

**AGENDA**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL TEN**  
**August 23, 2023**  
**Meeting begins at 9:00 a.m.**  
**Conference Room B and Zoom Video and Call Conference Meeting**

**TO ATTEND ON ZOOM:** The Shareholder will be provided with instructions on how to access the call via Zoom/telephone upon the Shareholder contacting Mutual Administration and requesting the log-in information. Please submit your information, including your name, Unit number, and telephone number, via e-mail at [mutualsecretaries@lwsb.com](mailto:mutualsecretaries@lwsb.com) or by calling (562) 431-6586 ext. 313, by no later than 3:00 p.m., the business day before the date of the meeting.

**TO PROVIDE COMMENTS DURING MEETING VIA ZOOM:** In order to make a comment during the open Shareholder Comments, the Shareholder must (i) notify their designated director of their intent to speak during Shareholder open forum, or (ii) submit their information, including their name, Unit number, and telephone number, via e-mail at [mutualsecretaries@lwsb.com](mailto:mutualsecretaries@lwsb.com), no later than 3:00 p.m. on 08/22/2023, the business day before the date of the meeting.

1. CALL TO ORDER - BOARD ROOM DECORUM
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

Carol Levine, GRF Representative  
Ryan Quental, Building Inspector  
Ripa Barua, Sr. Portfolio Specialist

4. SHAREHOLDERS' COMMENTS (4 minutes per shareholder; CFO Giles will time.)
5. APPROVAL OF MINUTES
  - a. Approval of Regular Meeting Minutes of July 26, 2023.
  - b. Special Meeting Minutes of August 10, 2023 (p. 4)

6. GRF REPRESENTATIVE Carol Levine

7. BUILDING INSPECTOR'S REPORT Ryan Quental  
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 5)
  - a. Discuss and vote to approve flooring permit for Unit 10-238H (handout)(p. 6)
  - b. Discuss and vote to approve flooring permit for Unit 10-239F (handout)(p. 7)
  - c. Discuss and vote to approve HVAC permit for Unit 10-242E (handout)(p. 8)
  - d. Discuss and vote to approve bedroom expansion permit for Unit 10-243E (handout)(p. 9)
  - e. Discuss and vote to approve bathroom shower replacement permit for Unit 10-249H (handout)(p. 10)
  - f. Discuss and vote to approve window permit for Unit 10-252J (handout)(p. 11)
  - g. Discuss and vote to approve concrete replacement permit for Unit 10-256J (handout)(p. 12)

- h. Discuss and vote to approve cart pad proposal for Unit 10-256K (handout)(p. 13)
- i. Discuss and vote to approve cart pad proposal for Unit 10-256L (handout)(p. 14)

8. CONSENT CALENDAR Michael Giles  
a. Discuss and vote to authorize transfers of funds for Mutual Ten (p. 15)

9. CHIEF FINANCIAL OFFICER'S REPORT Michael Giles  
a. Approval of Mutual Monthly Finances (p. 16)

10. SECRETARY/CORRESPONDENCE Elissa Viglietta

11. **UNFINISHED BUSINESS**

- a. Discuss and vote to approve renewal of General Counsel Annual Retainer Program (p. 17)
- b. Discuss and vote to approve emergency action item on 8/2/23 at Unit 254H (p. 18)
- c. Discuss and vote to adopt Mutual 10 Rules and Regulations (handout)(p. 19)

12. **NEW BUSINESS**

- a. Discuss and vote on removing Mutual Documents from Mutual 10 lwsb website (p. 20)
- b. Discuss and vote to exclude the Homeowners Aging Report Excluding Prepaid from the monthly financial statements board member packet (p. 21)
- c. Discuss and vote to approve tree trimming proposal from J&J Landscaping (p. 22)
- d. Discuss and vote to approve gutter cleaning proposal from J&J Landscaping (pp. 23--24)
- e. Discuss and vote to plant tree at Unit 240H, at shareholder's expense (p. 25)
- f. Discuss and vote to remove tree in flowerbed at Unit 10-260F/G (pp. 26-27)

**STAFF BREAK BY 11:00 a.m.**

13. PORTFOLIO SPECIALIST REPORT Ms. Barua

14. ANNOUNCEMENTS – DATES TO REMEMBER

- a. **NEXT REGULAR MONTHLY MEETING: Wednesday, September 27, 2023, 9:00 a.m. Location: Building 5, Conference Room B and Via Zoom Video and Call Conference Meeting**

15. COMMITTEE REPORTS

- a. Physical Property Committee
- b. Landscape Committee
- c. Emergency Information Council

16. DIRECTORS' COMMENTS

17.ADJOURNMENT

18.EXECUTIVE SESSION

- a. Legal Matters
- b. Contracts
- c. Assessments / Delinquencies
- d. Disciplinary Hearings

**STAFF WILL LEAVE THE MEETING BY 12:00 p.m.**