

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
October 25, 2023**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Wednesday, October 25, 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 Shareholder (via zoom)
One Mutual Ten Shareholder (via phone)
Six Mutual Ten Shareholders (in-person)

Staff: Ms. Hall, Sr. Director of Member Services (via zoom)
Mr. Moore, Building Inspector
Ms. Barua, Sr. Portfolio Specialist
Ms. Kong, Assistant Portfolio Specialist

OPERATING BUDGET

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

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.

The MOTION passed unanimously.

Following questions, Ms. Hall left the meeting at 9:17 a.m.

SHAREHOLDER COMMENTS

Several shareholders made a comment.

APPROVAL OF MINUTES

The Regular Board Meeting Minutes of September 27, 2023 were approved as distributed.

The Special Meeting minutes of October 10, 2023 were approved as presented.

The Special Meeting minutes of August 18, 2023 were approved as presented.

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

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.

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 permit to install new flooring on the patio for Unit 253K. 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 planting by J&J Landscaping of a dwarf magnolia at unit 240E. Work to be done at shareholder's expense.

The MOTION passed unanimously.

Following questions, Mr. Moore left the meeting at 9:54 a.m.

CONSENT CALENDAR

No transfers of funds for the month of October.

CHIEF FINANCIAL OFFICER

Following a discussion and upon a MOTION duly made by Chief Financial Officer Giles and seconded by Secretary Viglietta, 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 August and September 2023.

The MOTION passed unanimously.

SECRETARY/CORRESPONDENCE

Secretary Viglietta had no report.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

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

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.

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 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."

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Secretary Viglietta and seconded by Chief Financial Officer Giles, it was

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.

The MOTION passed unanimously.

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

RESOLVED to approve the rental request for Unit 246H.

The MOTION passed with four “yes” and one “no” vote.

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

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.”

The MOTION passed unanimously.

PORTFOLIO SPECIALIST REPORT

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

ANNOUNCEMENTS

- a. **NEXT REGULAR MONTHLY BOARD MEETING: Wednesday, November 29, 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 submitted her report (**attached**).

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 10:09 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 October 25, 2023, at 10:15 a.m., and took the following actions:

**BOARD OF DIRECTORS
MUTUAL TEN**

October 25, 2023

The Mutual Ten Board approved the Executive Meeting Minutes of September 27, 2023 and Special Executive Session Minutes of October 10, 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 11:40 a.m.



Attest, Elissa Viglietta, Secretary
SEAL BEACH MUTUAL TEN
DK 10/25/23
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 October 25, 2023**

The Regular Board Meeting Minutes of September 27, 2023 were approved as distributed.

The Special Meeting minutes of October 10, 2023 were approved as presented.

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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.

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RESOLVED to approve the permit to install new flooring on the patio for Unit 253K. Work to be done at shareholder's expense.

RESOLVED to approve the planting by J&J Landscaping of a dwarf magnolia at unit 240E. Work to be done at shareholder's expense.

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 August and September 2023.

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.

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."

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.

RESOLVED to approve the rental request for Unit 246H.

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 10 INSPECTOR'S REPORT

MUTUAL: **(10) TEN** MONTH: **OCTOBER** 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	FINAL- 09/28/23	SWENMAN
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-J	PATIO DOOR	BOTH	04/01/23	08/01/23	NONE		BODIE'S GLASS
249-C	WINDOWS	BOTH	03/30/23	05/11/23	NONE	FINAL- 09/28/23	SWENMAN
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-G	SLIDING DOOR	BOTH	09/18/23	12/18/23	NONE		BODIES GLASS
258-L	REMODEL	BOTH	09/25/23	12/30/23	NONE		JC KRESS

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FINAL	FCOEI	RELEASE OF FUNDS	ACTIVE	CLOSING	CLOSED
238-J		06/27/23	08/17/23	08/24/23	09/06/23	09/29/23	4	1	13
245-F		09/13/23							
248-J		03/13/23							
253-A		09/08/23							
253-D		04/07/23	07/20/23	07/20/23	08/01/23	09/29/23			
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

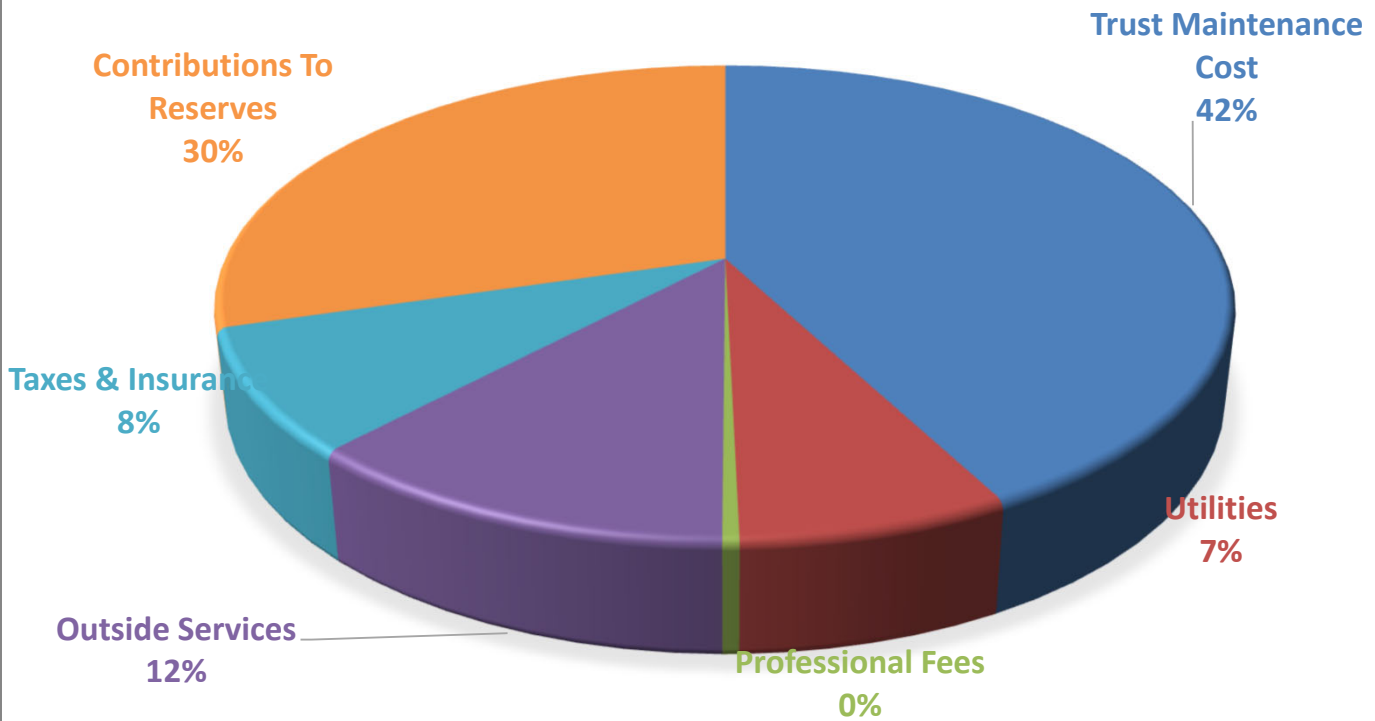
CONTRACTS & PROJECTS

CONTRACTOR	PROJECT
J&J Landscape 12/1/22 - 11/30/24	Mutual Gardening, Irrigation and Lawns - On Going.
Fenn Pest and Termite 5/31/2026	Pest Control and Termite Inspections.
Fenn Pest and Termite 6/30/2026	Rodent Bait Station Maintenance.
National Service Lease 10/25/2024	On Going.

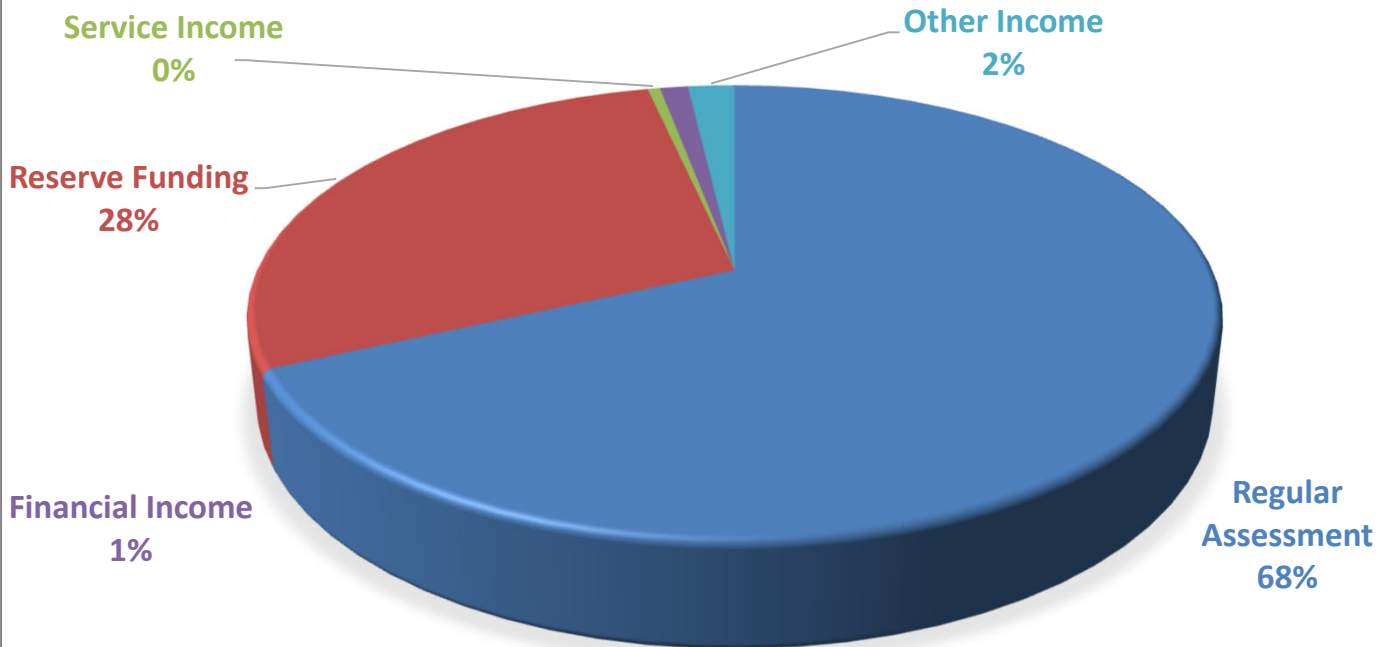
SHAREHOLDER & MUTUAL REQUESTS

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.	

ACTUAL ALLOCATION OF OPERATING EXPENSES AND RESERVE CONTRIBUTIONS



ACTUAL ALLOCATION OF ASSESSMENTS AND INCOME



CFO Report - Mutual 10
August 31, 2023

Account Description	\$ Variance	% Variance	Explanation
Total Operating Income	\$ 4,749	15.0%	Total Operating income ended year to date 08/31/2023 better than the plan, primarily in interest income, however off set from less projected income from Buyers Premium and insepction fees.
Utilities	\$ (8,344)	-10.2%	Utilities are under the plan in all areas except Electricity, which is over the plan by \$1,767, Water under the plan (\$8,640), and Trash under the plan (\$1,471).
Professional Fees	\$ (6,085)	-57.2%	Professional Fees are under the plan in Legal Fees which will improve when Attorney bills for work in progress.
Outside Services	\$ (34,041)	-22.0%	The Outside Services year, 08/31/2023, is better than planned in all areas, except Pest Control, over \$946, because the annual contract was paid at the first of the year. Landscaping is under plan however this will change when cost of trimming trees is paid.
Taxes & Insurance	\$ 10,221	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	\$ 43,001	0.0%	

**SEAL BEACH MUTUAL NO. 10
FINANCIAL STATEMENTS RECAP
For the 8 months ending August 31, 2023**

August			YTD			
Actual	Budget	Variance	Account	Actual	Budget	Variance
89,536	89,535	0.0%	Regular Assessment	716,286	716,277	0.0%
37,342	37,342	0.0%	Reserve Funding	298,732	298,732	0.0%
126,878	126,877	0.0%	Total Regular Assessment	1,015,018	1,015,009	0.0%
707	651	8.6%	Service Income	5,161	5,211	-1.0%
2,183	439	397.4%	Financial Income	11,742	3,511	234.4%
5,321	2,865	85.7%	Other Income	19,487	22,919	-15.0%
8,211	3,955	107.6%	Total Operating Income	36,390	31,641	15.0%
\$ 135,089	\$ 130,832	3.3%	Total Mutual Income	\$ 1,051,408	\$ 1,046,650	0.5%
53,332	53,332	0.0%	Trust Maintenance Cost	# 426,658	426,652	0.0%
11,404	10,267	11.1%	Utilities	73,794	82,138	-10.2%
-	1,330	-100.0%	Professional Fees	4,558	10,643	-57.2%
11,637	19,298	-39.7%	Outside Services	120,342	154,383	-22.0%
10,540	9,263	13.8%	Taxes & Insurance	84,322	74,101	13.8%
37,342	37,342	0.0%	Contributions To Reserves	298,732	298,732	0.0%
\$ 124,255	\$ 130,832	-5.0%	Operating Expenses Before Off-Budget	\$ 1,008,406	\$ 1,046,649	-3.7%
\$ 10,834	-		Excess Inc. / (Exp) After Off-Bdgt Items	43,002	1	
			Depreciation (Off-Budget Item)			
			Excess Inc. / (Exp) After Off-Bdgt Items	\$ 43,002	\$ 1	
			Restricted Reserve			
			Appliance Reserve	27,196		
			Painting Reserve	59,574		
			Roofing Reserve	905,854		
			Emergency Reserve	36,245		
			Infrastructure Reserve	424,124		
			Capital Fund Equity	50,000		
			Total Restricted Reserve	\$ 1,502,993		

Physical Property Update – October 2023

Landscaping Service

Mowing: Every other week starting in November.

Tree Trimming and Gutter Cleaning: Was completed in October.

Aeriation: The lawns have been aeriated and new seed will be sowed in November.

Physical Property Projects

Electrical Panels: Replacement of 20 Zinco electric panels is complete. We have 77 more to do and those will be done in the future. The plan is to do 20 each year.

Roofing: Our roofer has notified us that the replacement of the roofs on 3 buildings: 253, 254 and 255 has been moved to the Spring.

Termite/Dry Rot damage: Our Service Maintenance staff is replacing the identified termite and dry rot damage in our Mutual. The workers will be followed by painters who will paint only the areas that have been repaired.

The new organic waste cans have been swapped out for clean ones. We are investigating options to try to keep these cans cleaner by more frequent pickup or more frequent changing out for clean cans.

Leisure World Community Carport Parking Hazard Alert

Hyundai Motor America and Kia America have issued “park outside” recalls for more than 3.3 million vehicles due to the risk of fire. Out of an abundance of caution, owners of these vehicles should not use their carports and park away from buildings when possible until their vehicle is repaired.

Until these recalled vehicles have been repaired, the manufacturers say the safest place to park them is outside and away from homes and other structures. ***Fires can occur whether the vehicle is parked and turned off or while driving.***

Owners of the approximately 1.64 million select Hyundai and Genesis vehicles listed below should park their vehicles outside and away from homes until their vehicles have been repaired, due to a new recall for the risk of fire.

Hyundai’s safety recall applies to the following vehicles and model years:

2012-2015 Accent	2013 Santa Fe Sport
2012-2015 Azera	2011-2015 Sonata HEV
2011-2015 Elantra	2010-2013 Tucson
2013-2015 Elantra Coupe	2015 Tucson Fuel Cell
2014-2015 Equus	2012-2015 Veloster
2011-2015 Genesis Coupe	2010-2012 Veracruz
2013-2015 Santa Fe	

Owners of the approximately 1.73 million select Kia vehicles listed below should also park their vehicles outside and away from homes until their vehicles have been repaired:

2014-2016 Cadenza	2011-2017 Rio
2011-2013 Forte/Forte Coupe	2010 Rondo
2015-2017 K900	2011-2014 Sorento
2010-2015 Optima	2011-2013 Soul
2011-2013 Optima Hybrid	2010-2013 Sportage

The vehicle's anti-lock brake system module could leak brake fluid internally and cause an electrical short. An electrical short could result in significant overcurrent in the ABS module, increasing the risk of an engine compartment fire while driving or parked.

There have been 21 related vehicle fires in the United States as well as 22 thermal incidents, including visible smoke, burning and melting. Hyundai plans to notify owners to bring their vehicles to the nearest dealership to replace the ABS module fuse.

Kia is still working on a remedy.

PORTFOLIO SPECIALIST REPORT

OCTOBER 2023

Candle Fire Safety

DON'T LET THIS



With the holiday season rapidly arriving and with cooler fall temperatures here, many of us enjoy the warmth and light offered by a candle. Candles are decorative, come in many pleasing aromas, and can offer ready and simple light during power outages and emergencies. BUT the use of candles has also resulted in the following statistics (as provided by the U.S. Fire Administration):

- ❖ On average, 42 home candle fires are reported every day.
- ❖ More than half of all candle fires start when something that could burn, such as furniture, mattresses or bedding, curtains, or decorations too close to the candle.
- ❖ Over one-third (36%) of home candle fires begin in the bedroom.
- ❖ Young children and older adults have the highest death risk from candle fires.

TURN INTO THIS



If you use a candle, please make sure to follow the following candle safety tips:

- ❖ Consider using battery-operated or electric flameless candles and fragrance warmers, which can look, smell, and feel like real candles – without the flame.
- ❖ Avoid using candles in bedrooms and sleeping areas.
- ❖ Extinguish candles after use and before going to bed.
- ❖ Keep candles at least 12 inches from anything that can burn.
- ❖ Keep candles out of the reach of children and pets.
- ❖ Never use a candle where medical oxygen is being used. The two can combine to create a large, unexpected fire.
- ❖ Always use a flashlight – not a candle – for emergency lighting.



NEVER leave burning candles unattended!

**Remember! Candle fires are PREVENTABLE.
The top six days for home candle fires are:**

- Halloween
- Thanksgiving
- December 23
- Christmas Eve
- Christmas Day
- New Year's Day

In the event of a fire, remember time is the biggest enemy and every second counts!

Escape first, and then call 911 for help. Develop a home fire escape plan and practice it frequently, and do not forget about that important emergency "grab-and-go bag". Never stand up in a fire, always crawl low under the smoke, and try to keep your mouth covered. Never return to a burning building for any reason: it may cost you your life.