

**AGENDA**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL TEN**  
**March 27, 2024**  
**Meeting begins at 9:00 a.m.**  
**Conference Room B and Zoom Video and Call Conference Meeting**

**TO ATTEND ON ZOOM:** The Shareholder will be provided with instructions on how to access the call via Zoom/telephone upon the Shareholder contacting Mutual Administration and requesting the log-in information. Please submit your information, including your name, Unit number, and telephone number, via e-mail at [mutualsecretaries@lwsb.com](mailto:mutualsecretaries@lwsb.com) or by calling (562) 431-6586 ext. 2320, by no later than 3:00 p.m., the business day before the date of the meeting.

**TO PROVIDE COMMENTS DURING MEETING VIA ZOOM:** In order to make a comment during the open Shareholder Comments, the Shareholder must (i) notify their designated director of their intent to speak during Shareholder open forum, or (ii) submit their information, including their name, Unit number, and telephone number, via e-mail at [mutualsecretaries@lwsb.com](mailto:mutualsecretaries@lwsb.com), no later than 3:00 p.m. on 03/26/2024, the business day before the date of the meeting.

1. CALL TO ORDER - BOARD ROOM DECORUM

2. ROLL CALL

3. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

Carol Levine, GRF Representative  
Ripa Barua, Sr. Portfolio Specialist  
Darrien Moore, Building Inspector  
Dinna Kong, Portfolio Specialist

4. SHAREHOLDERS' COMMENTS (4 minutes per shareholder; CFO Giles will time.)

5. PRESIDENT'S COMMENTS

6. APPROVAL OF MINUTES

- a. Approval of Regular Meeting Minutes of February 28, 2024.
- b. Approval of Special Meeting Minutes of March 13, 2024. (pp.3-4)

7. GRF REPRESENTATIVE

Carol Levine

8. BUILDING INSPECTOR'S REPORT

Darrien Moore

Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p.5)

- a. Discuss and Vote to Approve Marco Construction Proposal for Unit# 258-I. (pp.6-7)
- b. Discuss and Vote to Approve J&J Landscape Proposal for Stump Removal. (pp.8-9)

9. CONSENT CALENDAR

Michael Giles

- a. Discuss and Vote to Approve Transfer of Funds for March. (p.10)

10. CHIEF FINANCIAL OFFICER'S REPORT

Michael Giles

- a. Approval of Mutual Monthly Finances (p.11)
- b. Discuss and Vote to Invest in Brokered CDs. (p.12)

- c. Discuss and Vote to Approve Association Reserve Loyalty Plan. (p.13)

#### 11. SECRETARY/CORRESPONDENCE

Elissa Viglietta

#### 12. UNFINISHED BUSINESS

- a. No unfinished Business.

#### 13. NEW BUSINESS

- a. Discuss and Vote to Cancel May 22, 2024, Regular Monthly Meeting. (p.14)
- b. Discuss and Vote to Reschedule May 22, 2024, Regular Monthly Meeting. (p.15)
- c. Discuss and Vote to Approve Inspector of Elections. (p.16)
- d. Discuss and Vote to Approve Cumulative Voting Statement. (p.17)
- e. Discuss and Vote to Approve Annual Record Date. (p.18)
- f. Discuss Arrangements of Annual Meeting.

#### **STAFF BREAK BY 11:00 a.m.**

#### 14. PORTFOLIO SPECIALIST REPORT

Ms. Kong

#### 15. ANNOUNCEMENTS – DATES TO REMEMBER

- a. **NEXT REGULAR MONTHLY MEETING: Wednesday, April 24, 2024, 9:00 a.m. Location: Building 5, Conference Room B and Via Zoom Video and Call Conference Meeting**
- b. **Special Meetings scheduled for the following:**
  - 1. **Tuesday, April 9, 2024, at 2:30pm Location: Clubhouse 3, Room 8**
  - 2. **Tuesday, May 14, 2024, at 2:30pm Location: Clubhouse 3, Room 8**
- c. **ANNUAL MEETING scheduled Tuesday, May 21, 2024, at 10:00am Location: Clubhouse 4**

#### 16. COMMITTEE REPORTS

- a. Physical Property Committee
- b. Landscape Committee
- c. Emergency Information Council

#### 17. DIRECTORS' COMMENTS

#### 18. ADJOURNMENT

#### 19. EXECUTIVE SESSION

- a. Legal Matters
- b. Contracts
- c. Assessments / Delinquencies
- d. Disciplinary Hearings

#### **STAFF WILL LEAVE THE MEETING BY 12:00 p.m.**

**MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL TEN  
March 13, 2024 Clubhouse 3 Room 3**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Wednesday, March 13, 2024, at 1:30 p.m. Clubhouse 3 Room 3.

**ROLL CALL:**

**Present:** President Arlart, Vice President Cummings, Secretary Viglietta, CFO Giles, Director Sims

**Staff:** Building Inspector Moore (arrive 1:35 p.m.)

**SHAREHOLDER COMMENTS**

Shareholders present. Comments made.

**PURPOSE OF THE MEETING:** Directors discuss Building Inspector's Report, additional Physical Property and Landscape issues

**BUILDING INSPECTOR'S REPORT**

Building Inspector Moore updated the Mutual Ten Board on Mutual activity.

Discussed Fenn activity.

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

RESOLVED to approve "Alteration / Building Permit # 19202" for unit 10-242K.  
Work to be completed at shareholder's expense.

The MOTION passed unanimously.

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

RESOLVED to approve "Alteration / Building Permit # 19222" for unit 10-245F.  
Work to be completed 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 "Alteration / Building Permit # 19211" for unit 10-245F.  
Work to be completed at shareholder's expense.

The MOTION passed unanimously.

### **PHYSICAL PROPERTY CHAIR REPORT**

Discussed to put concrete replacement project on hold for next board follow-up.

Discussed circuit breaker project, next 20 schedule, materials hard to get.

Discussed dryer maintenance update.

### **LANDSCAPE REPORT**

Discussed request for stump grinding in flowerbeds of carports 120, 121, 122.

### **ADDITIONAL ITEMS**

Discussed Service Maintenance call requests.

Discussed painting mural on carport wall.

Discussed to not have a "Town Hall" to introduce candidates.

Discussed Association Reserves "Reserve Study Update Proposal".

### **ADJOURNMENT**

There being no further business to conduct, President Arlart adjourned the meeting at 2:24 p.m. and announced that there would be an Executive Session following to discuss member issues.

---

Attest

Elissa Viglietta, Secretary

SEAL BEACH MUTUAL TEN

Ra: 03/13/2024

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

## MUTUAL 10 INSPECTOR'S REPORT

MUTUAL: **(10) TEN** MONTH: **MARCH** INSPECTOR: **Darrien Moore**

### PERMIT ACTIVITY

UNIT #	WORK DESCRIPTION	GRF/CITY PERMIT	START DATE	FINISH DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR
238-F	Heat Pump	BOTH	01/25/24	04/25/24	NONE		GreenWood
245-F	REMODEL	BOTH	04/27/24	06/12/24	NONE		HADI
251-D	Windows	GRF	01/16/24	03/16/24	NONE		Bodies Glass
256-L	REMODEL	GRF	11/11/23	01/08/24	NONE		Los Al Builders
257-G	Remodel	BOTH	01/08/24	04/26/24	NONE	Half final 02/07/24	Marco Construction
258-E	FLOORING	GRF	02/15/24	03/30/24	NONE	FINAL - 03/18/24	Karys Carpet

### ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FINAL	FCOEI	RELEASE OF FUNDS	ACTIVE	CLOSING	CLOSED
239-F		01/16/24	02/12/24	03/13/24			4	2	14
245-F		09/13/23	01/29/24	02/05/24					
248-I		03/13/23							

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.
A-1 Plumbing 1/26/2024 - 01/30/24	Pipe Fix bldg 239
Roofing Standards 04/12/24 - 12/31/24	Re-Roof
Empire Pipe Cleaning 10/01/2023 - 12/31/2025	annually

### SHAREHOLDER & MUTUAL REQUESTS

SHAREHOLDER	MUTUAL
	256 - B Special Inspection
	256 - E Special Inspection

# *Mutual Corporation No. Ten*

---

## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE MARCO CONSTRUCTION PROPOSAL  
FOR UNIT# 258-I. (BUILDING INSPECTOR'S REPORT, ITEM A)  
**DATE:** MARCH 27, 2024  
**CC:** MUTUAL FILE

---

I move to approve Marco Construction Proposal # 19273 to install 39" H x 44" W rod iron gate at porch entrance for unit# 258-I. Work to be done at shareholder's expense.

GOLDEN RAIN FOUNDATION  
BUILDING PERMIT

Fee: \$ 25.00

Permit: # 19273

START DATE 03/25/2024 MUTUAL 10-0000 APT NO 2581  
COMPLETION DATE 04/30/2024 TODAY'S DATE 03/18/2024  
RESIDENT NAME Richard Sloan ADDRESS 1521 Interlachen Rd #2581

NATURE OF ALTERATION:

Install rod iron gate @ porch entrance 39"H x 44W.

(Per Building Mutual Standards)

Do not change or add to the above-specified alterations without proper written approval and change order from the Physical Property Office.

NOTICE TO RESIDENT OF AGREEMENT

This represents your official Building Permit. When you receive this permit, place it in a conspicuous location in or at your unit. No alteration may be started until this permit is posted. Do not remove this permit until final inspections are completed.

I, Richard Sloan, Owner/Member of the above apartment do hereby agree to bear the expense of the above alterations and, in the event of vacating this apartment, this alteration shall thereupon remain as part of the building.

I agree all work will comply with Foundation and Mutual Corporation policies, regulations and procedures. During my occupancy of this apartment, I will be free to use and enjoy the alteration within the framework of the Occupancy Agreement.

I also agree to be personally responsible for the repair and maintenance of the alteration, and authorize, in the event of my failure to perform, the Mutual Corporation to perform repairs or maintenance upon the alteration even though part of the alteration which has been authorized may be exterior to use interior surfaces of the perimeter walls, floors, and ceiling of the dwelling unit.

Further, I agree that I will personally maintenance the alteration and, in the event of my failure, after reasonable notice from the Mutual Corporation in the event that the Mutual Corporation performs any repairs or maintenance upon the alteration. I will immediate pay the Mutual Corporation upon being billed.

I will, in the event of sale or transfer, obtain the consent of the new owner/member(s) to become responsible for the repair and maintenance of the alteration herein provided.

\*\*\*  
Mutual Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*  
Owner/Member Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE TO CONTRACTOR – Contractor performing this work is required to maintain insurance in such amounts as may be deemed adequate by the Physical Property Office, considering the nature of the work which is undertaken. Prior to the issuance of this Building Permit, Certificates of Insurance and Endorsements, together with Contractor's licenses issued by the State of California and the City of Seal Beach, must be filled with the Physical Property Office.**

**CONTRACTOR MUST CALL PHYSICAL PROPERTY OFFICE FOR INSPECTIONS WHEN JOB IS READY.**

City of Seal Beach Permit Required? ☐ Yes ☒ No

Permit # \_\_\_\_\_

For final inspection, Contractor must call both the Physical Property Office and City of Seal Beach for a joint final inspection. (24 hours' notice is required)

NOTICE: Contractor must furnished copy of City of Seal Beach Permit with Valuation Amount before start of job.  
Contractor must furnish Lien Release to Physical Property Office upon completion of alterations.

\*\*\*  
Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Marco Construction

\*\*\* D. Moore 03/19/24  
GRF Inspection/Supervisor, Physical Property Office Date

	Approved By	Date		Approved By	Date
<b>BUILDING</b>					
Footing	_____	_____	Landscaping	_____	_____
Framing	_____	_____	Lock Box w/ key	_____	_____
Wood Treatment	_____	_____	<b>ELECTRICAL WORK</b>		
Shear Panel	_____	_____	Rough Wiring	_____	_____
Insulation	_____	_____	Final Inspection	_____	_____
Roof Sheathing	_____	_____	<b>HVAC</b>		
Roof	_____	_____	Rough Wiring	_____	_____
Flashing	_____	_____	Final Inspection	_____	_____
Lathing	_____	_____	Rodent Proofing	_____	_____
Dry Wall	_____	_____	<b>PLUMBING</b>		
Scratch Coat	_____	_____	Ground Work	_____	_____
Brown Coat	_____	_____	Rough Plumbing	_____	_____
Finish Plastering	_____	_____	Finish Work	_____	_____
Miscellaneous	_____	_____	<b>FINISH BUILDING</b>	_____	_____
Tile Approval	_____	_____			

# *Mutual Corporation No. Ten*

---

## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE J&J LANDSCAPING PROPOSAL FOR STUMP REMOVAL. (BUILDING INSPECTOR'S REPORT, ITEM B)  
**DATE:** MARCH 27, 2024  
**CC:** MUTUAL FILE

---

I move to approve J&J Landscaping proposal to remove 10 stumps along carport 120, 121, and 122 in Mutual Ten at a total cost not to exceed \$250. Funds to come from Landscape - Extras and authorize the President to sign any necessary documentation.



J & J  
Landscaping

Lic# 790032

# PROPOSAL

(562) 650-1511

CD\_Juventud@yahoo.com

11535 Belcher St.,  
Norwalk, CA 90650

Attention:

Mutual No. 10

Golden Rain Foundation

P.O. Box 2069

Seal Beach, CA 90740

Date: 3-14-24

Description	Quantity	Unit Price	Cost
Remove 10 stumps along CP 120,121,122			\$ 250
<b>Labor and materials</b>		Total	\$ 250

Thank you for choosing J & J Landscaping!

# Mutual Corporation No. Ten

## MEMO

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE AUTHORIZATION OF TRANSFERS OF FUNDS FOR MUTUAL TEN. (CONSENT CALENDAR, ITEM A)  
**DATE:** MARCH 27, 2024  
**CC:** MUTUAL FILE

I 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>
2/7/24	\$ 56,856.19	US Bank Checking/ US Bank Impound (Property Taxes)
2/21/24	\$ 76,159.00	US Bank Checking/ US Bank Restricted Money Mkt.

# *Mutual Corporation No. Ten*

---

## **MEMO**

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPROVAL OF MUTUAL MONTHLY FINANCES (CHIEF FINANCIAL OFFICER'S REPORT, ITEM A)  
**DATE:** MARCH 27, 2024  
**CC:** MUTUAL FILE

---

I move 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 February 2024.

# *Mutual Corporation No. Ten*

---

## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO INVEST IN BROKERED CDS.  
(CHIEF FINANCIAL OFFICER'S REPORT, ITEM B)  
**DATE:** MARCH 27, 2024  
**CC:** MUTUAL FILE

---

I move to invest \$700,000.00 in brokered CDs through US Bancorp at the prevailing interest rates at the time of purchase and at the discretion of the financial advisor.

# *Mutual Corporation No. Ten*

---

## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE ASSOCIATION RESERVE LOYALTY PLAN.  
(CHIEF FINANCIAL OFFICER'S REPORT, ITEM C)  
**DATE:** MARCH 27, 2024  
**CC:** MUTUAL FILE

---

I move to approve a 3-year contract with Association Reserves, Inc. for three annual visits, one on-site visit in 2025, one no-site visit in 2026, and one no-site visit in 2027, at a cost of \$790.00 per year, funds to come from Outside Services and authorize the President to sign the contract.

# *Mutual Corporation No. Ten*

---

## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO CANCEL MAY 22, 2024, REGULAR MONTHLY MEETING FOR MUTUAL 10. (NEW BUSINESS, ITEM A)  
**DATE:** MARCH 27, 2024  
**CC:** MUTUAL FILE

---

I move to cancel Mutual Ten's regular monthly meeting on May 22, 2024.

# *Mutual Corporation No. Ten*

---

## **MEMO**

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO RESCHEDULE MAY 22, 2024, REGULAR MONTHLY MEETING. (NEW BUSINESS, ITEM B)  
**DATE:** MARCH 27, 2024  
**CC:** MUTUAL FILE

---

I move to reschedule May 22, 2024, regular monthly meeting to Thursday, May 23, 2024, at 1:00 p.m. in Building 5, Conference Room B.

**OR**

I move to reschedule May 22, 2024, regular monthly meeting to Wednesday, May 29, 2024, at 9:00 a.m. in Building 5, Conference Room B.

# *Mutual Corporation No. Ten*

---

## **MEMO**

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPOINT HOA ELECTIONS OF CALIFORNIA AS INSPECTOR OF ELECTIONS. (NEW BUSINESS, ITEM C)  
**DATE:** MARCH 27, 2024  
**CC:** MUTUAL FILE

---

### **Article VI, Section 6.2 – Inspector of Elections.**

The Mutual shall select an independent third party or parties as an Inspector or Inspectors for any election by Secret Ballot; the number of Inspectors shall be one (1) or three (3). For purposes of this Section 6.2, an independent third party includes, but is not limited to, a volunteer poll worker with the County registrar of voters, a licensee of the California Board of Accountancy, or a notary public.

I move to appoint HOA Elections of California as Mutual Ten's Inspectors of Election for the 2024-2025 Election of Directors.



# *Mutual Corporation No. Ten*

---

## **MEMO**

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE CUMULATIVE VOTING STATEMENT.  
(NEW BUSINESS, ITEM D)  
**DATE:** MARCH 27, 2024  
**CC:** MUTUAL FILE

---

### **Article V, Section 5.4 – Cumulative Voting.**

Each Shareholder entitled to vote at any election of Directors where two (2) or more positions are to be filled shall have the right to cumulate such Shareholder's votes by giving one (1) candidate a number of votes equal to the number of Directors to be elected, multiplied by the number of votes to which the Shareholder is entitled, or by distributing the Shareholder's votes on the same principle among as many candidates as that Shareholder desires.

Per the Mutual's By-laws, Article V, Section 5.4, I \_\_\_\_\_ Shareholder of Mutual Ten Unit \_\_\_\_\_, intend to vote cumulatively for the Elections of Directors for the 2024-2025 term of office.

# Mutual Corporation No. Ten

---

## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE RECORD DATE FOR ANNUAL 2024 ELECTIONS. (NEW BUSINESS, ITEM E)  
**DATE:** MARCH 27, 2024  
**CC:** MUTUAL FILE

---

### **Article V, Section 5.6 – Record Dates.**

The Board may fix, in advance, a date as the record date for the purpose of determining the Shareholders entitled to notice of meeting of Shareholders and to vote, as follows:

(a) The Board may fix, in advance, a date as the record date for the purpose of determining the Shareholders entitled to notice of any meeting of Shareholders. Such record date shall not be more than sixty (60) days nor less than ten (10) days before the date of the meeting. If no record date is fixed, Shareholders at the close of business on the business day preceding the day on which notice is given are entitled to notice of a meeting of Shareholders. A determination of Shareholders entitled to notice of a meeting of Shareholders shall apply to any adjournment of the meeting, unless the Board fixes a new record date for the adjourned meeting.

(b) The Board may fix, in advance, a date as the record date for the purpose of determining the Shareholders entitled to vote at a meeting of Shareholders. Such record date shall not be more than sixty (60) days before the date of the meeting. Such record date shall also apply in the case of an adjournment of the meeting, unless the Board fixes a new record date for the adjourned meeting. If no record date is fixed, Shareholders on the day of the meeting who are otherwise eligible to vote are entitled to vote at the meeting of Shareholders or, in the case of an adjourned meeting, Shareholders on the day of the adjourned meeting who are otherwise eligible to vote are entitled to vote at the adjourned meeting of Shareholders.

I move to approve the record date of \_\_\_\_\_ for the annual 2024 Mutual Ten elections.