

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
August 23, 2023**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Wednesday, August 23, 2023, at 9:00 a.m. Conference Room B 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: One Mutual Ten Shareholders (via zoom)
Six Mutual Ten Shareholders (in-person)

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

SHAREHOLDER COMMENTS

Several shareholders made a comment.

APPROVAL OF MINUTES

The Regular Board Meeting Minutes of July 26, 2023 were approved by general consent of the Board presented and distributed.

The Special Meeting minutes of August 10, 2023 were approved by general consent of the Board as presented and distributed.

GRF REPRESENTATIVE'S REPORT

GRF Representative Levine provided an update on GRF Projects.

BUILDING INSPECTOR'S REPORT

Building Inspector Quental presented his Building Inspector's 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 flooring permit for Unit 10-238H, work to be done at shareholder's expense.

The MOTION passed unanimously.

**BOARD OF DIRECTORS
MUTUAL TEN**

August 23, 2023

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 flooring permit for Unit 10-239F, work to be done at shareholder's expense.

The MOTION passed unanimously.

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

RESOLVED to approve the HVAC permit for Unit 10-242E, work to be done at shareholder's expense.

The MOTION passed unanimously.

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

RESOLVED to approve the bedroom expansion permit for Unit 10-243E, work to be done at shareholder's expense.

The MOTION passed unanimously.

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

RESOLVED to approve the bathroom shower replacement permit for Unit 10-249H, work to be done at shareholder's expense.

The MOTION passed unanimously.

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

RESOLVED to approve the window permit for Unit 10-252J, work to be done at shareholder's expense.

The MOTION passed unanimously.

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 concrete replacement permit for Unit 10-256J, work to be done at shareholder's expense.

The MOTION failed unanimously.

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

RESOLVED to approve the cart pad proposal for Unit 10-256K, work to be done at shareholder's expense.

The MOTION failed unanimously.

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

RESOLVED to approve the cart pad proposal for Unit 10-256L, work to be done at shareholder's expense.

The MOTION failed unanimously.

Following questions, Mr. Quental left the meeting at 9:53 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>
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

The MOTION passed unanimously.

CHIEF FINANCIAL OFFICER'S REPORT

Chief Financial Officer Giles provided an update on the monthly financials.

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 months of June and July 2023.

The MOTION passed unanimously.

SECRETARY / CORRESPONDENCE

Secretary Viglietta received no correspondence.

UNFINISHED BUSINESS

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

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.

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

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

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.

The MOTION passed unanimously.

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

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.

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

NEW BUSINESS

Following questions, GRF Representative Ms. Levine left at 10:22 a.m.

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

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.

The MOTION passed unanimously.

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 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.

The MOTION passed unanimously.

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 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.

The MOTION passed with three "yes" 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 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.

The MOTION passed unanimously.

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 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.

The MOTION passed unanimously.

PORTFOLIO SPECIALIST REPORT

Sr. Portfolio Specialist Barua presented her report (attached).

ANNOUNCEMENTS

- a. **NEXT REGULAR MONTHLY BOARD MEETING: Wednesday, September 27, 2023, 9:00 a.m., Location: Building 5, Conference Room B 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 10:36 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 August 23, 2023, at 11:55 a.m., and took the following actions:

The Mutual Ten Board approved the Executive Meeting Minutes of July 26, 2023 and Special Executive Session Minutes of August 10, 2023, as presented.

1. Legal Matters
 - a. Some legal matters were discussed.
2. Contracts
 - a. Some contracts were discussed.
3. Assessments / Delinquencies

- a. Several letters were to be 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 12:06 a.m.



Attest, Elissa Viglietta, Secretary
SEAL BEACH MUTUAL TEN
RB 8/23/23
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 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 August 23, 2023**

The Regular Board Meeting Minutes of July 26, 2023 were approved by general consent of the Board presented and distributed.

The Special Meeting minutes of August 10, 2023 were approved by general consent of the Board as presented and distributed.

RESOLVED to approve the flooring permit for Unit 10-238H, work to be done at shareholder's expense.

RESOLVED to approve the flooring permit for Unit 10-239F, work to be done at shareholder's expense.

RESOLVED to approve the HVAC permit for Unit 10-242E, work to be done at shareholder's expense.

RESOLVED to approve the bedroom expansion permit for Unit 10-243E, work to be done at shareholder's expense.

RESOLVED to approve the bathroom shower replacement permit for Unit 10-249H, work to be done at shareholder's expense.

RESOLVED to approve the window permit for Unit 10-252J, work to be done at shareholder's expense.

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>
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

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.

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.

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.

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.

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.

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.

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.

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.

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.

MONTHLY MUTUAL INSPECTOR REPORT

MUTUAL: **(10) TEN** DATE: **AUGUST** 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
241-A	SHOWER REMODEL	BOTH	06/01/23	07/30/23	NONE	FINAL 7/5/23	JC KRESS
243-K	CARPORT CABINETS	GRF	06/15/23	07/15/23	NONE	FINAL 7/6/23	VICKERS
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
251-E	WINDOWS	BOTH	11/25/22	03/30/23	NONE	FINAL 7/31/23	L & S CONSTRUCTION
254-H	HVAC	BOTH	07/26/23	10/26/23	NONE		GREENWOOD

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FINAL	FCOEI	RELEASE OF FUNDS	ACTIVE	CLOSING	CLOSED
238-H		03/09/23	07/19/23	07/19/23	07/31/23				
238-J		06/27/23	08/17/23						
244-E		03/02/23	05/16/23	05/17/23	05/30/23	08/15/23			
248-I		03/13/23							
253-A		03/29/23	05/11/23	05/11/23	05/23/23	08/03/23			
253-D		04/07/23	07/20/23	07/20/23	08/01/23				
254-H		04/19/23	07/05/23	07/10/23	07/20/23	08/07/23			
256-K		05/24/23	06/23/23	06/29/23	07/12/23				
258-L		06/15/23	07/31/23	08/02/23	08/14/23				

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

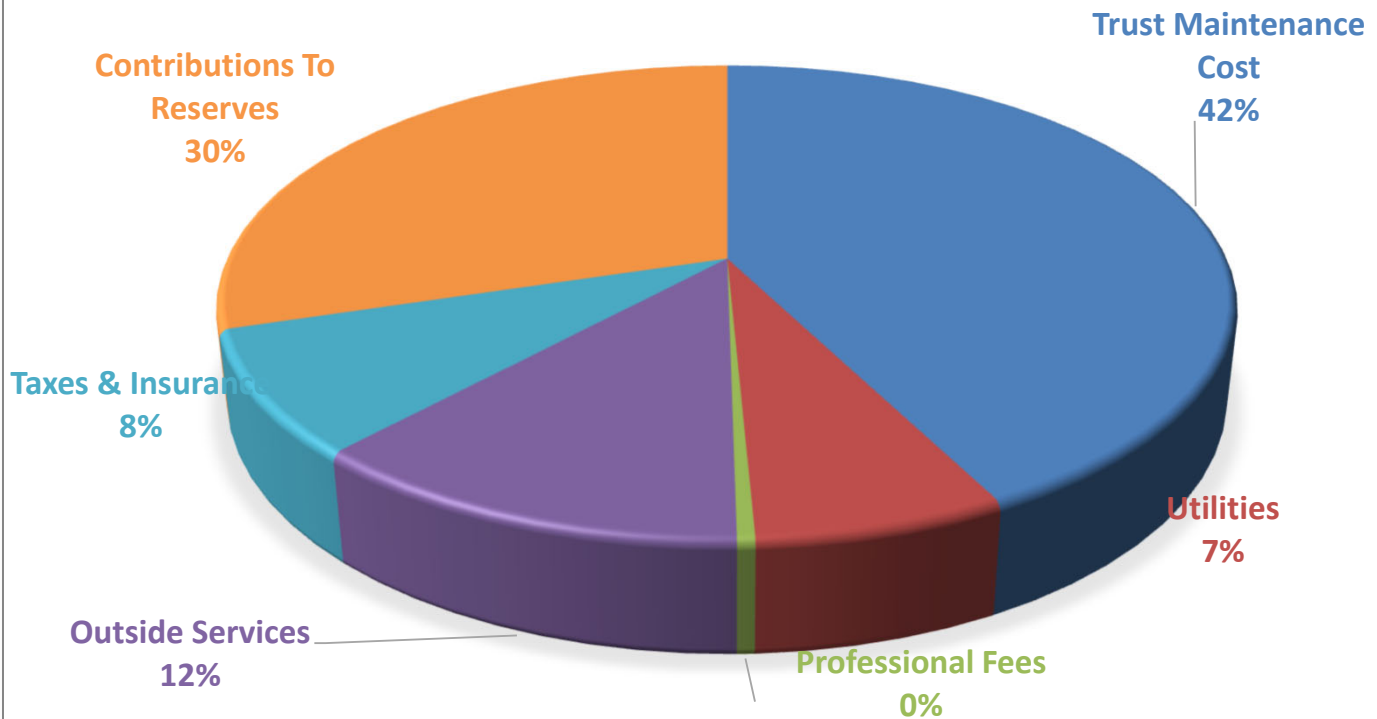
CONTRACTS & PROJECTS

CONTRACTOR	PROJECT
J&J Landscape 12/1/22 - 11/30/24	Mutual Gardening, Irrigation and Lawns - On Going.
Fenn Pest and Termite 5/31/26	Pest Control and Termite Inspections.
Fenn Pest and Termite 6/30/2026	Rodent Bait Station Maintenance.
National Service Lease September 2024	On Going.

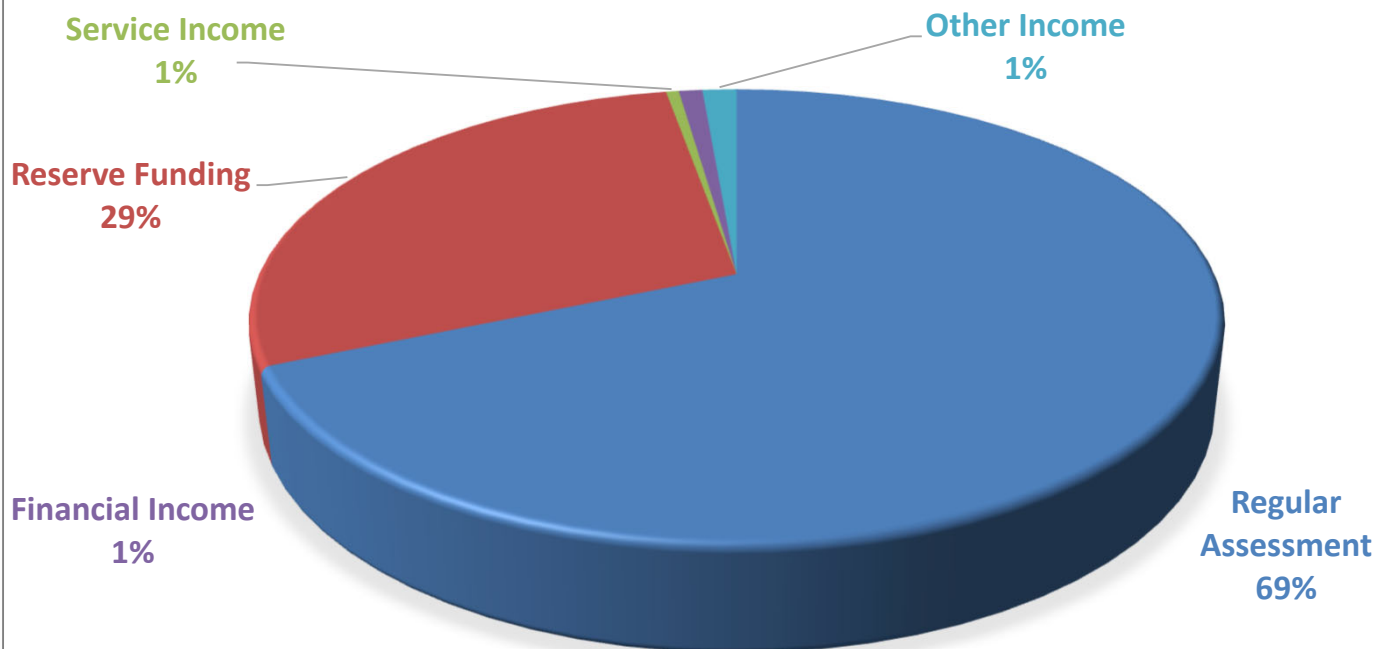
SHAREHOLDER & MUTUAL REQUESTS

SHAREHOLDER	MUTUAL
256L - Living room soffit outlet not working.	Dry Rot Repair
243B - Bedroom door touch up paint.	
249D - Beehive at tree.	Zinsco Panel Replacement
240J - Bird nest.	

ACTUAL ALLOCATION OF OPERATING EXPENSES AND RESERVE CONTRIBUTIONS



ACTUAL ALLOCATION OF ASSESSMENTS AND INCOME



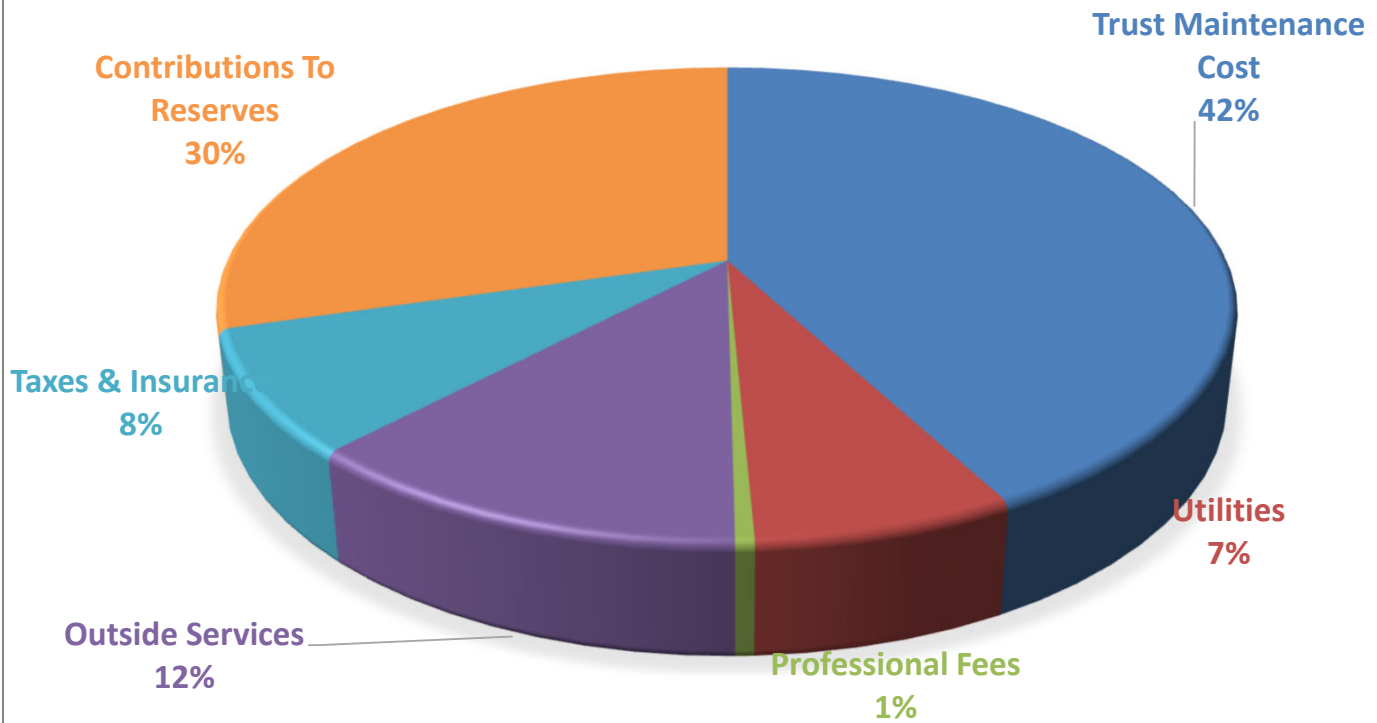
CFO Report - Mutual 10
June 30, 2023

Account Description	\$ Variance	% Variance	Explanation
Total Operating Income	\$ (1,770)	-7.5%	Total Operating income ended year to date 06/30/2023 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	\$ (10,284)	-16.7%	Utilities are under the plan in all areas except Electricity, which is over the plan by \$1,129, Water under the plan (\$10,236), and Trash under the plan (\$1,176).
Professional Fees	\$ (4,342)	-54.4%	Professional Fees are under the plan in Legal Fees which will improve when Attorney bills for work in progress.
Outside Services	\$ (24,338)	-21.0%	The Outside Services year, 06/30/2023, is better than planned in all areas, except Pest Control, over \$2,463, because the annual contract was paid at the first of the year.
Taxes & Insurance	\$ 7,667	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	\$ 29,531	0.0%	

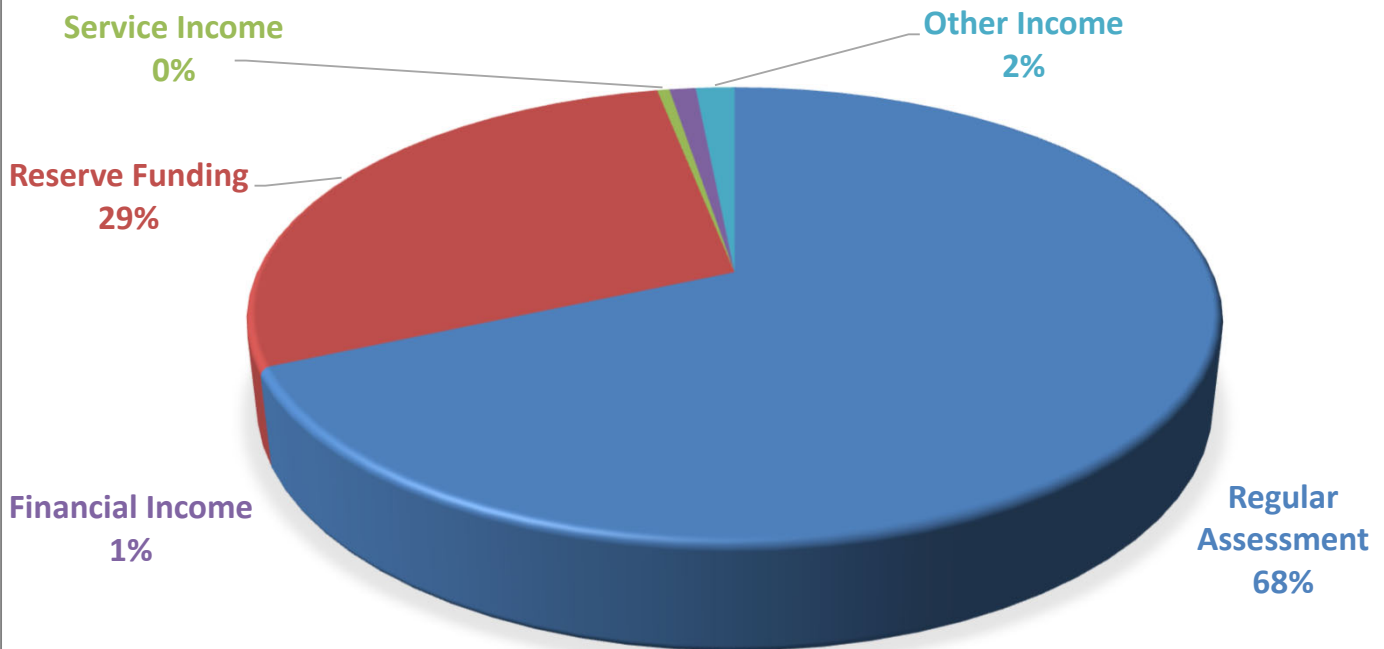
SEAL BEACH MUTUAL NO. 10
FINANCIAL STATEMENTS RECAP
For the 6 months ending June 30, 2023

June			Account	YTD		
Actual	Budget	Variance		Actual	Budget	Variance
89,536	89,535	0.0%	Regular Assessment	537,214	537,207	0.0%
37,342	37,341	0.0%	Reserve Funding	224,049	224,049	0.0%
126,878	126,876	0.0%	Total Regular Assessment	761,263	761,256	0.0%
794	651	22.0%	Service Income	3,957	3,908	1.3%
2,067	439	370.8%	Financial Income	7,363	2,633	179.6%
975	2,865	-66.0%	Other Income	10,641	17,190	-38.1%
3,836	3,955	-3.0%	Total Operating Income	21,961	23,731	-7.5%
\$ 130,714	\$ 130,831	-0.1%	Total Mutual Income	\$ 783,224	\$ 784,987	-0.2%
53,332	53,332	0.0%	Trust Maintenance Cost	# 319,992	319,989	0.0%
10,161	10,267	-1.0%	Utilities	51,320	61,604	-16.7%
1,232	1,330	-7.4%	Professional Fees	3,640	7,982	-54.4%
19,947	19,298	3.4%	Outside Services	91,450	115,788	-21.0%
10,540	9,263	13.8%	Taxes & Insurance	63,242	55,575	13.8%
37,342	37,342	0.0%	Contributions To Reserves	224,049	224,049	0.0%
\$ 132,554	\$ 130,832	1.3%	Operating Expenses Before Off-Budget	\$ 753,693	\$ 784,987	-4.0%
\$ (1,840)	-		Excess Inc. / (Exp) After Off-Bdgt Items	29,531	-	
			Depreciation (Off-Budget Item)			
			Excess Inc. / (Exp) After Off-Bdgt Items	\$ 29,531	\$ -	
			Restricted Reserve			
			Appliance Reserve	25,712		
			Painting Reserve	48,676		
			Roofing Reserve	841,506		
			Emergency Reserve	46,245		
			Infrastructure Reserve	397,886		
			Capital Fund Equity	50,000		
			Total Restricted Reserve	\$ 1,410,025		

ACTUAL ALLOCATION OF OPERATING EXPENSES AND RESERVE CONTRIBUTIONS



ACTUAL ALLOCATION OF ASSESSMENTS AND INCOME



CFO Report - Mutual 10
July 31, 2023

Account Description	\$ Variance	% Variance	Explanation
Total Operating Income	\$ 6,411	29.4%	Total Operating income ended year to date 07/31/2023 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	\$ (9,481)	-13.2%	Utilities are under the plan in all areas except Electricity, which is over the plan by \$1,568, Water under the plan (\$9,677), and Trash under the plan (\$1,372).
Professional Fees	\$ (4,754)	-51.1%	Professional Fees are under the plan in Legal Fees which will improve when Attorney bills for work in progress.
Outside Services	\$ (26,381)	-19.5%	The Outside Services year, 07/31/2023, is better than planned in all areas, except Pest Control, over \$1,596, because the annual contract was paid at the first of the year.
Taxes & Insurance	\$ 8,944	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	\$ 38,088	0.0%	

SEAL BEACH MUTUAL NO. 10
FINANCIAL STATEMENTS RECAP
For the 7 months ending July 31, 2023

July			Account	YTD		
Actual	Budget	Variance		Actual	Budget	Variance
89,536	89,535	0.0%	Regular Assessment	626,750	626,742	0.0%
37,342	37,342	0.0%	Reserve Funding	261,391	261,391	0.0%
126,878	126,877	0.0%	Total Regular Assessment	888,141	888,133	0.0%
497	651	-23.7%	Service Income	4,453	4,559	-2.3%
2,195	439	400.2%	Financial Income	9,589	3,072	212.1%
3,526	2,865	23.1%	Other Income	14,166	14,166	0.0%
6,218	3,955	57.2%	Total Operating Income	28,208	21,797	29.4%
\$ 133,096	\$ 130,832	1.7%	Total Mutual Income	\$ 916,349	\$ 909,930	0.7%
53,332	53,332	0.0%	Trust Maintenance Cost	# 373,324	373,321	0.0%
11,070	10,267	7.8%	Utilities	62,390	71,871	-13.2%
918	1,330	-31.0%	Professional Fees	4,558	9,312	-51.1%
17,255	19,298	-10.6%	Outside Services	108,705	135,086	-19.5%
10,540	9,263	13.8%	Taxes & Insurance	73,782	64,838	13.8%
37,342	37,342	0.0%	Contributions To Reserves	261,391	261,391	0.0%
\$ 130,457	\$ 130,832	-0.3%	Operating Expenses Before Off-Budget	\$ 884,150	\$ 915,819	-3.5%
\$ 2,639	-		Excess Inc. / (Exp) After Off-Bdgt Items	32,199	(5,889)	
			Depreciation (Off-Budget Item)			
			Excess Inc. / (Exp) After Off-Bdgt Items	\$ 32,199	\$ (5,889)	
			Restricted Reserve			
			Appliance Reserve	23,683		
			Painting Reserve	55,941		
			Roofing Reserve	884,404		
			Emergency Reserve	36,245		
			Infrastructure Reserve	415,378		
			Capital Fund Equity	50,000		
			Total Restricted Reserve	\$ 1,465,651		

PORTFOLIO SPECIALIST'S REPORT

AUGUST 2023



In the summer heat a reminder to rest and cool down in the shade, minimize direct exposure to the sun and stay hydrated, drink plenty of water and reduce the intake of sugar. **Don't wait until you feel thirsty!**

Slow down: reduce, eliminate, or reschedule strenuous activities until the coolest time of the day.

Dress for summer: Wear lightweight, loose fitting, light-colored clothing to reflect heat.

Avoid extreme temperature changes.

Hot weather brings out the thirsty, hungry critters!

- We must not feed wildlife. Bird feeders will attract rats, squirrels, and rabbits which will attract coyotes to your home.
- We must keep food, water, and trash off our patios/porches. Keep pet food and water bowls inside and not on your patio/porches.

Cats and small dogs **should never be allowed outside alone.** Pets must always be accompanied by their owner and must always be on a 6-foot leash while outside. Do not use a retractable leash.

Never leave pets unattended in vehicles LOOK before you LOCK!