

AGENDA

REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS SEAL BEACH MUTUAL NO. TWELVE August 11, 2016

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, GUEST(S), STAFF:
 - 3.1. Mrs. Damoci, GRF Representative
 - 3.2. Mrs. Hopkins, Mutual Administration Manager
 - 3.3. Mr. Salazar, Building Inspector
4. SHAREHOLDER'S COMMENTS
5. GOLDEN RAIN FOUNDATION REPRESENTATIVE'S REPORT, Mrs. Damoci
6. APPROVAL OF MINUTES:
 - 6.1. Organizational Meeting Minutes from June 9, 2016
 - 6.2. Regular Meetings of July 14, 2016
 - 6.3. Special Meetings of July 18, 2016, July 25, 2016, August 1, 2016
7. BUILDING INSPECTOR'S REPORT, Mr. Salazar
 - 7.1. Building permit approvals
 - 7.2. Policies
 - a) Amend 7403.4 Skylights for Bathrooms or Kitchens
 - b) Amend 7403.5 Skylights in Permanent Roof Extensions
 - 7.3. Capping the number of remodels allowed simultaneously in the Mutual
 - 7.4. Remove Loquat tree at 41D that has Fireblight
8. CORRESPONDENCE
9. MUTUAL ADMINISTRATION MANAGER'S REPORT, Ms. Hopkins
10. OLD BUSINESS
 - 10.1. See Building Inspector's Report
11. NEW BUSINESS
 - 11.1. CFO Placement of investments
 - 11.2. Mutual 12 and GRF Management Agreement

- 11.3. Class One Arboriculture for 2017
- 11.4. Fire prevention actions taken by the Mutual
 - a) Discuss fire prevention options.
 - b) Auto-Out
 - c) Fire Avert
 - d) Smart burners
- 11.5. Smoke alarms in bedrooms
- 11.6. Drones in the Mutual
- 11.7. Enforcement of the Pet Policy
- 11.8. Discuss non-compliance notices for carports and gardens

STAFF SECRETARY BREAK (TIME TO BE DETERMINED BY PRESIDENT)

12. CHIEF FINANCIAL OFFICER'S REPORT, Ms. Ferraro
13. DIRECTORS' REMARKS
14. EXECUTIVE SESSION (in compliance with Civil Code 4935, if required)
15. ADJOURNMENT

NEXT MEETING: SEPTEMBER 8, 2016

(STAFF SECRETARY WILL LEAVE THE MEETING BY 12:10 P.M.)

**CONTACT PRESIDENT GILLON AT Margaret.Gillon@Mutual12.org IF YOU WOULD LIKE
INFORMAL EMAIL NOTICE OF SPECIAL MEETINGS**

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWELVE
June 9, 2016**

The Organizational Meeting of the newly-elected Board of Directors of Seal Beach Mutual Twelve was held following the Annual Shareholders' Meeting in Clubhouse Four , Section C. Mutual Administration Director Weller, acting as Chairperson, called the meeting to order at 11:47 a.m. She stated the purpose of the meeting was to elect the officers for the 2016-2017 term of office and to ascertain the Regular Monthly Meeting location, day, and time.

Those Directors present were: Joe Welch, Susan Ferraro, Lucille Findlay, Margaret Gillon, Rose Marie Sprague, and Roy Fluharty. Director Tony Anderson was present via telephone. GRF Representative, Carole Damoci; Executive Director, Randy Ankeny; and Mutual Administration Director Weller were also present.

Mrs. Weller opened the nominations for the office of President. Mr. Fluharty nominated Mrs. Gillon and Mr. Welch nominated himself for President. There being no further nominations, and following a secret ballot, Mrs. Gillon was unanimously elected to the office of President for the 2016-2017 term of office.

The Chair was turned over to newly-elected President Gillon, who then called for nominations for Vice President. Mr. Welch nominated Mr. Anderson for Vice President. There being no further nominations, Mr. Anderson was unanimously elected to the office of Vice President for the 2016-2017 term of office.

President Gillon then called for nominations for the office of Secretary. Ms. Findlay nominated herself and Mr. Fluharty nominated Ms. Sprague for Secretary. There being no further nominations, and upon a secret ballot, Ms. Sprague was unanimously elected to the office of Secretary for the 2016-2017 term of office.

President Gillon then called for nominations for Chief Financial Officer. Ms. Sprague nominated Ms. Ferraro for Chief Financial Officer. There being no further nominations, Ms. Ferraro was unanimously elected to the office of Chief Financial Officer for the 2016-2017 term of office.

No Committees were appointed at this time.

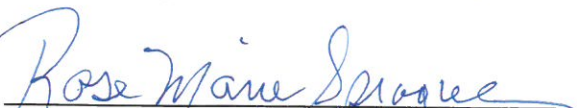
Ms. Gillon said the 2015 Organizational Meeting minutes have already been approved.

The Board discussed the monthly meeting location, day, and time. Upon a MOTION duly made by Susan Ferraro and seconded by Joe Welch, it was

RESOLVED, That Mutual Twelve will meet on the 2nd Thursday of the month in Mutual Administration Conference Room A, at 9:00 a.m.

The MOTION passed.

There being no further business to conduct, the meeting was adjourned at 11:57 a.m.


Attest, Rose Marie Sprague, Secretary
SEAL BEACH MUTUAL TWELVE

sl:06/14/16

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
July 18, 2016

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 1:35 p.m. on Monday, July 18, 2016 in the Physical Property Conference Room.

ROLL CALL:

Those members present were: President Gillon, CFO Ferraro, Secretary Sprague, Directors, Fluharty, Anderson and Findlay

Also present: Inspector Salazar
One Shareholder

The purpose of the meeting is to Elect a Vice President, Director for Parcel 4, and New Business.

President Gillon called for nominations for Vice President. Director Anderson nominated Director Fluharty. There being no other nominations, Director Fluharty is appointed as Vice President.

Secretary Sprague nominated Richard Carson as new Director of Mutual 12 to fill the vacancy following Director Welch's resignation. Following a secret ballot the Board elected Richard Carson as the new Director of Mutual 12.

Following a discussion and on MOTION made by Director Findlay, and second by President Gillon, it was:

RESOLVED: That Secretary Sprague as a Director at Large be assigned to Parcel 10.

The MOTION passed.

Following a discussion and on MOTION made by President Gillon, and second by Director Anderson, it was:

RESOLVED: That Director Carson be assigned as Director for Parcel 4.

The MOTION passed.

NEW BUSINESS

Following a discussion on 56I and on MOTION made by President Gillon, and second by Director Carson, it was:

RESOLVED: That the Board approves the building permit for installation of air conditioner at 56I and authorizes the President to sign the permit.

The MOTION passed.

Following a discussion and on MOTION made by President Gillon, and second by Director Findlay, it was:

RESOLVED: That the Board approves the building permit ADA shower cut-down at 9K and authorizes the President to sign the permit.

The MOTION passed.

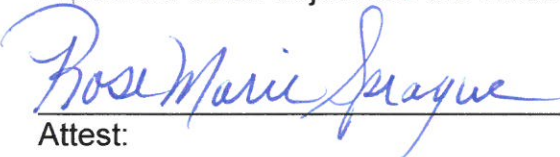
Following a discussion and on MOTION made by CFO Ferraro, and second by Director Findlay, it was:

RESOLVED: That the Board desires to approve all building permits for shower cut-down with ADA funding and applicable city permits and authorizes the President to sign all such building permit applications.

The MOTION passed.

ADJOURNMENT:

President Gillon adjourned the meeting at 3:10 p.m.



Attest:

Rose Marie Sprague, Secretary
SEAL BEACH MUTUAL NO. TWELVE
/RMS

MINUTES OF THE SPECIAL EMERGENCY MEETING OF THE BOARD OF
DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
JULY 25, 2016

CALL TO ORDER:

The Special Emergency Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 1:31 p.m. on Monday, July 25, 2016 in the Physical Property Conference Room.

ROLL CALL:

Those members present were: President Gillon, CFO Ferraro, Secretary Sprague, Directors Findlay, Anderson, and Carson
Absent were: Vice President Fluharty
Also present Inspector Salazar

The purpose of the meeting is to approve GRF Building Permits, to discuss shareholder concerns, and Mutual Policy issues.

Following a discussion and on MOTION made by CFO Ferraro, and second by President Gillon, it was:

RESOLVED: That the Board approves the Building Permit for 43D for an Air Conditioning Unit and authorize the President to sign the permit.

The Motion passed

Following a discussion and on MOTION made by Director Findlay and second by President Gillon it was:

RESOLVED: That the Board approves the Building Permit for 57B provided that the Contractor provides a Performance Bond or Proof of Work in Leisure World and authorizes the President to sign the permit.

The Motion passed.

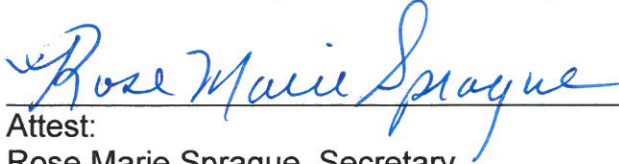
Following a discussion on 76E and on MOTION made by Director Findlay, and second by President Gillon it was:

RESOLVED: To waive the Policy on Repipe on 76E.

The Motion passed
No Anderson

ADJOURNMENT: The meeting adjourned to Executive Session

President Gillon adjourned the meeting at 2:22 p.m.



Attest:

Rose Marie Sprague, Secretary
SEAL BEACH MUTUAL NO. TWELVE
/RMS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
August 1, 2016

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 1:36 p.m. on Monday, August 1, 2016 in the Physical Property Conference Room

ROLL CALL:

Those members present were: President Gillon, CFO Ferraro, Secretary Sprague, Directors Findlay and Anderson
Absent were: Vice President Fluharty, Director Carson
Also present: One Shareholder

The purpose of the meeting is to approve GRF Building Permits, and to Review Irrigation map from Yamamoto and other issues.

Following a discussion and on MOTION made by CFO Ferraro and second by Director Findlay it was:

RESOLVED: To accept the building permit for 41C for laminate flooring and tile for the patio and authorize the President to sign the permit.

The Motion passed

Following a discussion and on MOTION made by Director Findlay and second by President Gillon it was:

RESOLVED: To accept the building permit for 11K for microwave and authorize the President to sign the permit after talking to Physical Property Inspector to make sure that ventilation issues are addressed.

The Motion passed

Following a discussion and on MOTION made by Director Findlay and second by President Gillon it was:

RESOLVED: To approve the change order #2 for 57B and request they notify the President prior to disposal of the deco block.

The Motion passed

ADJOURN TO EXECUTIVE SESSION.

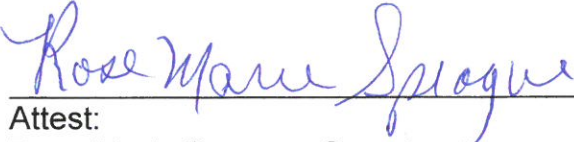
The meeting was adjourned to Executive Session at 2:40PM by President Gillon.

EXECUTIVE SESSION:

Contractor and shareholder issues were discussed. No action was taken on these issues.

ADJOURNMENT

The Executive Session was adjourned at 3:40 PM



Attest:

Rose Marie Sprague, Secretary

SEAL BEACH MUTUAL NO. TWELVE

/RMS

MUTUAL OPERATIONS**PHYSICAL PROPERTY****Skylights for Bathrooms or Kitchens****RESOLUTION:**

WHEREAS, some residents of this Mutual have requested permission to remodel the building in which they reside by installing skylights over the kitchen or bathroom in the existing roof structures, and

WHEREAS, permission has been received from HUD and the mortgagee to permit such remodeling,

NOW THEREFORE BE IT RESOLVED, that the Physical Property Department of the Golden Rain Foundation is hereby authorized to approve individual requests by residents for this remodeling and to issue a building permit in the regular form for this work, subject to the following conditions:

1. The contractor performing the work must be a contractor licensed in the State of California as a General Contractor, and the work to be performed at the expense of the requesting resident.
2. The contract form to be used will be the standard contract form as developed by the Physical Property Department.
3. The construction will conform to the plans and specifications approved by the Mutual Board.
4. A building permit will be obtained from the City of Seal Beach, California.
5. Resident agrees that title to the remodeling and addition shall vest in the Mutual Corporation.

Mutual Five (effective 7-19-00)

6. NOTWITHSTANDING PREVIOUS ACTION by the Mutual No. Five Board, a skylight may be placed in any room of an apartment when the Mutual Board determines that the attic space at the place of choice does not inhibit a particular installation. In the kitchen and original bathroom area, a skylight shall not exceed 24" by 24" in either length or width, but the "tunnel" may be flared. In other approved locations, a skylight shall not exceed 36" by 60" and the tunnel may not be flared unless the Mutual Board allows an exception.

MUTUAL OPERATIONS**PHYSICAL PROPERTY****Skylights for Bathrooms or Kitchens****Mutual Nine (effective 10-11-04)**

6. At the time of installation or replacement of skylights or skylight domes, single-sided foam tape must be applied between the frame and skylight dome.

Mutual Fifteen (effective 07-16-90)

6. Skylights are allowed in the two-story buildings in the second story apartments.

Mutual Fifteen (effective 04-29-04)

7. THAT Mutual No. Fifteen will maintain the skylights in the atrium room only unless the damage is caused by a resident's negligence and,

FURTHER, a resident who has a skylight with an electric motor is responsible for maintaining the motor.

MUTUAL ADOPTION**AMENDMENT(S)**

ONE	07-25-85	
TWO	08-15-85	
THREE	09-14-84	
FOUR	07-02-84	(See Policy 7403.4.4) Dec 2006
FIVE	10-16-85	11-11-91, 07-19-00
SIX	10-25-85	
SEVEN	08-15-86	
EIGHT	06-25-84	(See Policy 7403.4.8)
NINE	06-10-85	10-11-04
TEN	10-23-85	
ELEVEN	08-24-83	
TWELVE	12-13-84	
FOURTEEN	09-23-83	
FIFTEEN	12-16-85	07-16-90, 03-19-01, 04-19-04
SIXTEEN	06-16-86	
SEVENTEEN	N/A	

(Dec 06)

MUTUAL OPERATIONS**PHYSICAL PROPERTY****Skylights in Permanent Roof Extension****RESOLUTION**

THAT Mutual _____ authorizes the Physical Property Department to issue permits for the installation of skylights in patio permanent roof extensions, as approved by HUD and according to the following Mutual specifications:

1. Size
 - a. 32" x 64"
2. Number
 - a. One only per apartment
 - b. Two per apartment
 - c. Three per apartment
3. Location
 - a. Over entry way
 - b. Over front patio
 1. In front of bedroom
 2. In front of living room
4. Position
 - a. Thirty inches in front of building stucco wall
 - b. Long side of skylight parallel with rafters
 - c. Long side of skylight across the rafters
 1. Middle rafter may be cut and headered in

(The number and location of skylights vary in each Mutual; please refer to the Mutual minutes that corresponds to the adoption dates listed below).

MUTUAL OPERATIONS**PHYSICAL PROPERTY****Skylights in Permanent Roof Extension****Mutual Five - Effective 9-20-00**

NOTWITHSTANDING PREVIOUS ACTIONS by the Mutual No. Five Board, a skylight may be placed in any room of an apartment when the Mutual Board determines attic space at the place of choice does not inhibit a particular installation. In the kitchen and original bathroom area, a skylight shall not exceed 24" X 24" in either length or width, but the "tunnel" may be flared. In other approved locations, skylights may be up to 36" X 60" but not flared unless the Mutual Board allows an exception.

Mutual Nine - Effective October 11, 2004

At the time of installation or replacement of skylights or skylight domes, single-sided foam tape must be applied between the frame and skylight dome. Further, that a maximum of five (5) skylights be allowed in a unit (includes any bathroom, kitchen, bedroom, or living room).

<u>MUTUAL ADOPTION</u>	<u>AMENDMENT(S)</u>	<u>MAXIMUM NO. OF SKYLIGHTS</u>
ONE	07-25-85	3
TWO	07-19-79	2
THREE	08-18-80	3/2*
FOUR	04-03-78	1
FIVE	04-19-78	3
SIX	04-28-78	2
SEVEN	04-21-78	2
EIGHT	01-23-84	2
NINE	05-08-78	5
TEN	10-26-78	3
ELEVEN	08-19-82	2
TWELVE	04-13-78	3
FOURTEEN	10-28-77	3
FIFTEEN	N/A	N/A
SIXTEEN	11-19-84	3/2**
SEVENTEEN	N/A	N/A

*Maximum three skylights in a two-bedroom or corner unit; maximum two skylights in a one-bedroom unit.

**Maximum three skylights in a two-bedroom unit, maximum two skylights in a one-bedroom unit.