

**MINUTES OF THE ANNUAL SHAREHOLDERS' MEETING  
SEAL BEACH MUTUAL TEN  
MAY 16, 2023**

The annual meeting of the shareholders of Seal Beach Mutual Ten, a California corporation, was called to order by President Arlart at 10:00 a.m. on Tuesday, May 16, 2023, in Clubhouse Four.

**PLEDGE OF ALLEGIANCE**

Chief Financial Officer Giles called for the *Pledge of Allegiance*.

**QUORUM**

President Arlart advised that a quorum was present, either in person or by ballot, and she declared the meeting officially in session.

**SHAREHOLDER DECLARATION**

At the March 22, 2023, regular board meeting, Tom Sprott of Unit 247-B, declared his intent to vote cumulatively at this Annual Shareholders' Meeting.

**CERTIFICATION OF NOTICE OF MEETING**

Secretary Viglietta read the certification notice:

I, Elissa Viglietta, secretary for Seal Beach Mutual No. Ten, hereby certify that the Notice of Stockholders' Meeting and ballot were mailed in accordance with Article VII, Section 7.4, of the bylaws of said corporation to all subscribers of common stock as of April 13, 2023.

**FURTHER, IN ACCORDANCE WITH THE BYLAWS, THE CUMULATIVE  
VOTING PROCEDURE WILL BE USED.**

**INTRODUCTION OF CANDIDATES**

The following nominated candidates were introduced as follows:

Ruthann Arlart (Incumbent)  
Esther S. Cummings (Incumbent)  
Michael Giles (Incumbent)

Rod Sims (Incumbent)  
Elissa Viglietta (Incumbent)

**CLOSE OF NOMINATIONS**

President Arlart requested a motion to close the nominations.

Upon a MOTION duly made by Judith Graham, unit 243-L and seconded by Carol Levine, unit 244-L, it was

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RESOLVED that the nominations be closed.

The MOTION passed.

**BALLOTING**

Ms. Lynn Colclough from Accurate Voting Services thanked the Mutual for the opportunity to provide this election procedure for the mutual. They are the outside independent election service company that was selected to create the ballot, mail the ballot to the shareholders, and receive the return ballots to be opened today to determine Mutual Ten's new Directors.

President Arlart announced that the ballot boxes were closed and instructed any interested shareholders to accompany Accurate Voting Services to the counting area to observe the counting of the ballots. When the counting is completed, the newly elected Board will hold its Organizational Meeting to elect officers. The results of the election will be posted on the main doors of all the clubhouses.

**MINUTES**

President Arlart asked for a motion to dispense with reading of the minutes of the last Annual Shareholders' Meeting held on May 17, 2022, and that they be approved as printed and distributed.

Upon a MOTION duly made by John Stipcich, unit 248-A, and seconded by Deborah Klun, unit 252-H, it was

RESOLVED that the Annual Shareholders' meeting minutes of May 17, 2022, be approved as printed and distributed.

The MOTION passed.

**INTRODUCTION OF CURRENT BOARD OF DIRECTORS AND GUESTS**

President Arlart introduced the current 2022-2023 Board of Directors.

Ruthann Arlart, President  
Esther Cummings, Vice President  
Michael Giles, Chief Financial Officer  
Elissa Viglietta, Secretary  
Rod Sims, Director

President Arlart then introduced the GRF Representative, Carol Levine; Mutual Administration Director Jodi Hopkins, Senior Portfolio Specialist Ripa Barua, Portfolio Specialist Antoine Jackson.

**PRESIDENT'S REPORT**

President Arlart presented her report (attached).

**VICE PRESIDENT'S REPORT**

Vice President Cummings presented her report (attached).

**SECRETARY'S REPORT**

Elissa Viglietta presented her report (attached).

**CHIEF FINANCIAL OFFICER'S REPORT**

Chief Financial Officer Giles presented his report. (attached)

**Additional Reports**

Director Rod Sims presented a Verbal report.

Vice President Cummings presented report for the Physical Property committee.

President Arlart presented report on Unoccupied Unit Quarterly Inspections.

**GRF REPRESENTATIVE'S REPORT**

GRF Representative Levine presented her report (attached).

**MUTUAL ADMINISTRATION DEPARTMENT REPORT**

Mutual Administration Director Hopkins presented her report (attached).

**ELECTION RESULTS**

Accurate Voting Service, Inc., reported the following results of the election to the shareholders present. With 176 members representing 63% of the total voting power in Seal Beach Mutual No. Ten the following candidates were elected for the 2023-2024 term of office. Ruthann Arlart elected with 148 votes; Esther Cummings elected with 177 votes; Michael Giles elected with 149 votes; Rod Sims elected with 189 votes; Elissa Viglietta elected with 181 votes: Abstentions 4 votes.

**ADJOURNMENT**

There being no further business to conduct, the meeting was adjourned at 10:48 a.m.

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Attest, Elissa Viglietta, Secretary  
SEAL BEACH MUTUAL TEN  
AJ:05/16/23  
Attachments

DRAFT

# SEAL BEACH MUTUAL NO. TEN ANNUAL MEETING

## PRESIDENT'S ANNUAL REPORT

May 16, 2023

The past year, the Regular Monthly Board Meetings were held via ZOOM video and conference call-in, and in Conference Room A. The Board members appreciate that shareholders have been present at our monthly business meetings via zoom and in the Conference Room. Hope that more of you will join us this coming year. Agendas and minutes are posted on the laundry room bulletin boards and the website.

This morning while we wait for Accurate Voting Services to complete the task of counting the ballots, the Board of Directors, GRF Representative, and the Mutual Administration staff will be presenting reports covering the year in review: regarding budget, projects, and documents.

The Mutual Ten Board is an active working Board of volunteers who have worked hard this past year and freely given of their time. Being a member of the Mutual Ten Board is serious business—being trusted with the care of the property—buildings and land. Also, the management of the finances with budget planning. Decisions made affect the future of Mutual Ten.

On behalf of the Board, thank you for your cooperation and patience with the challenges we face living together. Here are a few reminders that I would like to speak on this morning.

- Let's flatten the boxes that are put in the trash.
- Let's remember to use the organic waste bin for garden and food waste.
- No items are to be left outside the trash bins. Take large items to the large bins Oak Hills Dr.
- Pets outside must be on a lease no longer than 6 ft. and under the control of the owner.
- Pets must be re-registered each year.
- Caregivers register every June/December.

I appreciate each of you, and I am hopeful that **you** will consider volunteering and supporting Mutual Ten.

**PLEASE contact a Director with questions. Participate with us! Attend meetings.**

The Mutual's success of a comfortable living community is a co-operative effort of **EVERYONE** working together: Team of Directors; Shareholders; and the very capable Golden Rain Foundation Staff.

*"If we have a garden and a library,  
we have everything we need."*

*Marcus Tullius Cícero  
[Roman Orator]*

**Ruthann Arlart**  
**Mutual Ten President**

Vice President's Report  
Mutual 10 - Annual Meeting  
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The duties of the Vice President include presiding at meetings when the President is away (1) and other tasks assigned by the President.

My major extra assignment this past year or more has been to keep the Rules and Regulations project moving along, with lots of help from the Mutual President and the other Directors. A final draft of the new Rules and Regulations document is near completion and will be processed and reviewed by our attorney. Once that is completed, it will come to the Board for final review and be adopted on a preliminary basis until the 28 day posting period has been completed. The Rules and Regulations will be ratified at the next scheduled meeting after consideration of all shareholder comments.

Now that the Covid period is behind us, our Secretary has worked with the President to re-establish the Building Captain list. I hope that we can expand the Building Captain program and also find some people that are interested in organizing social events and/or create a Newsletter for our Mutual.

Our two newest Board members have just completed their first year and have entered enthusiastically into their new responsibilities. It is great that they have both agreed to serve again for 2023/2024.

I am looking forward to working with the other members of the Board to move ahead with projects and plans for Mutual 10.

Esther Cummings

# **Mutual Ten**

## **Annual Financial Report**

**Madam President, Members of the Board of Directors, and Shareholders of Mutual Number Ten.**

**In the past years, I have reported on the Audited Financial Statements. However, with the Accounting Department changing computer systems, the Audit will only be complete after this meeting. The audited Financial Statements will be presented in a future Board Meeting. I do not anticipate any problems with the Audit.**

**During the year ending on December 31, 2022, our occupancy income was \$1,387,297. After transferring \$401,737 to our reserves and adding \$49,527 in non-operating revenue, we had \$975,573 available for operations, resulting in a surplus of \$59,514 to be transferred to our reserves. This surplus will cover any unexpected expenses that may arise in the future.**

**As required by Davis Stirling. We completed an updated Reserve Study with Association Reserves Orange County, which found that our reserves are 68% funded. This means our Mutual special assessment and deferred maintenance risk is medium.**

**Mutual Ten is anticipated to continue to remain solvent in the coming years.**

**I want to thank the GRF accounting staff for the guidance and support that contributed to a successful year. Thanks to Miss Levine for her hard work as a Mutual 10 GRF Representative.**

**I thank fellow Board Members and Mutual Ten Stockholders for allowing me to serve as your Chief Finance Officer.**

**Mike Giles, CFO**

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SECRETARY'S REPORT  
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Welcome and thank you for attending your Mutual 10 Annual Meeting. It has been my pleasure to serve you as a Director for the past year and to help with the questions and concerns that you have.

As Secretary, I sign the Board Meeting Minutes. The draft Board Meeting Minutes are now distributed to each building with the help of the building captains. A copy is posted on each laundry room bulletin board and the Mutual 10 website. Please check the laundry room bulletin boards for the posted notices.

Thank you to the Mutual Administration staff and the Copy Center staff for all your assistance this past year.

*Elissa Viglietta*

*Mutual Ten Secretary*



# UNOCCUPIED UNIT QUARTERLY INSPECTIONS

## Seal Beach Mutual Ten Annual Meeting

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Quarterly inspections of Mutual Ten unoccupied units were conducted this past year by the Mutual Ten Building Inspector and a Mutual Ten Director. The term "unoccupied unit" refers to the units that are vacant, unoccupied, seasonal use units, or units of residents who travel for extended periods of time [i.e. three months or more]. The importance of these quarterly inspections is to fill plumbing traps by running the water to avoid sewer gases coming back into the units. Units were also checked for rodents, insects, water leaks, and the general condition of the unit. Results of our findings indicated the true importance of doing these inspections every three months to check water supply lines; check for water heater leaks; evidence of termites; garbage disposal blockage; faucet leaks; food spoilage in refrigerators; and the chirping batteries in smoke alarms. It is important to leave the electricity on for the smoke alarm and the refrigerator. If the electricity is off, the refrigerator needs to be empty of perishable food and the door needs to be propped open.

**Ruthann Arlart**  
**Mutual Ten President**

Physical Property and Landscaping Report  
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The Physical Property and Landscaping Projects this last year have been managed by the Board and implemented with the full support of our Physical Property Inspector Ryan Quental and our Landscape Contractor Jose Anguiano of J&J Landscaping.

Physical Property Projects that were completed in 2022/2023:

Fire Safety inspections of all apartments in Mutual 10 were completed this year by our inspector Ryan Quental and Mutual 10 Directors. 97 circuit breakers were identified to be included in a replacement plan to meet the recommendation of our insurance provider.

In May we continued the mosquito control program using 10 bait stations with Fenn Pest Control through October. The program will not be repeated this year as none of the other Mutuels are supporting this program.

All gutters were cleaned prior to the rainy season and as needed once the rains began. We are having fewer gutter drain issues with the new, larger gutter systems that have been installed along with the new roofs. Ryan Quental coordinated the repair of roof leaks which were abundant due to the very heavy rain we received this year.

We are under contract for 3 additional roof replacements to be completed in 2023 by Roofing Standards. They are: 253, 254 and 255. We will have 5 remaining roofs to do in the next 2 or 3 years.

Lighting units in the original bedroom/den and living room soffits and kitchen ceilings have been, and will continue to be, replaced with new LED fixtures and bulbs as the existing units fail at Mutual cost.

Sewer lines were cleaned under each building. No root intrusions or damaged pipes were found.

## Landscaping Projects that were completed in 2022/2023:

As a result of the draught, a sprinkler control program was put in place. We managed, with the outstanding support of our Landscape Contractor, to meet the requirements and not lose our grass.

The annual tree trimming was completed after a walk through the Mutual by the Board, the Inspector and the Landscape Contractor. One new tree was planted by a resident.

Root barriers were installed at 252B and near 249F.

The lawns had a spring fertilizing.

General maintenance of the sprinkler system included the replacement of several valves.

A new three year contract with Fenn Pest Control was signed.

We are very appreciative of the outstanding support we receive from our Inspector Ryan Quental and our landscaper Jose Anguiano. We also have support from the Service Maintenance Staff for all the repairs and installations and the Physical Property staff in arranging for bids and creating contracts. We work together as a team to ensure the upkeep and improvement of the Mutual 10 property we all share.

Esther Cummings