



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

**SUMMARY REPORT
Tuesday, December 14, 2021**

Action/Request	Person Responsible
<p>1. <u>Approval of Minutes – a</u> RESOLVED to approve the Regular Monthly Minutes of November 09, 2021.</p>	Mutual Board Recording Secretary
<p>2. <u>New Business – a</u> 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 October 2021.</p>	Mutual Board Finance
<p>3. <u>New Business – b</u> RESOLVED approve the change order for Anguiano Lawn Care’s existing contract with Mutual 16 by increasing landscape maintenance cost by \$110 for a total of \$1,210 per month. Fund to come from Landscape Maintenance Funds for 2022 and authorize the President to sign any necessary documentation.</p>	Mutual Board Building Inspector Physical Property Service Maintenance Finance
<p>4. <u>New Business – c</u> RESOLVED to retain Michael Rabkin from Wolf, Rifkin, Shapiro, Schulman & Rabkin, LLP as Mutual 16’s Attorney.</p>	Mutual Board Mutual Administration Finance
<p>5. <u>New Business – d</u> RESOLVED to authorize Wolf, Rifkin, Shapiro, Schulman and Rabkin, LLP to review the GRF Management Agreement.</p>	Mutual Board Mutual Administration Stock Transfer
<p>6. <u>New Business – e</u> RESOLVED to authorize Wolf, Rifkin, Shapiro, Schulman and Rabkin, LLP to review 50-1645-4 – Application & Approval Co-Occupant and 50-XXXX-X – Qualified Permanent Resident Agreement.</p>	Mutual Board Mutual Administration Stock Transfer



REGULAR MONTHLY BOARD OF DIRECTORS MEETING MUTUAL SIXTEEN

Action/Request	Person Responsible
<u>Follow-up Agenda Items for Next Meeting</u> a. Approval of Mutual Monthly Finances. b. Discuss and vote to adopt a Fine Schedule for M16. c. Discuss and vote to amend Pet Policy. d. Discuss and vote to amend Caregiver Policy.	Recording Secretary