



## MUTUAL SIXTEEN

### SUMMARY REPORT Tuesday, February 4<sup>th</sup>, 2020

Action/Request	Person Responsible
<b>1. Approval of Minutes – a</b> RESOLVED to approve the Regular Monthly Meeting Minutes of January 7, 2020, as printed.	Recording Secretary
<b>2. New Business – a</b> 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 December 2019.	Finance
<b>3. New Business – b</b> RESOLVED to approve the transfer of funds in the amount of \$80,000.00, from Roofing Reserves to Infrastructure Reserves.	Finance Mutual Board Recording Secretary
<b>4. New Business – C</b> RESOLVED 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 <u>§5220</u> Membership List Opt Out.	Mutual Administration Mutual Board
<b>5. Follow-up Agenda Items for Next Meeting</b> <ol style="list-style-type: none"> <li>Approval of Mutual Monthly Finances</li> <li>Reserve Study for 2020 (March Agenda)</li> <li>Amend Policy 7210.16 – <u>Annual Election Procedures</u> (July Agenda)</li> </ol>	Mutual Board Recording Secretary