

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SIXTEEN
August 7, 2018**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Sixteen was called to order by President/CFO Grenrock at 9:30 a.m. on Tuesday, August 7, 2018 in Conference Room B of Building Five, followed by the *Pledge of Allegiance*.

ROLL CALL

Present: President/CFO Grenrock, Vice President Merrifield,
Secretary M. Clawson, and Directors J. Clawson and
Gardette

GRF Representative: Absent

Guests: No Mutual Sixteen shareholders were present

Staff: Ms. Hopkins, Mutual Administration Director
Mr. Antisdell, Building Inspector
Mrs. Aquino, Recording Secretary

MINUTES

The Meeting Minutes of the July 3, 2018 were approved by general consent of the Board as presented.

BUILDING INSPECTOR'S REPORT

Inspector Antisdell submitted his report (attached).

Following questions, Inspector Antisdell left the meeting at 9:35 a.m.

UNFINISHED BUSINESS

There was no Unfinished Business to discuss.

NEW BUSINESS

Following a discussion, and upon a MOTION duly made by President/CFO Grenrock and seconded by Secretary Clawson, it was

RESOLVED, To accept the Mutual Fifteen offer to merge with
them.

The MOTION passed with one "no" vote (Merrifield).

**BOARD OF DIRECTORS
MUTUAL SIXTEEN**

August 7, 2018

NEW BUSINESS (continued)

Following a discussion, and upon a MOTION duly made by President/CFO Grenrock and seconded by Secretary Clawson, it was

RESOLVED, To approve 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.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Secretary Clawson and seconded by Director Gardette, it was

RESOLVED, To approve 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.

The MOTION passed.

SECRETARY'S REPORT / CORRESPONDENCE

Secretary Clawson received no correspondence.

CHIEF FINANCIAL OFFICER'S REPORT

President/CFO Grenrock presented the financial report (attached).

MUTUAL ADMINISTRATION DIRECTOR

Ms. Hopkins submitted her report (attached).

ANNOUNCEMENTS

Next meeting: Tuesday, September 4, 2018, Administration Building, Conference Room A at 9:30 a.m.

COMMITTEE REPORTS

There were no committee reports.

DIRECTORS' COMMENTS

President Grenrock presented his report (attached).

**BOARD OF DIRECTORS
MUTUAL SIXTEEN**

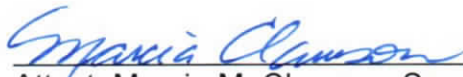
August 7, 2018

SHAREHOLDER COMMENTS

No shareholders comments were made.

ADJOURNMENT

There being no further business to conduct, President/CFO Grenrock adjourned the meeting at 10:35 a.m. and announced there would be an Executive Session following the meeting to discuss member issues.



Attest, Marcia M. Clawson, Secretary
SEAL BEACH MUTUAL SIXTEEN
ka: 08/10/18
Attachments

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OF AUGUST 7, 2018**

08-07-18 RESOLVED, To accept the Mutual Fifteen offer to merge with them.

RESOLVED, To approve 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.

RESOLVED, To approve 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.

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					EXPIRED
50-K		2/9/2018	06/13/18	6/13/2018	6/27/2018	7/27/2018	
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 16
August 7, 2018

Chief Financial Officer's Report

The monthly Budget Comparison for May 2018 reflected the following budget status.

Total Income and contributions to Capital were \$1,142 over the projected income of \$ 24,547, due to income from inspections fee and late charges.

Our Total Expenses of \$24,549. was under budget by \$1,814. The large contributions were Service Maintenance Standard at \$796. And Landscape Maintenance Extras \$628.

We ended May with an Excess Income Before off-Budget of \$2,956. for the month.

The monthly Budget Comparison for June 2018 reflected the following budget status.

Total Income and contributions to Capital were \$1,412 over the projected income of \$ 24,547, due to income from inspections fee.

Our Total Expenses of \$24,549. was over budget by \$3,824. The large contributor was Structural Repairs at \$3,800 which encompassed Contractors working on 3 shower modifications.

We ended June with an Excess Income Before off-Budget of \$(2,412). for the month.

The Financial Statement Recaps for May and June will be distributed with today's minutes.


Al Grenrock President / CFO
Mutual Sixteen

1016 Seal Beach Mutual No. Sixteen
Financial Statement Recap
06/30/2018

P.O. Box 2069
 Seal Beach CA 90740

Jun Actual	Jun Budget		2018 Y-T-D Actual	2018 Y-T-D Budget
15,319	15,319	Carrying Charges	91,917	91,914
8,810	8,809	Reserve Funding	52,857	52,854
24,129	24,128	Total Regular Assessments	144,774	144,768
119	146	Service Income	867	876
316	56	Financial Income	1,128	336
1,396	217	Other Income	3,907	1,302
1,830	419	Total Other Income	5,902	2,514
25,959	24,547	Total Mutual Income	150,676	147,282
9,162	9,162	GRF Trust Maintenance Fee	53,809	54,972
2,387	1,559	Utilities	9,808	9,354
34	34	Professional Fees	204	204
6,552	3,585	Outside Services	16,213	21,510
1,428	1,400	Taxes & Insurance	8,534	8,400
8,810	8,809	Contributions to Reserves	52,857	52,854
28,373	24,549	Total Expenses Before Off-Budget	141,425	147,294
(2,414)	(2)	Excess Inc/(Exp) Before Off-Budget	9,251	(12)
778	0	Depreciation Expense	4,668	0
(3,192)	(2)	Excess Inc/(Exp) After Off-Budget	4,583	(12)
		Restricted Reserves		
319	0	Appliance Reserve Equity	1,037	0
173	0	Painting Reserve	9,798	0
(2,263)	0	Contingency Operating Equity	25,643	0
1,285	0	Roofing Reserve	272,916	0
961	0	Emergency Reserve Equity	75,383	0
5,279	0	Infrastructure Reserve	175,526	0
5,753	0	Total Restricted Reserves	560,304	0

1016 Seal Beach Mutual No. Sixteen Financial Statement Recap 05/31/2018
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P.O. Box 2069
Seal Beach CA 90740

May Actual	May Budget		2018 Y-T-D Actual	2018 Y-T-D Budget
15,319	15,319	Carrying Charges	76,597	76,595
8,810	8,809	Reserve Funding	44,048	44,045
24,129	24,128	Total Regular Assessments	120,645	120,640
149	146	Service Income	748	730
306	56	Financial Income	812	280
1,106	217	Other Income	2,511	1,085
1,560	419	Total Other Income	4,072	2,095
25,689	24,547	Total Mutual Income	124,717	122,735
9,162	9,162	GRF Trust Maintenance Fee	44,647	45,810
1,540	1,559	Utilities	7,421	7,795
34	34	Professional Fees	170	170
1,762	3,585	Outside Services	9,661	17,925
1,428	1,400	Taxes & Insurance	7,106	7,000
8,810	8,809	Contributions to Reserves	44,048	44,045
22,735	24,549	Total Expenses Before Off-Budget	113,052	122,745
2,954	(2)	Excess Inc/(Exp) Before Off-Budget	11,664	(10)
778	0	Depreciation Expense	3,890	0
2,176	(2)	Excess Inc/(Exp) After Off-Budget	7,774	(10)
		Restricted Reserves		
175	0	Appliance Reserve Equity	718	0
173	0	Painting Reserve	9,625	0
187	0	Contingency Operating Equity	27,906	0
1,285	0	Roofing Reserve	271,631	0
961	0	Emergency Reserve Equity	74,422	0
7,089	0	Infrastructure Reserve	170,248	0
9,870	0	Total Restricted Reserves	554,551	0

Mutual Administration Director's Report

AUGUST 2018



In the summer heat a reminder to rest and cool down in the shade, minimize direct exposure to the sun and stay hydrated, drink plenty of water.

Slow down: reduce, eliminate or reschedule strenuous activities until the coolest time of the day.

Dress for summer: Wear lightweight, loose fitting, light-colored clothing to reflect heat.

Avoid extreme temperature changes.

Hot weather brings out the thirsty, hungry critters

- We must not feed wildlife. Bird feeders will attract rats, squirrels, and rabbits which will attract coyotes to your home.
- We must keep food, water and trash off our patios. Keep pet food and water bowls inside and not on your patio.

Cats and small dogs **should never be allowed outside alone.** Pets must always be accompanied by their owner and must be on a 6-foot leash at all times while outside. Do not use a retractable leash.

Never leave pets unattended in vehicles LOOK before you LOCK.

Mutual 16
August 7, 2018

President's Report

Good morning to all, and welcome to our meeting.

It is with great sadness to announce the passing of Max Sheron, on July the 21st of this year. Max had been a resident of Mutual16, residing in apartment 51-l for over 20 years. We send our condolences to Max's family, and her close friends.

Kitchen safety is a number one priority in most homes. It is far too easy to simply walk away from a hot stove where you were cooking and forget all about it. Allowing a pot to "boil dry" has happened to almost everyone at least once or burning dinner when life's other distractions get in the way. These sorts of accidents can lead to "**Careless Cooking fires**" which are the most common type of household fire. Just the smoke damage from one of the fires can cause thousands of dollars in damage.

Please be extra careful when something is in the oven or on the stove top cooking.

- Anyone can be distracted while cooking.
"Aging at Home" Seniors living independently.
- Answering phone calls, away from the kitchen while cooking.
- Everyday busy people with good memories, and hectic schedules.

Heed the slogan, Stand by Your pan

Trust street sweeping is on the last Wednesday of each month between the hours of 11:00 p.m. Wednesday night and 6:00 a.m. Thursday morning. Please have your vehicles off the Trust streets of St John, and Del Monte and in your carport during this period.

Carport cleaning is on the 4th Thursday of the month, so please remember to have your car out of the carport by 9:30 a.m.

Please remember that these services are paid for by each apartment through your monthly assessments, so let's get a clean sweep for our money.

While I'm on the subject about carports, on August 23, 2018 our physical Property Inspector, along with a Mutual Board Representative, will be inspecting the carports for compliance of Mutual Sixteen's Carport Regulation 7502-16.

During each inspection of the carports by the Mutual Board Representative, a notice will be given to any resident whose carport space is found in violation of the mutual regulation.

Grease and/or oil drippings on the floor, and improperly stored material must be removed within ten (10) days or the material will be removed at the resident's expense. A copy of this Carport Regulation 7502-16 will be attached to these months' minutes.

Items to be inspected are on page 1 paragraphs A1 through A 8 and page 2 paragraphs B 1 a. and B 1 b. of the attached Carport Regulation 7502-16

Drinking water, is a commodity. About 70% of the earth's surface is covered in **water**, but 97% of it is saltwater, which is unfit for human use. Saltwater cannot be used for **drinking**, crop irrigation or most industrial uses. Seal Beach and Leisure World is still under Drought Restrictions:

Watering of Landscaping is prohibited between the hours of 9 am and 5 pm.

Washing down paved surfaces such as driveways, streets sidewalks is prohibited.

Mutual 15 and 16 Merger

A Town Hall meeting for residents of Mutual 15 and 16 is currently being drafted. The, place, date and time will be distributed to all.

Al Grenrock, President / CFO
Mutual Sixteen

MUTUAL OPERATIONS**SHAREHOLDER REGULATIONS****Carport Regulations - Mutual Sixteen****A. Carport Use**

1. Carports are to be used for parking of self-propelled land vehicles in operating condition. Any stored items in the carports must be completely contained in the carport cabinets.
2. Current fire regulations prohibit the storage of fuel oil or any combustible material in the carport areas.
3. All vehicles, when parked in the carports, must be headed in.
4. Bicycles and tricycles in operating condition may be parked under the cabinets in the resident's assigned or rented space. Items such as motorcycles, mopeds, electric carts, electric chairs or scooters, bicycles, tricycles, or wheelchairs may not be parked between self-propelled land vehicles in adjacent carport spaces due to infringement upon another occupant's vehicle space.
5. A ladder or step stool for access to storage, and a wagon or shopping cart may be stored in front of the car.
6. Various grease and other contaminants from vehicles may be dried and contained by sprinkling cat box litter which can then be swept up, bagged, and dropped off at the Transportation Department located in the Service Maintenance Department Yard. A clean, dry carport floor is the responsibility of every shareholder.
7. A motorcycle, electric chair, scooter or electric cart may occupy a carport car space in the absence of a vehicle, but not in addition to a vehicle. As in the case of a car, such parking is the shareholder's responsibility. In the absence of a vehicle, the carport floor space may not be used as a storage area, whether free-standing or in any type of container.
8. Boats or trailers of any size or kind may not be parked in a carport.
9. Parking vehicles in the carport that extend beyond the concrete floor is prohibited.
10. Overhead car covers are not permitted.
11. Any damage sustained to the carport is the responsibility of the assigned resident, not a renter of a carport.

MUTUAL OPERATIONS**SHAREHOLDER REGULATIONS****Carport Regulations - Mutual Sixteen**

12. During each inspection of the carports by the Mutual Board of Directors, a notice will be given to any shareholder whose carport space is found in violation of this policy. Grease and/or oil drippings on the floor, and improperly stored material, must be removed within ten (10) days or the material will be removed at the shareholder's expense.

B. Carport Assignments

1. Carport assignments are controlled and assigned by the Mutual Corporation and a record of assignments is kept in the Stock Transfer Office of the Golden Rain Foundation (GRF).
 - a. Any vehicle parked in a carport must bear a current vehicle decal issued by the GRF Security Department (except as stated in Item 4, a), and a current state license plate and registration.
 - b. No person shall park any vehicle in any carport not assigned to him/her without permission from the Mutual Board of Directors.
2. Shareholders who desire to change carport assignments must obtain approval from the Mutual Board of Directors so that the change can be properly recorded in the Stock Transfer Office.
3. The request for a carport reassignment, if approved, is only temporary and is valid only so long as both participating parties agree to the temporary change. One party determining to withdraw from the agreement may do so, as may the successor owner of that party's apartment. The Mutual Corporation retains, at all times, the authority to revoke and cancel this temporary change of carport assignment at its discretion. The reassignment of carport spaces, herein provided, will automatically become null and void in the event of a sale of the stock representing the other apartment, with absolutely no exceptions to the rules herein provided.
4. Carport space may not be rented, exchanged, or used by anyone who is not a verified resident shareholder of Mutual Sixteen.
 - a. The Mutual Board of Directors may allow temporary, short-term parking of a vehicle used by a house guest in conjunction with a temporary parking permit issued by the Mutual Sixteen President.

MUTUAL OPERATIONS**SHAREHOLDER REGULATIONS****Carport Regulations - Mutual Sixteen****C. Carport Cleaning**

1. Carports are cleaned monthly by the Mutual. It is the responsibility of each resident shareholder to have their vehicle removed from the carport on the posted date and time for cleaning.
2. It shall be the responsibility of the assigned shareholder to maintain the carport floor free of excessive rust deposits, oil, or other foreign matter.
3. When a carport is found to have excessive matter, the assigned shareholder shall be notified to clean up the carport.
4. When an assigned resident is notified and fails to clean up the carport of excessive matter, the Mutual shall have it cleaned and will bill the assigned shareholder for all costs.

D. Secondary Carport Storage Cabinets

1. Secondary carport storage cabinets have been developed in an effort to improve the appearance of the community and enhance property values by providing for and making uniform, the appearance of secondary (lower) cabinets.
2. Shareholder shall use the provided standard dimensions shown on diagram 1, of Policy 7502.16 – Carport Regulations.
3. The dimensions of the lower, secondary cabinet must conform to the dimensions of the upper cabinet. The width of the upper and lower cabinet must conform to the same measurements. The lower cabinet doors and hardware must align with the doors and hardware of the upper cabinet. The depth of the lower, secondary storage cabinet must not exceed the depth of the concrete shelf.
4. Exterior paint and hardware must match the existing, standard upper cabinet.
5. The shareholder is responsible for maintaining and repairing any damage to his/her carport cabinet.
6. Secondary cabinets are a non-standard addition. If a subsequent owner does not want the secondary cabinet, the seller must remove the secondary cabinet and restore the area to original condition at seller's (shareholder's) expense.

MUTUAL OPERATIONS**SHAREHOLDER REGULATIONS****Carport Regulations - Mutual Sixteen**

7. Due to the vulnerability to damage from vehicles being parked in front of the secondary cabinet, no electricity will be installed in any carport storage cabinets.
8. Installation of secondary cabinets shall not exempt the shareholder from the requirement that vehicles parked in the carport stall shall not extend beyond the drip line of the roof and gutters.
9. Installation of secondary cabinets replaces the shareholder's permission to store a bicycle or tricycle, folding cart, and ladder outside of the standard cabinets.
10. Wood material used for the cabinets must be treated wood. Treated wood must be purchased through Property Management Department. If the wood is treated, the wood material and treatment must be approved by the Building Inspector and done through an approved contractor.

Materials:

- a. Door panels, ends, and sides, 3/4" sanded plywood handy panels, good one side or better; exterior grade.
- b. Top and floor, 1/2" sanded plywood panels, good one side or better, exterior grade.
- c. Framing and center strip for hinges, 2" x 4"
- d. Strips for hinges, 1" x 4"
- e. Front edge of floor finished with 3/4" plywood strip.
- f. Floor shall sit firmly upon treated 2" x 4" boards.
- g. Concrete wheel stop 30" from curb shelf.

Attachments:

- **Upper & Lower Cabinet Diagram (Diagram 1)**
- **Secondary Carport Storage Cabinet Request Form (Shareholder Form)**

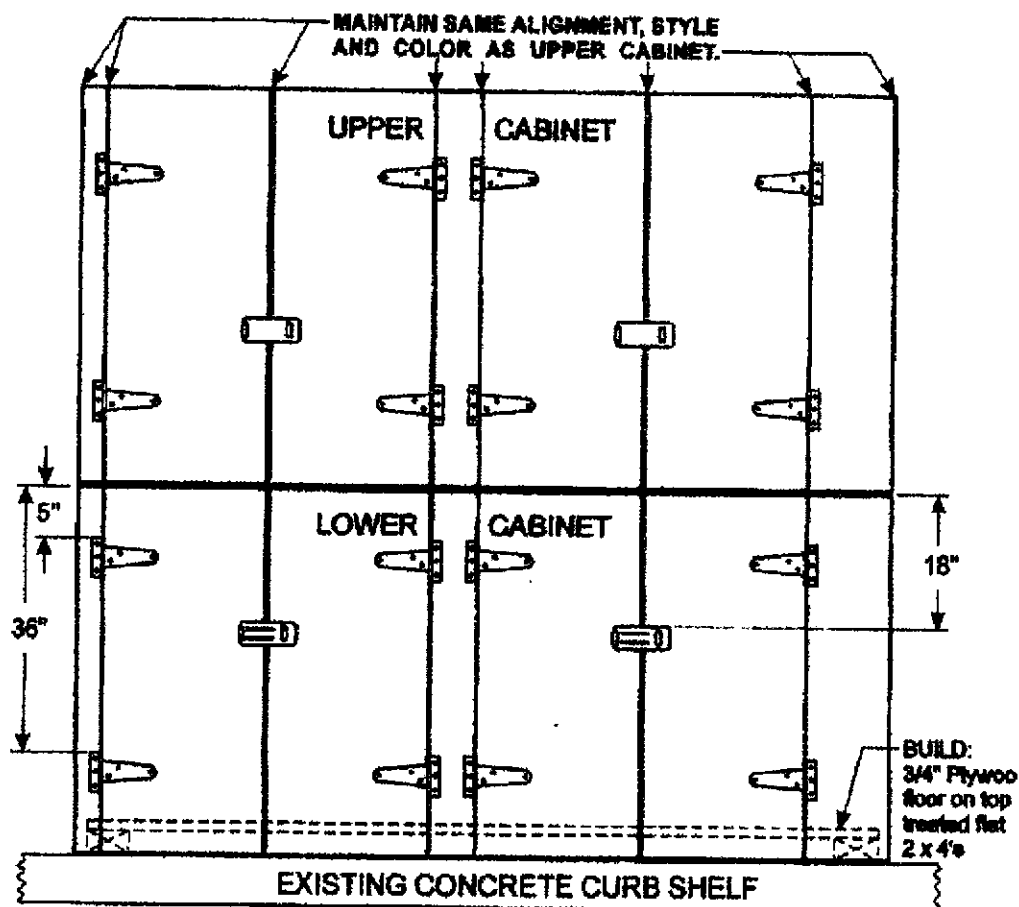
MUTUAL ADOPTION

SIXTEEN: 01-17-05

(Oct 16)

AMENDMENTS

01-18-10, 10-21-13, 11-3-15, 10-04-16

MUTUAL OPERATIONS**SHAREHOLDER REGULATIONS****Carport Regulations - Mutual Sixteen****Diagram 1****NOTES:**

1. Lower cabinet will vary from 46 1/2" TO 48" in height. Build accordingly.
2. Lower cabinet front must be flush with existing concrete curb shelf.
3. Block all areas between upper and lower cabinet to prevent rodent intrusion.
4. Install 4' long standard size wheel stop and secure with two 5/8" Zinc plated Hex head bolts and Zinc plated Fender washers, use appropriate concrete anchors. (Solid plastic stops are preferable) Adjust distance for specific vehicle.

MATERIALS:

1. HASP = Masterlock No. 704DPF - Big Paint Store - \$6.50 ea.
2. HINGES = Stanley, SKU-218272 Heavy Duty Gate Hinge - Hardware Source - \$2.49 ea.
3. Use quality 3/4" exterior plywood on front, doors and sides with the same or better finish as the top cabinets and caulk where needed.
4. Prime and paint all visible surfaces, inside and out.
5. All lumber, including plywood, must be treated for insects and rot.

MUTUAL OPERATIONS**SHAREHOLDER REGULATIONS****Carport Regulations - Mutual Sixteen****SHAREHOLDER'S REQUEST FOR SECONDARY CARPORT STORAGE CABINETS**

1. Mutual Sixteen (16) Shareholders assigned to CARPORT BUILDING #10, ONLY, may be permitted to have Secondary Carport Storage Cabinets installed beneath the existing cabinet, at the shareholder's expense, with the approval of the Board of Directors and a permit from the GRF Physical Property Department.
2. A licensed contractor or handyman shall build the cabinets per the dimensions and specifications shown in Carport Regulation: 7502.16, utilizing paint, and hardware which must match the existing cabinets. After construction, Shareholders are responsible for maintaining and repairing any damage to the newly constructed carport cabinets.
3. Policy 7401 – Contractor License, states that the Mutual will not permit an unlicensed individual to perform work in the Mutual that costs more than \$500.
4. Shareholders that install a Secondary Carport Storage Cabinet without the prior written approval of the Board of Directors and a permit from the GRF Physical Property Department, will be given 30 days notice to remove said construed cabinet at their own expense.
5. If a shareholder's contractor is not in compliance with the specifications in Carport Regulation: 7502.16, the Mutual Board of Directors will issue written notice of the violation and the shareholder will have 30 days to correct the violation.
6. Any vehicle parked in a carport with Secondary Carport Storage Cabinet installed, must not extend beyond the carport drip line. Secondary Carport Storage Cabinets are non-standard items and may need to be removed at the seller's expense upon the sale or transfer of the unit.
7. Shareholders requesting approval for the installation of a Secondary Carport Storage Cabinet must sign this document to confirm that, (a.) they have received a copy of Carport Regulation: 7502.16, and a copy of this document and, (b.) they understand and agree to comply with the requirements as addressed in this document and Carport Regulation: 7502.16. Paragraph D. of the regulation refers to the installing of a Secondary Carport Storage Cabinets.

This from to be keep in Physical Property Dept., Shareholders Record of Property

Unit number: _____

Shareholders Printed Name: _____

Date: _____

Shareholders Signature _____

(Oct 16)