



REGULAR MONTHLY BOARD OF DIRECTORS MEETING

MUTUAL ONE

SUMMARY REPORT

Thursday, October 28, 2021

Action/Request	Person Responsible
<p>1. <u>Approval of Minutes – a</u> RESOLVED to approve the Regular Meeting Minutes of September 23, 2021, as presented.</p>	Mutual Board Recording Secretary
<p>2. <u>Approval of Minutes – b</u> RESOLVED to approve the Special Meeting Minutes of September 03, 2021, and September 29, 2021, as presented.</p>	Mutual Board Recording Secretary
<p>3. <u>Guest Speaker – a</u> RESOLVED to approve the 2022 Operating Budget for Mutual One of \$4,003,981, resulting in a regular monthly Mutual assessment of \$395.34 per apartment per month, for an increase of \$19.80 per month over the total Mutual operating costs of 2021, as presented, and to adopt the budget forthwith.</p>	Mutual Board Mutual Admin Finance
<p>4. <u>Guest Speaker – b</u> RESOLVED to accept the CliftonLarsonAllen LLP Engagement Letter for the 2021 audit and to authorize the president to sign the letter.</p>	Mutual Board Mutual Admin Finance
<p>5. <u>Unfinished Business – a</u> RESOLVED to approve deadbolt installation for 18 laundry rooms utility closets in Mutual One, at the cost not to exceed \$1,500. Funds to come from Reserves and authorize the President to sign the contract.</p>	Mutual Board Recording Secretary Physical Property Building Inspector Finance
<p>6. <u>New Business – a</u> RESOLVED 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, and 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 September 2021.</p>	Mutual Board Finance



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7. <u>New Business – b</u> RESOLVED to reschedule November’s Monthly Board Meeting to November 23, 2021 at 9:00 a.m. due to Mutual Administration will be closed on 11/25/2021 for Thanksgiving Day.	Mutual Board Recording Secretary
8. <u>New Business – c</u> RESOLVED to adopt Procedure 01-7030-3 – <u>Returned Payment Fees.</u>	Mutual Board Mutual Administration Finance Recording Secretary
9. <u>New Business – d</u> RESOLVED to adopt Procedure 01-7530-3 – <u>Withdrawal Repair Deposit of Seller.</u>	Mutual Board Recording Secretary Stock Transfer Finance
10. <u>New Business – f</u> RESOLVED to appoint Kathy Almeida (chair), Director Barreras, Director Brennan and Director Perrotti for Vehicles; Carports; Traffic; and Visitors committee.	Mutual Board Physical Property Security
<u>Follow-up for Next Month:</u> 1. Mutual Monthly Finances 2. Discuss and vote to pick door colors. 3. Discuss and vote to approve gutter contract. 4. Discuss and vote Hutton Paint.	Recording Secretary Mutual Board