. Identification is no longer required.

Esther Cummings

PORTFOLIO SPECIALIST REPORT

February 2023

Election time is here!



If you wish to run for a director's position on the Mutual Board and be included on the ballot for your Mutual election, please see the staff in the Stock Transfer Office in the Administration Building window on the first floor for a candidate's application form.

Please see the 2023 GRF & Mutual Election and Annual Meeting Schedule in LW Weekly.

