



MUTUAL SIXTEEN

SUMMARY REPORT Tuesday, November 5, 2019

Action/Request	Person Responsible
<p>1. Approval of Minutes – a RESOLVED to approve the Regular Monthly Meeting Minutes of October 1, 2019, as printed.</p>	Recording Secretary
<p>2. New Business – a RESOLVED 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 October 2019.</p>	Finance
<p>3. New Business – b RESOLVED to accept the CliftonLarsonAllen LLP Engagement Letter for the 2019 audit and authorize the President to sign the letter.</p>	Finance Recording Secretary
<p>4. Follow-up Agenda Items for Next Meeting a. Approval of Mutual Monthly Finances b. Records Management and Retention</p>	Mutual Board Recording Secretary