

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SIXTEEN
August 7, 2018
Meeting begins 9:30 a.m.
Building Five - Conference Room B

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, STAFF AND GUEST(S)

Mr. McGuigan, GRF Representative
Ms Hopkins, Mutual Administration Director
Mr. Antisdell, Building Inspector
Ms. Hulce, Recording Secretary

4. APPROVAL OF MINUTES
Regular Meeting Minutes of July 3, 2018
5. BUILDING INSPECTOR'S REPORT Mr. Antisdell
Permit Activity; Escrow Activity; Contracts & projects; Shareholder and Mutual Requests **(p.3)**
6. GRF REPRESENTATIVE Mr. McGuigan
7. UNFINISHED BUSINESS
None
8. NEW BUSINESS
 - a. Discuss Questions on Agreement and Plan of the Merger
 - b. Ratify phone poll to transfer funds to Appliance Reserves **(p. 4)**
 - c. Discuss and Vote to approve/deny Mr. C's Towing agreement for 2018-2019 **(p. 5-7)**
 - d. Review and sign Board Member Commitment Pledge and Code of Ethics for 2018-2019

STAFF BREAK BY 11:00 a.m.

- 9. SECRETARY/CORRESPONDENCE
- 10. CHIEF FINANCIAL OFFICER'S REPORT
- 11. MUTUAL ADMINISTRATION DIRECTOR
- 12. ANNOUNCEMENTS
 - a. NEXT REGULAR BOARD MEETING
Tuesday, September 4, 2018 at 9:30 a.m.
in Building Five, Conference Room B

13. COMMITTEE REPORTS

14. DIRECTORS' COMMENTS

- a. President's Report
- b. Vice President/Grounds Report

15. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)

16. ADJOURNMENT

17. EXECUTIVE SESSION

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

INSPECTORS MUTUAL REPORT

MUTUAL: **(16) SIXTEEN**

INSPECTOR: **Jerry Antisdal**

MUTUAL BOARD MEETING DATE: **REPORT FOR MUTUAL 16 AUGUST 7 TH**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
51-L	FLOORING	GRF/CITY	07/30/18	8/30/2018	NO	NONE	GUNDERSON

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
50-G		12/13/2017					
50-G		7/31/2018					
50-K		2/9/2018	06/13/18	6/13/2018	6/27/2018	7/27/2018	EXPIRED
51-L		6/12/2018					
54-C	6/20/2018						

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation
 FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

CONTRACTS

EMPIRE PIPE CLEANING GOOD UNTIL 2020
 FENN TERMITE AND PEST CONTROL GOOD UNTIL 2020
 JOHNS LANDSCAPE/ANGUIANO LAWN CARE STILL ON MONTH TO MONTH
 SEWER CLEANING 3 YEAR CONTRACT YEAR 1 \$280.00 YEAR 2 \$308.00 YEAR 3 \$296.00 TOTAL FOR 3 YEARS IS \$884.00 WITH EMPIRE

MUTUAL AND SHAREHOLDER REQUEST

CALLS AND VISITS TO UNITS 15

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL SIXTEEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RATIFY PHONE POLL TO TRANSFER FUNDS APPLIANCE RESERVES (NEW BUSINESS, ITEM B)
DATE: AUGUST 7, 2018
CC: MUTUAL FILE

I move to approve/deny to ratify the phone poll taken on July 6, 2018, regarding the transfer of \$2,450.00 from the Contingency Fund to the Appliance Reserves.

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL SIXTEEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY MR. C'S TOWING AGREEMENT
FOR 2018-2019 (NEW BUSINESS, ITEM C)
DATE: AUGUST 7, 2018
CC: MUTUAL FILE

At the August 7, 2018 Board Meeting, the Board of Directors will vote to approve the Mr. C's Towing agreement for 2018-2019.

I move to approve/deny the Mr. C's Towing Agreement for the towing of vehicles when there is a violation of Mutual Policy, effective 2018-2019 and authorize the President to sign the Agreement.



PRIVATE PROPERTY TOW SERVICES AGREEMENT

AGREEMENT DATE:		EFFECTIVE DATE:	
CUSTOMER:	Mutual Sixteen Corporation		
PROPERTY:	Mutual Sixteen		
TYPE OF PROPERTY:	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Retail
			<input type="checkbox"/> HOA

This agreement by and between the Towing Company (named below) and Customer (named above) shall serve as authorization to serve the Property named above in accordance with the requirements of California Vehicle Code Section 22658 (CVC 22658) "Removal From Private Property" upon the specific written authorization of Customer, except for Section 22658(1)(1)(E), for which this agreement may serve as the general authorization.

The Towing Company agrees to respond to the Property within a reasonable period of time when requested by Customer for the purposes of removing any vehicle(s) that are not in compliance with the property or business regulations as determined by Customer and communicated to the Towing Company in the written authorization provided by Customer under CVC 22658(1).

The Towing Company will, as prescribed by law, promptly report all impounded vehicles to the appropriate law enforcement agency and will perform all operations within the guidelines set forth in CVC 22658.

The Towing Company agrees that their employees will act and conduct themselves in a professional, workman-like manner on and off the above Property. This agreement is for a period of one (1) year commencing on the Effective Date noted above and shall automatically renew annually, unless terminated in writing upon 30-days written notice by either party.

ACCEPTED

Customer:	Mutual Sixteen Corporation	Tow Company:	Mr. C's Towing
Signed:		Signed:	
Print Name:	Al Grenrock	Print Name:	
Title:	Mutual Sixteen Board President	Title:	
Date:		Date:	

PRIVATE PROPERTY TOW SERVICES AGREEMENT

ACCOUNT INFORMATION

☐ Original ☐ Updated _____

Property/Complex Name:		
Property Address:		
City/Zip:		
Cross Streets:		
Mailing Address:	PO Box 2069, Seal Beach, CA 90740	
Property Management Co.	X Yes <input type="checkbox"/> No	
If Yes, Name, Address & Phone:	Golden Rain Foundation, PO Box 2069, Seal Beach, CA 90740 (562) 431-6586, Ext. 377	
MANAGER	ASSISTANT MANAGER	ON-SITE CONTACT
Executive Director	Mutual Administration Manager	Security Services Director
Phone: 562-431-6586	Phone: 562-431-6586	Phone: 562-594-4754
Fax: 714-851-1251	Fax: 714-851-1253	Fax: 562-431-8206
Security Company:	X Yes <input type="checkbox"/> No	
If Yes, Name, Address & Phone:	Internal Department of Property Management Company (562) 431-6586, Ext. 377	
Persons Authorized to Sign for Vehicle Removals	1.	Title: President
	2.	Title: Vice President
	3.	Title: CFO
	4.	Title: Secretary
	5.	Title: Director at Large
PLEASE CHECK APPROPRIATE BOXES		
<input type="checkbox"/> Fire Lane Removals	<input type="checkbox"/> Visitor Only Parking	<input type="checkbox"/> Posted "Tow-Away Zone"
<input type="checkbox"/> Ingress/Egress Interference	<input type="checkbox"/> Manager Parking Only	<input type="checkbox"/> Parking Permits
<input type="checkbox"/> Within 15' of Fire Hydrant	<input type="checkbox"/> Expired Tags	<input type="checkbox"/> Handicap Parking
<input type="checkbox"/> No Street Parking	<input type="checkbox"/> Tenants authorized to tow	<input type="checkbox"/> Blocking Carports
<input type="checkbox"/> Time Limit Parking	<input type="checkbox"/> Blocking Dumpster	<input type="checkbox"/> Double Parked
<input type="checkbox"/> Violation of Mutual _____ Policies on Mutual _____ Property, when directed by authorized Board Member		
<input type="checkbox"/> Proof of residence required. Describe: Carport spaces assigned and vehicle is to display decal of registration with Security. Non-resident parking by permission of Mutual _____ on a case-by-case basis.		
Local Rate Jurisdiction:		
Tow Rate:	\$210.00	
Storage Rate/Day:	\$70.00	
Other:	Gate Fee: \$97.50 Drop Fee: \$97.50	