

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL TEN  
May 31, 2023**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Wednesday, May 31, 2023, at 9:00 a.m. Conference Room A and via Zoom Video and Call Conference Meeting.

**ROLL CALL**

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

GRF Representative: Ms. Levine

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

Staff: Ms. Hall, Sr. Director of Member Services  
Ms. Schultze, Mutual Accountant  
Mr. Quental, Building Inspector (via zoom)  
Ms. Barua, Senior Portfolio Specialist  
Mr. Jackson, Portfolio Specialist

**GUEST SPEAKER**

Director of Finance, Ms. Hall and Mutual Accountant, Ms. Schultze presented the 2022 financial audit.

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

RESOLVED to accept that the Board of Directors of Seal Beach Mutual Ten, upon a presentation of the Financial Statements as of December 31, 2022, for the year then ended, and the proposed Accountant's Report as submitted by CliftonLarsonAllen (CLA), hereby accepts the above-mentioned Financial Statements and reports therein, and authorize the President to sign the Management Representation Letter.

The MOTION passed unanimously.

Following questions, Ms. Hall and Ms. Schultze left the meeting at 9:22 a.m.

**SHAREHOLDER COMMENTS**

No Shareholders made a comment.

**APPROVAL OF MINUTES**

The Regular Board Meeting Minutes of April 26, 2023 were approved by general consent of the Board as corrected.

The Special Meeting minutes of May 9, 2023 were approved by general consent of the Board as presented and distributed.

The Organizational Meeting minutes of May 16, 2023 were approved by general consent of the Board as printed and distributed.

**GRF REPRESENTATIVES' REPORT**

GRF Representative Levine provided an update on the GRF Bylaw Amendments and GRF Election.

**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 J&J Landscaping to begin re-mulching around the trees in Mutual Ten at a cost not to exceed \$3,200.00. Funds to come from Landscape Extras.

The MOTION passed with three "yes" votes and two "no" votes.

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

RESOLVED to award a contract to "Fenn Termite & Pest Control" to service and maintain Mutual No. Ten Bait Station for a three-year period from 2023-2026, at a total cost not to exceed \$217 for year one, \$248 for Year Two, and \$248 for Year Three. Funds to come from Operating Budget line item "Pest Control" and authorize the president to sign the contract.

The MOTION passed unanimously.

Following questions, Building Inspector Quental left the meeting at 10:00 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>
---------------------------------------	---------------	--------------------------------------------------

04/21/2023	\$33,828.17	US Bank Checking to US Bank Non-Restr. Money Mkt.
04/24/2023	\$29,905.60	Transfer from US Bank Impound (Property Tax) 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 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 April 2023.

The MOTION passed unanimously.

**SECRETARY / CORRESPONDENCE**

Secretary Viglietta received no correspondence.

**UNFINISHED 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 change the time frame shareholders can make comments from 4 minutes for 15 or less speakers, 3 minutes for 16-25 speakers, and 2 minutes for over 26 speakers to 3 minutes for all shareholder comments at the Mutual Ten Board Meetings.

The MOTION failed with one "yes" and four "no".

**NEW BUSINESS**

Following a discussion and upon a MOTION duly made by Director Sims and seconded by Secretary Viglietta, it was

RESOLVED to approve the temporary use of Carport building 120 space 19 to unit 255-F.



The MOTION passed with one “abstention” and four “yes”.

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

RESOLVED to approve that the Directors of Mutual Ten accept and sign the Code of Conduct and Code of Ethics.

The MOTION passed unanimously.

Director Sims left the meeting at 10:27 a.m. and returned to the meeting at 10:30 a.m.

The Mutual Board discussed Plans of Actions for Physical Properties, Carports, Reroofing, Landscaping, and additional projects.

Sr. Portfolio Specialist Barua and Portfolio Specialist Jackson left at 11:00 a.m. for a break.

#### **PORTFOLIO SPECIALIST REPORT**

Portfolio Specialist Jackson had no report.

#### **ANNOUNCEMENTS**

**NEXT REGULAR MONTHLY BOARD MEETING: Wednesday, June 28, 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.

Emergency Information Council

No report.

#### **DIRECTORS' COMMENTS**

No Directors made comments.

**ADJOURNMENT**

There being no further business to conduct, President Arlart adjourned the meeting at 11:00 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 May 31, 2023, at 11:17 a.m., and took the following actions:

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

President Arlart adjourned the meeting at 12:00 a.m.



Attest, Elissa Viglietta, Secretary  
SEAL BEACH MUTUAL TEN  
RB 5/31/23  
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 May 31, 2023**

RESOLVED to accept that the Board of Directors of Seal Beach Mutual Ten, upon a presentation of the Financial Statements as of December 31, 2022, for the year then ended, and the proposed Accountant's Report as submitted by CliftonLarsonAllen (CLA), hereby accepts the above-mentioned Financial Statements and reports therein, and authorize the President to sign the Management Representation Letter.

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RESOLVED to approve J&J Landscaping to begin re-mulching around the trees in Mutual Ten at a cost not to exceed \$3,200.00. Funds to come from Landscape Extras.

RESOLVED to award a contract to "Fenn Termite & Pest Control" to service and maintain Mutual No. Ten Bait Station for a three-year period from 2023-2026, at a total cost not to exceed \$217 for year one, \$248 for Year Two, and \$248 for Year Three. Funds to come from Operating Budget line item "Pest Control" and authorize the president to sign the contract.

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>
04/21/2023	\$33,828.17	US Bank Checking to US Bank Non-Restr. Money Mkt.
04/24/2023	\$29,905.60	Transfer from US Bank Impound (Property Tax) 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 April 2023.

RESOLVED to approve the temporary use of Carport building 120 space 19 to unit 255-F.

RESOLVED to approve that the Directors of Mutual Ten accept and sign the Code of Conduct and Code of Ethics.

## MONTHLY MUTUAL INSPECTOR REPORT

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

### PERMIT ACTIVITY

UNIT #	WORK DESCRIPTION	GRF/CITY PERMIT	START DATE	FINISH DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR
238-B	WASHER/DRYER	BOTH	04/05/23	05/31/23	NONE	FINAL 5/17/23	M & M SKYLIGHT
238-K	WINDOWS	BOTH	03/23/23	05/25/23	NONE		SWENMAN
241-A	SHOWER	BOTH	06/01/23	07/30/23	NONE		JC KRESS
243-B	WINDOWS	BOTH	04/15/23	06/01/23	NONE	FINAL 5/22/23	VICKERS
243-E	REMODEL	BOTH	04/15/22	08/31/22	YES	FINAL 1/20/23 (Recall)	BA CONSTRUCTION
246-I	SCREEN DOOR	BOTH	04/01/23	06/01/23	NONE		BODIE'S GLASS
246-I	GLASS PANELS	GRF	04/01/23	06/01/23	NONE		BODIE'S GLASS
246-I	PATIO DOOR	BOTH	04/01/23	08/01/23	NONE		BODIE'S GLASS
249-C	WINDOWS	BOTH	03/30/23	05/11/23	NONE		SWENMAN
250-G	DECO BLOCK FILL	GRF	05/01/23	06/19/23	NONE	FINAL 5/11/23	BERGKVIST
251-E	WINDOWS	BOTH	11/25/22	03/30/23	NONE		L & S CONSTRUCTION
256-J	REMODEL	BOTH	02/13/23	04/05/23	YES	DRYWALL/LATH 3/6/23	HADI CONSTRUCTION
257-D	WASHER/DRYER	BOTH	03/20/23	06/30/23	NONE	FINAL 5/5/23	MP CONSTRUCTION

### ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FINAL	FCOEI	RELEASE OF FUNDS	ACTIVE	CLOSING	CLOSED
238-H		03/09/23					5	2	6
244-E		03/02/23	05/16/23	05/17/23	05/30/23				
248-I		03/13/23							
253-A		03/29/23	05/11/23	05/11/23	05/23/23				
253-D		04/07/23							

NMI = New Member Inspection    PLI = Pre-Listing Inspection    NBO = New Buyer Orientation  
FCOEI = Final Close of Escrow Inspection

### 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
256L - Living room soffit outlet not working.	Sea View Carport Painting
243B - Bedroom door touch up paint.	
255H - Bedroom ceiling leak.	Fenn Bait Station Contract
258B - Porch outlet replacement.	
257B - Patio roof leak.	
239K - Walk light out.	



**CFO Report - Mutual 10**  
**April 30, 2023**

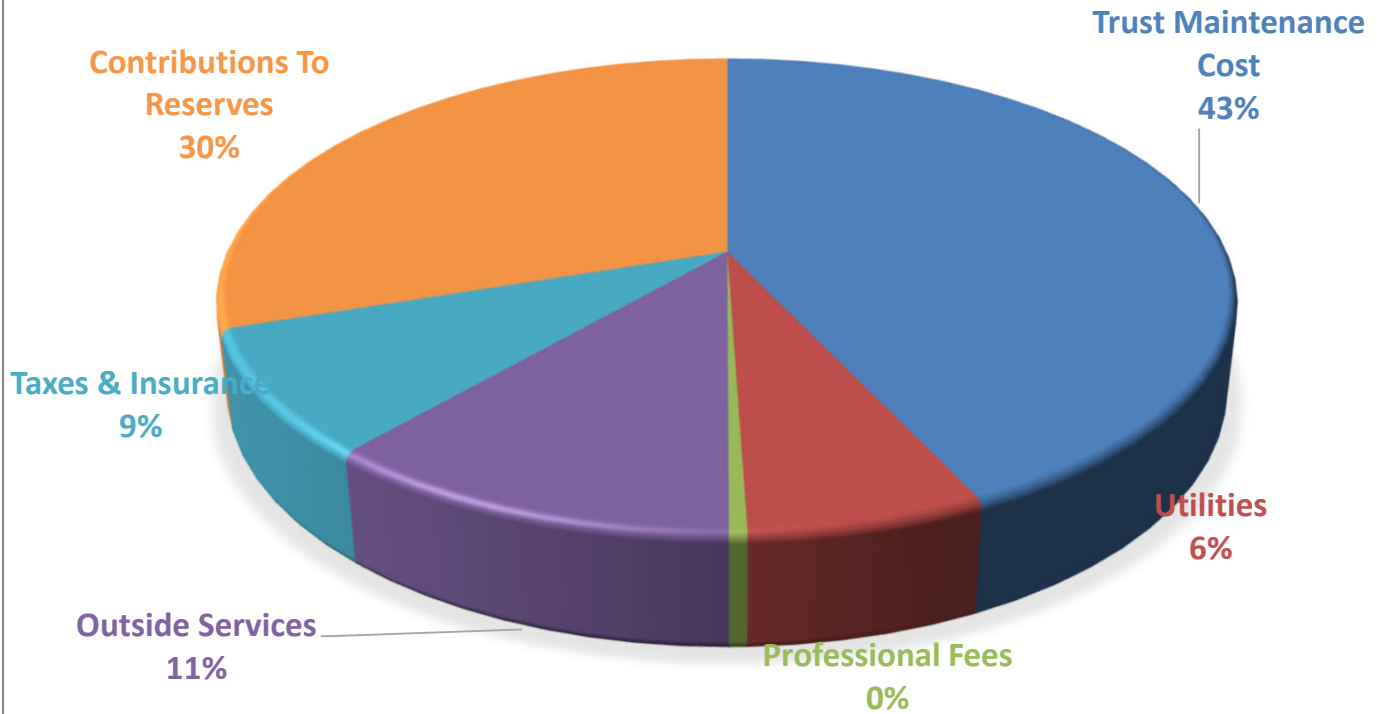
Account Description	\$ Variance	% Variance	Explanation
Total Operating Income	\$ (1,014)	-6.4%	Total Operating income ended year to date 04/30/2023 under the plan, primarily in Buyer's Premium Income and Inspection Fees due to sales being less than plan. If the economy continues in its current position, income will be lower than planned by year-end.
Utilities	\$ (9,196)	-22.4%	Utilities are under the plan in all areas except Electricity, which is over the plan by \$742, Water under the plan (\$9,155), and Trash under the plan (\$784).
Professional Fees	\$ (2,912)	-54.7%	Professional Fees are under the plan in Legal Fees which will improve when Attorney bills for work in progress.
Outside Services	\$ (20,699)	-26.8%	The Outside Services year, 04/30/2023, is better than planned in all areas, except Pest Control, over \$3,396, because the annual contract was paid at the first of the year.
Taxes & Insurance	\$ 5,109	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	\$ 26,687	0.0%	

SEAL BEACH MUTUAL NO. 10  
FINANCIAL STATEMENTS RECAP  
For the 4 months ending April 30, 2023

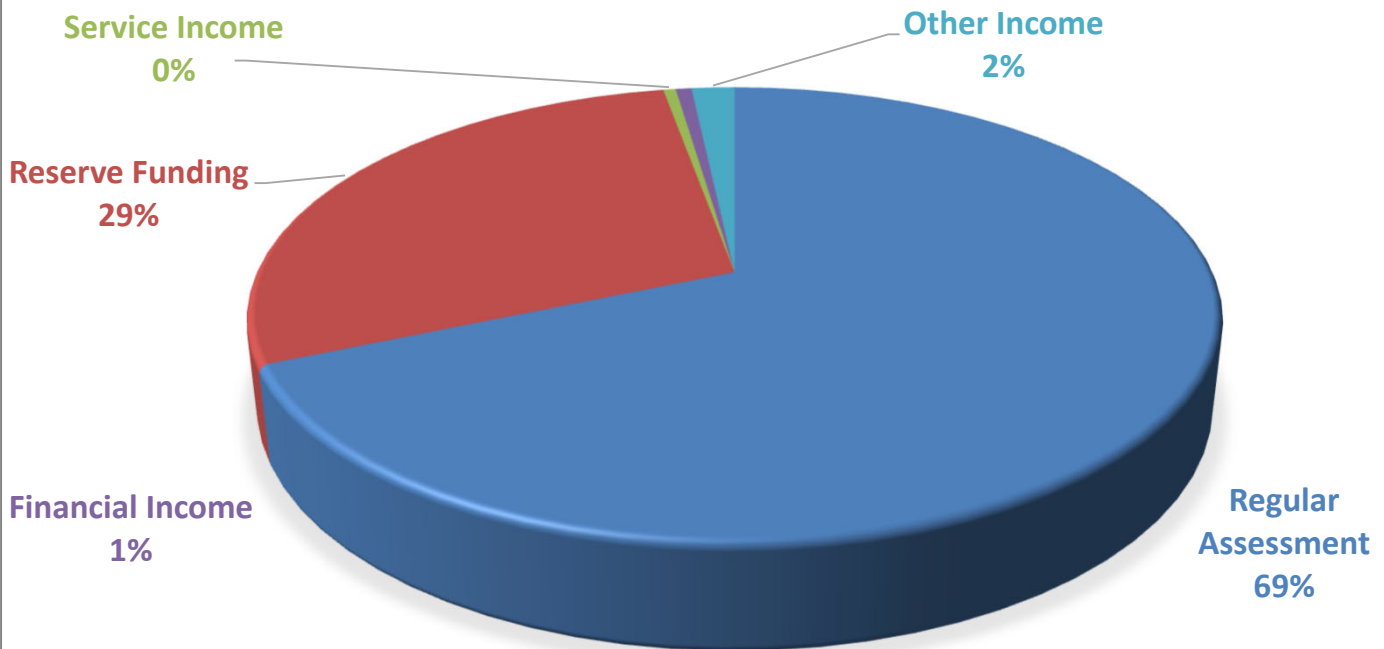
April 30, 2023

April			Account	YTD			\$ Variance
Actual	Budget	Variance		Actual	Budget	Variance	
89,536	89,535	0.0%	Regular Assessment	358,143	358,140	0.0%	3
37,342	37,341	0.0%	Reserve Funding	149,366	149,364	0.0%	2
<b>126,878</b>	<b>126,876</b>	0.0%	<b>Total Regular Assessment</b>	<b>507,509</b>	<b>507,504</b>	0.0%	5
635	651	-2.5%	Service Income	2,579	2,604	-1.0%	(25)
1,496	439	240.8%	Financial Income	3,281	1,756	86.8%	1,525
775	2,865	-72.9%	Other Income	8,946	11,460	-21.9%	(2,514)
<b>2,906</b>	<b>3,955</b>	<b>-26.5%</b>	<b>Total Operating Income</b>	<b>14,806</b>	<b>15,820</b>	<b>-6.4%</b>	(1,014)
<b>\$ 129,784</b>	<b>\$ 130,831</b>	<b>-0.8%</b>	<b>Total Mutual Income</b>	<b>\$ 522,315</b>	<b>\$ 523,324</b>	<b>-0.2%</b>	(1,009)
53,332	53,332	0.0%	Trust Maintenance Cost	213,328	213,328	0.0%	-
8,522	10,268	-17.0%	Utilities	31,876	41,072	-22.4%	(9,196)
954	1,330	-28.3%	Professional Fees	2,408	5,320	-54.7%	(2,912)
18,891	19,301	-2.1%	Outside Services	56,507	77,206	-26.8%	(20,699)
10,540	9,263	13.8%	Taxes & Insurance	42,161	37,052	13.8%	5,109
37,342	37,341	0.0%	Contributions To Reserves	149,366	149,364	0.0%	2
<b>\$ 129,581</b>	<b>\$ 130,835</b>	<b>-1.0%</b>	<b>Operating Expenses Before Off-Budget</b>	<b>\$ 495,646</b>	<b>\$ 523,342</b>	<b>-5.3%</b>	(27,696)
<b>\$ 203</b>	<b>-</b>		<b>Excess Inc. / (Exp) After Off-Bdgt Items</b>	<b>26,669</b>	<b>(18)</b>		<b>26,687</b>
			Depreciation (Off-Budget Item)				
			<b>Excess Inc. / (Exp) After Off-Bdgt Items</b>	<b>\$ 26,669</b>	<b>\$ (18)</b>		
			<b>Restricted Reserve</b>				
(3,342)			Appliance Reserve	24,756			
3,633			Painting Reserve	45,043			
21,449			Roofing Reserve	820,056			
(1,489)			Emergency Reserve	46,245			
8,746			Infrastructure Reserve	389,140			
<b>\$ 28,997</b>			<b>Total Restricted Reserve</b>	<b>\$ 1,325,240</b>			

### ACTUAL ALLOCATION OF OPERATING EXPENSES AND RESERVE CONTRIBUTIONS



### ACTUAL ALLOCATION OF ASSESSMENTS AND INCOME



## R O S T E R

### SEAL BEACH MUTUAL TEN BOARD OF DIRECTORS 2023-2024

DIRECTOR	BUILDINGS/CARPORT	ADDRESS	TELEPHONE
<b>RUTHANN ARLART</b> <b>PRESIDENT</b> Landscape Co-Chair	249♦, 257♦, 258, 259♦ 260 C/P 123, 124	13190 Seaview Lane, 249-D	562-596-9777
<b>ESTHER CUMMINGS</b> <b>VICE PRESIDENT</b> Physical Property Chair Landscape Co-Chair	251, 254♦, 255, 256 C/P 120	13240 St. Andrews Drive, 254-A	562-598-4230
<b>ELISSA VIGLIETTA</b> <b>SECRETARY</b>	238, 239, 240♦, 252, 253 C/P 117	1470 Northwood Road, 243-A	562-425-3677
<b>MIKE GILES</b> <b>CHIEF FINANCIAL OFFICER</b> Finance Chair	246, 247, 248, 250 C/P 121, 122	13170 Seaview Lane, 248-L	562-370-6376
<b>ROD SIMS</b> <b>DIRECTOR</b>	241, 242, 243♦, 244, 245♦ C/P 118, 119	13260 St. Andrews Drive, 255B	714-402-0575

**CHERYL GIBSON**  
**EMERGENCY INFORMATION COUNCIL REPRESENTATIVE**

**GOLDEN RAIN FOUNDATION REPRESENTATIVE:**

**CAROL LEVINE** 1520 Northwood Rd., 244-L 562-505-3622

**Total Directors:** 5  
Number of Buildings: 23  
Number of Units: 276  
Number of Carport Bldgs: 8  
Number of Laundry Rooms: 7  
♦ Laundry Rooms

**Regular Meeting:** 4<sup>th</sup> Wednesday of each month,  
9:00 a.m., Admin Bldg. Conf. Room A  
Starting July 1, 2023, 4<sup>th</sup> Wednesday of each month  
9:00 a.m., Bldg 5, Conf. Room B

**Annual Meeting** In the month of May at  
10:00 a.m., Clubhouse 4

**Assistant Portfolio Specialist:** 562-431-6586  
Ext. 374

**Portfolio Specialist:** 562-431-6586  
Antoine Jackson Ext. 319

**Golden Rain Foundation:** 562-431-6586

\*REVISED