



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

**SUMMARY REPORT  
Tuesday, March 2, 2021**

Action/Request	Person Responsible
<p><b>1. <u>Approval of Minutes – a</u></b> RESOLVED to approve the regular meeting minutes of February 2, 2021.</p>	Recording Secretary Mutual Administration
<p><b>2. <u>New Business – a</u></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 January 2021.</p>	Mutual Board Mutual Administration Finance
<p><b>3. <u>New Business – b</u></b> RESOLVED to rescind Policy 7560.16 – <u>Apartment Subletting Rentals</u> and adopt Policy 16-7560-1 <u>Apartment Subletting Rentals</u> on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled board meeting and take effect if the Board receives no comments.</p>	Mutual Board Mutual Administration Portfolio Specialist Stock Transfer
<p><b>4. <u>New Business – c</u></b> RESOLVED to adopt 16-7561-4 – <u>Apartment Subletting Rental Form</u> on a preliminary basis until the 28-day posting period has been completed. The policy will be ratified at the next scheduled board meeting and take effect if the Board receives no comments.</p>	Mutual Board Mutual Administration Portfolio Specialist Stock Transfer
<p><b>5. <u>New Business – d</u></b> Per the Mutual’s Bylaws, Article IV, Section 7, Cynthia MacFarland Unit 50E, shareholder of Mutual Sixteen intends to vote cumulatively for the elections of Directors for the 2021-2022 term in office.</p>	Mutual Administration Portfolio Specialists
<p><b>6. <u>New Business – e</u></b> RESOLVED to cancel the Monthly Board Meeting on June 1, 2021 due to the Annual Shareholder’s Meeting.</p>	Mutual Administration Portfolio Specialist Executive Coordinator



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<p><b>7. <u>New Business – f</u></b> RESOLVED to appoint Accurate Voting Services as Mutual Sixteen’s Inspectors of Elections.</p>	<p>Mutual Administration Stock Transfer</p>
<p><b>8. <u>Follow-up Agenda Items for Next Meeting</u></b></p> <ul style="list-style-type: none"> <li>a. Approval of Mutual Monthly Finance</li> <li>b. Mutual Monthly Expenditure Recap</li> <li>c. Updates on Newsletter</li> <li>d. Ratify rescinded Policy 7560.16 – <u>Apartment Subletting Rentals</u> and adopted Policy 16-7560-1 <u>Apartment Subletting Rentals</u></li> <li>e. Ratify adopted 16-7561-1 – <u>Apartment Subletting Rental Form</u></li> <li>f. Shareholder Code of Conduct</li> </ul>	<p>Mutual Board Recording Secretary</p>