

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL SIXTEEN**  
**January 7, 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. Givehand, Recording Secretary

4. SHAREHOLDERS' COMMENTS (2-3 minutes per shareholder)
5. APPROVAL OF MINUTES:  
**Regular Meeting Minutes of December 3, 2019**
6. BUILDING INSPECTOR'S REPORT Mr. Harper  
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder  
and Mutual Requests (p. 3)
  - a. Update on roofing contracts
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 Fenn Mosquito Traps
  - c. Discuss SB 323 Ms. Hopkins
  - d. Discuss and vote on the removal of Asphalt and replacement (p.5)
  - e. Discuss and vote for the re-roofing of buildings 51, 52, 53, and 54. (p.6)
  - f. Discuss water heater replacement

**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, February 4, 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: **January 7, 2020**

Print Date: **12/23/2019**

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS

## Escrow Activity

UNIT#	NMI	PLI	NBO	FI	FCOEI	COE Date	ROF	
50-C		11/19/19	12/11/19	12/12/19				
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

Fenn Pest & Termite
Empire Pipe Cleaning
Johns Landscape/Anguiano Lawn Care

## Project Discription

Termite Inspections Ex 2020
Sewer Line Maintenance Ex 2020
Month to Month

## Mutual and Resident Request

53-H	12/3/2019	Light Switch
Garages	12/3/2019	MJ Jurado
Sidwalks	12/2/2019	Sidewalk Damage

# *Mutual Corporation No. Sixteen*

---

## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)  
**DATE:** JANUARY 7, 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 BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE ON THE REMOVAL OF ASPHALT AND REPLACEMENT  
(NEW BUSINESS, ITEM D)  
**DATE:** JANUARY 7, 2019  
**CC:** MUTUAL FILE

---

I move to authorize President Watkins of the Mutual's Board of Directors to execute contracts with MJ Jurardo Inc. for the removal of asphalt and replacement with concrete in driveways surrounding Carport 9 for an amount not to exceed \$187,944.00.

# *Mutual Corporation No. Sixteen*

---

## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE ON RE-ROOFING OF 51, 52, 53, AND 54 (NEW BUSINESS, ITEM E)  
**DATE:** JANUARY 7, 2019  
**CC:** MUTUAL FILE

---

I move to authorize President Watkins of the Mutual's Board of Directors to execute contracts with Jordan Roofing Company for the re-roofing of buildings 51, 52, 53, and 54 for the amount not to exceed \$385,000.00.