

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SIXTEEN
December 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. Harper, Building Inspector
Ms. Barua, Recording Secretary
4. SHAREHOLDERS' COMMENTS (2-3 minutes per shareholder)
5. APPROVAL OF MINUTES:
Regular Meeting Minutes of November 5, 2019
6. BUILDING INSPECTOR'S REPORT Mr. Harper
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder
and Mutual Requests (p. 3)
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. 4)
 - b. Discuss and vote to approve the Records Management and Retention Policy (p. 5)
 - c. Discuss and update on roofing contracts
 - d. Discuss other projects for 2020

STAFF BREAK BY 11:00 a.m.

- 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, January 7, 2020, 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.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **16**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **December 3, 2019**

Print Date: **11/25/2019**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
51-L	CONCRETE	GRF	08/14/19	10/14/19	NO	11/19/19 FINAL	MJ JURADO
53-G	FLOORING	GRF	11/10/19	12/10/19	NO	11/15/19 FINAL	KARYS CARPET
54-B	HEAT PUMP	BOTH	09/24/19	11/30/19	YES	NONE	HEATWAVE
54-B	REMODEL	BOTH	11/01/19	12/13/19	NO	NONE	BERGKVIST

Escrow Activity

UNIT#	NMI	PLI	NBO	FI	FCOEI	COE Date	ROF
50-C		11/19/19					
51-B		08/19/19	11/06/19	11/21/19	12/04/19	12/06/19	
54-E		11/22/19					

NMI: New Member Inspect **PLI:** Pre Listing Inspect **NBO:** New buyer Orientation **FI:** Final Inspect **FCOEI:** Final COE Inspect **COE:** Close of Escrow **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

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Mutual Corporation No. Sixteen

MEMO

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

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL SIXTEEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE THE RECORDS MANAGEMENT AND RETENTION POLICY (NEW BUSINESS, ITEM B)
DATE: DECEMBER 3, 2019
CC: MUTUAL FILE

I move to approve that GRF is hereby designated as the keeper of records for Mutual 16, that the proposed GRF policy and procedures for the retention of records is hereby approved and accepted, and the President or his authorized representative is hereby authorized to examine the records currently being stored by Mutual 16, and to determine which records need to be kept, and to destroy all records that are obsolete per the GRF records retention policy, or are redundant to records that are currently being retained and stored by GRF.