

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SIXTEEN
May 4, 2021
Meeting begins at 9:30 a.m.
Zoom Video and Conference Call Meeting

TO ATTEND: The Shareholder will be provided with instructions on how to access the call via telephone upon the Shareholder contacting Mutual Administration and requesting the call-in information. Please submit your information, including your name, Unit number, and telephone number, via e-mail at mutualsecretaries@lwsb.com, by no later than 3:00 p.m., the business day before the date of the meeting.

TO PROVIDE COMMENTS DURING MEETING: In order to make a comment during the open Shareholder forum, the Shareholder must (i) notify their director of their intent to speak during Shareholder open forum, or (ii) submit their information, including their name, Unit number, and telephone number, via e-mail at mutualsecretaries@lwsb.com, by no later than 3:00 p.m., the business day before the date of the meeting.

1. CALL TO ORDER/PLEDGE
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUESTS:

Ms. Isom, GRF Representative
Mr. Harper, Building Inspector
Ms. Barua, Portfolio Specialist
Ms. Magallon, Recording Secretary

4. SHAREHOLDERS' COMMENTS (2-3 minutes per shareholder)
5. APPROVAL OF MINUTES:
 - a. **Regular Meeting Minutes of April 6, 2021**
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**
 - a. Discuss and vote to ratify the adoption of 16-7512-1 Mutual 16 Resident Code of Conduct (pp. 4-6)
9. **NEW BUSINESS**
 - a. Discuss and vote to approve Monthly Financials (p. 7)

STAFF BREAK BY 11:00 a.m.

10. SECRETARY / CORRESPONDENCE Mrs. Clawson
11. CHIEF FINANCIAL OFFICER'S REPORT Mr. Gillespie

12. PORTFOLIO SPECIALIST'S REPORT

Ms. Barua

13. ANNOUNCEMENTS

ANNUAL ELECTION MEETING: May 26, 2021 at 2 p.m. in the Administration Building Conference Room A/Zoom

NEXT REGULAR BOARD METING: July 6, 2021 at 9:30 a.m., Location: TBD

14. COMMITTEE REPORTS

- a. Grounds
- b. Physical Property
- c. 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: **May 4, 2021**

Print Date : 4/26/2021

PERMIT ACTIVITY

| UNIT # | DESCRIPTION OF WORK | GRF/CITY PERMIT | START DATE | COMP. DATE | CHANGE ORDER | FINAL INSPECTION | CONTRACTOR / COMMENTS |
|--------|---------------------|-----------------|------------|------------|--------------|------------------|-----------------------|
| 51-H | FLOORING | GRF | 03/08/21 | 05/28/21 | NO | NONE | BIXBY PLAZA |

Escrow Activity

| UNIT# | NMI | PLI | NBO | FI | FCOEI | COE Date | ROF | |
|-------|-----|-----|-----|----|-------|----------|-----|--|
| 50-D | | | | | | | | |
| | | | | | | | | |

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 | Expiration |
|---|---------------------|------------|
| Fenn Pest & Termite | Termite Inspections | 2021 |
| Fenn Pest & Termite | Bait Station | 08/2021 |
| Johns Landscape/Anguiano Lawn Care | Month to Month | |
| Empire Pipe Sewer Cleaning for Years 2020/ 2022 Outgoing Only - 2021 Outbound & Under Bldg. - 3 Year Total \$965.58 | | |

Site Visits

| | |
|------|---|
| 50-E | Termites Fenn Sevicr Will require work before roofing |
| 52-A | Termites Fenn Service |
| | |
| | |

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY THE ADOPTION OF 16-7512-1 MUTUAL 16 RESIDENT CODE OF CONDUCT (UNFINISHED, ITEM A)
DATE: MAY 4, 2021
CC: MUTUAL FILE

I move to ratify the adoption of Policy 16-7512-1 – Mutual 16 Resident Code of Conduct; the 28-day posting requirement has been met.

SEAL BEACH MUTUAL NO. SIXTEEN

Mutual Operations – Resident Regulations

Mutual 16 - Resident Code of Conduct

PURPOSE

The Purpose of the Shareholder Rules of Conduct is to protect Golden Rain Foundation (GRF) and Mutual 16, including GRF staff, GRF contracted service providers, GRF members and Mutual 16 contracted service providers. Mutual 16 has a duty and a fiduciary responsibility to enforce its governing documents and protect GRF Trust Property, Mutual 16 Property, and assets.

The Rules of Conduct apply to Mutual 16 shareholders, qualified permanent residents, co-occupants, renters, caregivers, and their visitors.

1. RULES OF CONDUCT

- a. Mutual 16 shareholders are responsible for the actions of those associated with their property, including the following: Qualified Permanent Resident, Co- occupants, Renters, Caregivers, and their visitors.
- b. Interactions with others must be respectful and non- abusive, both verbally and physically.
- c. Behaviors such as the following are prohibited:
 - i. Verbal or physical violence, implied or actual (threats);
 - ii. Personal insults and yelling;
 - iii. Any form of discrimination;
 - iv. Unwanted or offensive touching, filming, photography, and recording
 - v. Unwanted sexually aggressive language;
 - vi. Directing objects or substances at another person with intent to harm or intimidate;
 - vii. Disruptive behavior, personal attacks, or harassment during Mutual 16 meetings;
 - viii. Creating a hostile work environment for GRF staff and Mutual 16 contracted service providers;
 - ix. Willful damage to Mutual 16 property;

2. NON-COMPLIANCE WITH MUTUAL 16 GOVERING DOCUMENTS

- a. Non-Compliance. Will result in a penalty.
- b. To protect Mutual 16, repeat offenders may be subject to legal action. Fines will be levied in accordance with any fine schedule adopted by the Board of Directors.
- c. For offenses that are governed by City, State or Federal Laws, the appropriate authorities will be contacted.
- d. Notification of Violation and Right to Hearing.

(May 2021)

GOLDEN RAIN FOUNDATION Seal Beach, California

SEAL BEACH MUTUAL NO. SIXTEEN

Mutual Operations – Resident Regulations

Document History

Adopted: 04 May 21

Keywords: Mutual Sixteen Resident Code of Conduct

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Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE MONTHLY FINANCIALS (NEW BUSINESS, ITEM A)
DATE: MAY 4, 2021
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 March 2021.