

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SIXTEEN
March 3, 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. Barua, Recording Secretary

4. SHAREHOLDERS' COMMENTS (2-3 minutes per shareholder)
5. APPROVAL OF MINUTES:
Regular Meeting Minutes of February 4, 2020
6. BUILDING INSPECTOR'S REPORT Mr. Harper
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder
and Mutual Requests (p. 3)
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 and vote to approve the Notice of Authorization to Close Escrow form (pp. 5-6)
 - c. Discuss and vote to cancel Mutual 16's regular Board of Directors meeting on June 2, 2020 (p. 7)
 - d. Discuss and vote to approve Jordan Roofing contract for Buildings 52 and 53 (handout) (p. 8)
 - e. Discuss and vote to approve Jordan Roofing contract for Buildings 51 and 54 (handout) (p. 9)
 - f. Discuss and vote to approve J.C. Kress Construction contract for Buildings 52 and 53 (handout) (p. 10)
 - g. Discuss and vote to approve J.C. Kress Construction contract for Buildings 51 and 54 (handout) (p. 11)
 - h. Discuss and vote to approve John Berkqvist contract for Fascia and patio roofing project (handout) (p. 12)

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, April 7, 2020, at 9:30 a.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: **March 3, 2020**

Print Date: **2/24/2020**

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	01/27/20 RPLUMB	OGAN
51-B	REMODEL	BOTH	01/02/20	02/20/20	NO	NONE	OGAN

Escrow Activity

UNIT#	NMI	PLI	NBO	FI	FCOEI	COE Date	ROF
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 Ex 10/2020
MJ Jurado	Parking Sturcture Driveway Concrete
JC Kress	Kitchen Hoods for Reroof Ex 10/2020

Mutual and Resident Request

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: MARCH 3, 2020
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 January 2020.

Mutual Corporation No. Sixteen

MEMO

TO: MUTUALBOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE THE FORM THE NOTICE OF AUTHORIZATION TO CLOSE ESCROW (NEW BUSINESS, ITEM B)
DATE: MARCH 3, 2020
CC: MUTUAL FILE

I move to approve the Notice of Authorization to Close Escrow form.

Notice of Authorization to Close Escrow

MUTUAL/UNIT NO.: _____

Date of Orientation: _____

Move-in Date: _____

Escrow company: _____

Buyer(s) Name(s): _____

Approval given by: _____ Date: _____
_____ Date: _____

SIGNED COPY TO STOCK TRANSFER OFFICE

ST/BM1/27/2020

Notice of Authorization to Close Escrow

MUTUAL/UNIT NO.: _____

Date of Orientation: _____

Move-in Date: _____

Escrow company: _____

Buyer(s) Name(s): _____

Approval given by: _____ Date: _____
_____ Date: _____

SIGNED COPY TO STOCK TRANSFER OFFICE

ST/BM1/27/2020

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO CANCEL MUTUAL 16'S REGULAR BOARD OF DIRECTORS MEETING ON JUNE 2, 2020 (NEW BUSINESS, ITEM C)
DATE: MARCH 3, 2020
CC: FILE

I move to approve canceling Mutual 16's Regular Board of Directors meeting scheduled for Tuesday, June 2, 2020.

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE APPROVE JORDAN ROOFING CONTRACT FOR BUILDINGS 52 AND 53 (NEW BUSINESS, ITEM D)
DATE: MARCH 3, 2020
CC: FILE

I move to approve the reroofing contract from Jordan Roofing for Buildings 52 and 53 in Mutual 16 at a cost not to exceed \$192,000.00 and authorize the President to sign the contract. Funds to come from Roofing Reserves.

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE APPROVE JORDAN ROOFING CONTRACT FOR BUILDINGS 51 AND 54 (NEW BUSINESS, ITEM E)
DATE: MARCH 3, 2020
CC: FILE

I move to approve the reroofing contract from Jordan Roofing for Buildings 51 and 54 in Mutual 16 at a cost not to exceed \$194,000.00 and authorize the President to sign the contract as soon as funds are available.

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE APPROVE J.C. KRESS CONSTRUCTION CONTRACT FOR BUILDINGS 52 AND 53 (NEW BUSINESS, ITEM F)
DATE: MARCH 3, 2020
CC: FILE

I move to approve the roofing ventilation repair contract from J.C. Kress Construction for Buildings 52 and 53 in Mutual 16 at a cost not to exceed \$6,000.00 per building and authorize the President to sign the contract. Funds to come from Roofing Reserves.

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE APPROVE J.C. KRESS CONSTRUCTION CONTRACT FOR BUILDINGS 51 AND 54 (NEW BUSINESS, ITEM G)
DATE: MARCH 3, 2020
CC: FILE

I move to approve the roofing ventilation repair contract from J.C. Kress Construction for Buildings 51 and 54 in Mutual 16 at a cost not to exceed \$6,000.00 per building and authorize the President to sign the contract. Funds to come from Roofing Reserves.

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE APPROVE JOHN BERKQVIST CONTRACT FOR FASCISA AND PATIO ROOFING PROJECT (NEW BUSINESS, ITEM H)
DATE: MARCH 3, 2020
CC: FILE

I move to approve the fascia and patio roof contract from John Berkqvist to complete roofing project on buildings 51, 52, 53, and 54 in Mutual 16 at a cost not to exceed \$6,000.00 per building and authorize the President to sign the contract. Funds to come from Roofing Reserves.