



MUTUAL SIXTEEN

SUMMARY REPORT Tuesday, December 3, 2019

Action/Request	Person Responsible
<p>1. Approval of Minutes – a RESOLVED to approve the Regular Monthly Meeting Minutes of November 5, 2019, as printed.</p>	Recording Secretary
<p>2. New Business – a RESOLVED to address, 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 in January.</p>	Finance
<p>3. New Business – b RESOLVED 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.</p>	Mutual Board Mr. Ankeny, Executive Director Recording Secretary
<p>4. Follow-up Agenda Items for Next Meeting</p> <ul style="list-style-type: none"> a. Approval of Mutual Monthly Finances b. Fenn Mosquito Traps (per President’s Council) c. Discuss SB 323 d. Discuss roofing contract 	Mutual Board Recording Secretary