



REGULAR MONTHLY BOARD OF DIRECTORS MEETING

MUTUAL FIFTEEN

SUMMARY REPORT

Monday, November 21, 2022

Action/Request	Person Responsible
<p>1. <u>Approval of Minutes – a</u> The Regular Board Meeting Minutes of October 17, 2022, were approved to stand as written.</p>	Mutual Board Assistant Portfolio Specialist
<p>2. <u>Building Inspector’s Report – a</u> RESOLVED to approve the proposal from Anguiano Lawn Care for two-story gutter cleaning, at a cost not to exceed \$10,000.00. Funds to come from Roofing Reserves and authorize the President to sign any necessary documents.</p>	Mutual Board Physical Property Building Inspector Finance
<p>3. <u>Building Inspector’s Report – b</u> MOTION FAILED to approve the proposal from MJ Jurado for repainting arrows and stops at a cost not to exceed \$3,500.00. Funds to come from Painting Reserves and authorize the President to sign any necessary documentation.</p>	Mutual Board Physical Property Building Inspector Finance
<p>4. <u>Building Inspector’s Report – c</u> RESOLVED to approve for Service Maintenance department to have 40 water shutoff valves refitted with a new key, if necessary, at the standard Service Maintenance fee of \$50.00 per hour plus \$1,000.00 per key, at a cost not to exceed \$6,125.00. Funds to come from Infrastructural Reserves and authorize the President to sign any necessary documents.</p>	Mutual Board Service Maintenance Building Inspector Finance
<p>5. <u>Building Inspector’s Report – d</u> RESOLVED to authorize GRF Building Inspector to go out for bids for breezeway lighting installation.</p>	Mutual Board Physical Property Building Inspector
<p>6. <u>Building Inspector’s Report – e</u> RESOLVED to approve the proposal from MJ Jurado for preventative maintenance on concrete repair at breezeway stairs at a cost not to exceed \$41,000.00. Funds to come from Infrastructural Reserves and authorize the President to sign any necessary documents.</p>	Mutual Board Physical Property Building Inspector Finance
<p>7. <u>Building Inspector’s Report – f</u> RESOLVED to authorize GRF Building Inspector to go out for bids for landscaping contractor to work in Mutual 15.</p>	Mutual Board Physical Property Building Inspector



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<p>8. <u>Building Inspector’s Report – h</u> RESOLVED to authorize GRF Building Inspector to purchase two (2) new lifts, at a cost not to exceed \$106,036.66. Funds to come from Infrastructure Reserves and authorize the President to sign any necessary documentation.</p>	Mutual Board Physical Property Building Inspector Finance																														
<p>9. <u>Consent Calendar – a</u> 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; margin-top: 10px;"> <thead> <tr style="background-color: #D9D9D9;"> <th style="width: 15%;">Transfer/ Invoice Date</th> <th style="width: 15%;">Amount</th> <th style="width: 70%;">Originating/Destination Accounts or Payee</th> </tr> </thead> <tbody> <tr> <td>09/30/2022</td> <td>\$10,560.00</td> <td>Invoice# 10 Check# 12255 Payee: Anguiano Lawn Care</td> </tr> <tr> <td>10/13/2022</td> <td>\$13,311.96</td> <td>Invoice# multiple Check# 12253 Payee: OC Tax Collector</td> </tr> <tr> <td>10/20/2022</td> <td>\$15,000.00</td> <td>Invoice# sale of 37K Check# 551527 Payor: Citywide Escrow Serv.</td> </tr> <tr> <td>10/20/2022</td> <td>\$51,744.50</td> <td>Transfer from US Bank Checking to US Bank Restricted Money Mkt.</td> </tr> <tr> <td>11/03/2022</td> <td>\$10,795.52</td> <td>Transfer from US Bank Impound to US Bank Checking</td> </tr> <tr> <td>11/04/2022</td> <td>\$681,716.44</td> <td>Transfer from US Bank Impound to US Bank Checking</td> </tr> <tr> <td>11/07/2022</td> <td>\$123,243.40</td> <td>Transfer from US Bank Checking to GRF – US Bank Checking</td> </tr> <tr> <td>11/07/2022</td> <td>\$290,272.93</td> <td>Transfer from ACH – Direct Debit from multiple shareholders to US Bank Checking</td> </tr> <tr> <td>11/08/2022</td> <td>\$117,661.52</td> <td>Transfer US Bank Checking to US Bank Impound (Property Taxes)</td> </tr> </tbody> </table>	Transfer/ Invoice Date	Amount	Originating/Destination Accounts or Payee	09/30/2022	\$10,560.00	Invoice# 10 Check# 12255 Payee: Anguiano Lawn Care	10/13/2022	\$13,311.96	Invoice# multiple Check# 12253 Payee: OC Tax Collector	10/20/2022	\$15,000.00	Invoice# sale of 37K Check# 551527 Payor: Citywide Escrow Serv.	10/20/2022	\$51,744.50	Transfer from US Bank Checking to US Bank Restricted Money Mkt.	11/03/2022	\$10,795.52	Transfer from US Bank Impound to US Bank Checking	11/04/2022	\$681,716.44	Transfer from US Bank Impound to US Bank Checking	11/07/2022	\$123,243.40	Transfer from US Bank Checking to GRF – US Bank Checking	11/07/2022	\$290,272.93	Transfer from ACH – Direct Debit from multiple shareholders to US Bank Checking	11/08/2022	\$117,661.52	Transfer US Bank Checking to US Bank Impound (Property Taxes)	Mutual Board Finance
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<p>10. <u>Unfinished Business – a</u> RESOLVED to ratify proposed policy change by amending the Policies to change “Caregiver(s)” to “Permitted Health Care Resident(s)”; the 28-day posting requirement has been met.</p>	Mutual Board Mutual Administration Stock Transfer																														



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<p>11. <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 2022.</p>	Mutual Board Finance
<p>12. <u>New Business – b</u> RESOLVED to approve Superwire contract once reviewed by Roseman Law, APC.</p>	Mutual Board Mutual Administration
<p>13. <u>New Business – c</u> RESOLVED to authorize Roseman Law APC to draft an amendment to Occupancy Agreement 11.1 – <u>All Maintenance and Repairs by Qualifying Resident</u>, 11.2 – <u>Repairs by Mutual</u> and 12.1 – <u>Exterior Maintenance and Repairs of Shareholder Garden Area</u>.</p>	Mutual Board Mutual Administration Stock Transfer Physical Property Building Inspector Service Maintenance
<p>14. <u>New Business – d</u> RESOLVED to authorize Roseman Law, APC to amend Policy 7505 to Rule 15-7505-1 – <u>Maintenance Responsibility</u>.</p>	Mutual Board Stock Transfer Mutual Administration
<p>15. <u>New Business – e</u> RESOLVED to reschedule January 16, 2023, Monthly Board Meeting to Friday, January 20, 2023, at 9 a.m. in Conference Room A and February 20, 2023 Monthly Board Meeting to Thursday, February 23, 2023 at 9 a.m. in Conference Room B, due to the holidays.</p>	Mutual Board Mutual Administration Stock Transfer
<p>16. <u>New Business – f</u> RESOLVED to approve the proposal from Anguiano Lawn Care 4th quarter tree trimming, at a cost not to exceed \$11,220.00. Funds to come from Tree Reserve and authorize the President to sign any necessary documents.</p>	Mutual Board Physical Property Building Inspector Finance



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<p>17. New Business – g</p> <p>RESOLVED to propose a rule change amending Section 2.17 – <u>Electrical</u> of the Rules & Regulations and approve 28-day posting of notice of the proposed rule change. The proposed rule change will be considered by the board at the next scheduled meeting following review if any shareholder comments received.</p>	<p>Mutual Board Mutual Administration Stock Transfer Physical Property Building Inspector Service Maintenance</p>
<p><u>Follow-Ups for Next Regular Board Meeting</u></p> <ol style="list-style-type: none"> 1. Mutual Monthly Finances 2. Consent Calendar 3. Guest Speaker: Security Director Mr. Rocha (QPR Presentation) 4. Guest Speaker: FireAvert (via Zoom) 5. Discuss and vote to authorize the Mutual Attorney to draft Rules & Regulation regarding pest control 6. Discuss and vote to amend Rules & Regulations Article Section 2.2 Appliances (December) 7. Discuss and vote to ratify amending Rules & Regulations Section 2.17 <u>Electrical</u> (December) 	<p>Mutual Board Security Assistant Portfolio Specialist</p>