



REGULAR MONTHLY BOARD OF DIRECTORS MEETING

MUTUAL FIFTEEN

SUMMARY REPORT Monday, August 21, 2023

Action/Request	Person Responsible																														
<p>1. <u>Approval of Minutes – a</u> The Regular Monthly Meeting Minutes of July 17, 2023 were approved by general consent of the board as presented.</p>	Mutual Board Port. Specialist																														
<p>2. <u>Building Inspector’s Report – c</u> RESOLVED to approve proposal from Arrow Lift to refurbish elevator in Building 7 at a cost not to exceed \$7,522.10. Funds to come from Reserves-Elevator Repair and authorize the President to sign any necessary documentation.</p>	Mutual Board Physical Property Building Inspector Finance																														
<p>3. <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: #D9E1F2;"> <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>07/05/2023</td> <td style="text-align: right;">\$297,440.83</td> <td>ACH-Direct Debit from Multiple Shareholders to US Bank Checking</td> </tr> <tr> <td>07/07/2023</td> <td style="text-align: right;">\$143,257.86</td> <td>US Bank Checking to GRF-US Bank Checking</td> </tr> <tr> <td>07/10/2023</td> <td style="text-align: right;">\$120,479.79</td> <td>US Bank Checking to US Bank Impound (Property Taxes)</td> </tr> <tr> <td>07/21/2023</td> <td style="text-align: right;">\$54,900.00</td> <td>US Bank Checking and US Bank Non-Restricted Monkey Mkt.</td> </tr> <tr> <td>08/03/2023</td> <td style="text-align: right;">\$19,700.00</td> <td>J&J Landscaping (Invoice #: multiple)</td> </tr> <tr> <td>08/04/2023</td> <td style="text-align: right;">\$296,440.81</td> <td>ACH Direct Debit from Multiple Shareholders to US Bank Checking</td> </tr> <tr> <td>08/08/2023</td> <td style="text-align: right;">\$138,096.57</td> <td>US bank Checking to GRF US Bank Checking</td> </tr> <tr> <td>08/08/2023</td> <td style="text-align: right;">\$121,000.41</td> <td>US Bank Checking to US bank Impound (Property Taxes)</td> </tr> <tr> <td>08/11/2023</td> <td style="text-align: right;">\$13,837.41</td> <td>ServiceMaster Restore (Invoice#: 62262-WTR)</td> </tr> </tbody> </table>	Transfer/ Invoice Date	Amount	Originating/Destination Accounts or Payee	07/05/2023	\$297,440.83	ACH-Direct Debit from Multiple Shareholders to US Bank Checking	07/07/2023	\$143,257.86	US Bank Checking to GRF-US Bank Checking	07/10/2023	\$120,479.79	US Bank Checking to US Bank Impound (Property Taxes)	07/21/2023	\$54,900.00	US Bank Checking and US Bank Non-Restricted Monkey Mkt.	08/03/2023	\$19,700.00	J&J Landscaping (Invoice #: multiple)	08/04/2023	\$296,440.81	ACH Direct Debit from Multiple Shareholders to US Bank Checking	08/08/2023	\$138,096.57	US bank Checking to GRF US Bank Checking	08/08/2023	\$121,000.41	US Bank Checking to US bank Impound (Property Taxes)	08/11/2023	\$13,837.41	ServiceMaster Restore (Invoice#: 62262-WTR)	Mutual Board Finance
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<p>4. <u>Unfinished Business – a</u> RESOLVED to move to approve the CINC Portal & Invoice Approval from GRF and “turn on” the following modules: Work Orders, ACC Requests, Calendar, Photos, Board Invoice Approval, and Electronic Check Signing.</p>	Mutual Board Mutual Administration GRF Admin.
<p>5. <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 July 2023.</p>	Mutual Board Finance
<p>6. <u>New Business – b</u> RESOLVED to approve the Renewal of General Counsel Annual Retainer Program (GCARP) with Roseman Law, APC, effective immediately, at a cost not to exceed \$600.00 annually. Funds to come from Legal and authorize the President to sign the necessary documentation.</p>	Mutual Board Portfolio Specialist Finance
<p>7. <u>New Business – e</u> RESOLVED to approve J&J Landscaping proposal to trim, remove, and replace multiple trees in Mutual Fifteen at a cost not to exceed \$4,615.00. Funds to come from Landscape - Trees and authorize the President to sign any necessary documentation.</p>	Mutual Board Finance Physical Property Building Inspector
<p>8. <u>New Business – f</u> RESOLVED to approve J&J Landscaping proposal to remove 500 sq. ft. of sod and remove soil to level out area at Building 7 at a cost not to exceed \$2,700.00. Funds to come from Landscape - Extras and authorize the President to sign any necessary documentation.</p>	Mutual Board Finance Physical Property Building Inspector
<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. Discuss and vote to approve Washer/Dryer lease. 4. Discuss and vote to exclude “Aging Report” from financials. 5. Discuss and vote to appoint Hospitality Committee members 	Mutual Board Portfolio Specialist