

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOURTEEN
June 20, 2023
Meeting begins at 1:00 p.m.
Building 5 Conference Rm B and Zoom Video/Conference Call

TO ATTEND VIA ZOOM: Shareholders to contact his or her building director or any other director to request the dial-in/login information. The preferred means of contacting your building director to obtain dial-in/login information is by email. The Shareholder will be provided with instructions on how to access the call via telephone or via video upon the Shareholder contacting his or her building director, or any director and requesting the call-in or login information.

TO PROVIDE COMMENTS DURING MEETING VIA ZOOM: Shareholders may participate in an Open Board meeting during the Shareholder open forum. In order to make a comment during the Shareholder open forum, the shareholder must (i) notify their building director of their intent to speak during Shareholder open forum, or (ii) submit their information, including their name, Unit Number, and telephone number, via e-mail to leemelodym14@yahoo.com, by no later than 4:00 p.m. on 06/19/23, the business day before the date of the meeting.

1. **CALL TO ORDER/ PLEDGE OF ALLEGIANCE**

(Per California Penal Code Section 632, there is no recording of these meetings)

2. **SHAREHOLDERS' COMMENTS**

Note: Foundation Shareholder/Members are permitted to make comments before the meeting business of the Board begins. The Open Meeting Act allows Board of Directors to establish reasonable time limits for the open forum and for speakers to address the board. (Civil Code 4925(b).) Time limits, per speaker, are limited to:

- 3 - minute limit per speaker

3. **ROLL CALL**

4. **INTRODUCTION OF STAFF & GUESTS:**

Ms. Sedgwick, Executive Director
Ms. Young, Sr. Director Internal Operations
Mr. Meza, Building Inspector
Ms. Barua, Senior Portfolio Specialist
Ms. Equite, Assistant Portfolio Specialist

5. **APPROVAL OF MINUTES**

- a. Approval of Regular Meeting Minutes of April 18, 2023.
- b. Organizational Minutes from May 18, 2023 (pp.3-4)
- c. Special Meeting Minutes from May 23, 2023 (p.5)

6. **GUEST SPEAKER**

Ms. Young/ Ms. Sedgwick

- a. CINC Presentation

7. **BUILDING INSPECTOR'S REPORT**

Mr. Meza

Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (pp.6-7)

- a. Discuss and vote to approve the patio pergola proposal for Unit 14-017- A (pp.8-10)

8. **SECRETARY / CORRESPONDENCE**

Mr. Holbrok

- a. Discuss shareholder's correspondence.

9. **PRESIDENT'S REPORT**

Mr. Melody

10. **VICE PRESIDENT'S REPORT**

Mr. Stefun

11. CHIEF FINANCIAL OFFICER'S REPORT

Ms. Rosenfeld

12. **CONSENT CALENDAR**

- a. Discuss and vote to authorize transfers of funds for Mutual 14 (p.11)

13. **UNFINISHED BUSINESS**

- a. No unfinished business.

14. **NEW BUSINESS**

- a. Approval of Monthly Finances (p.12)
- b. Discuss and vote to approve/deny Notice of Intent to Withdraw (p.13)
- c. Discuss and vote to receive monthly meeting minutes from other Mutuals (p.14)
- d. Discuss and vote to approve/deny Property Tax Postponement Application (p.15)
- e. Discuss and vote to approve/deny releasing Mutual Board contact information (p.16)
- f. Discuss and vote to disclose "yes", "no", and "abstention" votes in meeting minutes (p.17)
- g. Discuss and vote to approve/deny the Appointment Setting Commitment (p.18)
- h. Discuss and vote to approve/deny maintaining Procedure 14-7510-3 – Eligibility Requirements (p.19)
- i. Discuss and vote to approve CINC Resident Portal & Invoice approval (pp.20-23)
- j. Discuss and vote to pursue revision to Rules & Regulations 4.2.1 to allow patios on inside units past the garden line on a site-specific basis (p.24)
- k. Discuss and vote to approve funds of \$1000 for the Mutual 14 Annual Picnic (p.25)

STAFF BREAK BY 3:00 P.M.

15. PORTFOLIO SPECIALIST REPORT

Ms. Barua

16. **COMMITTEE REPORTS**

- a. Physical Property Committee Report
 - b. Landscape Committee Report
 - c. Emergency Information Report
 - d. Parking Report
 - e. Caregivers Committee Report
 - f. Pet Committee Report
- Mr. Stefun
Mr. Nevin
Mr. Skinner
Mr. Skinner
Mr. Supple
Mr. Supple

17. GRF GENERAL PROJECT UPDATES

18. DIRECTORS' COMMENTS

19. ANNOUNCEMENTS

- a. **NEXT BOARD MEETING:** Tuesday, July 18, 2023 at 1:00 p.m. in Conference Room B and via Zoom Video/Conference Call
- b. **M14 NEWS:** Shareholders interested in receiving the Larry Lowman Memorial Newsletter, published by Jack Faucett, please add your name to his list by e- mailing him @ larrylmemorial@gmail.com

20. ADJOURNMENT

21. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 4:00 P.M.

**MINUTES OF THE OPEN ORGANIZATIONAL MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOURTEEN
MAY 18, 2023**

The Organizational Meeting of the newly elected Board of Directors of Seal Beach Mutual Fourteen was held, following the Annual Shareholders' Meeting, in Clubhouse 4 and via Zoom. The meeting was called to order by Mutual Administration Director Hopkins, acting chairperson at 11:12 a.m. on May 18, 2023.

Director's present were: Lee Melody, Jack R. Nevin, Adrienne Rosenfeld, Bob Stefun and Michael Supple, Mike Skinner (via zoom), and Ron Holbrook. Also present were Senior Portfolio Specialist Barua and Assistant Portfolio Specialist Equite.

Mutual Administration Director Hopkins stated the purpose of the meeting was to elect the officers for the 2023-2024 term of office.

Mutual Administration Director Hopkins called the nominations for the office of President. Bob Stefun nominated Lee Melody for President. There being no further nominations, Lee Melody was elected to the office of President for the 2023-2024 term of office.

The Chair was turned over to newly elected President Melody who then called for nominations for Vice President. Adrienne Rosenfeld nominated Bob Stefun for Vice President. There being no further nominations, Bob Stefun was elected to the office of Vice President for the 2023-2024 term of office.

President Melody called for nominations for Secretary. President Melody nominated Ron Holbrook for Secretary. There being no further nominations, Ron Holbrook was elected to the office of Secretary for the 2023-2024 term of office.

President Melody called for nominations for Chief Financial Officer. Vice President Stefun nominated Adrienne Rosenfeld for Chief Financial Officer. There being no further nominations, Adrienne Rosenfeld was elected to the office of Chief Financial Officer for the 2023-2024 term of office.

President Melody stated that the previous year's organizational meeting minutes have already been approved.

President Melody also stated that Mutual Fourteen Regular Monthly Board Meetings will meet on the third Tuesday of the month in Building 5, Conference Room B at 1:00 p.m.

Upon a MOTION duly made by President Melody and seconded by Vice President Stefun, it was

RESOLVED to approve that the Directors of Mutual 14 accept and sign the
2023-2024 Code of Conduct and Code of Ethics.

The MOTION passed with six "yes" votes (Melody, Stefun, Rosenfeld, Skinner, Nevin, and Holbrook) and one "no" vote (Supple).

President Melody stated that Lee Melody will be Ex-Officer of all committees. Bob Stefun assigned as Physical Property Committee Chair. Adrienne Rosenfeld assigned as Finance and Budget Committee Chair. Michael Skinner assigned as Emergency Council Committee Chair and Parking Committee Chair. Jack R. Nevin assigned as Landscape Committee Chair. Mike Supple assigned as Caregivers and Pets Committee Chair.

President Melody adjourned the meeting at 11:20 a.m.

Attest

Ron Holbrook, Secretary
SEAL BEACH MUTUAL FOURTEEN
DE/RB 5/18/23

DRAFT

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. FOURTEEN
May 25, 2023**

The Special Meeting of the Board of Directors of Seal Beach Mutual No. Fourteen was called to order by President Melody at 2:00 p.m. on Tuesday, May 25, 2023, in Conference Room B and via Zoom Video and Conference Call following the Pledge of Allegiance.

The Directors present were President Melody, Chief Financial Officer Rosenfeld, Secretary Holbrook, and Directors Nevin (via zoom), Skinner (via zoom) and Supple.

Absent: Vice President Stefun

Staff present: Sr. Director of Member Services Hall, Mutual Accountant Schultze, Mutual Administration Director Hopkins (via zoom), Senior Portfolio Specialist Barua and Assistant Portfolio Specialist Equite.

Guests: Four shareholders present (via zoom).

No shareholders made comments.

The purpose of this meeting is to accept the 2022 drafted audited Financial Statements.

Director Skinner left the meeting at 2:03 p.m. and returned at 2:07 p.m.

Following a discussion and on MOTION duly made by Chief Financial Officer Rosenfeld and second by Director Supple, it was,

RESOLVED to accept that the Board of Directors of Seal Beach Mutual Fourteen, upon a presentation of the Financial Statements as of December 31, 2022, for the year then ended, and the proposed Accountant's Report as submitted by CliftonLarsonAllen (CLA), hereby accepts the abovementioned Financial Statements and reports therein, and authorize the President to sign the Management Representation Letter.

The MOTION passed unanimously with ROLL CALL vote.

Sr. Director of Member Services Hall and Mutual Accountant Schultze left the meeting at 2:11 p.m.

President Melody adjourned the meeting at 2:12 p.m.

Attest: Holbrook, Ron, Secretary
SEAL BEACH MUTUAL NO. FOURTEEN
DE/RB: 5/23/23

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (14) Fourteen	INSPECTOR: Mike Meza
MUTUAL BOARD MEETING DATE: JUNE, 2023	

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR
13-L	RETRO WINDOWS	BOTH	03/20/23	06/30/23	NONE		MP CONSTRUCTION
17-B	CEILING FAN	BOTH	06/28/23	07/28/23	NONE		OGAN CONSTRUCTION
21-I	ELECTRICAL & LIGHTING	BOTH	04/04/23	04/14/23	NONE		OGAN CONSTRUCTION
26-A	UNIT REMODEL	BOTH	03/29/23	05/31/23	NONE	DRYWALL 06/12/23	PNI CONSTRUCTION
28-K	RETRO WINDOWS	BOTH	07/01/23	12/01/23	NONE		RYDEN CONSTRUCTION
32-A	CENTRAL AIR SYSTEM	BOTH	02/23/23	05/23/23	NONE	RED TAG NO BLIND	GREENWOOD
33-C	ROOM ADDITION	BOTH	02/14/23	07/28/23	NONE		MARCO CONSTRUCTION
54-D	REPAIR BAY WINDOW	GRF	04/17/23	06/30/23	NONE	FINAL 06/30/23	JOHN BERGKVIST
54-D	SHOWER REMODEL	BOTH	06/05/23	07/31/23	NONE		JOHN BERGKVIST

ESCROW ACTIVITY

Unit #	NMI	PLI	NBO	FI	FCOEI	ROF	ACTIVE, CLOSING, CLOSED, NMI
							4 7 3 1
2-F		11/02/22	04/11/23	04/11/23	04/25/23	5/16/23	
13-D	01/27/2023						
13-E		11/16/22	06/09/23	06/09/23			
13-H		01/19/23	05/24/23	05/31/23	06/14/23		
17-B		01/06/23	01/25/23	01/30/23	02/13/23	03/14/2023	
19-H		07/27/22					
21-H		02/02/23	03/03/23	03/03/23	03/15/23		
23-F		10/26/22	04/19/23	04/20/23	05/04/23		
24-B		01/06/23					
24-E		08/25/22	03/14/23	03/21/23	04/04/23		
27-H		04/03/23					
32-H		09/02/22					
33-B		12/27/22	02/16/23	02/24/23	03/10/23		
53-E		12/27/23	02/08/23	02/16/23	03/03/23	03/16/23	
53-K		02/23/23	06/08/23	06/09/23			

NMI = New Member Inspection
 PLI = Pre-Listing Inspection
 NBO = New Buyer Orientation
FI = Final Inspection
 FCOEI = Final COE Inspection
 ROF = Release of Funds

CONTRACTS

CONTRACTOR	PROJECT
J&J LANDSCAPE OCTOBER 31, 2024	Landscaping & Irrigation
EMPIRE PIPE DECEMBER 31, 2022	Annual inspection Out going line only
FENN MAY 31, 2026	Pest and rodent control services

SPECIAL PROJECTS/ REQUEST

Contractor	Discription of Work
17-F	New Patio

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (14) Fourteen		INSPECTOR: Mike Meza
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MUTUAL BOARD MEETING DATE: JUNE, 2023	
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SHAREHOLDER AND MUTUAL REQUEST

53-G Rodent Issues	Inspect mutual sidewalks
17-F Bad odor	
31-F Countertop issues	
33-B Meet with Fenn Pest Control	
33-B Inspect kitchen countertop	
53-K Question regarding Escrow	
21-F Inspect bathroom for termites	
17-F Inspect for water damage	
18-l Termites in living room	
17-B Basin stoppage	
20-B Leak at basin faucet	
23-F Inspect HVAC drain line	
02-F Open door for shareholder	

Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE THE PATIO PERGOLA PROPOSAL FOR UNIT 14-017-A. (BUILDING INSPECTOR, ITEM A)
DATE: JUNE 20, 2023
CC: MUTUAL FILE

I move to approve the patio pergola proposal for Unit 14-017-A. Work to be done at the shareholder's expense.



Remove all existing cement

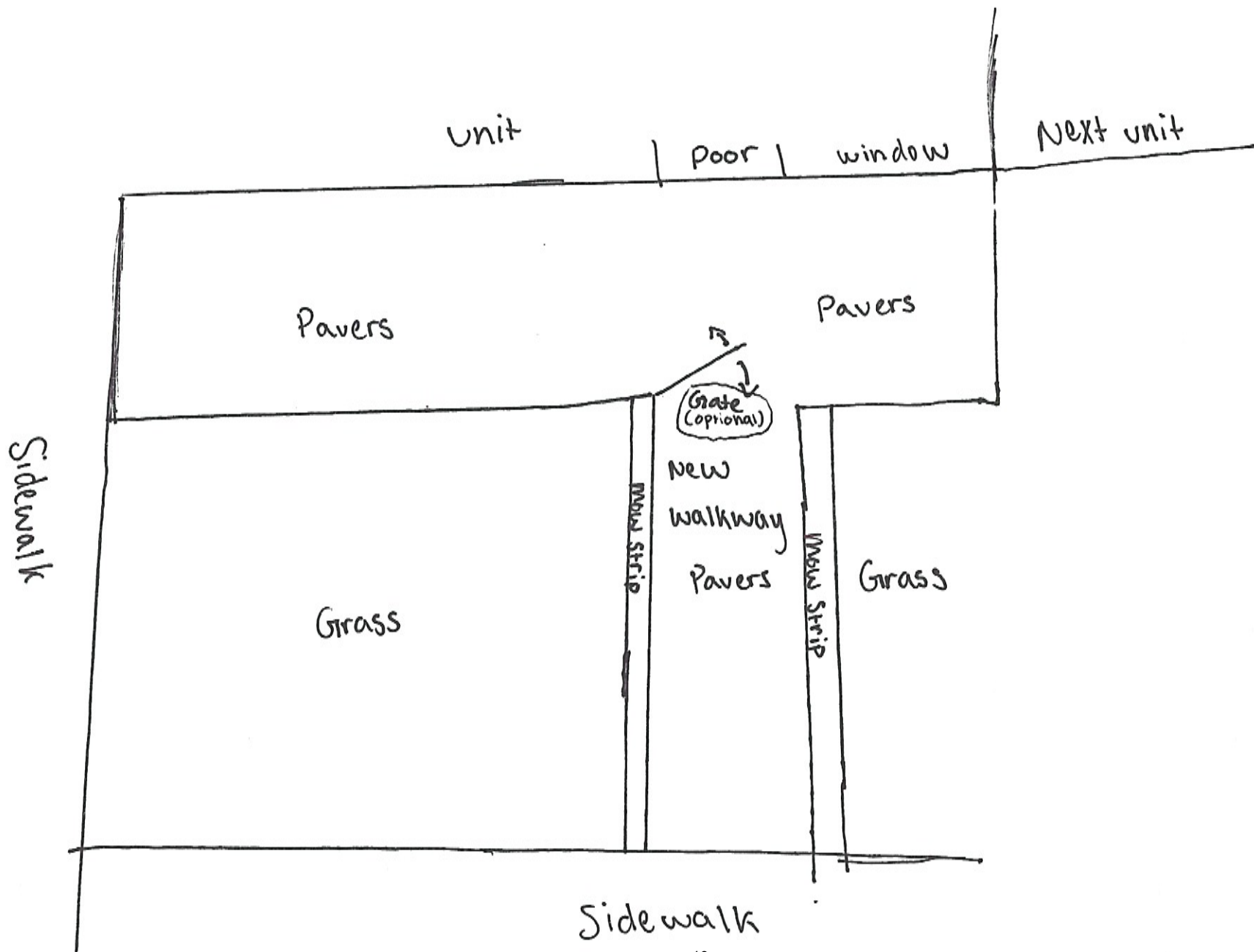
Make a stucco wall 24 in. high
plus the cap

4 pillars

4 ft. wide walkway from patio
to the sidewalk with pavers

Patio is going to be pavers

Re route sprinklers as needed



Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AUTHORIZE TRANSFERS OF FUNDS FOR MUTUAL FOURTEEN (CONSENT CALENDAR, ITEM A)
DATE: JUNE 20, 2023
CC: MUTUAL FILE

I move that the Board authorizes the following transfers of funds, per detailed and dated resolutions, by consent calendar.

Transfer/ Invoice Date	Amount	Originating/Destination Accounts or Payee
04/11/2023	\$32,551.18	US Bank Restricted Money Mkt. to US Bank Non-Restr. Money Mkt.
04/14/2023	\$32,550.00	Invoice # 160233-1 Check # 11600- MP Construction
04/18/2023	\$25,578.00	US Bank Restricted Money Mkt. to US Bank Non-Restr. Money Mkt.
04/18/2023	\$10,394.00	Invoice # MO 042314 Check # 11606 – J & J Landscaping
04/19/2023	\$40,000.00	US Bank Restricted Money Mkt. to US Bank Checking
04/21/2023	\$33,195.50	US Bank Checking to US Bank Non- Restr. Money Mkt.
04/24/2023	\$53,382.22	US Bank Impound (property taxes) – US Bank Checking
05/08/2023	\$97,408.03	US Bank Checking to GRF- US Bank Checking
05/08/2023	\$167,769.89	ACH- Direct Debit from multiple share- holders to US Bank Checking
05/12/2023	\$73,708.50	US Bank Checking to US Bank Impound (Property Taxes)
05/17/2023	\$10,394.00	Invoice # M0 052314 Check # 30006 – J & J Landscaping
05/22/2023	\$33,195.50	US Bank Checking to US Bank Non- Restr. Money Mkt.

Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: JUNE 20, 2023
CC: MUTUAL FILE

I move to approve that the review of the Mutuals' operating accounts, reserve accounts, current year's actual operating revenues and expenses compared to the current year's budget, the latest account statements prepared by financial institutions where the mutual has its operating and reserve accounts, and the income and expense statement for the mutual's operating and reserve accounts have been approved; and, further, that per Civil Code Section 5500(a)-(f), the check register, monthly general ledger, and delinquent assessment receivable reports have been reviewed for the months of April and May 2023.

Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE NOTICE TO INTENT TO WITHDRAW
(NEW BUSINESS, ITEM B)
DATE: JUNE 20, 2023
CC: FILE

On June 21, 2022, Mutual Fourteen Board of Directors “RESOLVED to approve that Mutual Fourteen authorizes the Board’s President and/or duly appointed Officer, to act on behalf of the Board, to execute the Notice of Intent to Withdraw.”

I move to **approve** that Mutual Fourteen authorizes the Board’s President and/or duly appointed officer to act on behalf of the Board to execute the Notice of Intent to Withdraw.

OR

I move to **deny** that Mutual Fourteen authorizes the Board’s President and/or duly appointed officer to act on behalf of the Board to execute the Notice of Intent to Withdraw.

Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RECEIVE MONTHLY MEETING MINUTES FROM OTHER MUTUALS (NEW BUSINESS, ITEM C)
DATE: JUNE 20, 2023
CC: FILE

On June 21, 2022, Mutual Fourteen Board of Directors, “RESOLVED to **deny** that Mutual Fourteen continues to receive one hard copy of the various Mutuals’ monthly minutes in their MAILBOX in the Stock Transfer Office.”

I move to **approve** that Mutual Fourteen continues to receive one hard copy of the various mutuals’ monthly minutes in their mailbox in the Mutual Mailroom.

OR

I move to **deny** that Mutual Fourteen continues to receive one hard copy of the various mutuals’ monthly minutes in their mailbox in the Mutual Mailroom.

Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY PROPERTY TAX
POSTPONEPOST APPLICATION (NEW BUSINESS, ITEM D)
DATE: JUNE 20, 2023
CC: FILE

On June 14, 2022, Mutual Fourteen Board of Directors “RESOLVED to approve that Mutual Fourteen does not support or authorize the signing of the Property Tax Postponement Application from the State of California. The Mutual further authorizes the GRF Finance Department to notify the Board if a shareholder requests a Property Tax statement effective 2021-2022.

I move to **approve** that Mutual Fourteen does support or authorize the signing of the Property Tax Postponement Application from the State of California. The Mutual further authorizes the GRF Finance Department to notify the Board if a shareholder requests a Property Tax Statement.

OR

I move to **approve** that Mutual Fourteen does not support or authorize the signing of the Property Tax Postponement Application from the State of California. The Mutual further authorizes the GRF Finance Department to notify the Board if a shareholder requests a Property Tax Statement.

Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY RELEASING MUTUAL BOARD CONTACT INFORMATION (NEW BUSINESS, ITEM E)
DATE: JUNE 20, 2023
CC: FILE

On June 21, 2022, Mutual Fourteen Board of Directors “RESOLVED to deny that the Mutual Fourteen Board of Directors authorizes the Mutual Administration Department to release all contact information as requested..”

I move to **approve** that the Mutual Fourteen Board of Directors authorizes the Mutual Administration Department to release all contact information of Directors as requested.

OR

I move to **deny** that the Mutual Fourteen Board of Directors authorizes the Mutual Administration Department to release all contact information of Directors as requested.

Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO DISCLOSE “YES”, “NO” AND “ABSTENTIONS”
VOTES IN THE MINUTES. (NEW BUSINESS, ITEM F)
DATE: JUNE 20, 2023
CC: FILE

On June 21, 2022, Mutual Fourteen Board of Directors “RESOLVED to deny that the Mutual Fourteen meeting minutes disclose “yes” votes, “no” votes, and abstentions in the motion results without including the Director’s name.”

I move to **approve** that the Mutual Fourteen meeting minutes disclose “yes” votes, “no” votes, and abstentions in the motion results without including the Director’s name.

OR

I move to **deny** that the Mutual Fourteen meeting minutes disclose “yes” votes, “no” votes, and abstentions in the motion results without including the Director’s name.

Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE APPOINTMENT SETTING COMMITMENT (NEW BUSINESS, ITEM G)
DATE: JUNE 20, 2023
CC: FILE

The GRF staff provides valuable services to all Mutuals. To maintain these valuable services, we are again soliciting all Mutual Board of Directors to help support our united mission to maintain our collective community for the betterment of all. To facilitate this mission and to help control time, focus and, most importantly, expense, I need to take this opportunity to kindly request action from all Mutual Board of Directors to help us support you, so that we may ensure all goals and tasks are accomplished in a timely and productive manner.

I move to **approve** a commitment by the Board of Directors of Mutual Fourteen, to help support the unified mission of the collective mutuals of Leisure World Seal Beach, to ensure appointments are made to meet with GRF staff.

OR

I move to **deny** a commitment by the Board of Directors of Mutual Fourteen, to help support the unified mission of the collective mutuals of Leisure World Seal Beach, to ensure appointments are made to meet with GRF staff.

Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY MAINTAINING PROCEDURE 14-750-3 – ELIGIBILITY REQUIREMENTS (NEW BUSINESS, ITEM H)
DATE: JUNE 20, 2023
CC: MUTUAL FILE

On June 21, 2022 Board Meeting, the Mutual Fourteen Board of Directors passed the following resolution: “RESOLVED to approve that Mutual Fourteen authorizes, that according to Procedure 14-7510-3 – Eligibility Requirements, if there is a question of financial eligibility; Mutual Fourteen will not be contacted by the Stock Transfer Office in the event of a non-qualifying financial issue, and furthermore to send a letter to the Golden Rain Foundation to state that Procedure 14-7510-3 – Eligibility Requirements, and all Mutual Fourteen Rules and Regulations and Procedures, are to be followed as written.”

I move to **approve** that Mutual Fourteen authorizes, that according to Procedure 14-7510-3 – Eligibility Requirements, if there is a question of financial eligibility; Mutual Fourteen will **NOT** be contacted by the Stock Transfer Office in the event of a non-qualifying financial issue, and furthermore to send a letter to the Golden Rain Foundation to state that Policy 7510.16 – Eligibility Requirements, and all Mutual Fourteen Rules and Regulations and Procedures, are to be followed as written.

OR

I move to **approve** that Mutual Fourteen authorizes, that according to Procedure 14-7510-3 – Eligibility Requirements, if there is a question of financial eligibility; Mutual Fourteen **will be** contacted by the Stock Transfer Office in the event of a non-qualifying financial issue, and furthermore to send a letter to the Golden Rain Foundation to state that Policy 7510.16 – Eligibility Requirements, and all Mutual Fourteen Rules and Regulations and Procedures, are to be followed as written.

Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE CINC RESIDENT PORTAL & INVOICE APPROVAL (NEW BUSINESS, ITEM I)
DATE: JUNE 20, 2023
CC: FILE

I move to approve the CINC Resident Portal & Invoice Approval from GRF and “turn on” the following modules for CINC Director Portals: _____,
_____, _____,
_____.

CINC RESIDENT PORTAL & INVOICE APPROVAL



PORTAL DESCRIPTION

CINC provides homeowners with a customized portal to pay dues, submit maintenance requests, access governing documents, and communicate with their HOA management team. CINC Systems' homeowner portals also enable Board members to view aging reports, accounts receivables and electronically approve invoices.

The new CINC systems also allows for electronic signing of checks.

PORTAL OPTIONS

Please check whether the Board opts to "turn on" the following modules:

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Work Orders* (when launched)	<input type="checkbox"/>	<input type="checkbox"/>	Board Invoice Approval
<input type="checkbox"/>	<input type="checkbox"/>	ACC Requests* (when launched)	<input type="checkbox"/>	<input type="checkbox"/>	Electronic Check Signing
<input type="checkbox"/>	<input type="checkbox"/>	Calendar			Max Electronic* Check Signing Amount
<input type="checkbox"/>	<input type="checkbox"/>	Photos	\$ _____		

BOARD APPROVAL

Mutual #: _____

Board Meeting Date: _____

Signature: _____



NOTES

ACC REQUESTS

The ability to add a ACC (Permit) has been disabled in the resident view. If the Board chooses to add the ACC module it will only be for residents to view their permits, but they will not be able to add.

WORK ORDER REQUESTS

For Work Order Requests (Formerly known as SROs), the resident would have the ability to submit a work order through the system.

For those Mutual Associations that require Board Approval for any work orders, we can factor that into the workflow process and still allow for residents to submit online.

BOARD INVOICE APPROVAL

Electronic (online) approval of invoices will be set to 2 Board members automatically. If the Board wishes they can increase to no more than 3 required approvers.

MAX ELECTRONIC CHECK SIGNING AMOUNT

If the Board opts to approve electronic invoice approval and check signing, an amount will need to be set for the maximum amount a check can be before a wet signature is required.

ELECTRONIC CHECK SIGNING

If the Board approves to sign checks electronic, two Board members will need to sign in the following spaces. Signature must be wholly contained within the box:



BOARD MEMBER ONE

BOARD MEMBER TWO

Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO PURSUE REVISION TO RULES & REGULATIONS 4.2.1 TO ALLOW PATIOS ON INSIDE UNITS PAST THE GARDEN LINE ON A SITE-SPECIFIC BASIS (NEW BUSINESS, ITEM J)
DATE: JUNE 20, 2023
CC: MUTUAL FILE

I move to approve that Mutual Fourteen Board pursue revision to Rules & Regulations 4.2.1 to allow patios on inside units past the garden line on a site-specific basis.

Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE FUNDS OF \$1000 FOR THE MUTUAL 14 ANNUAL PICNIC (NEW BUSINESS, ITEM K)
DATE: JUNE 20, 2023
CC: MUTUAL FILE

I move to approve to approve funds at a cost not exceed \$1000 for the Mutual 14 Annual Picnic.
Funds to come from operations.