



REGULAR MONTHLY BOARD OF DIRECTORS MEETING MUTUAL TEN

SUMMARY REPORT Wednesday, November 29, 2023

Action/Request	Person Responsible
<p>1. <u>Approval of the Minutes – a</u> The Regular Board Meeting Minutes of October 25, 2023, were approved as distributed.</p>	Mutual Board Portfolio Specialist
<p>2. <u>Approval of the Minutes – b</u> The Special Meeting Minutes of November 14, 2023, were approved as distributed.</p>	Mutual Board Portfolio Specialist
<p>3. <u>Building Inspector’s Report – a</u> 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.</p>	Mutual Board Building Inspector Physical Property
<p>4. <u>Building Inspector’s Report – b</u> 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.</p>	Mutual Board Building Inspector Physical Property
<p>5. <u>Building Inspector’s Report – c</u> 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.”</p>	Mutual Board Building Inspector Physical Property Finance
<p>6. <u>Building Inspector’s Report – d</u> 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.</p>	Mutual Board Physical Property Building Inspector Finance
<p>7. <u>Building Inspector’s Report – e</u> 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.</p>	Mutual Board Physical Property Building Inspector Finance



REGULAR MONTHLY BOARD OF DIRECTORS MEETING

MUTUAL TEN

SUMMARY REPORT

Wednesday, November 29, 2023

Action/Request	Person Responsible																					
<p>8. <u>Building Inspector’s Report – f</u> 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.</p>	Mutual Board Physical Prop. Building Inspector Finance																					
<p>9. <u>Consent Calendar – a</u> RESOLVED to move that the Board authorizes the following transfers of funds, per detailed and dated resolutions, by consent calendar.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #D9D9D9;"> <th style="width: 15%;">Transfer/ Invoice Date</th> <th style="width: 15%;">Amount</th> <th style="width: 70%;">Originating/Destination Accounts or Payee</th> </tr> </thead> <tbody> <tr> <td>10/20/23</td> <td>\$ 15,832.00</td> <td>J&J Landscaping</td> </tr> <tr> <td>11/8/23</td> <td>\$ 55,863.35</td> <td>US Bank Checking/ US Bank Impound (Property Taxes)</td> </tr> <tr> <td>11/20/23</td> <td>\$ 336,412.51</td> <td>OC Tax Collector/ (Inv# multiple)</td> </tr> <tr> <td>10/6/23</td> <td>\$ 55,855.01</td> <td>US Bank Checking/ US Bank Impound (Property Taxes)</td> </tr> <tr> <td>10/20/23</td> <td>\$ 33,828.17</td> <td>US Bank Checking/ US Bank Restricted Money Mkt.</td> </tr> <tr> <td>11/9/23</td> <td>\$ 329,953.12</td> <td>US Bank Impound MM/ US Bank Checking</td> </tr> </tbody> </table>	Transfer/ Invoice Date	Amount	Originating/Destination Accounts or Payee	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	Mutual Board Finance
Transfer/ Invoice Date	Amount	Originating/Destination Accounts or Payee																				
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																				
<p>10. <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 reports for the month of October 2023.</p>	Mutual Board Mutual Administration Finance																					



REGULAR MONTHLY BOARD OF DIRECTORS MEETING

MUTUAL TEN

SUMMARY REPORT

Wednesday, November 29, 2023

Action/Request	Person Responsible
<u>Follow-up for Next Month's Agenda</u> 1. Approval of Monthly Finance - November 2. Consent Calendar	Mutual Board Assistant Portfolio Specialist

DRAFT