



REGULAR MONTHLY BOARD OF DIRECTORS MEETING

MUTUAL TEN

SUMMARY REPORT

Wednesday, October 25, 2023

Action/Request	Person Responsible
<p>1. <u>Operating Budget – a</u> RESOLVED, to approve the 2024 Operating Budget for Mutual Ten of \$926,533, resulting in a regular monthly Mutual assessment of \$279.75 per apartment per month, for an increase of \$13.28 per month over the total Mutual operating costs of 2023, as presented, and to adopt this budget forthwith.</p>	Mutual Board Finance
<p>2. <u>Approval of the Minutes – a</u> The Regular Board Meeting Minutes of September 27, 2023 were approved as distributed.</p>	Mutual Board Portfolio Specialist
<p>3. <u>Approval of the Minutes – b</u> The Special Meeting minutes of October 10, 2023 were approved as presented.</p>	Mutual Board Portfolio Specialist
<p>4. <u>Approval of the Minutes – c</u> The Special Meeting minutes of August 18, 2023 were approved as presented.</p>	Mutual Board Portfolio Specialist
<p>5. <u>Building Inspector’s Report – a</u> RESOLVED to approve the permit to install 2 GFCI outlets in the patio area for Unit 253K, work to be done at shareholder’s expense.</p>	Mutual Board Building Inspector Physical Property
<p>6. <u>Building Inspector’s Report – b</u> RESOLVED to approve the permit to install new flooring on the patio for Unit 253K. Work to be done at shareholder’s expense.</p>	Mutual Board Building Inspector Physical Property
<p>7. <u>Building Inspector’s Report – c</u> RESOLVED to approve the planting by J&J Landscaping of a dwarf magnolia at unit 240E. Work to be done at shareholder’s expense.</p>	Mutual Board Building Inspector Physical Property
<p>8. <u>Chief Financial Officer – 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</p>	Mutual Board Mutual Administration Finance



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Wednesday, October 25, 2023

Action/Request	Person Responsible
reports for the months August and September 2023.	
9. <u>New Business – a</u> RESOLVED to approve the \$100 expenditure on refreshments for the Town Hall Meeting. Funds to come from Miscellaneous and authorize the President to sign any necessary documentations.	Mutual Board Finance
10. <u>New Business - b</u> RESOLVED to ratify resolution dated 9/27/23, “RESOLVED to approve a 3-year contract with EMPIRE PIPE CLEANING for sewer pipe cleaning at a total cost not to exceed \$5,977.70. Funds to come from Operating-Outside Services and authorize the President to sign any necessary documentation.”	Mutual Board Building Inspector Physical Property Finance
11. <u>New Business – c</u> RESOLVED to approve Mr. C’s Towing Agreement for the towing of vehicles when there is a violation of Mutual Rules, effective 2023-2024, and authorize the President to sign the agreement.	Mutual Board Physical Property Security
12. <u>New Business – d</u> RESOLVED to approve the rental request for Unit 246H.	Mutual Board Mutual Administration Stock Transfer Finance
13. <u>New Business - e</u> RESOLVED to ratify resolution dated 9/27/23, “RESOLVED that all golf cart permits and/or common area landscape permits must be executed by the approved Mutual 10 landscape contractor.”	Mutual Board Physical Property Building Inspector
<u>Follow-up for Next Month’s Agenda</u> <ol style="list-style-type: none"> 1. Approval of Monthly Finance - October 2. Consent Calendar 3. Discuss and vote on Roofing Standards being placed in the queue for 3-5 buildings. 4. 	Mutual Board Assistant Portfolio Specialist