



REGULAR MONTHLY BOARD OF DIRECTORS MEETING

MUTUAL TEN

SUMMARY REPORT

Wednesday, August 23, 2023

Action/Request	Person Responsible
1. <u>Approval of the Minutes – a</u> The Regular Board Meeting Minutes of July 26, 2023 were approved by general consent of the Board presented and distributed.	Mutual Board Portfolio Specialist
2. <u>Approval of the Minutes – b</u> The Special Meeting minutes of August 10, 2023 were approved by general consent of the Board as presented and distributed.	Mutual Board Portfolio Specialist
3. <u>Building Inspector's Report – a</u> RESOLVED to approve the flooring permit for Unit 10-238H, work to be done at shareholder's expense.	Mutual Board Building Inspector Physical Property
4. <u>Building Inspector's Report – b</u> RESOLVED to approve the flooring permit for Unit 10-239F, work to be done at shareholder's expense.	Mutual Board Building Inspector Physical Property
5. <u>Building Inspector's Report – c</u> RESOLVED to approve the HVAC permit for Unit 10-242E, work to be done at shareholder's expense.	Mutual Board Building Inspector Physical Property
6. <u>Building Inspector's Report – d</u> RESOLVED to approve the bedroom expansion permit for Unit 10-243E, work to be done at shareholder's expense.	Mutual Board Building Inspector Physical Property
7. <u>Building Inspector's Report- e</u> RESOLVED to approve the bathroom shower replacement permit for Unit 10-249H, work to be done at shareholder's expense.	Mutual Board Building Inspector Physical Property
8. <u>Building Inspector's Report – f</u> RESOLVED to approve the window permit for Unit 10-252J, work to be done at shareholder's expense.	Mutual Board Building Inspector Physical Property



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9. <u>Consent Calendar – a</u> RESOLVED to authorize the following transfers of funds per detailed resolutions. <table><tr><th>Transfer/ Invoice Date</th><th>Amount</th><th>Originating/Destination Accounts or Payee</th></tr><tr><td>07/21/2023</td><td>\$33,828.17</td><td>US Bank Checking to US Bank Non-Restricted Money Mkt.</td></tr><tr><td>08/04/2023</td><td>\$148,947.51</td><td>ACH-Direct Debit from multiple Shareholders to US Bank Checking</td></tr><tr><td>08/08/2023</td><td>\$55,254.33</td><td>US Bank Checking to US Bank Impound (Property Taxes)</td></tr><tr><td>08/08/2023</td><td>\$86,858.16</td><td>US Bank Checking to GRF-US Bank Checking</td></tr></table>	Transfer/ Invoice Date	Amount	Originating/Destination Accounts or Payee	07/21/2023	\$33,828.17	US Bank Checking to US Bank Non-Restricted Money Mkt.	08/04/2023	\$148,947.51	ACH-Direct Debit from multiple Shareholders to US Bank Checking	08/08/2023	\$55,254.33	US Bank Checking to US Bank Impound (Property Taxes)	08/08/2023	\$86,858.16	US Bank Checking to GRF-US Bank Checking	Mutual Board Finance
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08/08/2023	\$86,858.16	US Bank Checking to GRF-US Bank Checking														
10. <u>Chief Financial Officer’s Report – a</u> 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 months of June and July 2023.	Mutual Board Finance															
11. <u>Unfinished Business – a</u> RESOLVED to approve the Renewal of the General Counsel Attorney Retainer Program (GCARP) with Roseman Law, APC, effective immediately, at a cost not to exceed \$600.00 annually. Funds to come from Legal Fees and authorize the President to sign the necessary documentation.	Mutual Board Mutual Admin. Finance Port. Specialist															
12. <u>Unfinished Business – b</u> RESOLVED to ratify the emergency action item taken on 8/2/23 to approve permit for Unit 10-254H due to health requirements brought forth to the Mutual Board and signed by Mutual President and Mutual Chief Financial Officer.	Mutual Board Building Inspector Physical Property															



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13. <u>Unfinished Business – c</u> RESOLVED to propose a rule change by adopting Mutual 10 Rules and Regulations and approve 28-day posting of notice of the proposed rule change. The proposed rule change will be considered by the board at the next scheduled meeting following review of any shareholder comments received.	Mutual Board Mutual Admin. Port. Specialist
14. <u>New Business – b</u> RESOLVED to exclude the report titled Homeowners Aging Report Excluding Prepaid from the monthly Financial Statement Board member packet as the delinquent aging report will continue to be reviewed and discussed in Executive Session as required by the Civil Code.	Mutual Board Mutual Admin. Finance
15. <u>New Business – c</u> RESOLVED to approve the tree trimming proposal from J&J Landscaping at a cost not to exceed \$13,900 and instruct Physical Property to prepare the proposal. Funds to come from Landscape - Trees and authorize the President to sign any necessary documentation.	Mutual Board Finance Physical Property Building Inspector
16. <u>New Business – d</u> RESOLVED to approve the gutter cleaning proposal from J&J Landscaping at a cost not to exceed \$1,932.00. Funds to come from Landscape-Extras and authorize the President to sign any necessary documentation.	Mutual Board Finance Physical Property Building Inspector
17. <u>New Business – e</u> RESOLVED to approve the donation and planting of a tree at Unit 10-240H. Tree to be planted at the shareholder's expense and maintained by the Mutual.	Mutual Board Physical Property Building Inspector
18. <u>New Business – f</u> RESOLVED to approve the removal of the fig tree in the flowerbed at 10-260F/G by J & J Landscaping at a cost not to exceed \$350.00. Funds to come from Landscape-Extras and authorize the President to sign any necessary documentation.	Mutual Board Finance Physical Property Building Inspector
<u>Follow-up for Next Month's Agenda</u> 1. Consent Calendar 2. Mutual Monthly Finances – August 3. Discuss and vote to remove mutual documents from the Mutual 10 lwsb website.	Mutual Board Assistant Portfolio Specialist