MONTHLY BOARD OF DIRECTORS MEETING

MUTUAL TWO

SUMMARY REPORT

Thursday, June 18, 2020

Action/Request	Person Responsible
1. <u>Approval of Minutes</u> The Regular Board Meeting Minutes of May 21, 2020, the Physical Property Committee Minutes of June 5, 2020, and the Special Meeting Minutes of June 8, 2020 were approved by general consent of the board as presented**.**	Mutual Administration
2. <u>Consent Calendar</u> RESOLVED that the Board authorizes the following transfers of funds, per detailed and dated resolutions, by consent calendar.	Finance

Transfer/ Invoice Date	*Amount*	*Originating/Destination Accounts or Payee*
4/27/2020	$80,046.00	MJ Jurado (Invoice # 649 &657)
5/13/20 and 5/19/20	$24,770.00	J&J Landscaping (Invoice #: 100759 & 100768)
5/29/2020	$25,000.00	US Bank Non-Rest. Money Mkt to US Bank Checking
5/29/2020	$85,718.26	US Bank Restricted Money Mkt. to US Bank Non-Restr. Money Mkt.
6/05/2020	$203,134.10	US Bank Checking to GRF- US Bank Checking
6/05/2020	$369,876.04	ACH-Direct Debit from Multiple Shareholders to US Bank checking
6/08/2020	$135,102.27	US Bank Checking to US Bank Impound
6/08/2020	$12,028.67	US Bank Restricted Money Mkt to US Bank Non-Restricted Money Mkt.

3. <u>New Business - a</u> RESOLVED to acknowledge, per the requirements of Civil Code Section 5500(a)-(f), a review has been completed of the mutual's 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, income and expense statement for the mutual's operating and reserve accounts, the check registers, the monthly general ledger and delinquent assessment receivable reports, for the month of May 2020.	Finance

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4. <u>New Business - b</u> RESOLVED to approve the 2020 Annual Meeting, Physical Distancing Layout waiver for the Mutual Two Annual Election Meeting**.**	Mutual Board Mutual Administration
5. <u>New Business – c</u> RESOLVED to cancel the August 20, 2020 Monthly Board Meeting due to the Annual Shareholders Meeting	Mutual Board Physical Property Executive Coordinator
6. <u>New Business - d</u> RESOLVED to ban Godman Contractor Inc. from working in Mutual Two.	Mutual Board Physical Properties
7. <u>New Business - e</u> RESOLVED to approve to replace appliances in units if needed prior to new shareholders moving in and have them sign an agreement that they will repay the Mutual for the cost if they decide to remodel within the first eighteen (18) months of living in Mutual 2.	Mutual Board Physical Properties Stock Transfer
8. <u>New Business - f</u> RESOLVED to approve the Dustless Solutions proposal (dated 5/28/2020 Change Order) to blast dirt and paint off of remaining Mutual Two retaining walls at Building 6, 9, 10, 17, 35, 36, 46, and 47 at a cost not to exceed $11, 000. Funds to be taken from Infrastructure Reserve and the authorize the President to sign the change order. All contractor payments must be made according to payment schedule set forth in payment document no exceptions without Board approval.	Mutual Board Finance
9. <u>New Business – h</u> RESOLVED to move to approve tentative date of August 20,2020, as the date for the Mutual Two summer picnic.	Mutual Board
10. <u>New Business - i</u> RESOLVED to approve the updated Bylaws 2020 Draft Three, have the bylaws put on the ballot, and be prepared by the attorney.	Mutual administration Mutual Attorney

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11. <u>Follow-Ups for Next Regular Board Meeting</u> **1. Monthly Finances** **2. Consent Calendar** **3. Discuss and vote to approve Additional Unit Letters – July Agenda** **4. Discuss and vote Roxygen Painting Company – July** **5. Discuss and vote Approve proposal – Asphalt to concrete at Carport 23 – July Agenda** **6. Discuss and vote Approve the widening of 18 Tree Wells- July Agenda** **7. Discuss and vote to approve 4 New Trees between building 31 and 32** **8. Discuss and vote to approve Drip System – July agenda** **9. Discuss and vote J & J Landscaping proposal – July Agenda** **10. Discuss and vote 140' of drainpipe – July Agenda** **11. Discuss and vote approve MJ Jurado Sidewalk Replacement 33,34, and 35 – July Agenda** **12. Discuss and vote Service Maintenance to paint Visitor Parking – July Agenda** **13. Discuss and vote Dustless Solution to Remove Dust on Communication Boxes – July Agenda** **14. Discuss and vote Service Maintenance Painting Communication Boxes in the Mutual – July Agenda** **15. Discuss and vote 8 Directional Signage – July Agenda**	Mutual Administration