

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SIXTEEN
February 7, 2017 9:30 a.m.

CALL TO ORDER, *PLEDGE ALLEGIANCE*

Al Grenrock

**“WELCOME TO THE REGULARLY SCHEDULED MONTHLY MEETING OF THE
BOARD OF DIRECTORS OF MUTUAL SIXTEEN.”**

ROLL CALL

Kheara Aquino

INTRODUCTION OF SHAREHOLDER(S'), GUEST(S'), AND STAFF:

Jodi Hopkins, Mutual Administration Director
Jerry Antisdell, Building Inspector
Kheara Aquino, Recording Secretary

APPROVAL OF MINUTES – **Regular Meeting of January 3, 2017**

BUILDING INSPECTOR'S REPORT (Page 2)

Jerry Antisdell

GRF REPRESENTATIVE

Suzanne Fekjar

PRESIDENTS REPORT

Al Grenrock

CHIEF FINANCIAL OFFICER'S REPORT

Al Grenrock

SECRETARY/CORRESPONDENCE

Marcia Clawson

MUTUAL ADMINISTRATION DIRECTOR

Jodi Hopkins

OLD BUSINESS –

NONE

NEW BUSINESS –

- a. Discussion contract work required
- b. Discussion re-piping Mutual 16 Buildings 52, 53 and 54
- c. Discussion Fire safety inspection April 11-12 2017
- d. Ratify Phone poll–Sole Source tree trimming
- e. Reassignment of Director duties
- f. Rescind the following non–valid Mutual 16 Policies:
 - Policy 7301 – Accounting and Fiscal Audit Expense (Page 3)
 - Policy 7320 – Accounting and Fiscal Patronage Refunds (Page 4)
 - Policy 7340 – Accounting and Fiscal Accounts Receivables (Page 5)
 - Policy 7341 – Accounting and Fiscal Cashier Service (Page 6)

DIRECTOR(S') COMMENTS

ANNOUNCEMENTS

SHAREHOLDER(S') COMMENTS

ADJOURNMENT

EXECUTIVE SESSION (legal, contract, and member issues)

STAFF WILL LEAVE THE MEETING BY 12:10 P.M.
NEXT MEETING: TUESDAY, MARCH 7, 2017, at 9:30 a.m.

INSPECTOR END OF YEAR REPORT MUTUAL REPORT

MUTUAL: (16) SIXTEEN

INSPECTOR: Jerry Antisdal

MUTUAL BOARD MEETING DATE: February 7, 2017

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
50-A	CARPORT CABINET	GRF	01/04/17	01/07/17	NO	NONE	MIKE HANDYMAN
50-B	REMODEL	BOTH	03/07/16	04/20/16	NO	04/18/16 FINAL	BERGKVIST
50-B	CARPORT CABINET	GRF	01/16/17	01/16/17	NO	NONE	MIKE HANDYMAN
51-D	HEAT PUMP	BOTH	12/28/16	01/28/16	NO	01/03/17 FINAL	GREENWOOD
51-D	SHOWER CUTDOWN	BOTH	01/16/17	02/19/17	NO	02/02/17 FINAL	NU KOTE
51-G	ROOM ADDITION	BOTH	04/22/16	09/30/16	NO	NONE	KRESS
51-G	ROOM ADDITION	BOTH	04/22/16	09/30/16	NO	06/28/16 UNDERGROUND	KRESS
51-G	ROOM ADDITION	BOTH	04/22/16	09/30/16	NO	08/10/16 FRAM/ELE/PLU	KRESS
51-G	ROOM ADDITION	BOTH	04/22/16	09/30/16	YES	08/15/16 INSULAT/LATH	KRESS
51-G	ROOM ADDITION	BOTH	04/22/16	09/30/16	YES	08/18/16 DRYWALL	KRESS
51-I	SHOWER CUTDOWN	BOTH	10/24/16	11/24/16	NO	10/31/16 FINAL	NU KOTE
52-A	RESURFACE PATIO	GRF	08/16/16	11/15/16	NO	08/24/16 FINAL	STOREWAYS
53-E	HEAT PUMP	BOTH	06/23/16	09/02/16	NO	09/02/16 FINAL	GREENWOOD
53-H	HEAT PUMP	BOTH	08/25/16	12/25/16	NO	09/02/16 FINAL	GREENWOOD

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
54-D		08/30/16	09/30/16	09/30/16	10/31/16	10/31/16	
51-C		09/13/16	12/06/16	12/07/16	12/21/16		
51-D		11/14/16	11/18/16	11/25/16	12/09/16	12/23/16	
54-K		10/04/16	12/20/16	12/20/16	12/28/16		
52-I		10/25/16	11/04/16	11/04/16	11/21/16	01/31/17	

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation

FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

CONTRACTS

CONTRACTOR	PROJECT
EMPIRE PIPE CLEANING	GOOD THROUGH 2016
FENN	GOOD THROUGH 2016

MUTUAL AND SHAREHOLDER REQUEST

CALLS AND VISITS TO UNITS
15

MUTUAL OPERATIONS

RESCIND-MUTUAL 16

ACCOUNTING AND FISCAL

Audit Expense – All Mutuals Except Five, Fifteen, and Seventeen

WHEREAS, in the past the audit expense has been charged to the year when the expense was billed and not for the year for which the audit was made

THEREFORE, BE IT RESOLVED that the audit expense be hereafter charged to the expenses for the year for which the audit was made. The audit expense for 1969 shall be charged to 1969 expenses.

MUTUAL ADOPTION:

RESCIND

ONE	04-30-70	
TWO	04-16-70	
THREE	04-20-70	
FOUR	04-06-70	
FIVE	04-03-70	Rescinded 10-19-16
SIX	04-24-70	
SEVEN	05-15-70	
EIGHT	04-09-70	
NINE	05-20-70	
TEN	03-30-70	
ELEVEN	04-02-70	
TWELVE	03-30-70	
FOURTEEN	03-26-70	
FIFTEEN:	04-02-70	Rescinded 07-21-14
SIXTEEN	04-09-70	
SEVENTEEN	N/A	

MUTUAL OPERATIONS

ACCOUNTING AND FISCAL

RESCIND-MUTUAL 16**Patronage Refunds****I. Legal Basis**

The Articles of Incorporation provide, under Article II for Mutuals 1 through 5, and Article III for Mutuals 6 through 16, that the Board of Directions may make refunds to stockholders as provided by the Bylaws and Occupancy Agreement. The Occupancy Agreement, under Article 3, provides that the corporation agrees that it will refund or credit to the member at the end of each fiscal year his proportionate share of such sums as have been collected in anticipation of expenses which are in excess of the amount needed for expense of all kinds, including reserves, in the discretion of the Board of Directors. The procedure recommended by FHA for such refund is stated in Section 2.

II. Refund Procedure

1. Mutual Boards should consider patronage refunds only at the close of a fiscal year.
2. A standard form of the resolution to be adopted by the Board is available for use.
3. The payment of any refund should be subject to two contingencies:
 - a. Completion of the audit, showing that the funds are available for payment.
 - b. The resolution, together with the statement of the auditors that the funds are available, should be submitted to FHA for approval prior to the payment of the refund.

III. Suggestions

Questions concerning the form to be used and the processing for FHA approval should be directed to the Executive Director.

Revised: 20 July 77

RESCIND

FIVE: 11-18-16

(Jul 77)

MUTUAL OPERATIONS

ACCOUNTING AND FISCAL

RESCIND-MUTUAL 16**Accounts Receivable**

This position is responsible for maintaining tenant Accounts Receivable records, including Golden Rain Foundation annual dues, on a current basis. All inquiries regarding tenant delinquencies should be referred to this office.

RESCIND

FIVE: 11-18-16

MUTUAL OPERATIONS

ACCOUNTING AND FISCAL

RESCIND-MUTUAL 16**Cashier Service**

The position of Cashier has been established to facilitate all cash payments made by those members not maintaining a commercial (checking) account who wish to transact all their business on a cash basis.