

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL SIXTEEN**  
**October 1, 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
  - Ms. Miller, Finance Director
  - Mr. Harper, Building Inspector
  - Ms. Kemp, Recording Secretary
4. SHAREHOLDERS' COMMENTS (2-3 minutes per shareholder)
5. APPROVAL OF MINUTES:  
**Regular Meeting Minutes of September 3, 2019**
6. **GUEST SPEAKER** Ms. Miller
  - a. Discuss and vote to approve the 2020 Mutual Budget (p. 3)
7. BUILDING INSPECTOR'S REPORT Mr. Harper  
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 4)
7. GRF REPRESENTATIVE Ms. Isom
9. **UNFINISHED BUSINESS**  
*There is no unfinished business to discuss.*
10. **NEW BUSINESS**
  - a. Approval of mutual monthly finances (p.5)
  - b. Discuss and vote to approve increase in President spending limit. (p. 6)
  - c. Discuss Mutual Social.
  - d. Discuss and vote to approve towing agreement for 2019-2020. (p. 7-9)

**STAFF BREAK BY 11:00 a.m.**

- 11. SECRETARY / CORRESPONDENCE Mrs. Clawson
- 12. CHIEF FINANCIAL OFFICER'S REPORT Mr. Gillespie
- 13. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
- 14. ANNOUNCEMENTS
  - a. **September Social has been changed to October 5, 2019 from 11:00 a.m. to 1:00 p.m.**
  - b. **NEXT REGULAR BOARD MEETING: Tuesday, November 5, 2019, at 9:30 a.m. Administration Building, Conference Room A**
- 15. COMMITTEE REPORTS
  - a. Grounds and Physical Property
  - b. Emergency Preparedness
- 16. DIRECTORS' COMMENTS
- 17. ADJOURNMENT
- 18. EXECUTIVE SESSION

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

# Mutual Corporation No. Sixteen

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPROVAL OF 2020 BUDGET (GUEST SPEAKER, ITEM A)  
**DATE:** OCTOBER 1, 2019  
**CC:** MUTUAL FILE

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At the October 2, 2018 board meeting, the Board of Directors passed the following resolution: RESOLVED, To approve the 2019 Operating Budget for Mutual Sixteen of \$293,564, resulting in a regular monthly assessment of \$407.73 per apartment per month, for an increase of \$5.58 per month over the total regular assessment of 2018, as presented, and to adopt this budget forthwith.

On October 1, 2019, the Board of Directors will review and vote to approve the Mutual Budget for 2020.

***I move to approve the 2020 Operating Budget for Mutual Sixteen of \$297,099, resulting in a regular monthly assessment of \$412.64 per apartment per month, for an increase of \$4.91 per month over the total regular assessment of 2019, as presented, and to adopt this budget forthwith.***

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **16**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **October 1, 2019**

Print Date: **9/23/2019**

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
51-I	CONCRETE	GRF	08/14/19	10/14/19	NO	NONE	MJ JURADO
54-B	FLOORING	GRF	09/13/19	10/13/19	NO	NONE	KARYS CARPET
54-B	HEAT PUMP	BOTH	09/24/19	10/30/19	NO	NONE	HEATWAVE

## Escrow Activity

UNIT#	NMI	PLI	NBO	FI	FCOEI	ROF	COMMENTS
51-B		08/19/19					
53-J		02/05/19					

**NMI:** New Member Inspection **PLI:** Pre Listing Inspection **NBO:** New buyer Orientation **FI:** Final Inspection **FCOEI:** Final COE Inspection **ROF:** Release of Funds

## Contract Services

## Project Discription

Fenn Pest & Termite	Termite Inspections Ex 2020
Empire Pipe Cleaning	Sewer Line Maintenance Ex 2020
Johns Landscape/Anguiano Lawn Care	Month to Month

## Mutual and Resident Request


# *Mutual Corporation No. Sixteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)  
**DATE:** OCTOBER 1, 2019  
**CC:** MUTUAL FILE

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*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 August 2019.*

# *Mutual Corporation No. Sixteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** INCREASE PRESIDENT SPENDING LIMIT (NEW BUSINESS, ITEM B)  
**DATE:** OCTOBER 1, 2019  
**CC:** MUTUAL FILE

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*I move to approve increasing the President's authorization for spending, without board approval from \$1,100.00 to \$1,200.00.*

# Mutual Corporation No. Seventeen

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE TOWING AGREEMENT FOR 2019-2020  
(NEW BUSINESS, ITEM D)  
**DATE:** OCTOBER 1, 2019  
**CC:** MUTUAL FILE

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At the August 7, 2018, board meeting, the Board of Directors passed the following resolution: *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.*

On October 1, 2019, the Board of Directors will vote to approve the Mr. C's Towing Agreement for 2019-2020 (attached).

***I move to approve the Mr. C's Towing Agreement for the towing of vehicles when there is a violation of Mutual Policy, effective 2019-2020, and authorize the President to sign the agreement.***



# PRIVATE PROPERTY TOW SERVICES AGREEMENT

<b>AGREEMENT DATE:</b>		<b>EFFECTIVE DATE:</b>	
<b>CUSTOMER:</b>	Mutual Sixteen Corporation		
<b>PROPERTY:</b>	Mutual Sixteen		
<b>TYPE OF PROPERTY:</b>	<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

<b>Customer:</b>	Mutual Sixteen Corporation	<b>Tow Company:</b>	Mr. C's Towing
<b>Signed:</b>		<b>Signed:</b>	
<b>Print Name:</b>	Dale Watkins	<b>Print Name:</b>	
<b>Title:</b>	Mutual Sixteen Board President	<b>Title:</b>	
<b>Date:</b>		<b>Date:</b>	



# ACCOUNT INFORMATION

Original  Updated \_\_\_\_\_

<b>Property/Complex Name:</b>	
<b>Property Address:</b>	
<b>City/Zip:</b>	
<b>Cross Streets:</b>	
<b>Mailing Address:</b>	PO Box 2069, Seal Beach, CA 90740
<b>Property Management Co.</b>	X Yes <input type="checkbox"/> No
<b>If Yes, Name, Address &amp; Phone:</b>	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
<b>Security Company:</b>	X Yes <input type="checkbox"/> No	
<b>If Yes, Name, Address &amp; Phone:</b>	Internal Department of Property Management Company (562) 431-6586, Ext. 377	

<b>Persons Authorized to Sign for Vehicle Removals</b>  <b>(Two Board Members Must be Present)</b>	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 Sixteen Policies on Mutual Sixteen 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 Sixteen on a case-by-case basis.		

<b>Local Rate Jurisdiction:</b>	
<b>Tow Rate:</b>	<b>\$215.00</b>
<b>Storage Rate/Day:</b>	<b>\$75.00</b>
<b>Other / Weekend Drop Fee:</b>	<b>Gate Fee: \$108.00      Drop Fee: \$108.00</b>