

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SIXTEEN
January 10, 2023
Meeting begins at 1:00 p.m.
Conference Room A and 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
 - a. President Dale Watkins, Vice President Loni Gardette, Chief Financial Officer Janet Isom, Secretary Marcia Clawson, and Director Shirley Thompson
3. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUESTS

Ms. Isom, GRF Representative
Mr. Stolarz, Building Inspector
Ms. Barua, Portfolio Specialist
Ms. Vasquez, Acting Portfolio Specialist
Ms. Equite, Assistant Portfolio Specialist
4. SHAREHOLDERS' COMMENTS (2-3 minutes per shareholder)
5. **APPROVAL OF MINUTES:**
 - a. Approval of Regular Meeting Minutes of December 22, 2022.
6. **BUILDING INSPECTOR'S REPORT:** Mr. Stolarz
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 3)
7. GRF REPRESENTATIVE REPORT Ms. Isom
8. PRESIDENT'S REPORT Mr. Watkins
9. VICE PRESIDENT'S REPORT Ms. Gardette
10. CHIEF FINANCIAL OFFICER REPORT Ms. Isom

11. **UNFINISHED BUSINESS**

- a. No unfinished business

12. **NEW BUSINESS**

- a. Discuss and vote to approve Monthly Finances. (p. 4)
- b. Discuss and vote to approve an Emergency Evaluators Team (p. 5)
- c. Discuss and vote to approve the Transfer Resolution Form – Authorizing Mutual’s recurring expenses (pp. 6-7)
- d. Discuss and vote to authorize Mutual Administration to mail out Opt-Out Notices to the mutual’s shareholders (pp. 8-9)

STAFF BREAK BY 3:00 P.M.

13. SECRETARY / CORRESPONDENCE

Mrs. Clawson

14. PORTFOLIO SPECIALIST’S REPORT

Ms. Vasquez

15. **COMMITTEE REPORTS**

- a. Grounds
- b. Physical Property
- c. Emergency Preparedness
- d. Social Committee Report

16. ANNOUNCEMENTS

- a. **NEXT REGULAR BOARD MEETING:** Tuesday, February 14, 2023 at 1:00 p.m. in Conference Rm A and Zoom/Video Conference Call.

17. DIRECTORS’ COMMENTS

18. ADJOURNMENT

19. EXECUTIVE SESSION

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

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **16**

INSPECTOR: **Rich Stolarz**

MUTUAL BOARD MEETING DATE: **January 10, 2023**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS

Escrow Activity

UNIT#	NMI	PLI	NBO	FI	FCOEI	COE Date	ROF	

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

CONTRACTS AND PROJECTS

CONTRACTOR	PROJECTS
Fenn Pest & Termite 05/2023	Termite Inspections
Fenn Pest & Termite 08/2023	Bait Station
Johns Landscape/Anguiano Lawn Care	Month to Month

Site Visits

Inspected Laundry Room Fire Extinguishers

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: JANUARY 10, 2023
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 November 2022.

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE AN EMERGENCY EVALUATORS TEAM
(NEW BUSINESS, ITEM B)
DATE: JANUARY 10, 2023
CC: MUTUAL FILE

I move to approve an Emergency Evaluators Team for Mutual Sixteen.

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE THE TRANSFER RESOLUTION FORM
(NEW BUSINESS, ITEM C)
DATE: JANUARY 10, 2023
CC: MUTUAL FILE

I move to approve that the Mutual Sixteen Board of Directors authorize the recurring expenses listed on the Transfer Resolution Form dated January 10, 2023, to be in compliance with Civil Code Section 5502.

CERTIFICATE OF SECRETARY

I, the undersigned, hereby certify that: (1) I am the duly appointed secretary of the Seal Beach Mutual No. 16, a California non-profit mutual benefit corporation (the "Association"); and (2) the following is a true copy of a resolution adopted by the vote of a majority of the members of the Board of Directors on JANUARY 10, 2023.

**SEAL BEACH MUTUAL NO. 16
RESOLUTION OF BOARD OF DIRECTORS**

WHEREAS, Civil Code Section 5502 provides, among other things:

“Notwithstanding any other law, transfers shall not be authorized from the association’s reserve or operating accounts without prior written approval from the board of the association unless the amount of the transfer is less than the following:

* * *

(2) The lesser of ten thousand dollars (\$10,000) or 5 percent of the estimated income in the annual operating budget, for associations with 51 or more separate interests.”

WHEREAS, the Association has certain monthly recurring expenses for basic Association expenses (e.g., utilities and insurance) which exceed the lesser of \$10,000 or 5% of the Association’s estimated income in the annual operating budget (the “Transfer Limit”), which, heretofore have been paid from the Association’s operating accounts via electronic transfer by the Association’s property manager;

WHEREAS, the Association’s Board of Directors desires to authorize its property manager to continue to make such recurring payments with this Resolution deemed with prior written Board approval for each transaction;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Association’s Board of Directors provides its prior written approval pursuant to Civil Code Section 5502 for Seal Beach Mutual 16, the Association’s property manager, to make transfers from the Association’s operating accounts which exceed the Transfer Limit to pay the following recurring expenses of the Association:

- | | |
|---|--|
| | |
| <u>Golden Rain Foundation for all services rendered</u> | |
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Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AUTHORIZE MUTUAL ADMINISTRATION TO MAIL OUT OPT-OUT NOTICES TO THE MUTUAL'S SHAREHOLDERS (NEW BUSINESS, ITEM D)
DATE: JANUARY 10, 2023
CC: MUTUAL FILE

I move to authorize Mutual Administration to mail out an Opt-Out Notice to Mutual 16 shareholders, allowing the shareholder to remove their name, property address, mailing address, and/or email address from the membership list, per Civil Code §5220 Membership List Opt-Out.

Mutual Corporation No. Sixteen

Opt-Out Notice

A member may request that the Association provide him or her with a copy of the membership list(s), including the names, property address, mailing address and, as of January 1, 2020, the email address, of each member. The member's request must be in writing and must set forth the purpose for which the list(s) is requested, which purpose must be reasonably related to the requester's interests as a member of the Association. The Association will be obligated to provide the member with a copy of such membership list(s) unless it reasonably believes that the member will use the information for another purpose. **NOTE: If filed in previous years, you are not required to submit this notice again.**

Pursuant to Civil Code § 5220, a member can "opt out" of having his or her name and address(es) included on a membership list(s) which must be distributed to members upon request. If you would like to "opt out" of having your name and/or address(es) included on a membership list(s), please complete the following form and return by mail:

Mutual Administration
PO Box 2069, Seal Beach, CA 90740

OR

In-Person to
Stock Transfer
Administration Building A, Mail Drop-Box

Email to
MutualSecretaries@lwsb.com

To Whom It May Concern,

Please **REMOVE** the following information related to my Mutual _____ and Unit _____ from the Mutual's membership list in accordance with Civil Code § 5220 until further written notice from me:

(Check all that are applicable)

- Name
- Property Address
- Mailing Address
- Email Address

Date: _____

Print Name: _____

Signature: _____

Unit Address: _____

P. O. Box 2069, Seal Beach, California 90740 (562) 431-6586