

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
November 29, 2023**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Wednesday, November 29, 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 Gile, and Director Sims
(entered at 9:06 a.m.)

GRF Representative: Ms. Levine

Guest: One Mutual Ten Shareholder (via zoom)
Three Mutual Ten Shareholders (in-person)

Staff: Mr. Moore, Building Inspector
Ms. Hopkins, Sr. Director of Mutual Administration (via zoom)
Ms. Barua, Sr. Portfolio Specialist
Ms. Kong, Assistant Portfolio Specialist

PRESIDENT'S COMMENTS

President Arlart provided comments and made announcements regarding changes in Mutual Ten.

SHAREHOLDER COMMENTS

Several shareholders made a comment.

APPROVAL OF MINUTES

The Regular Board Meeting Minutes of October 25, 2023, were approved as distributed.

The Special Meeting Minutes of November 14, 2023, were approved as distributed.

GRF REPRESENTATIVE'S REPORT

GRF Representative Levine provided updates on GRF Projects.

BUILDING INSPECTOR'S REPORT

Building Inspector Moore 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

**BOARD OF DIRECTORS
MUTUAL TEN**

November 29, 2023

RESOLVED to approve the proposal from Kary's Carpets to install tile at the patio and install metal at the front entry to meet tile to sidewalk for Unit 258-B. 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 Director Sims, it was

RESOLVED to approve the proposal from Kary's Carpets to install floors in the living room, dining room, two bedrooms, two bathrooms, and install baseboard throughout for Unit 258-L. 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 rescind resolution dated March 22, 2023, and passed on February 22, 2023, "RESOLVED, to approve the Roofing Proposal from Roofing Standards for Re-Roofing at buildings 253,254,255 at a cost not to exceed \$470,228.00. Funds to come from Roofing Reserve 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 award Roofing Standards a contract to re-roof buildings 253, 254+L, 255, 256, 257+L (HP) in the amount of \$741,535.00, with a 10% contingency of \$74,153.50, for a total cost not to exceed \$815,688.50. Funds to come from Roofing Reserves; authorize the president to sign the contract.

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 emergency concrete work completed in area 10-241L by MJ Jurado per invoice dated 10/24/23 at a cost of \$3,240.00. Funds to come from Infrastructure. Work order issued by Physical Property.

The MOTION passed unanimously.

**BOARD OF DIRECTORS
MUTUAL TEN**

November 29, 2023

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

RESOLVED to award Roxygen Painting Company a contract/work order to paint the termite/dry rot repair project in the amount of \$1,550, with a 10% contingency of \$155, for a total cost not to exceed \$1705. Funds to come from Infrastructure and authorize Physical Property Department to prepare the work order.

The MOTION passed unanimously.

Following questions, Mr. Moore left the meeting at 9:47 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 move that the Board authorizes the following transfers of funds, per detailed and dated resolutions, by consent calendar.

<i>Transfer/ Invoice Date</i>	<i>Amount</i>	<i>Originating/Destination Accounts or Payee</i>
10/20/23	\$ 15,832.00	J&J Landscaping
11/8/23	\$ 55,863.35	US Bank Checking/ US Bank Impound (Property Taxes)
11/20/23	\$ 336,412.51	OC Tax Collector/ (Inv# multiple)
10/6/23	\$ 55,855.01	US Bank Checking/ US Bank Impound (Property Taxes)
10/20/23	\$ 33,828.17	US Bank Checking/ US Bank Restricted Money Mkt.
11/9/23	\$ 329,953.12	US Bank Impound MM/ US Bank Checking

The MOTION passed unanimously.

CHIEF FINANCIAL OFFICER

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 month of October 2023.

The MOTION passed unanimously.

SECRETARY/CORRESPONDENCE

Secretary Viglietta had no report.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

PORTFOLIO SPECIALIST REPORT

Assistant Portfolio Specialist Kong presented her report (**attached**).

ANNOUNCEMENTS

- a. **NEXT REGULAR MONTHLY BOARD MEETING: Tuesday, December 19, 2023, 9:00 a.m., Location: Building 5, Conference Room B and via Zoom Video and Call Conference Meeting.**

COMMITTEE REPORTS

Physical Property Committee

Vice President Cummings had no report.

Landscape Committee

No report.

Emergency Information Council

Report submitted.

DIRECTORS' COMMENTS

No Directors made comments.

ADJOURNMENT

**BOARD OF DIRECTORS
MUTUAL TEN**

November 29, 2023

There being no further business to conduct, President Arlart adjourned the meeting at 9:57 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 November 29, 2023, at 10:17 a.m., and took the following actions:

The Mutual Ten Board approved the Executive Meeting Minutes of October 25, 2023, and Special Executive Session Minutes of November 14, 2023, as presented.

1. Legal Matters
 - a. No legal matters were discussed.
2. Contracts
 - a. No 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 11:51 a.m.



Attest, Elissa Viglietta, Secretary
SEAL BEACH MUTUAL TEN
DK 11/29/23
Attachments

(These are tentative minutes, subject to approval by the Board of Directors at the next Regular Board of Directors Meeting.)

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 November 29, 2023**

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The Special Meeting minutes of November 14, 2023, were approved as distributed.

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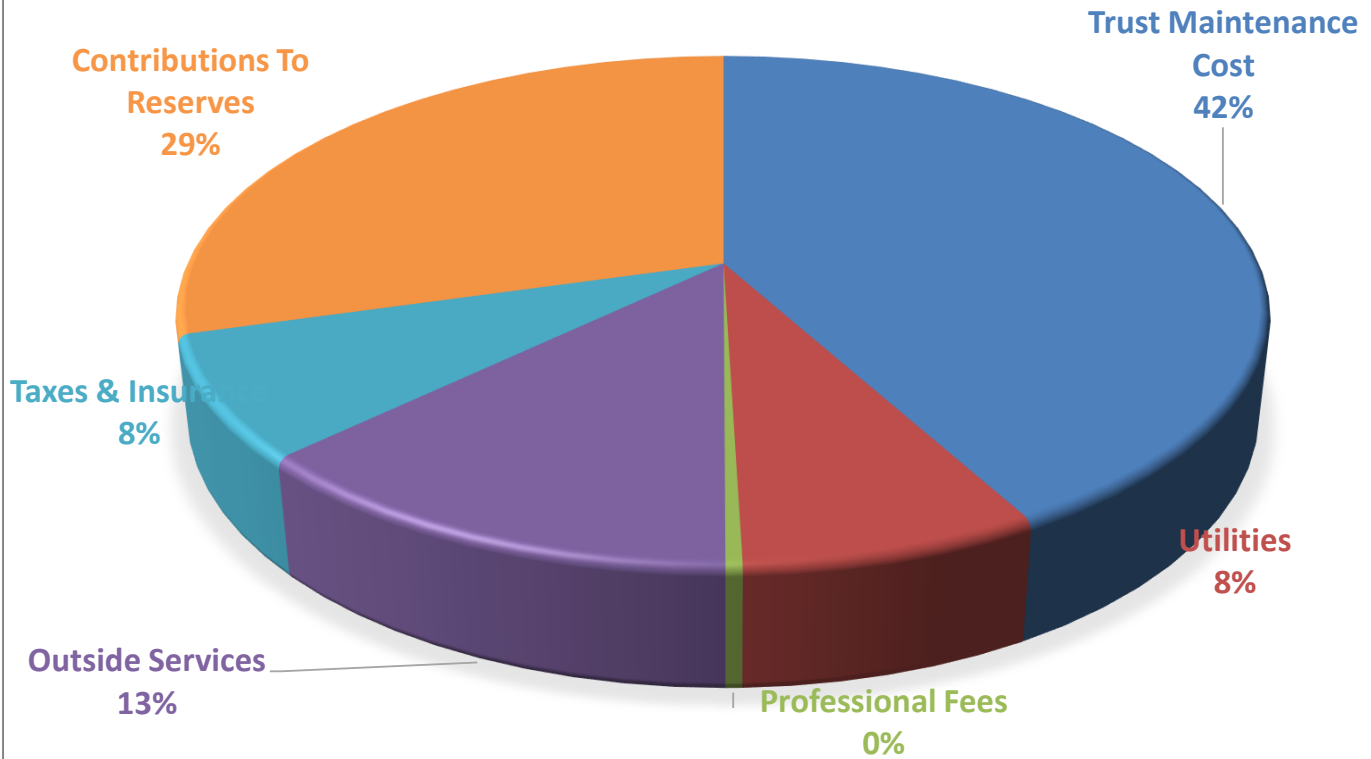
**BOARD OF DIRECTORS
MUTUAL TEN**

November 29, 2023

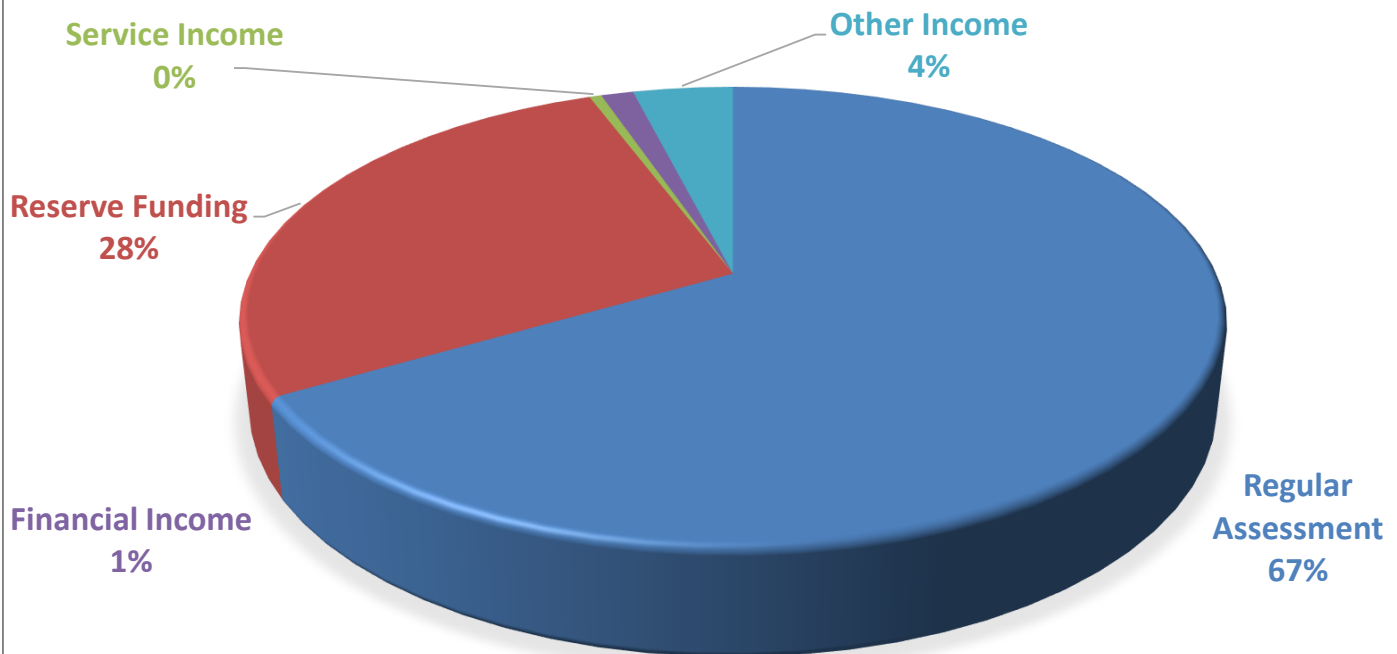
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ACTUAL ALLOCATION OF OPERATING EXPENSES AND RESERVE CONTRIBUTIONS



ACTUAL ALLOCATION OF ASSESSMENTS AND INCOME



MUTUAL 10 INSPECTOR'S REPORT									
MUTUAL:	(10) TEN		MONTH:	November			INSPECTOR:	Darrien Moore	
PERMIT ACTIVITY									
UNIT #	WORK DESCRIPTION	GRF/CITY PERMIT	START DATE	FINISH DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR		
243-B	SHOWER CUT DOWN	BOTH	09/07/23	11/07/23	NONE		NUKOTE		
243-E	ADDITION	BOTH	07/16/23	10/31/23	NONE		BA CONSTRUCTION		
244-G	CARPORT CABINET	GRF	09/20/23	11/20/23	NONE		VICKERS CONSTRUCTION		
246-I	PATIO DOOR	BOTH	04/01/23	08/01/23	NONE		BODIE'S GLASS		
249-H	SHOWER INSTALL	BOTH	08/22/23	10/30/23	NONE		JC KRESS		
252-J	WINDOWS	BOTH	09/18/23	11/24/23	NONE		MARCO CONSTRUCTION		
253-K	Electrical/Shaw Boucle	BOTH	10/01/23	12/31/23	NONE		CJ CONSTRUCTION		
254-H	HVAC	BOTH	07/26/23	10/26/23	NONE		GREENWOOD		
256-J	PATIO	GRF	07/18/23	08/30/23	NONE		MJ JURADO		
255-K	COUNTER TOPS	BOTH	08/11/23	09/29/23	NONE		KONRAD KONSTRUCTION		
256-K	CART PAD	GRF	09/10/23	11/10/23	NONE		J&J LANDSCAPING		
256-L	CART PAD	GRF	09/20/23	12/02/23	NONE		J&J LANDSCAPING		
258-B	Patio Tile	GRF	11/30/23	12/30/23	NONE		KARYS CARPETS		
258-G	SLIDING DOOR	BOTH	09/18/23	12/18/23	NONE		BODIES GLASS		
258-L	REMODEL/FLR	BOTH	09/25/23	12/30/23	NONE		JC KRESS		
ESCROW ACTIVITY									
UNIT #	NMI	PLI	NBO	FINAL	FCOEI	RELEASE OF FUNDS	ACTIVE	CLOSING	CLOSED
245-F		09/13/23					3	0	14
248-I		03/13/23							
253-A		09/08/23							
258-L		06/15/23	07/31/23	08/02/23	08/14/23	10/23/23			
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	5/31/2026			Pest Control and Termite Inspections.					
Fenn Pest and Termite	6/30/2026			Rodent Bait Station Maintenance.					
National Service Lease	10/25/2024			On Going.					
SHAREHOLDER & MUTUAL REQUESTS									
SHAREHOLDER				MUTUAL					
256L - Living room soffit outlet not working.				Walk Light Base Painting					
243B - Bedroom door touch up paint.									
249D - Beehive at tree.				Electrical Panel Replacement					
240J - Bird nest.									
248F - Ceiling issue.									

EMERGENCY INFORMATION COUNCIL - November 9, 2023

The Fall Festival went well. All vendors sold out and we had great CERT sign ups. Last month CERT graduated 11 CERT trained students.

For the California Shakeout, Mutual 2 and 6 participated. Wondering how many Mutuals still have their walkie talkies. Would like all Mutuals to come up with some sort of plan for the next Shake-out. We currently have no FRS operators or ham operators in our Mutual. Some Mutuals have done a skill assessment with their shareholders to see who might be called on in case of emergency

We still need to educate people on how to take care of themselves. We have so many elderly alone. The "On Your Own" booklet was not in phone books this year. It is on the LW website. Supposedly the Stock Transfer has a handout for new buyers. People need to have supplies for sheltering in place.

The biggest news is that the Emergency Information Council is now a 501(c)3 nonprofit status. This means we can now accept donations which will help us bring in outside sources for CPR, First Aid, special outside sources for training. Also help with expenses for duplicating and supplies for events.

Attached is a copy of article that was in the paper regarding new nonprofit status.

Next meeting will be January 11, 2024, Thursday, 1:00PM, Building 5, Conference Room B

Emergency Information Council gets 501(c)3 nonprofit status



Go-bags are just one way that people can prepare for an emergency.

The Leisure World Emergency Information Council (EIC), a community-based organization whose purpose is to inform and encourage emergency preparedness, has been granted full IRS 501(c)3 charity status.

This new status allows much needed donations to be made directly to the EIC to help with duplication and distribution expenses. In addition, the volunteer-led organization has also been incorporated in the State of California as a public benefit nonprofit corporation.

The EIC began as an independent informal organization founded in 2017 by concerned residents who wanted to

make sure that information and materials about disaster preparedness were readily available to residents. The group also fosters volunteerism for the purpose of self-reliance during emergency incidents and disasters. The EIC is composed of volunteer LWers who are drawn from the 16 homeowners associations.

The EIC compiles and makes available information about emergency management response and preparedness planning through the publication of booklets and pamphlets. It also works to develop and publish disaster response plans and sponsor activities and events, mainly

NONPROFIT, page 6

THE GOLDEN RAIN FOUNDATION, LEISURE WORLD, SEAL BEACH, CA | WWW.LWSB.COM | WWW.LWEEKLY.COM

from page 1

within the Leisure World.

Several years ago, the council published and distributed the "On Your Own" Emergency Preparedness Guide, which was sent to all LW households. The group is also responsible for the "Go Bag" flyer detailing what people need to have ready in case of an evacuation. A largely unseen accomplishment has been the "Boots On the Ground" disaster response guide that organizes local clubs into a coordinated responsive effort of neighbor helping neighbor in the event of an emergency disaster.

Most recently, the EIC helped to plan GRF's Emergency Preparedness Expo, which brought residents the latest information in emergency preparedness through vendors and discussions of topics like solar power, emergency medication, go-bags, pet preparation and more.

The EIC is actively recruiting residents to join in their activities to prepare and distribute emergency preparedness information, develop preparedness skills and guides, and to find new ways to promote community resilience in the face of adversity.

The next EIC meeting will be held in Building 5, Conference Room B, on Thursday, Nov. 9, at 1 p.m. Everyone is welcome to join in person or on Zoom.

Contact clay@lwb.com for the



PORTFOLIO SPECIALIST REPORT

NOVEMBER 2023

PROPER USE OF GARBAGE DISPOSAL

DISCLAIMER: Many Mutuals discourage the usage of garbage disposal, but if you happen to use the garbage disposal be sure to run plenty of water!

Follow these easy steps when using the garbage disposal:

1. Turn on the cold water
2. Turn on the disposal
3. Feed the material into the disposal a little at a time
4. When the hammering stops, turn off the disposal and keep the water running for one minute
5. Make sure to run the disposal every day, even though you are not putting it to normal use
6. If the disposal stops working, locate the RED re-set button on the bottom surface of the unit and hold for 30-seconds.

REMINDER

Please do not grind these items

Bones
Carrot peelings
Celery & Rhubarb Stalks
Coffee Grounds
Corn Cobs—Husks or Silks
Egg Shells

Onion Skins
Pea Pods
Potato Peelings
Grease
Pills
Glass
Rice
Any fibrous materials

If the disposal is not grinding as well as it should, grind some ice to sharpen the blades. To deodorize the disposal, grind some lemon, lime, or orange rinds.



FIRE SAFETY

November 2023

Portfolio Specialist Report





ORANGE COUNTY FIRE AUTHORITY NOVEMBER 2022 SOCIAL MEDIA / RSG! TOPICS

KEEP a lid or fire extinguisher
NEARBY when cooking



Holiday Cooking Safety: More cooking fires are reported on Thanksgiving Day than any other day of the year, followed by Christmas and Christmas Eve. Help protect your family and home by keeping a lid or fire extinguisher nearby when cooking this holiday season. For more information on holiday cooking safety, visit ocfa.org.

STAY in the kitchen when cooking
NEVER LEAVE food unattended



Holiday Cooking Safety: Unattended cooking is the leading cause of home cooking fires. Stay in the kitchen when frying, grilling, or broiling food. For more information on cooking safety, visit ocfa.org

PULL the PIN, **AIM** LOW, **SQUEEZE** the LEVER,
SWEEP the NOZZLE from side to side



Fire Extinguishers: Fire extinguishers can save lives and property! Use the P.A.S.S. Method – Pull the pin, Aim low, Squeeze the lever, and Sweep the nozzle from side to side. For more information on fire extinguishers, visit ocfa.org.



As Wildfire Approaches: To prepare for a possible evacuation, load everything in your car, including your Disaster Supply Kit and Go! Bag. Back the car in the driveway and keep the keys with you in case you need to leave quickly. For more information on what to do as wildfire approaches, visit ocfa.org/RSG.

FIRE EXTINGUISHERS



Fire extinguishers can save lives and property, but should only be used if the fire is small, smoke and heat have not filled the room, and if you have a clear escape route. If you're unsure, evacuate immediately and call 9-1-1.



Since fire grows and spreads rapidly, the number one priority is to get out safely.



**Orange County
Fire Authority**

(714) 573-6200
ocfa.org



Types of Fire Extinguishers

Multipurpose (ABC) fire extinguishers are recommended for home use. Fire classifications are used to indicate the type of fire they will extinguish.

- A – For use with ordinary materials like cloth, wood, and paper.
- B – For use with flammable liquids like grease, gasoline, oil, and oil-based paints.
- C – For use with electrical equipment that is connected to an outlet.

Before Using a Fire Extinguisher

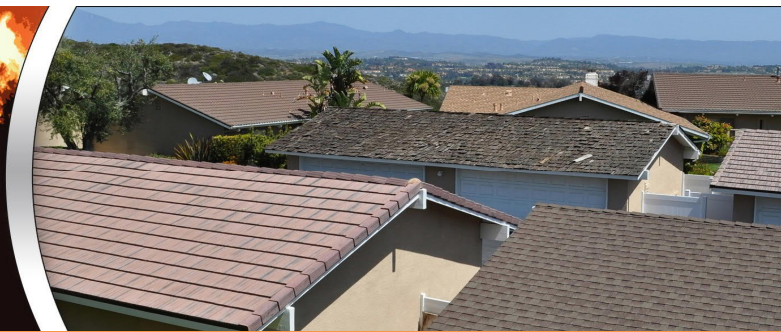
- Alert others that there is a fire and appoint someone to call 9-1-1.
- Make sure the fire is small, not spreading, and that you have a clear escape route.

The P.A.S.S. Method

- Pull the pin.
- Aim low. Stand six to eight feet away and point the extinguisher nozzle at the base of the fire.
- Squeeze the lever slowly and evenly.
- Sweep the nozzle from side to side until the fire is completely out.

Fire Extinguisher Maintenance

- Keep your extinguisher in plain view and out of the reach of children.
- Read and follow all instructions on the label and check for dents, corrosion or damage monthly.
- Non-rechargeable fire extinguishers should generally be replaced every five to seven years.
- Fire extinguishers are good for one use only. To dispose of an extinguisher, release the pressure by squeezing contents into a trash can. Let the extinguisher sit for 48 hours and then throw it in a trash can. You can also drop off used extinguishers at any household hazardous waste facility.



The roof is the most at-risk part of a home during a wildfire. Even if the flames never reach your property, windblown embers can threaten your home and bring fire to your front door.



Keep your roof
clear of debris year
round.



Orange County
Fire Authority

www.ocfa.org/RSG

If burning embers cause your roof to catch fire, it is likely that the fire will spread to the rest of your home. Homes with flammable roofs are much more likely to be destroyed than those with fire-resistant roofs.

Pine needles, leaves, and debris build up put your roof at risk from burning embers.

Plug gaps between the roof covering, roof deck or sheathing with non-combustible materials regardless of your roof's rating. This is often called "bird stopping," as it stops birds from building nests in gaps on the roof's edge.

Replacing plastic skylights with dual pane glass is another way to better protect your home. Dual panes and tempered glass are much more likely to resist damage if exposed to burning embers.

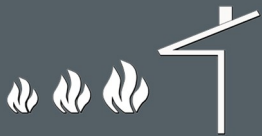
For more information, please visit the OCFA website or call (714) 573-6774 to schedule a Wildfire Home Assessment.

READY, SET, GO!

AS WILDFIRE APPROACHES



Early evacuation is the best way to protect yourself and your loved ones during a wildfire. As a wildfire approaches, follow these steps to help prepare your family and home, and make your evacuation safer.



*Review your
Wildfire Action
Plan so all
family members
have the same
information and
know what to do.*



**Orange County
Fire Authority**

www.ocfa.org/RSG

Have all necessities ready, including the 6 P's, in case you have to evacuate:

1. People and pets
2. Papers, phone numbers, and important documents
3. Prescriptions, medical equipment, and eyeglasses
4. Pictures, family keepsakes, and other meaningful items
5. Personal computers, hard drives, tablets, or other data storage devices, including cell phones, and chargers
6. Plastic credit cards, ATM cards, and cash

Load everything into your car, including your Disaster Supply Kit and Go! Bag. Then, back the car into the driveway and close the windows and doors. Keep the keys with you, in case you need to leave quickly.

At Home:

- Close all windows and doors
- Shut off air conditioning and fans
- Close the fireplace flue
- Leave lights on, including porch lights
- Move outdoor combustible items (patio furniture, door mats, charcoal, firewood, lighter fluid, brooms, trash cans, etc.) away from the house or bring them inside
- Turn off propane tanks
- Close the garage door
- Connect garden hoses to spigots and place them so they can reach any area of the house
- Don't leave sprinklers on or water running as this can waste critical water pressure

For more information, please visit the OCFA website or call **(714) 573-6774** to schedule a Wildfire Home Assessment.