

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SIXTEEN
September 3, 2019
Meeting begins at 9:30 a.m.
Administration Building, Conference Room A

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUESTS:

Ms. Isom, GRF Representative
Ms. Hopkins, Mutual Administration Director
Mr. Antisdell, Building Inspector
Ms. Crow, Recording Secretary

4. SHAREHOLDERS' COMMENTS (2-3 minutes per shareholder)
5. APPROVAL OF MINUTES:
Regular Meeting Minutes of July 2, 2019 – as corrected
6. BUILDING INSPECTOR'S REPORT Mr. Antisdell
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder
and Mutual Requests (**handout**)
7. GRF REPRESENTATIVE Ms. Isom
8. **UNFINISHED BUSINESS**
There is no unfinished business to discuss.
9. **NEW BUSINESS**
 - a. Approval of mutual monthly finances (p. 3)
 - b. Discuss and vote to approve/deny going out to bid for re-roofing of buildings 51, 52, 53, and 54 (p. 4)
 - c. Discuss and vote to approve/deny transfer of funds from Infrastructure Reserve Fund to Roofing Reserve Fund (p. 5)
 - d. Discuss and vote to approve/deny expenditure for September Social (p. 6)
 - e. Discuss Mutual Sixteen Bylaws and Policies

STAFF BREAK BY 11:00 a.m.

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| 10. SECRETARY / CORRESPONDENCE | Mrs. Clawson |
| 11. CHIEF FINANCIAL OFFICER'S REPORT | Mr. Gillespie |
| 12. MUTUAL ADMINISTRATION DIRECTOR | Ms. Hopkins |
| 13. ANNOUNCEMENTS | |
| a. NEXT REGULAR BOARD MEETING: | |
| Tuesday, October 1, 2019, at 9:30 a.m. | |
| Administration Building, Conference Room A | |
| 14. COMMITTEE REPORTS | |
| a. Grounds and Physical Property | |
| b. Emergency Preparedness | |
| 15. DIRECTORS' COMMENTS | |
| 16. ADJOURNMENT | |
| 17. EXECUTIVE SESSION | |

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

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: SEPTEMBER 3, 2019
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 July 2019.

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY GOING OUT TO BID FOR RE-ROOFING OF BUILDINGS 51, 52, 53, AND 54 (NEW BUSINESS, ITEM B)
DATE: SEPTEMBER 3, 2019
CC: MUTUAL FILE

I move to approve/deny that the Mutual Sixteen Board of Directors requests the Physical Property department go out to bid for the re-roofing of buildings 51, 52, 53, and 54.

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY TRANSFER OF FUNDS FROM
INFRASTRUCTURE RESERVE FUND TO ROOFING RESERVE FUND (NEW
BUSINESS, ITEM C)
DATE: SEPTEMBER 3, 2019
CC: MUTUAL FILE

*I move to approve/deny the transfer of funds in the amount of \$150,000.00 from the
Infrastructure Reserve Fund to the Roofing Reserve Fund.*

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY EXPENDITURE FOR SEPTEMBER SOCIAL (NEW BUSINESS, ITEM D)
DATE: SEPTEMBER 3, 2019
CC: MUTUAL FILE

*I move to approve/deny the expenditure of \$_____ for the Mutual Sixteen
September Social, with funds to come from the _____ account.*