

AGENDA
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWELVE
January 14, 2016

1. CALL TO ORDER, *PLEDGE OF ALLEGIANCE*
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, GUEST(S), AND STAFF:
Mrs. Damoci, GRF Representative
Mrs. Weller, Mutual Administration Director
Mr. Guerrero, Security Chief (10:00 a.m.)
Mr. Salazar, Building Inspector
4. SHAREHOLDER(S)' COMMENTS
5. CORRESPONDENCE
6. GOLDEN RAIN FOUNDATION REPRESENTATIVE'S REPORT Mrs. Damoci
7. APPROVAL OF MINUTES: **Regular Meeting of November 12, 2015**
Special Meeting of November 17, 2015
Special Meeting of November 25, 2015
Special Meeting of December 14, 2015
Special Meeting of December 23, 2015
8. BUILDING INSPECTOR'S REPORT Mr. Salazar
 - a. Approve Unit 34-L remodel
 - b. HVAC cement pad resolution
 - c. Change Order for building signage contract
9. **GUEST SPEAKER – Towing contract** **Mr. Guerrero**
10. MUTUAL ADMINISTRATION DIRECTOR'S REPORT Mrs. Weller
11. WEBSITE COORDINATOR'S REPORT Ms. Goostree
12. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT Mr. Nell
13. ANNOUNCEMENTS
14. OLD BUSINESS –
 - a. Discuss on-line storage for Mutual documents
 - b. Revise building signage contract with All American Sign
15. NEW BUSINESS –
 - a. 2016 Towing Contract
 - b. Placement of investments
 - c. Amend Policy 7610.12 – Mutual Accounts – General Operating Procedures
 - d. Rescind Policy 7623 – Contract Bid Procedure
 - e. Amend Policy 7622.12 – Mutual Replacement Reserve Fund
 - f. Amend Policy 7621.12 – Mutual Contract Bid Procedure
 - g. Motion to place Management Agreement between Mutual Twelve and the GRF on the GRF website

STAFF SECRETARY BREAK (TIME TO BE DETERMINED BY PRESIDENT)

16. PRESIDENT'S REPORT Mr. Welch
17. VICE PRESIDENT'S REPORT Ms. Ferraro
18. CHIEF FINANCIAL OFFICER'S REPORT Ms. Ferraro
19. SECRETARY'S REPORT Ms. Findlay
20. EXECUTIVE SESSION (in compliance with Civil Code 4935, if required)
21. ADJOURNMENT

NEXT MEETING: February 11, 2016

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

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE

November 17, 2015

CALL TO ORDER

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Welch at 10:04 a.m. on Tuesday, November 17, 2015 in the Physical Property Conference Room.

ROLL CALL

Those members present were: President Welch, Vice President/CFO Ferraro, Secretary Findlay, Directors Anderson, Thomas and Gillon.

Absent was: Director Fluharty.

Also present were Inspector Salazar and two Mutual 12 shareholders.

SHAREHOLDERS COMMENTS

President Welch invited the shareholders to speak.

OLD BUSINESS

After discussion and upon a MOTION duly made by Vice President/CFO Ferraro and seconded by Secretary Findlay, it was

RESOLVED: To add an additional \$200 to the approved resolution dated 9/10/15 for the sprinkler controllers and system separation upgrade from \$95,345 to a total of \$95,545 per revised proposal dated 11/9/15. The increase in total is expected to be offset by the rebate received for the additional stations added to accommodate future needs. The Physical Property Department is instructed to prepare a contract to reflect the revised accepted proposal with other commitments noted to be executed by all parties within 5 days of this resolution, no later than November 22, 2015. The proposed contract to be reviewed by the Mutual 12 Physical Property/Landscape Committee prior to execution by any party.

The MOTION passed.

Inspector Salazar will prepare a contract for grounds restoration at Apartment 60A by 4:30 p.m. Wednesday, November 18 and contact the Landscape Committee for review. Prior to execution by any party, it will be presented to the Mutual 12 Board for approval.

Inspector Salazar will prepare a contract for the partially completed post tree removal restoration and root barriers by 4:30 p.m. Wednesday, November 18, 2015 and contact the Landscape Committee for review. Prior to execution by any party, it will be presented to the Mutual 12 Board for approval.

Inspector Salazar will prepare for signature by 4:30 p.m. Wednesday, November 18, 2015 the required change order for the Roofing Standards gutter and downspout contract from \$137.750 to \$130.020 due to specification changes approved by the Board on August 21, 2015.

Inspector Salazar informed the Board that he had approved payment of \$635.26 emergency dry out service at Apartment 37C as well as an additional \$944.17 for flooring replacement. The importance of calling an emergency Board meeting to approve emergency and restoration work once it exceeds \$1,000 before it takes place whenever possible was then discussed.

Carport dumpster end wall protection concerns were TABLED.

After discussion and upon a MOTION duly made by Secretary Findlay and seconded by Vice President/CFO Ferraro, it was

RESOLVED to instruct the Physical Property Department to prepare a contract with SOS Services, Inc. per their proposal of November 10, 2015 with the contact name changed to President Welch in the amount of \$39,250.00 for lateral sewer lining outside of buildings 34, 36, 40, and 65 to be executed by all parties within 5 days of this resolution, no later than November 22, 2015.

The MOTION passed.

As soon as available, Inspector Salazar will bring the fire extinguisher maintenance contract to the Board.

The Mutual 12 Physical Property Committee, Inspector Salazar and representatives from Mutual 14 will meet to discuss drainage improvement at the swales between Mutual 12 Building 11 and Mutual 14.

President Welch will coordinate with Inspector Antisdell to order new building signs.

After discussion during which the board agreed to reimburse Secretary Findlay for the two sample bulletin boards that she had purchased and upon a MOTION duly made by Secretary Findlay and seconded by President Welch, it was

RESOLVED to purchase 19 more cork bulletin boards with aluminum frames at \$27.43 ea. for a total of \$576.03 + tax. Two boards will be placed end to end in one room of each laundry complex with an extra board at the end of the Command Center.

The MOTION passed.

NEW BUSINESS

The Board discussed adding a requirement for GRF Physical Property Approval of interior floor covering.

EXECUTIVE SESSION

Member and Contract issues were discussed in Executive Session.

The following action was taken.

RESOLVED that the Physical Property Department is instructed to prepare a month-to-month contract with Pinnacle Landscape Management at \$10,429,10 for each month. All other terms and conditions of the contract with Pinnacle Holdings Group dba Pinnacle Landscape Company dated June 26, 2013 and Exhibit A of that contract not specifically changed on the signature page shall remain in full force and effect. The Owner or contractor may terminate the contract without cause with 30-day notice by certified mail. The Mutual 12 Landscape Committee shall review contract language prior to execution by any party. Execution by all parties shall take place no later than December 10, 2015.

ADJOURNMENT

There being no further business, President Welch adjourned the meeting at 11:55 a.m. and announced that following there would be an Executive Session to discuss member and contract issues.



Attest:

Lucille Findlay, Secretary
SEAL BEACH MUTUAL NO. TWELVE
/lf

MINUTES OF THE EMERGENCY SPECIAL MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE

November 25, 2015

CALL TO ORDER

The Emergency Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Welch at 2:23 p.m. on Wednesday, November 25, 2015 in the Physical Property Conference Room.

ROLL CALL

Those members present were: President Welch, Vice President/CFO Ferraro, Secretary Findlay, Directors Anderson, Thomas and Gillon.
Absent was: Director Fluharty.

OLD BUSINESS

President Welch asked Vice President/CFO Ferraro to report on the Mutual 12 Physical Property Committee meeting with Roofing Standards regarding rain gutter downspout availability and installation that took place earlier in the day. At that meeting President/Physical Property Committee Co Chair Welch, Director/Physical Property Committee Co Chair Anderson, Vice President/CFO Ferraro, GRF Inspector Salazar, GRF Project Coordinator/Inspector Rudge, and Roofing Standards representatives Mulcahy and Rodriguez reviewed concerns regarding availability of the downspouts ordered for the new rain gutters.

After the report and discussion and upon a MOTION duly made by VP/CFO Ferraro and seconded by Director Anderson, it was

RESOLVED: To instruct the Physical Property Inspector to prepare a Change Order to modify the contract dated August 27, 2015 with Roofing Standards for gutter and downspout installation to install powder coated standard downspouts and extensions on the buildings where one piece down spouts with extensions are not currently available and further to accept the reduction of \$4,480.00 for a new contract total of \$125,540 for the complete job. All other terms will remain the same. Committee review and execution by all parties to take place within 5 days.

The MOTION passed.

After discussion and a MOTION duly made by Director Gillon and seconded by Director Anderson, it was

RESOLVED: To accept the "2016 Pruning Proposal - High and Medium Priority Items" from Class One Arboriculture, Inc. that includes the annual summer inspection and recommended specific pruning for identified trees

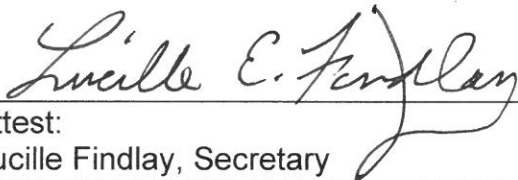
listed for an amount not to exceed \$20,404. Charges to be paid from the 2016 operating budget Landscape Maint-Trees and Landscape Maint-Extras accounts to be determined when billed. The Physical Property Inspector is instructed to prepare the contract with an effective date of January 1, 2016. Committee approval and execution by all parties to be within 5 days of receipt of the proposal.

The MOTION passed.

After the pruning contract is executed, the Board will make decisions on planting of new trees.

ADJOURNMENT

There being no further business, President Welch adjourned the meeting at 3:15 p.m.

A handwritten signature in cursive script that reads "Lucille E. Findlay". The signature is written over a horizontal line.

Attest:

Lucille Findlay, Secretary
SEAL BEACH MUTUAL NO. TWELVE
/lf

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
December 14, 2015**

CALL TO ORDER

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Welch at 1:31 p.m. on Monday, December 14, 2015, in the Physical Property Conference Room.

ROLL CALL

Those members present were: President Welch, Vice President/CFO Ferraro, Secretary Findlay, Directors Anderson, and Gillon. Absent were: Director Fluharty and Director Thomas. Also present were Building Inspector Salazar and two shareholders.

PURPOSE

The purpose of the meeting was to review and/or approve 2015 business and projects.

SHAREHOLDER COMMENTS

President Welch invited the shareholder present during the comment period to speak to the Board.

OLD BUSINESS

After discussion and upon a MOTION duly made by Vice President/CFO Ferraro, and seconded by Secretary Findlay, it was

RESOLVED, To approve a change order to modify S.C. Yamamoto, Inc. contract dated November 18, 2015 to include the commitment to provide one year of satellite service free of charge for the first year following installation and that the satellite service will then be \$150.00 per year for each year thereafter, and

FURTHER RESOLVED, To designate Vice President/CFO Ferraro to receive the rebate checks. All other terms and conditions remain the same.

The MOTION passed.

Inspector Salazar is instructed to prepare the change order to the contract referred to above within 5 days of this meeting for committee review and approval prior to signature execution of the parties to take place prior to December 31, 2015.

It was the consensus of the Board members present to ask Vice President CFO Ferraro to review the S.C. Yamamoto turf/root barrier contract with Building Inspector Salazar so outstanding items can be resolved prior to December 31, 2015.

NEW BUSINESS

After discussion and upon a MOTION duly made by Vice President/CFO Ferraro and seconded by Director Gillon, it was

RESOLVED, Whereas, the expense for dry rot wood repairs in 2015 has exceeded the estimated amount of funding in the Painting Reserve, and that the work is anticipated to be completed before December 31, 2015, that the total amount of the remaining additional work and repairs that exceed \$50,905 be charged as a reduction to the roofing reserve fund for the budget year 2015. The CFO will report to the Board the final total expenditure for dry rot repairs at the January 12, 2016 regular meeting.

The MOTION passed.

Inspector Salazar agreed to forward copies of contracts to Vice President/CFO Ferraro once they're executed. Inspector Salazar reported that, due to the small dollar amount, future ASI Fire Protection will be provided by work order rather than contract. It was the consensus of the Board to accept the change. After discussion and upon a MOTION duly made by President Welch and seconded by Director Gillon, it was

RESOLVED, To accept the bid proposal from All American Sign Company for fabrication and installation of signage for Mutual 12's apartment and carport buildings at a price not to exceed \$7,000.

The MOTION passed.

Director Gillon provided information on websites where the Board could archive the kind of information that would be useful to future Boards. The topic will be discussed further at the January Meeting.

ADJOURNMENT

There being no further business, President Welch adjourned the meeting at 2:31 p.m. and announced there would be an Executive Session to discuss a shareholder concern.



Attest:
Lucille Findlay, Secretary
SEAL BEACH MUTUAL NO. TWELVE
/lf

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
December 23, 2015

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Welch at 8:42 a.m. on Wednesday, December 23, 2015 in the Physical Property Conference Room.

ROLL CALL:

Those members present were: President Welch, Vice President/CFO Ferraro, Directors Anderson and Gillon.

Absent was: Secretary Findlay, Directors Fluharty and Thomas

Also present was Inspector Salazar

The purpose of the meeting is to decide whether to authorize additional work on the SOS Services sewer lining contract due to the discovery of an unidentified pipe not on the official sewer map in the area of Building 65.

Inspector Salazar reported the findings of the camera inspection made by SOS Services and their professional recommendation as to what needs to be done to be able to proceed on the relining project.

Following a brief discussion and on Motion made by President Welch, and second by Director Gillon, it was:


RESOLVED: To approve a change order in the amount of \$3,295.00 added to the existing SOS Services Contract for the removal of a portion of the sidewalk and turf at Building 65 in order to cap the sewer line that was undisclosed on the official sewer map. The expenditure to be paid from the Infrastructure Reserve.

The Motion passed

Inspector Salazar is instructed to obtain a bid from Jurado, Inc. to replace the sidewalk concrete to be presented at the Regular Meeting January 14, 2016.

ADJOURNMENT:

President Welch adjourned the meeting at 8:50 a.m.



Attest:

Susan Ferraro, Acting Secretary
SEAL BEACH MUTUAL NO. TWELVE

/sf