



MUTUAL SIXTEEN

SUMMARY REPORT

Tuesday, March 3, 2020

| Action/Request | Person Responsible |
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| <p>1. Approval of Minutes – a RESOLVED to approve the Regular Monthly Meeting Minutes of February 4, 2020, as presented.</p> | Recording Secretary |
| <p>2. New Business – a 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 January 2020.</p> | Finance |
| <p>3. New Business – b RESOLVED approve the Notice of Authorization to Close Escrow form.</p> | Stock Transfer Mutual Board |
| <p>4. New Business – c RESOLVED to approve canceling Mutual 16's regular Board of Directors meeting scheduled for Tuesday, June 2, 2020.</p> | Mutual Administration Mutual Board Executive Coordinator |
| <p>5. New Business – d RESOLVED to approve the reroofing contract from Jordan Roofing for Buildings 52 and 53 in Mutual 16 as amended to include the color of the shingles, shasta white, at a cost not to exceed \$192,000.00 and authorize the President to sign the contract. Funds to come from Roofing Reserves.</p> | Building Inspector Finance |
| <p>6. New Business – e RESOLVED to approve the reroofing contract from Jordan Roofing for Buildings 51 and 54 in Mutual 16 including the laundry room and shasta white shingles, at a cost not to exceed \$194,000.00 and authorize the President to sign the contract as soon as funds are available from Roofing Reserves.</p> | Building Inspector Finance |



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| <p>7. New Business – f RESOLVED 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.</p> | Building Inspector Finance |
| <p>8. New Business – g RESOLVED 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.</p> | Building Inspector Finance |
| <p>9. New Business – h RESOLVED to approve the fascia and patio roof contract from John Bergkvist 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.</p> | Building Inspector Finance |
| <p>10. Follow-up Agenda Items for Next Meeting</p> <ul style="list-style-type: none"> a. Approval of Mutual Monthly Finances b. Fine Policy c. Guest Speaker – Ms. Miller (2019 Audit) d. Guest Speaker – Mr. Gomez (Coronavirus Prevention) e. Reserve Study for 2020 f. Amend Policy 7210.16 – <u>Annual Election Procedures</u> (July Agenda) | Mutual Board Recording Secretary |