

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL TEN  
March 27, 2024**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Wednesday, March 27, 2024, 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: Zero Mutual Ten Shareholder (via zoom)  
One Mutual Ten Shareholders (in-person)

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

**SHAREHOLDER COMMENTS**

No shareholders made a comment.

**PRESIDENT'S COMMENTS**

President Arlart provided several comments and updates on Mutual Elections.

**APPROVAL OF MINUTES**

The Regular Board Meeting Minutes of February 28, 2024, were approved by general consent of the board, as distributed.

The Special Board Meeting Minutes of March 13, 2024, were approved by general consent of the board, as printed.

**GRF REPRESENTATIVE'S REPORT**

GRF Representative Levine provided updates on GRF Projects.

Building Inspector Moore left the meeting at 9:24 a.m. and returned at 9:25 a.m.

**BUILDING INSPECTOR'S REPORT**

Building Inspector Moore presented his report (attached).

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

RESOLVED 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.

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 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.

The MOTION passed unanimously.

Following questions, Mr. Moore left the meeting at 9:45 a.m.

Ms. Hopkins left the meeting at 9:46 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 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.

The MOTION passed unanimously.

**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 month of February 2024.

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 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.

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 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.

The MOTION passed unanimously.

**SECRETARY/CORRESPONDENCE**

Secretary Viglietta received no correspondence.

**UNFINISHED BUSINESS**

No Unfinished Business.

**NEW BUSINESS**

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

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

The MOTION passed unanimously.

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

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

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

The MOTION passed unanimously.

Per the Mutual's By-laws, Article V, Section 5.4, I Esther Cummings Shareholder of Mutual Ten Unit 254A, intend to vote cumulatively for the Elections of Directors for the 2024-2025 term of office.

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

RESOLVED to approve the record date of April 18, 2024 for the annual 2024 Mutual Ten elections.

The MOTION passed unanimously.

### **PORTFOLIO SPECIALIST REPORT**

Sr. Portfolio Specialist Barua presented her report (attached).

### **ANNOUNCEMENTS**

- a. **NEXT REGULAR MONTHLY BOARD 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: Tuesday, May 21, 2024, at 10:00 am Location: Clubhouse 4**
- d. **NEXT REGULAR MONTHLY BOARD MEETING: Wednesday, May 29, 2024, 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**

Several Directors made comments.

**ADJOURNMENT**

There being no further business to conduct, President Arlart adjourned the meeting at 10:38 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 March 27, 2024, at 10:59 a.m. and took the following actions:

The Mutual Ten Board approved the Executive Meeting Minutes of February 28, 2024 and Special Executive Meeting Minutes of March 13, 2024, as presented.

1. Legal Matters
  - a. One legal matter was discussed.
2. Contracts
  - a. No contracts were discussed.
3. Assessments / Delinquencies
  - a. Several letters were to be drafted.
  - b. Several files to monitor.
  - c. Some files were closed.
4. Disciplinary Hearings
  - a. One Disciplinary hearing occurred.

President Arlart adjourned the meeting at 12:08 p.m.

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Attest, Elissa Viglietta, Secretary  
SEAL BEACH MUTUAL TEN  
DK 03/27/24  
Attachments

**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 4<sup>th</sup> 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](http://www.lwsb.com) – go to “MUTUALS” – CLICK ON “Mutual 10”**

**RESOLUTIONS IN THE REGULAR  
MONTHLY MEETING OF March 27, 2024**

The Regular Board Meeting Minutes of February 28, 2024, were approved by general consent of the board, as distributed.

The Special Board Meeting Minutes of March 13, 2024, were approved by general consent of the board, as printed.

RESOLVED to approve Marco Construction Proposal #19273 to install 39” H x 44” W rod iron gate at porch entrance for unit# 258-l. Work to be done at shareholder’s expense.

RESOLVED 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.

RESOLVED 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.

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 February 2024.

**BOARD OF DIRECTORS  
MUTUAL TEN**

**March 27, 2024**

RESOLVED 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.

RESOLVED 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.

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

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

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

Per the Mutual's By-laws, Article V, Section 5.4, I Esther Cummings Shareholder of Mutual Ten Unit 254A, intend to vote cumulatively for the Elections of Directors for the 2024-2025 term of office.

RESOLVED to approve the record date of April 18, 2024 for the annual 2024 Mutual Ten elections.

**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**

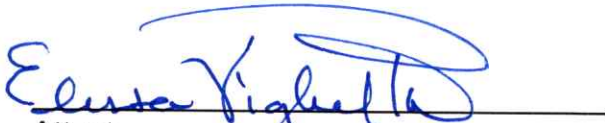
Discussed request for stump grinding in flowerbeds of carports 120, 121, 122.

**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

## 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

**CFO Report - Mutual 10**  
**February 28, 2022**

Account Description	\$ Variance	% Variance	Explanation
Total Operating Income	\$ 227	5.2%	Total Operating Income year to date ended the month of February \$227 better than plan. Inspection Fees were under budget plan \$1,500 due to fewer units sold than planned however, this is offset by Byres Premium Income of \$2,000, which is an income not considered when budgeting.
Utilities	\$ (957)	-5.5%	Utilities year to date ended the month of February at \$957, better than plan. Electricity and Trash are \$451 over plan. This overage of the the plan is offset by Water being \$1,408 better than plan.
Professional Fees	\$ (1,831)	-61.5%	Professional Fees year to date ended the month of February \$1,821, better than plan. The better than the plan is in primarily in Legal Fees, which will be offset by work in process by Attorneys not yet billed.
Outside Services	\$ (4,133)	-11.1%	Outside Services year to date ended the month of February better than plan \$4,133. Landscaping is better than plan of \$3,986, which will be used in future months with extra services and trees trimmed. Painting is over plan \$1,798 due to 2021 work not billed until 2022. Other Services are better than the plan of \$1,944.
Taxes & Insurance	\$ 2,183	13.7%	As in the past years Taxes & Insurance are over plan every month due to an accounting procedure and will be corrected by year-end.
Excess Inc / (Exp) After Off-Bdgt Items	\$ 4,961	0.0%	

February 28, 2022

SEAL BEACH MUTUAL NO. 10  
FINANCIAL STATEMENTS RECAP  
For the 2 months ending February 28, 2022

February			Account	YTD			\$ Variance
Actual	Budget	Variance		Actual	Budget	Variance	
82,130	82,129	0.0%	Regular Assessment	164,260	164,258	0.0%	2
33,478	33,478	0.0%	Reserve Funding	66,956	66,956	0.0%	-
<b>115,608</b>	<b>115,607</b>	<b>0.0%</b>	<b>Total Regular Assessment</b>	<b>231,216</b>	<b>231,214</b>	<b>0.0%</b>	<b>2</b>
689	800	-13.9%	Service Income	1,346	1,600	-15.9%	(254)
(8)	13	-161.5%	Financial Income	12	26	-53.8%	(14)
3,193	1,349	136.7%	Other Income	3,193	2,698	18.3%	495
<b>3,874</b>	<b>2,162</b>	<b>79.2%</b>	<b>Total Operating Income</b>	<b>4,551</b>	<b>4,324</b>	<b>5.2%</b>	<b>227</b>
<b>\$ 119,482</b>	<b>\$ 117,769</b>	<b>1.5%</b>	<b>Total Mutual Income</b>	<b>\$ 235,767</b>	<b>\$ 235,538</b>	<b>0.1%</b>	<b>229</b>
47,480	47,480	0.0%	Trust Maintenance Cost	# 94,960	94,960	0.0%	-
8,798	8,732	0.8%	Utilities	16,507	17,464	-5.5%	(957)
949	1,488	-36.2%	Professional Fees	1,145	2,976	-61.5%	(1,831)
13,034	18,639	-30.1%	Outside Services	33,145	37,278	-11.1%	(4,133)
9,047	7,955	13.7%	Taxes & Insurance	18,093	15,910	13.7%	2,183
33,478	33,478	0.0%	Contributions To Reserves	66,956	66,956	0.0%	-
<b>\$ 112,786</b>	<b>\$ 117,772</b>	<b>-4.2%</b>	<b>Operating Expenses Before Off-Budget</b>	<b>\$ 230,806</b>	<b>\$ 235,544</b>	<b>-2.0%</b>	<b>(4,738)</b>
<b>\$ 6,696</b>	<b>-</b>		<b>Excess Inc / (Exp) After Off-Bdgt Items</b>	<b>\$ 4,961</b>	<b>-</b>		<b>4,967</b>
			Depreciation (Off-Budget Item)				
			<b>Excess Inc / (Exp) After Off-Bdgt Items</b>	<b>\$ 4,961</b>	<b>\$ -</b>		
			<b>Restricted Reserve</b>				
(141)			Appliance Reserve	18,420			
1,305			Painting Reserve	17,466			
21,449			Roofing Reserve	874,052			
-			Emergency Reserve	50,000			
8,746			Infrastructure Reserve	234,430			
-							
<b>\$ 31,359</b>			<b>Total Restricted Reserve</b>	<b>\$ 1,194,368</b>			

## Physical Property Update – March 2024

Dryers: National Service Company sent out a crew to clean the vents on our dryers. They cleaned the vents located behind the dryers. They also replaced some of the vent tubes. Unfortunately, they did not clean the lint baskets. They are now scheduled to return and remove the vent basket located at the front of each dryer and clean out under the basket and replace any baskets that have holes or sharp points from broken screen. They are not charging for this service.

Roofing: The next 5 roofs (253, 254, 255, 256 and 257) are now scheduled for August. Given all the rain we have had this is probably good.

### Landscaping

Our lawns are looking great due to all the rain and the re-seeding with rye in the fall.

At the April Physical Property Council meeting our landscaper, J&J will be presenting ideas on converting some grass areas to native and draught-resistant plantings. Many Mutuals are also looking at converting some of our grass areas to “recreation areas” to meet the State mandate regarding grass removal. We expect the State of California will be offering programs to help with the cost of replacing grass with flowerbeds and other ground covers and we want to be ready to meet the State requirements and to possibly defray the cost with State grants.

EsC 3/24

# PORTFOLIO SPECIALIST'S REPORT

## March 2024



Collecting and keeping too many things in your Unit, or on your patio/porch, might present a clear and present danger of rodent and insect infestation, and even the possibility of creating a fire hazard within your Unit.

**Please note:** It is against the Law to place electronic waste, smoke detectors, batteries, paint cans, sharps, pesticides and herbicides, auto parts and light bulbs, including fluorescent light bulbs, in either the **GREEN** or the **WHITE** Waste Containers.

**Large items:**

**DO NOT** leave any large items around the waste bin areas.

Furniture, mattresses, tables, chairs, and all other large items may be taken to the North-West corner of Seal Beach Leisure World.

A fine per occurrence may be brought against an individual Unit for leaving these items in or around the waste bin areas.

If you are not sure or have any questions regarding proper disposal of any items, please ask your Building Captain or Mutual Director for clarification.

**Mutual and GRF Elections will be beginning soon.**

**This is your community! Please see the 2024 GRF & Mutual Election and Annual Meeting Schedule in LW Weekly!**

