

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SIXTEEN
September 14, 2021
Meeting begins at 2:00 p.m.
Zoom/Video 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 ON ZOOM: 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 OF ALLEGIANCE
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUESTS:

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

4. SHAREHOLDERS' COMMENTS (2-3 minutes per shareholder)
5. **APPROVAL OF MINUTES:**
 - a. Approval of Regular Meeting Minutes of August 10, 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. PRESIDENT'S/CHIEF FINANCIAL OFFICER'S REPORT Mr. Watkins
9. VICE PRESIDENT'S REPORT Ms. Gardette
10. **UNFINISHED BUSINESS**
No Unfinished Business
11. **NEW BUSINESS**
 - a. Discuss and vote to approve Monthly Finances (p.4)

STAFF BREAK BY 3:00 P.M.

12. SECRETARY / CORRESPONDENCE

Mrs. Clawson

13. PORTFOLIO SPECIALIST'S REPORT

Ms. Barua

14. ANNOUNCEMENTS

**NEXT REGULAR BOARD METING: October 12, 2021, at 2:00 p.m.
Location: Zoom/Video Conference Call Meeting**

15. **COMMITTEE REPORTS**

- a. Grounds
- b. Physical Property
- c. Emergency Preparedness

16. DIRECTORS' COMMENTS

17. ADJOURNMENT

18. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 4:00 P.M.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **16**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **September 14, 2021**

Print Date : 8/30/2021

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
51-L	HEATPUMP	BOTH	07/21/21	10/21/21	NO	NONE	GREENWOOD
54-B	REMOVE DECO BLOCKS	GRF	09/13/21	12/23/21	NO	NONE	BERGKVIST

Escrow Activity

UNIT#	NMI	PLI	NBO	FI	FCOEI	COE Date	ROF		
50-I		06/14/21	07/30/21	08/09/21					
52-L		06/23/21							
53-H		06/14/21	07/02/21	07/12/21	07/23/21	07/26/21	8/10/2021		

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	2022
Fenn Pest & Termite	Bait Station	08/2023
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

Mutual 16
 September 10, 2021
 Chief Financial Officer's Report

For the reporting months of May, June & July 2021

The attached monthly financial statement recap's reflected the following budget status.

	Total	Budget	Income	Total	Budget	Expenses
Month	Income	Income	Variance	Expenses	Expenses	Variance
Jan.2021	25,457	25,833	-376	24,103	25,836	-1,733
Feb.2021	25,540	25,833	-293	24,969	25,836	-867
Mar.2021	25,710	25,833	-123	19,767	25,836	-6,069
Apr.2021	25,872	25,833	39	24,222	25,836	-1,614
May.2021	25,753	25,833	-80	24,383	25,836	-1,453
June.2021	26,764	25,833	931	28,697	25,836	2,861
July.2021	26,812	25,833	979	26,255	25,836	419
Aug. 2021		25,833			25,836	
Sep. 2021		25,833			25,836	
Oct. 2021		25,833			25,836	
Nov. 2021		25,833			25,836	
Dec. 2021		25,833			25,836	

Jan.2021	The cost of "Outside Services" was less than expected.					
Feb. 2021	No significant variances from expected costs.					
Mar.2021	GRF refund in the amount of \$4,759 for FY 2020					
Apr. 2021	The cost of "Outside Services" was less than expected.					
May.2021	The cost of "Outside Services" was less than expected.					
June.2021	The costs of utilities, outside services, and taxes and insurance were greater than expected.					
July.2021	The costs of outside services and taxes and insurance were greater than expected.					
Aug. 2021						
Sep. 2021						
Oct. 2021						
Nov. 2021						
Dec. 2021						

The Financial Statement Recap for May, June & July 2021 will be distributed with today's minutes.

For any questions you may have on this report, please feel free to contact me

to assist with your questions.

Dale Watkins
 President and CFO, Mutual Sixteen

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: SEPTEMBER 14, 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 months of July and August 2021.