

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SIXTEEN
January 10, 2023**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Sixteen was called to order by President Watkins at 1:00 p.m. on Tuesday, January 10, 2023, via Zoom/Video Conference Call Meeting and Conference Room A.

Vice President Gardette led the Pledge of Allegiance.

ROLL CALL

Present: President Watkins, Vice President Gardette, Secretary Clawson, Chief Financial Officer Isom (via zoom), Director Thompson

Guests: Two Shareholders of Mutual Sixteen
Helen Wells (via zoom)
Cynthia MacFarland (via zoom)

Staff: Ms. Isom, GRF Representative (via zoom)
Ms. Barua, Portfolio Specialist
Ms. Equite, Assistant Portfolio Specialist

SHAREHOLDERS' COMMENTS

No shareholders made a comment.

MINUTES

The Regular Monthly Meeting Minutes of December 22, 2022, were approved by general consent of the board, as presented.

BUILDING INSPECTOR'S REPORT

Building Inspector Stolarz presented his report (attached).

Following questions, Mr. Stolarz left the meeting at 1:09 p.m.

GRF REPRESENTATIVE REPORT

GRF Representative Isom provided an update.

PRESIDENT'S REPORT

President Watkins presented his report (attached).

VICE PRESIDENT'S REPORT

Vice President Gardette provided no report.

CHIEF FINANCIAL OFFICER REPORT

Chief Financial Officer Isom provided no report.

UNFINISHED BUSINESS

No Unfinished Business.

NEW BUSINESS

Following a discussion and upon a MOTION duly made by President Watkins and seconded by Secretary Clawson, it was

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 November 2022.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by President Watkins and seconded by Secretary Clawson, it was

RESOLVED to approve the formation of an Emergency Evaluators Team for Mutual Sixteen.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by President Watkins and seconded by Chief Financial Officer Isom, it was

RESOLVED 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.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by President Watkins and seconded by Vice President Gardette, it was

RESOLVED 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.

The MOTION passed unanimously.

PORTFOLIO SPECIALIST'S REPORT

Portfolio Specialist Barua presented the Portfolio Specialist Report (attached).

COMMITTEE REPORTS

Grounds and Physical Property

President Watkins provided an update (attached).

Emergency Preparedness

President Watkins provided an update (attached).

Social Committee Report

Vice President Gardette provided an update.

ANNOUNCEMENTS

NEXT REGULAR BOARD MEETING: Tuesday, February 14, 2023, at 1:00 p.m. on Zoom/Video Conference Call and Conference Room A.

DIRECTORS' COMMENTS

Several Directors made a comment.

ADJOURNMENT

There being no further business to conduct, President Watkins adjourned the meeting at 1:53 p.m. and announced there will be an executive session following the meeting to discuss member issues.

EXECUTIVE SESSION SUMMARY

The Board met in Executive Session on January 10, 2023, at 1:55 p.m., and took the following actions:

The Board approved the Special Executive Session minutes of December 5, 2022 and the Executive Session minutes of December 22, 2022.

1. Legal Matters
 - a. No legal matters were discussed.
2. Contracts
 - a. No contracts were discussed.
3. Assessments / Delinquencies
 - a. No files to monitor.
 - b. No files were closed.
 - c. One letter was drafted.
4. Disciplinary Hearings
 - a. No disciplinary hearing occurred.

The Executive Session was adjourned at 2:24 p.m.

Attest, Marcia M. Clawson, Secretary
SEAL BEACH MUTUAL SIXTEEN
DE/RB 01/10/23

(These are tentative minutes subject to approval by the Mutual Sixteen Board at the next regular meeting.)

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 16
January 18, 2023
Chief Financial Officer's Report

For the reporting months of January through December 2022

The monthly financial statement recaps reflected the following budget status:

	Actual	Budget	Income	Actual	Budget	Expenses
Month	Income	Income	Variance	Expenses	Expenses	Variance
Jan. 2022	\$ 26,977.00	\$ 26,869.00	\$ 108.00	\$ 25,858.00	\$ 26,871.00	\$ 1,013.00
Feb. 2022	\$ 26,719.00	\$ 26,869.00	\$ (150.00)	\$ 27,173.00	\$ 26,871.00	\$ (302.00)
Mar. 2022	\$ 35,261.00	\$ 26,869.00	\$ 8,392.00	\$ 28,326.00	\$ 26,871.00	\$ (1,455.00)
Apr. 2022	\$ 26,739.00	\$ 26,869.00	\$ (130.00)	\$ 23,207.00	\$ 26,871.00	\$ 3,664.00
May 2022	\$ 26,717.00	\$ 26,869.00	\$ (152.00)	\$ 28,941.00	\$ 26,871.00	\$ (2,070.00)
June 2022	\$ 27,691.00	\$ 26,869.00	\$ 822.00	\$ 27,799.00	\$ 26,871.00	\$ (928.00)
July 2022	\$ 26,695.00	\$ 26,869.00	\$ (174.00)	\$ 26,882.00	\$ 26,871.00	\$ (11.00)
Aug. 2022	\$ 26,750.00	\$ 26,869.00	\$ (119.00)	\$ 29,468.00	\$ 26,871.00	\$ (2,597.00)
Sept. 2022	\$ 26,618.00	\$ 26,869.00	\$ (251.00)	\$ 29,517.00	\$ 26,871.00	\$ (2,646.00)
Oct. 2022	\$ 26,611.00	\$ 26,869.00	\$ (258.00)	\$ 26,970.00	\$ 26,871.00	\$ (99.00)
Nov. 2022	\$ 26,598.00	\$ 26,869.00	\$ (271.00)	\$ 23,761.00	\$ 26,871.00	\$ 3,110.00
Dec. 2022	\$ 26,603.00	\$ 26,869.00	\$ (266.00)	\$ 32,635.00	\$ 26,871.00	\$ (5,764.00)

Jan. 2022	The cost of Outside Services, Professional Fees and Utilities were less than expected. The cost of Taxes and Insurance were greater than expected.
Feb. 2022	The cost of Professional Fees was less than expected. The cost of Outside Services, Utilities, and Taxes and Insurance were greater than expected.
Mar. 2022	GRF FY2021 refund of \$1984.16. Increased Inspection Fees and Miscellaneous Income. The cost of Utilities, Outside Services, and Taxes and Insurance were greater than expected.
Apr. 2022	The cost of Outside Services, Professional Fees and the Trust Fee were less than expected. The cost of Taxes and Insurance was greater than expected.
May 2022	The cost of Utilities, Outside Services, and Taxes and Insurance were greater than expected.
June 2022	The cost of Utilities and Taxes and Insurance were greater than expected.
Aug. 2022	The cost of Outside Services and Taxes and Insurance were greater than expected.
Sept. 2022	The cost of Professional Fees, Outside Services, Taxes and Insurance were greater than expected.
Oct. 2022	The cost of Utilities and Outside Services were greater than expected. The cost of Professional Fees and Taxes and Insurance were less than expected.
Nov. 2022	The cost of Professional Fees, Outside Services and Taxes and Insurance were less than expected.
Dec. 2022	The cost of Outside Services was greater than expected, due to a year-end accrual for unbilled Service Request Orders (SROs) dating back to September 2022. The cost of Utilities, Professional Fees and Taxes and Insurance were less than expected.

The Financial Statement Recap for January through December 2022 will be distributed with the January 2023 Minutes. For any questions you may have on this report, please feel free to contact me, or any other director.

Janet Isom, CFO, Mutual 16

MUTUAL 16 BOARD OF DIRECTORS
MEETING OF JANUARY 2023
PRESIDENT'S REPORT

PLEASE do not mistake the recent rainfall as an end to our multi-year drought! The reservoirs we rely on for our water supply are at historically low levels! Restrictions on water use are in effect. DO NOT hose off your patio, walkway, or the sidewalk in front of your units. Water only the planter areas immediately in front of your units and only when needed. DO NOT water any grassy areas. Unfortunately, the Mutual Board has had to assess fines for lawn watering by residents.

Your Board of Directors met in Executive Session December 5, 2022 and voted unanimously to contract with Superwire for internet and cable TV service beginning January 1, 2023. Subsequently, the Golden Rain Foundation extended their contract with Superwire/Spectrum until March 31, 2023. The fees for their service will no longer be assessed in monthly assessments. It is up to the individual shareholder to contact Superwire and identify the services they want to receive, and the shareholder will be billed directly by Superwire.

You will receive information over the next few weeks that will be helpful to you in preparation for the possibility of an earthquake, large fire, or flood.

Agendas for and full minutes of Mutual 16 monthly Board of Directors' meetings are displayed in the Laundry Room and are available at www.lwsbmutual16.com.

COMMITTEE REPORTS

GROUNDS

Mowing activity is on an every other week basis until this spring. Gardeners hard pruned the rose bushes as they do every January.

PHYSICAL PROPERTY

No new projects affecting Mutual 16 have been undertaken in January.

EMERGENCY PREPARATION

A flier seeking volunteers for emergency situation evaluators has been prepared and will be distributed with the summary notes of this meeting.

Portfolio Specialist Report January 2023



Wipes cause a pain in the drain!

Avoid sewer backups and protect your pipes!

Dispose of these items in the trash, NOT the toilet.

- Disinfecting Wipes
- Paper Towels
- Baby Wipes
- Towelettes
- Mop Refills
- Facial Tissue
- Diapers
- Sanitary Items



EVEN IF PRODUCT LABEL SAYS FLUSHABLE, THEY ARE NOT FLUSHABLE!!

Place the items listed above in a trash can

**Putting these items down toilets may plug sewers and cause raw
sewage to back up into YOUR HOME!**

Year-End Mail Out Information

The 2023 guest passes, and property tax and assessment information were mailed out in the beginning of January!

As a reminder, guest passes are intended for your trusted family and friends, and are not to be given to contractors, caregivers, neighbors, or someone you've hired to work in your home.

If you have not received your guest passes or payment coupons by mid-January or have questions about registering your Caregiver/PHCR or pet call the Stock Transfer Office at (562) 431-6586 ext. 346.