



**REGULAR MONTHLY BOARD OF DIRECTORS MEETING  
MUTUAL SIXTEEN**

**SUMMARY REPORT  
Tuesday, September 1, 2020**

Action/Request	Person Responsible
<p><b>1. Approval of Minutes – a</b> RESOLVED, to approve the regular meeting minutes of August 4, 2020, as presented.</p>	Recording Secretary
<p><b>2. Building Inspector’s Report – a</b> RESOLVED to approve the Empire Pipe Cleaning &amp; Equipment contract for pipe cleaning at a cost not to exceed \$965.58 for years 2020, 2021, and 2022. Funds to come from Miscellaneous Services from Operating Budget and authorize the President to sign the contract.</p>	Physical Property Building Inspector Finance
<p><b>3. 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 July 2020.</p>	Finance
<p><b>4. New Business - b</b> RESOLVED to rescind Policy 7210- <u>Annual Elections</u> and adopt Policy 7210.16 – <u>Annual Elections</u> on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.</p>	Mutual Board Mutual Administration
<p><b>5. Follow-up Agenda Items for Next Meeting</b> a. Approval of Mutual Monthly Finances b. Appoint an Advisory Director</p>	Mutual Board Recording Secretary