



# REGULAR MONTHLY BOARD OF DIRECTORS MEETING

## MUTUAL TWELVE

### SUMMARY REPORT

Thursday, August 10, 2023

Action/Request	Person Responsible
<p><b>1. <u>Approval of Minutes – a &amp; b</u></b>            RESOLVED to approve the Regular Meeting Minutes of July 13, 2023 and Special Meeting Minutes of June 28, 2023 as presented.</p>	Mutual Board Portfolio Specialist
<p><b>2. <u>Building Inspector Report – a</u></b>            RESOLVED to approve the proposal from All American Signs for 17 building address signs at a cost not to exceed \$1,770.81. Funds to come from Structural Repairs and authorize the President to sign any necessary documentation.</p>	Mutual Board Finance Building Inspector Physical Property
<p><b>3. <u>Building Inspector Report – b</u></b>            RESOLVED TO authorize Physical Property to obtain gutter cleaning bids.</p>	Mutual Board Physical Property Building Inspector
<p><b>4. <u>Building Inspector Report – c</u></b>            RESOLVED to approve the concrete proposal from MJ Jurado to remove asphalt, remove and replace concrete flowline, and replace 8-inch concrete rebar in Carport 137 on the eastside at a cost not to exceed \$179,662. Funds to come from Infrastructure Reserves and authorize the President to sign any necessary documentation.</p>	Mutual Board Finance Physical Property Building Inspector
<p><b>5. <u>Building Inspector Report – d</u></b>            RESOLVED to authorize Physical Property to obtain proposals for tree trimming.</p>	Mutual Board Physical Property Building Inspector
<p><b>6. <u>New Business – a</u></b>            RESOLVED to approve the June 2023 financial statements as reviewed per California Civil Code Section 5500 (a)-(f) for audit as presented.</p>	Mutual Board Finance
<p><b>7. <u>New Business – b</u></b>            RESOLVED to approve the reinvestment of 2 certificates of deposits, each in the amount of \$225,000, to be reinvestment with US Bancorp for a term not to exceed one year at the prevailing interest rate.</p>	Mutual Board Finance



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<p><b>8. <u>New Business – c</u></b> RESOLVED that following review and approval with the mutual attorney, to approve the 2023 Annual Request for Member Contact Information letter and instruct Mutual Administration to mail to all members no later than August 20, 2023.</p>	<p>Mutual Board Mutual Administration</p>
<p><b>9. <u>New Business – d</u></b> RESOLVED to approve the form titled Consent to Electronic Delivery Individual Delivery by Electronic Transmission as prepared by the mutual attorney and instruct Mutual Administration to include it with the mailing of the Annual Request for Member Contact Information no later than August 20, 2023.</p>	<p>Mutual Board Mutual Administration</p>
<p><b>10. <u>New Business – e</u></b> RESOLVED to approve the removal of turf and installation of white rocks at Unit 12-038E. Work to be done at the shareholder’s expense.</p>	<p>Mutual Board Physical Property Building Inspector</p>
<p><b>11. <u>New Business – f</u></b> RESOLVED to ratify the approval of the invoice from Four Star Landscaping for \$880.00 for trimming of Carrotwood tree due to safety issues.</p>	<p>Mutual Board Finance Building Inspector</p>
<p><b>12. <u>New Business – g</u></b> RESOLVED to exclude the report titled Homeowners Aging Report Excluding Prepaid from the monthly Financial Statement Board member packet as the delinquent aging report will continue to be reviewed and discussed in Executive Session as required by the Civil Code.</p>	<p>Mutual Board Finance Mutual Administration</p>
<p><b>13. <u>New Business – h</u></b> RESOLVED that the monthly Financial Statements for Mutual 12 Board Members be delivered via electronic delivery.</p>	<p>Mutual Board Finance</p>
<p><b><u>Follow-up agenda items for next regular meeting</u></b>  <ol style="list-style-type: none"> <li>1. <b>Approval of Monthly Finances</b></li> <li>2. <b>Discuss and vote on proposal for Vinyl fencing/Transformer Box Covers for 39F.</b></li> </ol> </p>	<p>Assistant Portfolio Specialist</p>