

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
March 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, March 22, 2023, at 9:01 a.m. Conference Room A and via Zoom Video and Call Conference Meeting.

SHAREHOLDER COMMENTS

No Shareholders 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: Four Mutual Ten Shareholders (via zoom)
Two Mutual Ten Shareholders (in-person)

Staff: Mr. Quental, Building Inspector (via zoom)
Ms. Barua, Senior Portfolio Specialist
Ms. Equite, Assistant Portfolio Specialist

APPROVAL OF MINUTES

The Regular Board Meeting Minutes of February 22, 2023 were approved by general consent of the Board as distributed.

The Special Board Meeting Minutes of March 7, 2023 were approved by general consent of the Board as distributed.

GUEST SPEAKER

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

RESOLVED accept the CliftonLarsonAllen LLP Engagement Letter for the 2022 audit and to authorize the President to sign the letter.

The MOTION passed unanimously.

GRF REPRESENTATIVES' REPORT

GRF Representative Levine provided an update.

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 approve the planting of a Podocarpus tree at Unit 240-G at the shareholder's expense. The tree will become the property of the Mutual.

The MOTION passed unanimously.

NEW BUSINESS – ITEM C

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

RESOLVED to ratify resolution dated February 22, 2023, "RESOLVED, to approve the Roofing Proposal from Roofing Standards for Re-Roofing at buildings 253,254,255 at a cost not to exceed \$470,228.00. Funds to come from Roofing Reserve and authorize the President to sign any necessary documentation."

The MOTION passed unanimously.

Following questions, Building Inspector Quental left the meeting at 9:44 a.m.

CONSENT CALENDAR

Following a discussion and upon a MOTION duly made by Chief Financial Officer Giles and seconded by Secretary Viglietta, 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>
02/17/2023	\$33,828.17	Transfer from US Bank Checking to US Bank Non-Restricted Money Mkt.
03/06/2023	\$151,072.84	Transfer from ACH-Direct Debit from multiple shareholders to US Bank Checking
03/06/2023	\$65,793.03	Transfer from US Bank Checking to GRF-US Bank Checking
03/07/2023	\$55,204.37	Transfer from US Bank Checking to GRF – US Bank Checking (Property Tax)
03/08/2023	\$12,559.44	Payment to Multiple Invoices (Check # 11257)
03/10/2023	\$290,000.00	Transfer from US Bank Checking to US Bank Checking

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 Vice President Cummings, 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 February 2023.

The MOTION passed unanimously.

SECRETARY / CORRESPONDENCE

Secretary Viglietta received no correspondence.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

Per the Mutuals Bylaws, Article V, Section 5.4, Tom Sprott, Unit 247-B, Shareholder of Mutual Ten intends to vote cumulatively for the election of Directors for the 2023-2024 terms of office.

PORTFOLIO SPECIALIST REPORT

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

ANNOUNCEMENTS

NEXT REGULAR MONTHLY BOARD MEETING: Wednesday, April 26, 2023, 9:00 a.m., Location: Conference Room, A and via Zoom Video and Call Conference Meeting

COMMITTEE REPORTS

Physical Property Committee
No report.

Landscape Committee
No report.

**BOARD OF DIRECTORS
MUTUAL TEN**

March 22, 2023

Emergency Information Council
Ms. Gibson provided an update.

Director Sims left the meeting at 10:12 a.m.

Room and Refreshments Committee
No report.

DIRECTORS' COMMENTS

Several Directors made comments.

Director Sims returned to the meeting at 10:14 a.m.

ADJOURNMENT

There being no further business to conduct, President Arlart adjourned the meeting at 10:15 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 10:34 a.m., and took the following actions:

The Board approved the Executive Meeting Minutes of February 22, 2023 and Special Executive Meeting Minutes of March 7, 2023.

1. Legal Matters
 - a. Some legal matters were discussed.
2. Contracts
 - a. No contracts were 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 11:58 a.m.



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

**BOARD OF DIRECTORS
MUTUAL TEN**

March 22, 2023

(These are tentative minutes, subject to approval by the Board of Directors at the next Regular Board of Directors Meeting.)

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 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 March 22, 2023**

The Regular Board Meeting Minutes of February 22, 2023 were approved by general consent of the Board as distributed.

The Special Board Meeting Minutes of March 7, 2023 were approved by general consent of the Board as distributed.

RESOLVED accept the CliftonLarsonAllen LLP Engagement Letter for the 2022 audit and to authorize the President to sign the letter

RESOLVED to approve the planting of a Podocarpus tree at Unit 240-G at the shareholder expense. This tree will become the property of the Mutual.

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>
02/17/2023	\$33,828.17	Transfer from US Bank Checking to US Bank Non-Restricted Money Mkt.
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03/08/2023	\$12,559.44	Payment to Multiple Invoices (Check # 11257)
03/10/2023	\$290,000.00	Transfer from US Bank Checking to US Bank Checking

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 February 2023.

Per the Mutuals Bylaws, Article VIII, Section 8.5, Tom Sprott, Unit 247-B, Shareholder of Mutual Ten intends to vote cumulatively for the election of Directors for the 2023-2024 terms of office.

RESOLVED to ratify resolution dated February 22, 2023, "RESOLVED, to approve the Roofing Proposal from Roofing Standards for Re-Roofing at buildings 253,254,255 at a cost not to exceed \$470,228.00. Funds to come from Roofing Reserve and authorize the President to sign any necessary documentation."

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
March 7, 2023 Building 5 Room C**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Tuesday, March 7, 2023, at 2:30 p.m. Building 5 Room C.

ROLL CALL:

Present: President Arlart, Vice President Cummings, Secretary Viglietta [speaker phone], CFO Giles, Director Sims [arrive 2:35p.m.]

Staff: Building Inspector Quental

SHAREHOLDER COMMENTS

Shareholder present, 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.

PHYSICAL PROPERTY CHAIR REPORT

Update on painting Seaview carport streets.

Discussed sidewalk pole lights.

Update on trash areas.

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

LANDSCAPE REPORT

Discussion on puddles during and after rain.

SERVICE MAINTENANCE CALL REQUESTS

Discussed Service Maintenance call requests.

Discussed Reserve Study & Davis Stirling update.

Discussed Interact Solutions equipment project.

ADJOURNMENT

There being no further business to conduct, President Arlart adjourned the meeting at 3:52 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: 03/13/2023

MONTHLY MUTUAL INSPECTOR REPORT							
MUTUAL:	(10) TEN	DATE:	MARCH		INSPECTOR:	RYAN QUENTAL	
PERMIT ACTIVITY							
UNIT #	WORK DESCRIPTION	GRF/CITY PERMIT	START DATE	FINISH DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR
238-K	WINDOWS	BOTH	03/23/23	05/25/23	NONE		SWENMAN
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	FINAL 3/3/23	KARYS CARPET
243-K	BATH REMODEL	BOTH	02/25/23	04/25/23	NONE		GLOBAL GENERAL CONSTR.
248-F	FLOORING	GRF	02/18/23	04/18/23	NONE	FINAL 3/3/23	FAMILY FLOORS
249-G	FLOORING	GRF	11/28/22	01/28/23	NONE	FINAL 3/3/23	FAMILY FLOORS
249-G	REMODEL	BOTH	12/05/22	03/25/23	NONE	FINAL 3/2/23	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	FINAL 3/6/23	NUKOTE
256-J	REMODEL	BOTH	02/13/23	04/05/23	NONE	DRYWALL/LATH 3/6/23	HADI CONSTRUCTION
259-G	SHOWER	BOTH	02/20/23	04/28/23	NONE	FINAL 3/3/23	BERGKVIST

ESCROW ACTIVITY									
UNIT #	NMI	PLI	NBO	FINAL	FCOEI	ROF	ACTIVE	CLOSING	CLOSED
238-B		01/31/23	03/06/23	03/10/23	03/22/23		7	4	3
238-H		03/09/23							
243-K		08/26/22	12/21/22	12/21/22	01/04/23				
244-E		03/02/23							
246-I		11/22/22	03/14/23	03/20/23	03/30/23				
248-I		03/13/23							
256-L		12/07/22	01/26/23	01/26/23	02/07/23	03/09/23			
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									

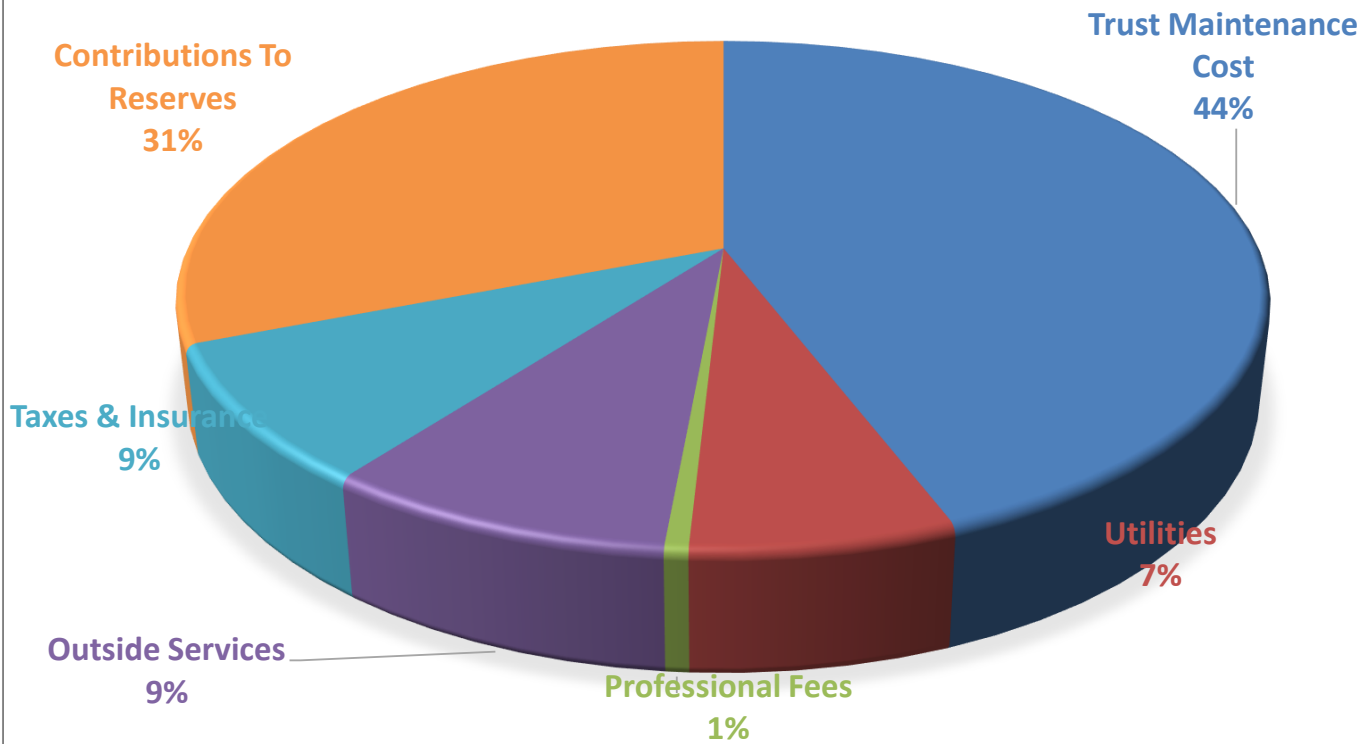
CONTRACTOR		PROJECT
J&J Landscape	12/1/22 - 11/30/23	Mutual Gardening, Irrigation and Lawns - On Going.
Fenn Pest and Termite	4/30/23	Pest Control and Termite Inspections.
Fenn Pest and Termite	6/30/23	Rodent Bait Station Maintenance.
National Service Lease	September 2024	On Going.

SHAREHOLDER	MUTUAL
246B - Skylight seal issue.	Fire Inspections
243B - Bedroom door touch up paint.	
255J - Water heater noises.	
255H - Bedroom ceiling leak.	
258B - Porch outlet replacement.	
257B - Patio roof leak.	

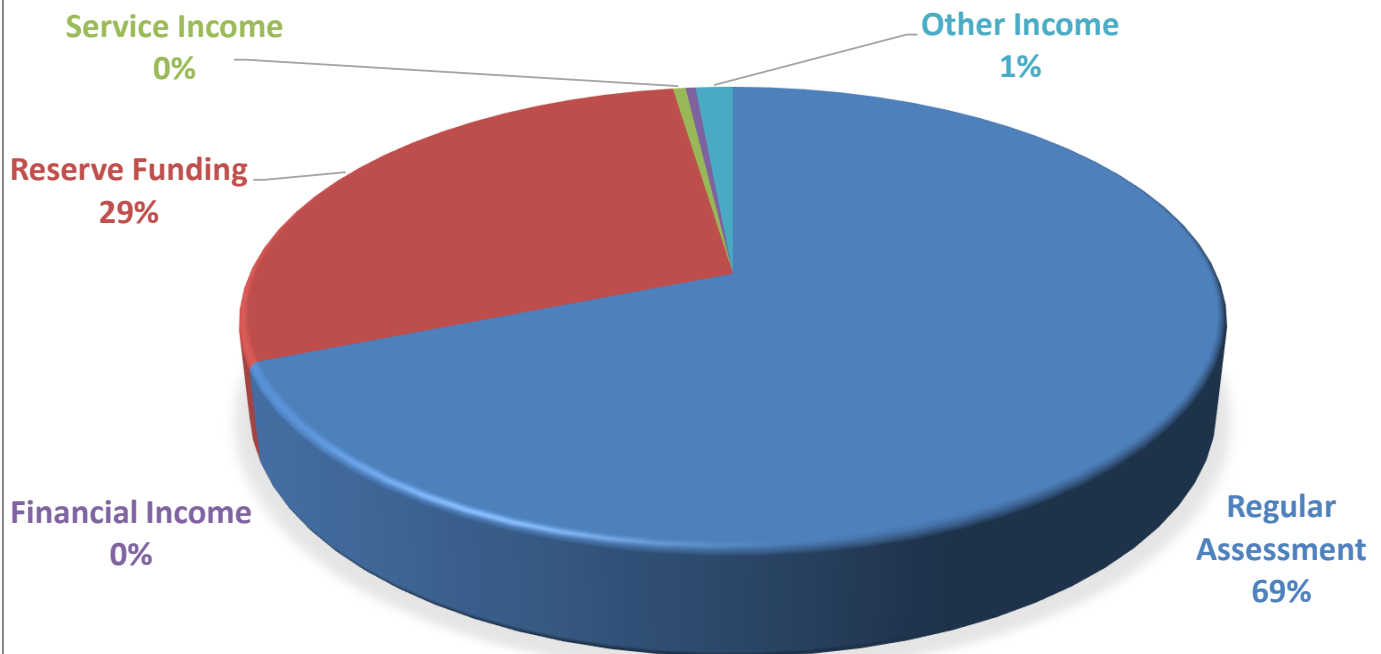
P.O. Box 2069
Seal Beach CA 90740

Feb Actual	Feb Budget		2023 Y-T-D Actual	2023 Y-T-D Budget
89,536	89,535	Carrying Charges	179,071	179,070
37,342	37,341	Reserve Funding	74,683	74,682
126,877	126,876	Total Regular Assessments	253,754	253,752
652	651	Service Income	1,295	1,302
506	439	Financial Income	1,012	878
1,775	2,865	Other Income	3,825	5,730
2,933	3,955	Total Other Income	6,132	7,910
129,810	130,831	Total Mutual Income	259,887	261,662
53,332	53,332	GRF Trust Maintenance Fee	106,664	106,664
8,732	10,268	Utilities	16,109	20,536
1,429	1,330	Professional Fees	1,454	2,660
0	17	Office Supplies	0	34
8,323	19,284	Outside Services	21,440	38,568
10,540	9,263	Taxes & Insurance	21,081	18,526
37,342	37,341	Contributions to Reserves	74,683	74,682
119,697	130,835	Total Expenses Before Off-Budget	241,430	261,670
10,113	(4)	Excess Inc/(Exp) Before Off-Budget	18,457	(8)
8,462	0	Depreciation Expense	16,924	0
1,651	(4)	Excess Inc/(Exp) After Off-Budget	1,533	(8)
Restricted Reserves				
6,222	0	Appliance Reserve Equity	25,975	0
3,633	0	Painting Reserve	37,778	0
21,449	0	Roofing Reserve	777,157	0
0	0	Emergency Reserve Equity	47,734	0
8,746	0	Infrastructure Reserve	371,648	0
40,050	0	Total Restricted Reserves	1,260,292	0

ACTUAL ALLOCATION OF OPERATING EXPENSES AND RESERVE CONTRIBUTIONS



ACTUAL ALLOCATION OF ASSESSMENTS AND INCOME



MUTUAL 10 NEWSLETTER - March 2023

INSURANCE: HO6 Homeowners insurance is highly recommended for all residents. Current Occupancy Agreements require it. The recommended amount is a minimum of \$300,000. It is possible that you can arrange for this insurance to include payment of the \$50,000 deductible on the Mutual insurance if you are found responsible for building damage. It could also be set up to pay for a place for you to live if your apartment is damaged. Check with your insurance agent.

WASHER/DRYERS: If you have a dryer in your apartment you must have the dryer vent cleaned every 2 years. You can contact the Service Maintenance department (562-431-3548) to arrange for this to be done at your expense.

ORGANIC WASTE: Please use the new green Organic Waste cans to dispose of food waste and garden clippings. Fiber based food soiled paper may also be put in the cans. Not only will you be helping the environment, you will also be maintaining the health of the sewer drains in our buildings. Please put the food waste in clear plastic or green compostable bags. This program was mandated by California Senate Bill 1383.

CARPORT DUMPSTER USE: We have an ongoing problem of material being left at the carport dumpsters that will not fit into the dumpsters. These items will not be removed by the refuge company. Instead, the Mutual has to pay Service Maintenance staff to pick up and dispose of the material at a considerable expense. Please take large items to the 1.8 garden dumpster location on Oak Hills Drive and Nassau Drive.

NOTE: All electronic items must be disposed of at the special dumpster located at the Service Maintenance yard located at the South end of Golden Rain Road. Hazardous waste must be taken to

Rainbow Disposal located at 17121 Nichols Street Gate 6 in Huntington Beach.

1.8 DUMPSTERS: Large recycle and refuse dumpsters are located here in Leisure World at the 1.8 area located at Oak Hills Drive and Nassau Drive. They are available for resident only use Monday through Sunday from 9-5.

TOILET TANK TEST: As part of the Fire/Safety inspection we are putting a blue tablet in each toilet tank. The toilet should not be flushed for at least 15 minutes. If any blue appears in the toilet bowl before it is flushed please notify your Mutual Director so that they can arrange for Service Maintenance to check the toilet for a slow leak. This service will be done at Mutual expense on standard toilets.

LOCK BOX: Some apartments do not currently have the small black key boxes mounted near their entrance door. For your safety in the event that there is an emergency and Service Maintenance or the Paramedics need to enter your unit, you should have this box. Boxes are available from our Purchasing Center located at the Copy Center in Building 5. Security staff can put a copy of the key that you provide in the box once it is installed. Service Maintenance staff can also be hired put the key you provide in the box and mount it on the wall near your front door at your expense.

Mutual 10 is a great place to live. If we all work together we can make it even better! Please plan to attend one of the Mutual Board meetings in person or on ZOOM to keep informed.

THE CHOICE IS YOURS!

➤ **INTERACT SOLUTIONS:** Bulk TV Starting by April 1ST

TV Video Service

Internet Connection Required

Free SHOWTIME with all packages

Basic Pack - 149 Channels - **\$28.99**

Other Customizable Packages Available

Website: www.interactsolutions.net

Phone: 888-988-4123

➤ **SPECTRUM:** Cable TV

You may continue with Spectrum.

Contact Spectrum for cost in APRIL.

➤ **FRONTIER:** TV

You may continue with Frontier.

No new customers.

➤ **DIRECTV & DISH:** Satellite TV

You may continue with DirecTV or Dish.

INTERACT SOLUTIONS - Town Halls:

Clubhouse 3, 1:30p.m. – 4p.m. every Saturday in March and April. You are invited to learn about the product.

Watch for Internet Packages starting at **\$37.99** in July.

Mutual Ten Board of Directors

PORTFOLIO SPECIALIST'S REPORT

March 2023



If an overabundance of personal belongings gets in the way of living your life comfortably, speak to your healthcare professional.

Collecting and keeping too many things in your Unit, or on your patio/porch, might present a clear and present danger of rodent and insect infestation, and even the possibility of creating a fire hazard within your Unit.

Please note: It is against the Law to place electronic waste, smoke detectors, batteries, paint cans, sharps, pesticides and herbicides, auto parts and light bulbs, including fluorescent light bulbs, in either the **GREEN** or the **WHITE** Waste Containers.

Large items:

DO NOT leave any large items around the waste bin areas.

Furniture, mattresses, tables, chairs, and all other large items may be taken to the North-West corner of Seal Beach Leisure World. However, there are a number of local thrift stores who will pick up large items.

An assessment per item may be brought against an individual Unit for leaving these items in or around the waste bin areas.

If you are not sure or have any questions regarding proper disposal of any items, please ask your Building Captain or Mutual Director for clarification.

**It's time to
VOTE!**

Mutual and GRF Elections will be beginning soon.

This is your community! Please see the 2023 GRF & Mutual Election and Annual Meeting Schedule in LW Weekly!



GUIDE TO RECYCLING...

SEPARATING RECYCLE PRODUCTS FROM TRASH

CALMET (the waste collection agency serving Leisure World) has provided a S.O.R.T. (Saving Our Resources Together) Guide for the disposal of products from the home. Plastic bags CANNOT be recycled. Please be sure to place recyclables from plastic bags into WHITE bin and place plastic bags into the GREEN trash bin.



GLASS

- o Clear
- Brown
- Green
- Liquor
- Soft Drink
- e Juice & Food Jars

RECYCLABLES

1114111114

RECYCLABLES
ONLY



METAL

- Aluminum Foil
- o Aerosol Cans (Empty)
- Food Cans & Lids
- Wire Coat Hangers
- Soda & Juice Cans



PLASTIC

- Milk Jugs
- Soda, Juice & Water
- Soap Bottles
- o Containers with Numbers 1-7



PAPER

- Newspaper
- Junk Mail & Magazines
- o Envelopes & Paper
- o Wrapping Paper (non-metallic)
- Cereal Boxes
- o Egg Cartons
- e Paper Shopping Bags
- e Phone Books
- Cardboard Boxes (flattened)
- o Juice Drink Boxes



IT'S AGAINST THE LAW...

To place these items into either the **GREEN** or the **WHITE** Regular Waste Containers:

- Electronic Waste*
- ® Smoke Detectors
- Household Batteries*
- Paint Cans & All Paint Products
- ® Sharps
- Pesticides & Herbicides
- Auto Products
- Fluorescent/Light Bulbs*



HOUSEHOLD HAZARDOUS WASTE

The law prohibits putting any hazardous liquids or hazardous waste materials in your regular waste containers. These waste items **MUST** be handled separately and taken to a **Hazardous Waste Collection Center**. Closest centers are: Rainbow Disposal, 714-847-3581 or the O.C. Integrated Waste Management Dept. 714-834-6752.



E-WASTE, HOUSEHOLD BATTERIES & LIGHTING

Instructions for proper disposing of the following items:

- ® **E-Waste** Service Maintenance Dept. 562-431-6586, x369
- e **Household Batteries** Service Maintenance Dept. 562-431-6586, x369 or News Office
- **Fluorescent/Light Bulbs** Service Maintenance Dept. or Purchasing Office

LARGE ITEMS

Furniture, mattresses, water closets and other large items may be taken to the North-West corner of Leisure World. Travel North on Oak Hills Road, turn **RIGHT** into the Mini-Farm area. Please use the Resident Recycling Containers. Local Thrift Stores will also pick items up.

PLEASE NOTE: If you are not sure or have questions regarding proper disposal of these items, please ask your Building Captain or Mutual Director for clarification.

