



# MONTHLY BOARD OF DIRECTORS MEETING

## MUTUAL FIFTEEN

### SUMMARY REPORT

Monday, September 20, 2021

Action/Request	Person Responsible																					
<p><b>1. <u>Approval of Minutes – a</u></b>            The Regular Monthly Meeting Minutes of August 16, 2021 were approved to stand as read and printed.</p>	Recording Secretary Mutual Board																					
<p><b>2. <u>Consent Calendar – a</u></b>            RESOLVED that the Mutual Fifteen Board authorizes the following transfers of funds per detailed and dated resolutions.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Transfer/ Invoice Date</i></th> <th style="text-align: center;"><i>Amount</i></th> <th style="text-align: center;"><i>Originating/Destination Accounts or Payee</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">08/05/21</td> <td style="text-align: center;">\$131,698.24</td> <td>Transfer from US Bank Checking to GRF- US Bank Checking</td> </tr> <tr> <td style="text-align: center;">08/05/21</td> <td style="text-align: center;">\$131,698.24</td> <td>Transfer from ACH- Direct Debit from multiple shareholders to US Bank Checking</td> </tr> <tr> <td style="text-align: center;">08/06/21</td> <td style="text-align: center;">\$108,843.74</td> <td>Transfer from US Bank Checking to US Bank Impound</td> </tr> <tr> <td style="text-align: center;">08/20/21</td> <td style="text-align: center;">\$45,776.08</td> <td>Transfer from US Bank Checking to US Bank Restricted Money Mkt</td> </tr> <tr> <td style="text-align: center;">08/27/21</td> <td style="text-align: center;">\$19,179.00</td> <td>Check# 11920 Invoice# Multiple Payee Anguiano Lawn Care</td> </tr> <tr> <td style="text-align: center;">08/31/21</td> <td style="text-align: center;">\$13,000.00</td> <td>Check#038433 Sale of 42N Payor Castlehead, Inc. Escrows</td> </tr> </tbody> </table>	<i>Transfer/ Invoice Date</i>	<i>Amount</i>	<i>Originating/Destination Accounts or Payee</i>	08/05/21	\$131,698.24	Transfer from US Bank Checking to GRF- US Bank Checking	08/05/21	\$131,698.24	Transfer from ACH- Direct Debit from multiple shareholders to US Bank Checking	08/06/21	\$108,843.74	Transfer from US Bank Checking to US Bank Impound	08/20/21	\$45,776.08	Transfer from US Bank Checking to US Bank Restricted Money Mkt	08/27/21	\$19,179.00	Check# 11920 Invoice# Multiple Payee Anguiano Lawn Care	08/31/21	\$13,000.00	Check#038433 Sale of 42N Payor Castlehead, Inc. Escrows	Mutual Board Finance
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<p><b>3. <u>Unfinished Business – a</u></b>            RESOLVED to ratify rescinded Policy 7709.1 – <u>Escape Tax Deposit</u>, the 28-day posting requirement has been met.</p>	Mutual Board Mutual Administration Stock Transfer Finance																					
<p><b>4. <u>New Business – a</u></b>            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 August 2021.</p>	Mutual Board Finance																					



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<p><b>5. <u>New Business – b</u></b>          RESOLVED to approve renewal of the annual General Counsel Attorney Retainer Program (GCARP) with Roseman Law, APC, effective immediately, at a cost not to exceed \$500.00 annually. Funds to come from Operations and authorize the President to sign the necessary documentation.</p>	Mutual Board Mutual Administration Finance
<p><b>6. <u>New Business – c</u></b>          RESOLVED to amend resolution dated April 08, 2020 “RESOLVED that pursuant to the Mutual’s Bylaws and any amendment thereto and other governing documents, the Board hereby establishes an Emergency Response Team to ensure continued operations of emergency items only, for a total of no more than \$50,000.00. The Emergency Response Team will be made up of Jackie Dunagan, the Board President, Ron Gildner, the Board Vice President, and David Harlow, the Board CFO. To include Secretary Michael Pahlow if and when needed as an alternative.” By removing David Harlow and Michael Pahlow and appointing Bruce Bowles, the Board Secretary. To include Barbara Keenoy, the Board Chief Financial Officer if and when needed as an alternative.</p>	Mutual Board Mutual Administration Finance
<p><b>7. <u>New Business – d</u></b>          RESOLVED to amend Rules and Regulations, Article XII Section 12.1 – <u>Shareholder Estate/ Patio Sales</u> on a preliminary basis until the 28–day posting period is completed. The rule will be ratified at the next scheduled meeting and take effect if the Board receives no comment.</p>	Mutual Board Recording Secretary Physical Property Stock Transfer Finance
<p><b>8. <u>New Business – e</u></b>          RESOLVED to adopt Form 15-7508-4 – <u>Carport/Estate Sales</u> on a preliminary basis until the 28-day posting period has been completed. The Form will be ratified at the next scheduled meeting and take effect if the Board receives no comment.</p>	Mutual Board Recording Secretary Physical Property Stock Transfer Finance
<p><b>9. <u>New Business – f</u></b>          RESOLVED to amend Rules and Regulations, Article V Section 5.18 – <u>Carport Use</u> on a preliminary basis until the 28–day posting period is completed. Article V Section 5.18 – <u>Carport Use</u> will be ratified at the next scheduled meeting and take effect if the Board receives no comment.</p>	Mutual Board Recording Secretary Physical Property Stock Transfer Finance



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<p><b>10. <u>New Business – g</u></b>          RESOLVED to adopt Form 15-7502-4 – <u>Carport Usage/Rental Agreement and Back-In Parking</u> on a preliminary basis until the 28-day posting period has been completed. The Form will be ratified at the next scheduled meeting and take effect if the Board receives no comment.</p>	Mutual Board Recording Secretary Physical Property Stock Transfer Finance
<p><b>11. <u>New Business – h</u></b>          RESOLVED to table New Business, Item H.</p>	Mutual Board Recording Secretary
<p><b>12. <u>New Business – i</u></b>          RESOLVED to rescind Policy 7510.15 – <u>Eligibility Requirements</u> on a preliminary basis until the 28-day posting period has been completed. The Policy will be ratified at the next scheduled meeting and take effect if the Board receives no comment.</p>	Mutual Board Mutual Administration Recording Secretary Stock Transfer
<p><b>13. <u>New Business – j</u></b>          RESOLVED to adopt procedure 15-7510-3 – <u>Eligibility Requirements</u> as written.</p>	Mutual Board Mutual Administration Recording Secretary Stock Transfer
<p><b>14. <u>New Business – k</u></b>          RESOLVED to authorize the transfer of \$39,818.00 from Operations Account to Infrastructure Reserve Fund.</p>	Mutual Board Finance
<p><b><u>Follow-Ups for Next Regular Board Meeting</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Mutual Monthly Finances</b></li> <li>2. <b>Consent Calendar</b></li> <li>3. <b>Discuss and vote to approve the 2022 Operating Budget for Mutual 15</b></li> <li>4. <b>Discuss and vote to accept the CliftonLarsonAllen LLP Engagement Letter</b></li> <li>5. <b>Discuss and vote to ratify amended Rules and Regulations Article XII Section 12.1 – <u>Shareholder Estate/Patio Sales</u></b></li> <li>6. <b>Discuss and vote to ratify adopted Form 15-7508-4 – <u>Carport/Estate Sales</u></b></li> <li>7. <b>Discuss and vote to ratify amended Rules and Regulations Article V Section 5.18 – <u>Carport Use</u></b></li> </ol>	Recording Secretary



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