



# REGULAR MONTHLY BOARD OF DIRECTORS MEETING

## MUTUAL FOUR

### SUMMARY REPORT Wednesday, August 9, 2023

Action/Request	Person Responsible
<p><b>1. <u>Guest Speaker – a</u></b> RESOLVED approve the CINC Portal &amp; Invoice Approval from GRF and “turn on” the following modules for the CINC Portals: Calendar and Photos.</p>	Mutual Board Portfolio Specialist GRF Admin.
<p><b>2. <u>Approval of Minutes – a</u></b> RESOLVED to approve the Regular Meeting Minutes of July 12, 2023, as presented.</p>	Mutual Board Portfolio Specialist
<p><b>3. <u>Approval of Minutes – b</u></b> RESOLVED to approve the Special Meeting Minutes of July 24, 2023, as presented.</p>	Mutual Board Portfolio Specialist
<p><b>4. <u>Building Inspector Report – a</u></b> RESOLVED to approve the awning proposal from Unit 85-G. Work to be done by Bay Window Awnings at the shareholder’s expense.</p>	Mutual Board Physical Property Building Inspector
<p><b>5. <u>Building Inspector Report – b</u></b> RESOLVED to approve the awning proposal from Unit 86-F. Work to be done by Retractable Awning at the shareholder’s expense.</p>	Mutual Board Physical Property Building Inspector
<p><b>6. <u>Building Inspector Report – c</u></b> RESOLVED to approve the proposal from Service Maintenance for the repainting of all stops, yellow/red/green curb markings, and parking spaces T’s and L’s in the Mutual 4 Carport Parking Lots at a cost not to exceed \$6,750. Funds to come from Infrastructure Reserves and authorize the President to sign any necessary documentation.</p>	Mutual Board Physical Properties Building Inspector Finance
<p><b>7. <u>Unfinished Business – a</u></b> RESOLVED to approve the revised New Buyer Orientation (NBO) packet for all new residents moving into Mutual Four.</p>	Mutual Board Stock Transfer
<p><b>8. <u>New Business – a</u></b> 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</p>	Mutual Board Finance



## REGULAR MONTHLY BOARD OF DIRECTORS MEETING MUTUAL FOUR

Action/Request	Person Responsible
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 June 2023.	
<p><b>9. <u>New Business – b</u></b>            RESOLVED to propose a rule change by amending 04-7403.8-1 <u>Building Permit Signatures</u> of the Rules and Regulations and approve 28-day posting of notice of the proposed rule change. The proposed rule change will be considered by the board at the next scheduled meeting following review of any shareholder comments received.</p>	Mutual Board Portfolio Specialist Physical Property
<p><b>10. <u>New Business – c</u></b>            RESOLVED to propose a rule change by amending 04-7425-1 <u>Flower Gardens, Vegetables, Trees, and Shrub Use</u> of the Rules and Regulations and approve 28-day posting of notice of the proposed rule change. The proposed rule change will be considered by the board at the next scheduled meeting following review of any shareholder comments received.</p>	Mutual Board Portfolio Specialist Physical Property
<p><b>11. <u>New Business – d</u></b>            RESOLVED to approve to draft and post the “Visitor Vacate” flyers in Mutual 4.</p>	Mutual Board
<p><b>12. <u>New Business – e</u></b>            RESOLVED to respectfully accept the resignation of Mike Levitt as Director from the Mutual 4 board of directors.</p>	Mutual Board Mutual Administration Finance Stock Transfer Physical Property
<p><b>Follow-Up Agenda Items for Next Monthly Meeting</b></p> <ul style="list-style-type: none"> <li>a. <b>Approval of Monthly Finances for July.</b></li> <li>b. <b>Discuss and vote to ratify 04-7403.8-1 <u>Building Permit Signatures</u></b></li> <li>c. <b>Discuss and vote to ratify 04-7425-1 <u>Flower Gardens, Vegetables, Trees, and Shrub Use</u></b></li> <li>d. <b>Discuss and vote to approve change order for 04-044F.</b></li> <li>e. <b>Discuss and vote on having governing documents and meeting documents removed from lwsb website.</b></li> <li>f. <b>Discuss and vote to appoint director to the Mutual 4 Board of Directors.</b></li> </ul>	Mutual Board Portfolio Specialist Assistant