

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL SIXTEEN**  
**February 4, 2020**  
**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. Senske, Recording Secretary

4. SHAREHOLDERS' COMMENTS (2-3 minutes per shareholder)
5. APPROVAL OF MINUTES:  
**Regular Meeting Minutes of January 7, 2020**
6. BUILDING INSPECTOR'S REPORT Mr. Harper  
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder  
and Mutual Requests (pp. 3-4)
  - a. Update on Roofing Contract
  - b. Discussion on Paving Contract
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.5)
  - b. Discuss and vote to approve Transfer of Funds from Roofing Reserves to Infrastructure Reserves (p.6)
  - c. Discuss and vote to approve sending out opt-out notice to Mutual Sixteen Shareholders (pp. 7-8)
  - d. Discuss Policy 7210.16 – Annual Election Procedures

**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, March 3, 2020, at 9:30a.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: **February 4,2020**

Print Date: **1/27/2020**

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
51-B	REMODEL	BOTH	01/02/20	02/20/20	NO	01/15/20 UGPLUM	OGAN
51-B	REMODEL	BOTH	01/02/20	02/20/20	NO	01/15/20 FRAME	OGAN
51-B	REMODEL	BOTH	01/02/20	02/20/20	NO	NONE	OGAN
51-B	Joint ownership that	BOTH	01/02/20	02/20/20	NO	NONE	OGAN

## Escrow Activity

UNIT#	NMI	PLI	NBO	FI	FCOEI	COE Date	ROF
50-C		11/19/19	12/11/19	12/12/19	12/25/19	12/27/19	
51-B		08/19/19	11/06/19	11/21/19	12/04/19	12/06/19	1/7/2020
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
Jordan Roof	Reroof
MJ Jurado	Parking Sturcture Driveway Concrete

## Mutual and Resident Request

52-I	1/8/2020	Leak at Hatch
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# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **16**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **February 4,2020**

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<b>50-C</b>	<b>1/8/2020</b>	Escrow Questions

# *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:** FEBRUARY 4, 2020  
**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 December 2019.

# *Mutual Corporation No. Sixteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE TRANSFER OF FUNDS FROM ROOFING RESERVES TO INFRASTRUCTURE RESERVES (NEW BUSINESS, ITEM B)  
**DATE:** FEBRUARY 4, 2020  
**CC:** MUTUAL FILE

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I move to approve the transfer of funds in the amount of \$80,000.00, from Roofing Reserves to Infrastructure Reserves.

# *Mutual Corporation No. Sixteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE SENDING OUT OPT-OUT NOTICE TO  
MUTUAL SIXTEEN SHAREHOLDERS (NEW BUSINESS, ITEM C)  
**DATE:** FEBRUARY 4, 2020  
**CC:** MUTUAL FILE

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A member of the association may opt out of the sharing of his or her name, property address, and mailing address by notifying the association in writing that he or she prefers to be contacted via the alternative process described in subdivision ( c ) of Section 8330 of the Corporations Code. This opt-out shall remain in effect until changed by the member. (Civ. Code §5220 Membership List Opt Out)

I move to approve that Mutual Administration send out an Opt-Out Notice, allowing the shareholder to remove their name, property address, mailing address, and/or email address from the membership list, per Civil Code §5220 Membership List Opt Out.

# Mutual Corporation No. Sixteen

## Opt-Out Notice

A member may request that the Association provide him or her with a copy of the membership list(s), including the names, property address, mailing address and, as of January 1, 2020, the email address, of each member. The member's request must be in writing and must set forth the purpose for which the list(s) is requested, which purpose must be reasonably related to the requester's interests as a member of the Association. The Association will be obligated to provide the member with a copy of such membership list(s) unless it reasonably believes that the member will use the information for another purpose.

Pursuant to Civil Code Section 5220, a member can "opt out" of having his or her name and address(es) included on a membership list(s) which must be distributed to members upon request. If you would like to "opt out" of having your name and/or address(es) included on a membership list(s), please complete the following form and return by mail:

Mutual Administration  
PO Box 2069, Seal Beach, CA 90740

**OR**

In-Person to  
Mutual Administration  
Administration Building A, 2<sup>nd</sup> Floor

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To Whom It May Concern,

Please remove the following information related to me and my Unit \_\_\_\_\_ from the Association's membership list in accordance with Civil Code Section 5220 until further written notice from me:

(Check all that are applicable)

- Name
- Property Address
- Mailing Address
- Email Address

Date : \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Unit Address: \_\_\_\_\_

*P. O. Box 2069, Seal Beach, California 90740 (562) 431-6586*