

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWELVE
January 11, 2018, at 9:00 a.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. SHAREHOLDER COMMENTS (2-3 minutes per shareholder. Agenda items only)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):
 - Mrs. Damoci, GRF Representative
 - Ms. Hopkins, Mutual Administration Director
 - Mr. Harper & Mr. Antisdell, Building Inspectors
 - Mrs. Poynter, Recording Secretary
5. APPROVAL OF MINUTES:
 - Regular Meeting Minutes of November 9, 2017**
 - Special Board Meeting Minutes of November 20, 2017 (p. 5-6)**
 - Special Board Meeting Minutes of December 11, 2017 (p. 7)**
6. BUILDING INSPECTOR'S REPORT Mr. Harper, Mr. Antisdell
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 9-10)
 - a. Building permit approvals
 - b. Review Inspector's Report
 - c. Work order approvals
 - i. Schlick Services -- Walk Lights Change Order 1 (p. 11)
 - d. Invoice approvals
 - e. Review Inspector's RTM Open Project List
7. GRF REPRESENTATIVE Mrs. Damoci
8. **UNFINISHED BUSINESS**
 - a. Re-piping Review
 - b. Roofing Project Managers – set meetings
 - c. Laundry Room Security
 - d. Pet Policy modification as joint project with other mutuals
 - e. Del Monte carport ends project irrigation issues

(Friday, January 05, 2018 cp)

9. **NEW BUSINESS**

- a. Review Bids for Sprinkler Refurbishment
- b. Attorney presentation choose subject and time **(p. 13)**
- c. Sewer Clean-out barriers in lawn areas
- d. Weather TRAK smart controllers cloud account renewal
- e. Beam Rafter Tails Removal project
- f. Dumpster Signs Replacement project
- g. SRO's for carport concrete repairs
- h. Appoint Luncheon Committee **(p. 15)**
- i. Discuss Appliance Reserve depletion
- j. Post amended Policy 7525 – Withdrawal Inspection Process Fee, amended on 11/12/15, never ratified and/or posted, on a preliminary basis until the 30-day posting period is completed. **(p. 17-18)**
- k. Discuss amending Policy 7481.12 – Infrastructure Modifications **(p. 19-26)**
- l. Discuss amending 7499.12 – AC/HVAC/Heat Pump Units **(p. 27-29)**
- m. Tree trimming and Tree inventory for 2018
- n. Tree mulching by Pinnacle
- o. OC Fire Authority obtaining LW master keys **(p. 31)**
- p. Incident reports concerning Mutual Directors **(p. 33)**
- q. New HOA laws AB634, SB407, Prop 64 Policy impact **(p. 35)**
- r. Mutual Bid Process memo from Mutual Administration **(p. 37)**

STAFF SECRETARY BREAK 11:00 a.m.

(Friday, January 05, 2018 cp)

10. SECRETARY / CORRESPONDENCE Ms. Sprague
11. CHIEF FINANCIAL OFFICERS REPORT Ms. Ferraro
12. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
13. ANNOUNCEMENTS
14. COMMITTEE REPORTS
15. DIRECTORS' COMMENTS
16. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
17. ADJOURNMENT
18. EXECUTIVE SESSION

STAFF SECRETARY WILL LEAVE THE MEETING BY 12:10 p.m.

**NEXT MEETING THURSDAY, FEBRUARY 8, 2018, at 9:00 a.m.
in the Administration Building, Conference Room A**

(Friday, January 05, 2018 cp)

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**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
NOVEMBER 20, 2017**

DRAFT

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 9:12 on Monday, November 20, 2017 in the Physical Property Conference Room.

ROLL CALL:

Those members present were: President Gillon, CFO Ferraro, Secretary Sprague, Director Anderson

Absent were: Vice President Carson, Director Woodruff

Also present: One Shareholder

The purpose of the meeting is to discuss Shareholder and Contractor issues.

Discussion on Policy 7502.12.1.

Following a discussion and on **MOTION** made by President Gillon, and second by Secretary Sprague, it was:

RESOLVED, to ratify posted policy 7502.12.1 **Parking Rules and Fines Companion to GRF Policy 1927-37 Parking Rules for Trust Property.**

The Motion passed.

Discussion on purchasing an outdoor storage container.

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

RESOLVED, to purchase an outdoor storage container and a padlock to be placed by carport 135 not to exceed \$250.00 to be charged to Landscape Extras.

The Motion passed.

Mark Weaver joined the meeting at 9:35 a.m.

Discussion on hiring M.P. Construction to repair or replace ceiling fans in the bathrooms for Mutual 12. Service Maintenance has a backlog of repairs. The hourly rate for M.P. Construction will be the same as Service Maintenance.

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
NOVEMBER 20, 2017

DRAFT

Mark Weaver left the meeting at 9:45 a.m.

Following a discussion and on **MOTION** made by President Gillon and second by Secretary Sprague, it was:

RESOLVED, to allow M.P. Construction to do the bathroom heater fan repair and replacements instead of Service Maintenance. Parts to be supplied by Service Maintenance and Service Maintenance will assist in scheduling the appointments with the Shareholders.

The Motion passed.

The meeting adjourned to Executive Session.

ADJOURNMENT:

President Gillon adjourned the meeting 9:55 a.m.

Attest:

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

**MINUTES OF THE EMERGENCY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
DECEMBER 11, 2017**

DRAFT

CALL TO ORDER:

The Emergency Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 10:30 on Monday, December 11, 2017 at 13350 St Andrews 68J.

ROLL CALL:

Those members present were: President Gillon, CFO Ferraro, Secretary Sprague, Director Anderson

Absent were: Vice President Carson, Director Woodruff

The purpose of the meeting is to discuss Shareholder and Contractor issues.

Following a discussion on emergency sprinkler repairs needed and on **MOTION** made by President Gillon, and seconded by Director Anderson, it was:

RESOLVED, to approve the quote from Pinnacle for valve replacements at building 64 dated December 4, 2017, for \$2,440.00 to be charged to Infrastructure Reserves and to approve the quote from Pinnacle for sprinkler repairs at buildings 40 and 41 dated December 7, 2017, for \$313.00 to be charged to landscape extras and authorize the President to sign the quotes.

The Motion passed.

ADJOURNMENT:

President Gillon adjourned the meeting 10:55 AM

Attest:

Margaret Gillon, President
SEAL BEACH MUTUAL NO. TWELVE
/MMG

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INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(12) TWELVE**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **January 11, 2018**

Print Date: 1/2/2018

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
9-K	SLIDING DOORS	BOTH	01/02/18	02/06/18	NO		LW DÉCOR
11-C	FLOORING	GRF	12/18/17	01/18/18	NO	12/26/17 FINAL	KARYS CARPET
35-C	Flooring	GRF	10/30/17	11/30/17	NO	12/05/17 FINAL	BIXBY PLAZA CARPET
36-C	REMODEL	BOTH	10/31/17	01/30/18	YES		LW DÉCOR
40-D	DISHWASHER INSTALLATIO	BOTH	10/20/17	11/20/17	NO	12/04/17 FINAL	BERGKVIST CONSTRUCTION
42-G	PATIO TILE	GRF	01/10/18	03/10/18	NO		LW DÉCOR
42-K	COUNTERS	BOTH	07/24/17	10/20/17	NO	11/30/17 FINAL	
55-D	HEAT PUMP	BOTH	10/26/17	01/26/18	NO	12/21/17 FINAL	GREENWOOD
56-G	COUNTERS SINK FAUCET	BOTH	10/17/17	11/17/17	NO	11/13/17 FINAL	BERGKVIST CONSTRUCTION
62-E	FLOORING	GRF	01/04/18	02/06/18	NO		KARYS CARPET
64-B	CONVERT TUB	GRF	11/02/17	12/02/17	NO	12/05/17 FINAL	NU KOTE
64-E	REMODEL	BOTH	10/07/17	02/07/18	NO	11/14/17 ROUGH PL	OGAN CONSTRUCTION
67-J	REMODEL	BOTH	11/01/17	05/01/18	NO		NATIONWIDE PAINTING CONCEPT
70-I	COUNTERS	BOTH	12/26/17	01/26/18	NO		MP CONSTRUCTION
73-D	FLOORING	GRF	10/20/17	11/20/17	NO	12/05/17 FINAL	KARYS CARPET
73-F	REMODEL	BOTH	06/01/17	10/01/17	YES	09/26/17 FRAMING	AMORE DESIGN INC
73-F	REMODEL	BOTH	06/01/17	10/01/17	YES	9/26/17 ROUGH WIR	AMORE DESIGN INC
73-F	REMODEL	BOTH	06/01/17	10/01/17	YES	9/26/17 ROUGH PLU	AMORE DESIGN INC
73-F	REMODEL	BOTH	06/01/17	10/01/17	YES	11/7/2017 D WALL	AMORE DESIGN INC
77-I	HEAT PUMP	BOTH	12/28/17	01/28/18	NO		ALPINE
78-C	REMODEL	BOTH	10/30/17	12/01/17	NO	11/20/17 FINAL	BERGKVIST CONSTRUCTION
78-C	FLOORING	GRF	08/02/17	09/02/17	NO	11/20/17 FINAL	KARYS CARPET
DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS	

CNP = Correction Notice Posted Repipe

Completed
Contractor Issue, Pending

Unit Numbers in Bold = Plan Review Approved
Unit Numbers Not in Bold = Plan Review in Progress

UNIT #	NMI	PLI	NBO	ESCROW FI	ACTIVITY FCOEI	COE DATE	ROF
6-H		11/13/17	12/26/17	12/27/17			
7-L		11/21/17					
34-C		04/10/17					
34-L		09/22/17					
36-C		04/17/17	09/18/17	09/18/17	09/29/17	10/02/17	12/04/17
39-E		07/27/17					
43-J		06/01/17					
46-J		10/18/17	11/22/17	11/22/17	12/06/17	12/08/17	12/18/2017
56-F		11/15/17	12/21/17	12/21/17			
64-I		08/03/17	11/08/17	11/16/17	11/29/17	12/01/17	
69-H		11/13/17	11/28/17	12/06/17	12/18/17	12/20/17	
74-C		07/10/17					
72-G		09/28/17	01/10/18	01/12/18			
78-E		12/29/17					
	SB/SA: Supplemental Buyer/Seller Agreement						
	ROF Dates - Completed						

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation
FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (12) TWELVE)

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **January 11, 2018**

Print Date: 1/2/2018

CONTRACTS/MUTUAL REQUEST

CONTRACTOR	PROJECT
SCHLICK SERVICES	REPLACEMENT ELECTRICAL PANEL LAUNDRY ROOM 72 \$3,182.50
Empire Pipe Cleaning	Sewer Pipe Cleaning Ex 12/31/19
Jonhs Landscape	Rain Gutter Cleaning Ex 04/30/18
Fenn Termite + Pest Control	Pest Control Ex Month to Month

MUTUAL & RESIDENT SITE VISITS

UNIT	DATE	PURPOSE
76-F	12/11/2017	Appointment with John Nelson Plumbing to patch wall
69H	12/12/2017	Open door for Alpine
60B	12/12/2017	Special inspection for Margaret
47J	12/13/2017	FFI
46B	12/14/2017	Stock Transfer Inspection
71H	12/19/2017	Inspect plaster patch for bathroom fan advise painter
7F	12/19/2017	Termite inspection Tony
69H	12/20/2017	Meet with Tony to look at kitchen sink

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL TWELVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: SCHLICK SERVICES – WALK LIGHTS CHANGE ORDER 1
DATE: JANUARY 11, 2018
CC: MUTUAL FILE

I move to approve the change order request for Schlick Services at a cost not to exceed \$ _____.

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Mutual Corporation No. Twelve

MEMO

TO: MUTUAL TWELVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: ATTORNEY RABKIN PRESENTATION
(NEW BUSINESS ITEM B)
DATE: JANUARY 11, 2018
CC: MUTUAL FILE

I move to approve Attorney Rabkin presentation on _____, at _____.

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Mutual Corporation No. Twelve

MEMO

TO: MUTUAL TWELVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPOINT LUNCHEON COMMITTEE (NEW BUSINESS ITEM H)
DATE: JANUARY 11, 2018
CC: MUTUAL FILE

I appoint _____,
_____ as the Mutual Twelve Luncheon Committee.

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Mutual Corporation No. Twelve

MEMO

TO: MUTUAL TWELVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: POST AMENDED POLICY 7525 – WITHDRAWAL INSPECTION PROCESS FEE (NEW BUSINESS ITEM J)
DATE: JANUARY 11, 2018
CC: MUTUAL FILE

I move to post amended Policy 7525 – Withdrawal Inspection Process Fee, amended on 11/12/15, never ratified and/or posted, on a preliminary basis until the 30-day posting period is completed.

MUTUAL OPERATIONS

SHAREHOLDER REGULATIONS

Withdrawal Inspection Process Fee

RESOLUTION:

That Mutual No. _____ will charge a fee (refer to table below) for the inspection process when a share of stock is listed for sale, effective _____ (see below).

<u>MUTUAL AND ADOPTION</u>	<u>AMENDED/AMT</u>	<u>EFFECTIVE DATE</u>
ONE: 01 Aug 89/\$500		
TWO: 01 Aug 89		
THREE: 01 Aug 89	04-12-13/\$1,000	05-01-13
FOUR: 01 Aug 89	09-14-16/\$1,000	09-14-16
FIVE: 01 Aug 89	08-19-15/\$1,000	08-19-15
SIX: 01 Aug 89		
SEVEN: 01 Aug 89	11-16-16/\$1,200	11-16-16
EIGHT: 01 Aug 89	07-22-13/\$1,000	07-23-13
NINE: 01 Aug 89	03-13-13/\$1,000	04-01-13
TEN: 01 Aug 89	08-27-14/\$1,000	08-27-14
ELEVEN: 01 Aug 89	09-17-15/\$1,000	09-17-15
TWELVE: 01 Aug 89	11-12-15/\$1,000	11-12-15
FOURTEEN: 01 Aug 89	11-17-15/\$1,200	11-17-15
FIFTEEN: 01 Aug 89	04-15-13/\$1,000	05-01-13
	08-22-17 \$1,500	10-16-17
SIXTEEN: 01 Aug 89	03-18-13/\$1,000	04-01-13
SEVENTEEN: Not Applicable		

(Oct 17)

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL TWELVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: AMEND POLICY 7481.12 – INFRASTRUCTURE MODIFICATIONS
(FORMERLY POLICY 7496.12) (NEW BUSINESS ITEM K)
DATE: JANUARY 11, 2018
CC: MUTUAL FILE

I move to amend Policy 7481.12 – Infrastructure Modifications (formerly Policy 7496.12) on a preliminary basis until the 30-day posting period is completed.

MUTUAL OPERATIONS

DRAFT 1 11 18

PHYSICAL PROPERTY

Infrastructure Modifications (formerly Policy 7496.12) – Mutual Twelve

- 1 **SCOPE** This Policy supplements laws, codes, Golden Rain Foundation and Mutual 12 governing documents, and other requirements. It does not weaken or eliminate any requirement of any kind that is not addressed herein.
- 2 **GENERAL REQUIREMENTS**
 - 2.1 Any building exterior or interior ~~common area~~ modification must be approved by Board Resolution unless Board approval is on file or clear in policy (Exception: Interior walls may be painted or papered without a GRF or Mutual permit.)
 - 2.2 All modifications approved for shareholders shall be at shareholder expense.
 - 2.3 Shareholder and shareholder's contractor are responsible for repair and/or replacement of any Mutual 12 infrastructure components disturbed, modified or damaged during construction.
 - 2.4 As an example but not a limitation, repair or replacement of Mutual sidewalk light wiring damaged during and resulting from shareholder walkway replacement, sprinkler line work, grade changes, etc. must be corrected at contracting shareholder expense.
 - 2.5 There shall be no shareholder construction or other shareholder encroachment under the attic access, in front of or in a location compromising access to or interfering in any way with any kind of electrical, electronic and or information transmission equipment including their enclosures wherever located. No encroachment shall be allowed on any kind of easement or access not mentioned above unless exempted by Board Resolution.
 - 2.6 Neither GRF nor the Mutual allows contractors to work outside of regular business hours. See Policy 7402.12 Working Hours – Contractors, Vendors and Shareholders. If contractors or their employees are found on site outside of regular business hours a fine may be imposed for up to \$500 for each occurrence in addition to other punitive action.
 - 2.7 GRF and Mutual requirements and contract supersede GRF Building Inspector "FINISH BUILDING" sign off on the GRF Building permit.

MUTUAL OPERATIONS

DRAFT 1 11 18

PHYSICAL PROPERTY

Infrastructure Modifications (formerly Policy 7496.12) – Mutual Twelve

3 LANDSCAPE

- 3.1 Any time, including garden border adjustments, changes are made or turf is restored, excess soil shall be removed and any new soil shall be added at shareholder expense. In any Mutual or shareholder contract, price of soil and turf addition or removal shall be included whether specifically stated in the contract or not.
- 3.2 All grounds and sprinkler modification, including but not limited to grade and garden borders, must be performed by the Mutual's landscape contractor unless another contractor is authorized by Board resolution. All work performed will be at shareholder expense. (See Policy 7408.12 – Contractor Liability)

4 PRIMARY ENTRANCE WALKWAY RELOCATION AND CHANGES

- 4.1 Shareholder(s) of the adjoining unit, if any, must agree to the relocation of their **common** entrance walkway. A written agreement must be signed by both parties prior to any work being performed by the contractor.
- 4.2 New walkways shall be a minimum width of four feet and a maximum width of five feet. Any flare shall be included within the five-foot width.
- 4.3 Walkways may include brick, flagstone, or any similar material between Mutual walkways and resident porch area. The maximum five-foot width must include at least three-inch cement mow strip on each side. Non-standard walkway damage will be the responsibility of the shareholder.
- 4.4 The site plans shall define the areas affected by the relocation of the entrance walkways which are connected to the main sidewalk and all affected units.
- 4.5 The site plans shall show:
- 4.5.1 The original "as is" walkway.
- 4.5.2 The proposed relocated walkway(s).
- 4.6 All grounds and sprinkler modification, including but not limited to grade and garden borders, must be performed by the Mutual's landscape contractor unless another contractor is authorized by Board resolution. All work performed will be at shareholder expense. (See Policy 7408.12 – Contractor Liability)

(Sep 17)

MUTUAL OPERATIONS

DRAFT 1 11 18

PHYSICAL PROPERTY

Infrastructure Modifications (formerly Policy 7496.12) – Mutual Twelve

5 ADDITIONAL ENTRANCES

- 5.1 Maximum of two entrances may be located at the edge of a building's footprint. Additional entrances are not allowed unless these additional entrances exit onto the ~~exclusive-use~~ **separate interest** patio area of the unit.
- 5.2 Walkways are not allowed on the additional entrances located at the edge of a building's footprint.
- 5.3 The stoop of an entrance located at the edge of a building's footprint shall not exceed minimum code requirements in length and width.

6 THRESHOLDS

- 6.1 Exterior sidewalk and interior slab shall not have more than 1.5" difference.
- 6.2 Demolition and replacement of existing patio slabs shall take place as needed to accomplish this requirement.

7 STEPS

- 7.1 Steps are not allowed anywhere on the Mutual 12 premises, interior or exterior (the concrete platforms in the back of the carports are not steps).

8 APRONS

- 8.1 Policy 7425.12 requires a 12-inch exterior apron added to the main foundation structure. Wider aprons are not permitted.
- 8.2 A bay foundation may be flush with the structure or have an apron not to exceed 6".
- 8.3 Apron to be part of monolithic pour for footing per Policy 7490 Standard Plans and Specifications diagram 9 of 15, Patio Roof Footing Slab, date May 1987.

MUTUAL OPERATIONS

DRAFT 1 11 18

PHYSICAL PROPERTY

Infrastructure Modifications (formerly Policy 7496.12) – Mutual Twelve

9 SOUNDPROOFING

9.1 Soundproofing is always required:

9.1.1 On all common walls exposed during construction.

9.1.2 On all walls of second bathrooms.

9.2 Soundproofing is recommended:

9.2.1 For common walls, in particular any room considered a bedroom or sleeping room.

10 INSULATION

10.1 Before any construction involving the attic receives the FINISH BUILDING sign off, all insulation must be put back in place or replaced so that protection is at least as good as original. Skylight structure insulation must be put in place securely.

10.2 Shareholder is encouraged to specify high quality fire resistant insulation anywhere insulation is required.

11 ACCESS

11.1 Water heater whether in the original location or relocated must **not** be ~~no more~~ obstructed. ~~than the original location.~~

11.2 Any variance, such as but not limited to under sink water purifier, requires Board approval and GRF Building Permit. ~~and~~ **Any** work on obstructed original fixtures will be at shareholder's expense.

12 ENCLOSED PATIOS

12.1 Enclosed patios may have all screens, windows, louvered windows, acrylic, backer board, drywall, deco blocks, doors, and all other enclosure materials removed when the unit is sold. Removal of enclosure materials is at the discretion of the Mutual board. The cost of removing enclosure materials will be at the Seller's expense. ~~unless~~ **Exception, if** there is proof of permits, ~~otherwise it will~~ be removed at Mutual expense.

(Sep 17)

MUTUAL OPERATIONS**DRAFT 1 11 18****PHYSICAL PROPERTY****Infrastructure Modifications (formerly Policy 7496.12) - Mutual Twelve**

- 12.2 Modifying the patio to add any enclosure materials such as windows, doors, drywall, backer board, concrete fill in deco blocks, etc., requires a GRF Building Permit.
- 12.3 Acrylic, plastic, etc., may not be used for patio enclosure except when it is being used as a backing material for deco blocks.
- 12.4 No **enclosed** patio addition may have a door that locks. Only doors with direct entry into the unit may have locks, i.e., front door or sliding glass door leading directly into the unit from the patio. A door outside in the patio without direct access into the unit is not considered an entry door. To clarify, there can be no door locked before arriving to the ~~front door~~ **primary entrance** of the unit. Any lock on a patio door must be removed or the Mutual will remove it at the shareholder expense.

13 SEWER TIE-INS AND WATER DISTRIBUTION

- 13.1 All Sewer tie-ins to be at existing toilet at existing bath. Mutual Twelve does not allow contractors to tie into the 4 inch main line.
- 13.2 **Interior water distribution lines are prohibited from being laid in the slab of the unit.**

14 GUTTER & DOWNSPOUTS

- 14.1 If Downspouts are relocated, the contractor will replace existing gutter with a one piece gutter to the middle of the center unit of the building (the location of the seam).

15 WASHER / DRYER INSTALLATION

- 15.1 On Washer/Dryer installs there must be easy access such as a side door to shutoff valves.
- 15.2 The Washer/Dryer cabinet space must be large enough to easily remove the washer / dryer without having to remove the doors, the framing, or the molding.

MUTUAL OPERATIONS

DRAFT 1 11 18

PHYSICAL PROPERTY

Infrastructure Modifications (formerly Policy 7496.12) – Mutual Twelve

ATTACHMENTS:

- CONTRACTOR COMPLIANCE AGREEMENT
- SHAREHOLDER UNDERSTANDING OF RESPONSIBILITY

MUTUAL ADOPTION

TWELVE: 2003-01-09

AMENDMENTS

2015-11-12, 2016-07-14 (Emergency 120 days),
2016-10-13, 2017-09-25

(Sep 17)

MUTUAL OPERATIONS

DRAFT 1 11 18

PHYSICAL PROPERTY

Infrastructure Modifications (formerly Policy 7496.12) – Mutual Twelve

CONTRACTOR COMPLIANCE AGREEMENT

I/We the undersigned, understand and agree to comply with all of the laws, codes, governing documents, and requirements of the Golden Rain Foundation and Seal Beach Mutual No. Twelve for work briefly described below applicable to:

Unit No: _____ GRF Building Permit No.: _____

COMPANY NAME: _____

BY: _____ Title: _____
(Signature)

Name Printed: _____ Date: _____

SHAREHOLDER UNDERSTANDING OF RESPONSIBILITY

Prior to signing this or any other document related to this modification of Mutual 12 property I/We have obtained any and all assistance needed to fully understand our responsibility as shareholder/owner of the separate interest.

I/We understand that the sentence, "I agree all work will comply with Foundation and Mutual Corporation policies, regulations, and procedures." is included in the NOTICE TO RESIDENT OF AGREEMENT section of the GOLDEN RAIN FOUNDATION BUILDING PERMIT.

PRINT NAME

(Signature)

Date: _____

(Sep 17)

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL TWELVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: AMEND POLICY 7499.12 – AIR CONDITIONING/HVAC/HEAT PUMP UNITS
(NEW BUSINESS ITEM L)
DATE: JANUARY 11, 2018
CC: MUTUAL FILE

I move to amend Policy 7499.12 – Air Conditioning/HVAC/Heat Pump Units on a preliminary basis until the 30-day posting period is completed.

MUTUAL OPERATIONS**DRAFT(3) 1/11/18****PHYSICAL PROPERTY****Air Conditioning/HVAC/Heat Pump Units - Mutual Twelve Only**

In order to conform to revised requirements of the City of Seal Beach, the Uniform Building Code, and the regulations of the Physical Property Department of Leisure World, and in accordance with the previous practices of this Mutual, the installation of air conditioning units shall be approved and confirmed as follows.

1. LOCATION

- 1.1 Ducted and Ductless air conditioning/heat pumps shall be placed in front of an apartment as close to the center as feasible on all inside units.
 - 1.2 Corner Units: Ducted and Ductless air conditioning/heat pumps shall be placed on the short side of all corner apartments as close to the center as feasible.
 - 1.3 All new installations and change outs will require a four-inch-thick poured concrete slab.
 - 1.4 Replacement unit may remain at existing location.
2. All HVAC heating unit cement pads shall be flush with the apron.
 3. Ducted air conditioning/heat pumps size shall not exceed 3.5 ton.
 4. On the occasion of change of ownership, ~~and with a charge against the seller's escrow~~ all air conditioning **HVAC** units shall be **in full compliance with all requirements and provisions of this policy.** All HVAC units shall be inspected, and serviced or replaced, as needed to conform with current building codes and all condensation drain lines will be checked and rodent-proofed as needed. **All costs incurred shall be charged against the seller's escrow.**
 5. All exposed lines (beginning and end) must be covered with sheet metal and/or expandable foam so they are rot-resistant and flame-, insect-, and vermin-proof. Lines must be installed inside the drip line.
 6. If the noise level exceeds city code either the inside or outside level, the shareholder is responsible for having unit(s) repaired at once. If the unit is not repaired by the shareholder, the unit may not be used by the resident or shareholder. If the Mutual repairs the unit, the shareholder will be billed for all expenses. Repair and maintenance of all units will be the responsibility of the shareholder.
 7. When removing previous HVAC units the contractor must remove the cement pad for the previous unit as well.

MUTUAL OPERATIONS

DRAFT(3) 1/11/18

PHYSICAL PROPERTY

Air Conditioning/HVAC/Heat Pump Units - Mutual Twelve Only

MUTUAL ADOPTION

AMENDMENTS

TWELVE: 08 Oct 87

04-11-02, 09-13-07, 10-08-09, 09-25-17

DRAFT

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Mutual Corporation No. Twelve

MEMO

TO: MUTUAL TWELVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: OC FIRE AUTHORITY OBTAINING LW MASTER KEYS
(NEW BUSINESS ITEM)
DATE: JANUARY 11, 2018
CC: MUTUAL FILE

At the January 4, 2018, Presidents' Council, Executive Director Ankeny has respectfully requested the directive of each Mutual Board to provide the Orange County Fire Authority with Master Lock Box Keys.

I move to authorize GRF (Golden Rain Foundation) to provide Orange County Fire authority with **four (4)** master lock box keys to be used in any and all emergency situations that may arise within the Mutual.

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Mutual Corporation No. Twelve

MEMO

TO: MUTUAL TWELVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: INCIDENT REPORTS CONCERNING MUTUAL DIRECTORS
(NEW BUSINESS ITEM P)
DATE: JANUARY 11, 2018
CC: MUTUAL FILE

At the January 4, 2018, Presidents' Council, Executive Director Ankeny has respectfully requested the directive of each Mutual Board should a Shareholder(s) deem the need to contact GRF Security Services to take an Incident Report relative to actions imposed by the Mutual Boards and/or Director.

I move that should a Shareholder(s) request an Incident Report relative to actions of a Mutual Board or a Mutual Board member, that GRF Security Services is to direct the Shareholder to draft correspondence to the attention of the Mutual Board.

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Mutual Corporation No. Twelve

MEMO

TO: MUTUAL TWELVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: SOLAR SYSTEM REQUIREMENTS AB (ASSEMBLY BILL) 634 AND
NONCOMMERCIAL SOLICITATION SB (SENATE BILL) 407
(NEW BUSINESS ITEM Q)
DATE: JANUARY 11, 2018
CC: MUTUAL FILE

At the January 4, 2018, Presidents' Council, Executive Director Ankeny has respectfully requested and recommended that each Mutual Board contact respective legal counsel to protect the best interests of the Mutual in this important matter for possible drafting of Policy.

I move to request legal counsel opinion regarding AB (Assembly Bill) 634 and SB (Senate Bill) 407.

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Mutual Corporation No. Twelve

MEMO

TO: MUTUAL TWELVE BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: MUTUAL BID PROCESS (NEW BUSINESS ITEM R)
DATE: JANUARY 11, 2018
CC: MUTUAL FILE

Below are the steps to begin the bidding process to consider any work in the Mutual.

- 1- President appoints committee
- 2- Committee prepares Project specifications (Physical Properties is there to help and support in this step)
- 3- Attorney reviews contract, recommended to protect the Mutual
- 4- Put on agenda to obtain bids
 - May discuss in executive session
 - Must be approved in Open Session Meeting
- 5- Board questions and approves (if rejects project cancelled)
- 6- To Physical Properties sends out to bid
- 7- Bids returned, executive session to review sealed bids and award to contractor
- 8- Put on agenda to approve bid
 - Open to addendums
- 9- Board questions/approves project
 - Motion to approve contract and for President to sign contract
- 10- Sign contract
 - Signed by President