

**MINUTES OF THE REGULAR MONTHLY MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWELVE
April 14, 2016**

The Regular Meeting of the Board of Directors of Seal Beach Mutual Twelve was called to order by President Welch at 9:03 a.m. on Thursday, April 14, 2016, followed by the *Pledge of Allegiance*, in the Administration Building Conference Room A.

ROLL CALL

Present: President Welch, Vice President/CFO Ferraro, Secretary Findlay, and Directors Anderson, Fluharty, Thomas, and Gillon

GRF Representative: Mrs. Damoci

Guests: Three shareholders of Mutual Twelve

Staff: Ms. Hopkins, Mutual Administration Assistant Manager
Mr. Salazar, Building Inspector
Ms. Martin, Recording Secretary

President Welch welcomed guests and staff to the meeting.

SHAREHOLDERS' COMMENTS

President Welch invited shareholders present to speak to the Board.

GOLDEN RAIN FOUNDATION REPRESENTATIVE'S REPORT

GRF Representative Damoci presented her report (attached).

MINUTES

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

RESOLVED, To approve the Regular Monthly Meeting minutes of March 10, 2016, Emergency Special Meeting minutes of March 11, 2016, and Special Meeting minutes of March 21, 2016, as printed.

The MOTION passed.

BUILDING INSPECTOR'S REPORT

Building Inspector Salazar reviewed his written report summary (attached).

Following a discussion, and upon a MOTION duly made by Secretary Findlay and seconded by Director Gillon, it was

RESOLVED, That until architectural modification policies are reviewed, amended as needed, and ratified by the full Board, all Golden Rain Foundation Building Permits will be reviewed by the Mutual Twelve Physical Property Committee and then be approved by a majority of the Board in a Mutual Twelve Board Meeting, in compliance with CA Civil Code §4900 et sec.

The MOTION **passed** with five "yes" votes (Welch, Ferraro, Findlay, Thomas, and Gillon) and two "no" votes (Fluharty and Anderson).

President Welch discussed amending Policy 7480.12 – Architectural Standards (attached). Upon a MOTION duly made by Secretary Findlay and seconded by Director Gillon, it was

RESOLVED, To amend, on a preliminary basis until the 30-day posting period is completed, Policy 7480.12 – Architectural Standards.

The MOTION passed.

President Welch discussed amending Policy 7407.12 – Washers and Dryers (attached). Upon a MOTION duly made by Secretary Findlay and seconded by Vice President/CFO Ferraro, it was

RESOLVED, To amend, on a preliminary basis until the 30-day posting period is completed, Policy 7407.12 – Washers and Dryers.

The MOTION passed.

President Welch requested Building Inspector Salazar to add in his report the pre-inspection of dryers that have been cleaned.

President Welch discussed adopting Policy 7411 – New Plan Concepts and Changes (attached). Upon a MOTION duly made by Secretary Findlay and seconded by Director Gillon, it was

RESOLVED, To adopt, on a preliminary basis until the 30-day posting period is completed, Policy 7411.12 – New Plan Concepts and Changes.

The MOTION passed.

BUILDING INSPECTOR'S REPORT (continued)

President Welch discussed postponing the amendment of Policy 7507.12 – Electric Cart Pad (attached). Upon a MOTION duly made by Secretary Findlay and seconded by Director Gillon, it was

RESOLVED, To postpone amending Policy 7507.12 – Electric Cart Pad.

The MOTION passed.

Inspector Salazar left the meeting at 9:54 a.m.

CORRESPONDENCE

There was no correspondence.

MUTUAL ADMINISTRATION ASSISTANT MANAGER'S REPORT

Ms. Hopkins presented her report on elections (attached).

EMERGENCY PREPAREDNESS COORDINATOR'S REPORT

Mr. Nell did not present a report.

LUNCHEON REPORT

Vice President/CFO Ferraro presented her report (attached).

Vice President/CFO Ferraro reported on the Annual Luncheon scheduled for April 28 in Clubhouse Two at 11:30 a.m. Plans are proceeding.

ANNOUNCEMENTS – *correction*

President Welch gave a reminder concerning ~~FireAvert~~ *Smart Burners*. The cost is \$200 - \$250 for a set of four cooktop burners.

BUILDING INSPECTOR'S REPORT (continued)

Following a discussion, and upon a MOTION duly made by Director Holzer and seconded by Director Barreras, it was

RESOLVED, To replace all 35 screens for the 18 laundry rooms, at a cost of \$1,645.

The MOTION passed.

Inspector Antisdell left the meeting at 10:16 a.m.

President Luther-Stark called for a break from 10:16 a.m. to 10:31 a.m.

PRESIDENT'S REPORT

President Luther-Stark presented her report (attached).

VICE PRESIDENT'S REPORT

Vice President Almeida presented her report (attached).

Vice President Almeida stated that there will be a Mutual Administration Director Carol Weller Farewell celebration.

CHIEF FINANCIAL OFFICER'S REPORT

CFO Schweitzer presented his report (attached).

SECRETARY'S REPORT

Secretary Rahming presented her report regarding vegetables.

Secretary Rahming asked for a motion to ratify a carport rental. Upon a MOTION duly made by Secretary Rahming and seconded by Director Griepsma, it was

RESOLVED, To approve the carport rental of Carport Building 19, Space 5, belonging to the shareholder of Unit 56-H, to the shareholder of Unit 56-G.

The MOTION passed.

OLD BUSINESS

Policy 7480.12 – Architectural Standards, is being posted until May 2016.

NEW BUSINESS

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

RESOLVED, That upon maturity on April 21, 2016, of CDARS held at First Foundation Bank, the proceeds will be transferred from the First Foundation business checking account to the Mutual Twelve US Bank MMA for the purpose of reinvestment in Certificates of Deposits with US Bancorp in the amount of \$250,000 for a term of two years at the prevailing interest rate available.

The MOTION passed.

The review of root barriers and tree removals is not ready for Board discussion.

Secretary Findlay discussed Annual Meeting speakers. Secretary Findlay requested that the Board consider inviting speakers on HO-6 insurance to speak after the business portion of the Annual Meeting. Secretary Findlay will obtain the names of insurance representatives.

Following a discussion, it was the consensus of the Board to invite insurance experts to present information on HO-6 insurance at the Annual Meeting.

Director Gillon discussed the Mutual e-mail account. Vice President/CFO Ferraro discussed the cost issue for e-mail (Hover.com).

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

RESOLVED, To setup a Mutual Twelve domain name and e-mail accounts, and to pay for one year at a cost not to exceed \$180 through Hover.com.

The MOTION passed.

PRESIDENT'S REPORT

President Welch submitted his report (attached).

VICE PRESIDENT'S REPORT

Vice President/CFO Ferraro presented her report (attached).

Recording Secretary Martin left on break at 10:46 a.m. to 11:01 a.m.

GRF Representative Damoci left the meeting at 10:50 a.m.

CHIEF FINANCIAL OFFICER'S REPORT

Vice President/CFO Ferraro presented her report (attached).

SECRETARY'S REPORT

Secretary Findlay submitted her report (attached).

Following a discussion, and upon a MOTION duly made by President Welch and seconded by Director Anderson, it was

RESOLVED, To ask Service Maintenance to provide the following washer service: replace hose filters, clean out mixing valve screens, inspect all hoses, and replace as needed. Dryer service to be: clean out dryer vent, housing blower wheel, check electric cord, and replace as needed. Estimated labor for dryers is \$1,170.00, and washer labor estimate is \$780.00, for a total labor estimate of \$1,950.00. The Board will approve materials as needed on a case-by-case basis.

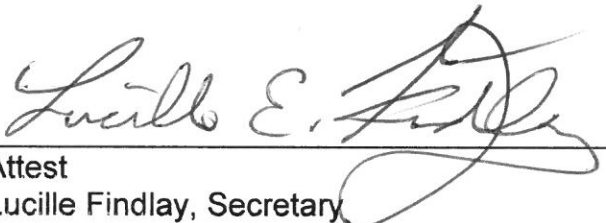
The MOTION passed.

EXECUTIVE SESSION

Member issues were discussed in Executive Session.

ADJOURNMENT

President Welch adjourned the meeting at 11:04 a.m. and announced that following there would be an Executive Session to discuss member issues.



Attest
Lucille Findlay, Secretary
SEAL BEACH MUTUAL TWELVE
mm:4/29/16
Attachments

NEXT MEETING: May 12, 2016

**SPECIAL MEETING ANNOUNCEMENTS AND AGENDAS
ARE POSTED IN LAUNDRY ROOM 57 (D SIDE).
FOR INFORMAL INDIVIDUAL NOTICE OF SPECIAL MEETINGS,
CONTACT SECRETARY FINDLAY.**

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OF April 14, 2016**

04/14/2016 RESOLVED, That until architectural modification policies are reviewed, amended as needed, and ratified by the full Board, all Golden Rain Foundation Building Permits will be reviewed by the Mutual Twelve Physical Property Committee and then be approved by a majority of the Board in a Mutual Twelve Board Meeting, in compliance with CA Civil Code §4900 et sec.

RESOLVED, To amend, on a preliminary basis until the 30-day posting period is completed, Policy 7480.12 – Architectural Standards.

RESOLVED, To amend, on a preliminary basis until the 30-day posting period is completed, Policy 7407.12 – Washers and Dryers.

RESOLVED, To adopt, on a preliminary basis until the 30-day posting period is completed, Policy 7411.12 – New Plan Concepts and Changes.

RESOLVED, To postpone amending Policy 7507.12 – Electric Cart Pad.

RESOLVED, That upon maturity on April 21, 2016, of CDARS held at First Foundation Bank, the proceeds will be transferred from the First Foundation business checking account to the Mutual Twelve US Bank MMA for the purpose of reinvestment in Certificates of Deposits with US Bancorp in the amount of \$250,000 for a term of two years at the prevailing interest rate available.

RESOLVED, To setup a Mutual Twelve domain name and e-mail accounts, and to pay for one year at a cost not to exceed \$180 through Hover.com.

RESOLVED, To ask Service Maintenance to provide the following washer service, replace hose filters, clean out mixing valve screens, inspect all hoses, and replace as needed. Dryer service to be; clean out dryer vent, housing blower wheel, check electric cord, and replace as needed. Estimated labor for dryers is \$1,170.00, and washer labor estimate is \$780.00, for a total labor estimate of \$1,950.00. The Board will approve materials as needed on a case-by-case basis.

Carole Damoci
Mutual 12 Representative

April 13th, 2016

The wall along Westminster Blvd will be started in July and should be finished by the end of the year.

The paving of St. Andrews Drive below Golden Rain Blvd has been shelved for this year and will be address again in 2018.

This months GRF Board meeting on April 26th will be an evening meeting. Starting at 6pm in clubhouse 4. The agenda will be in next weeks *NEWS*.

The Seal Beach Police Department will be entering the community to enforce the fire lanes along Golden Rain Road and the Long Beach Animal Control Officers will be going door to door checking for dog licensees.

This is an election year for both your GRF Representative and full Mutual Board. Please get involved. The only way this kind of community works is for everyone to be involved and educated on the issues. Ask questions. Attend meetings.

As always, if there is anything I can do for you, or if you have any questions concerning the GRF, please feel free to contact me. I would love to hear from you and answer any of your questions I can. If I don't have your answers I will get them.

Respectfully submitted,
Carole S. Damoci
562-405-4965
cdamoci@lwsb.com

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: 12

INSPECTOR: Jay Salazar

MUTUAL BOARD MEETING DATE: April 14, 2016

ESCROW ACTIVITY									
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS		
62L			01/22/16	01/29/16	02/12/16	04/07/16			
7I				04/08/16					
41H		02/03/16							
35G		03/07/16							
77E		03/07/16			04/01/16				
59B		03/08/16							
65B		03/09/16							
74C		03/09/16							
47B		03/24/16							
47E		03/24/16							
42D		03/29/16							
61E				1/14/16	02/04/16				
64L				02/24/16	03/10/16				
72F				02/10/16	02/17/16				
76E				03/21/16					
59G		04/08/16							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS		
67C					01/04/16	03/01/16			
55E						02/08/16			
74E						02/08/16			
72F						03/17/16			

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

INSPECTOR: Jay Salazar

MUTUAL BOARD MEETING DATE: April 14, 2016

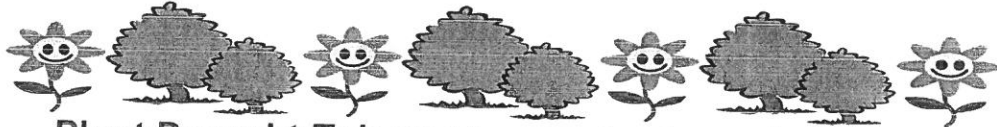
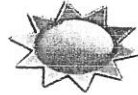
CONTRACTS	
CONTRACTOR	PROJECT
Fenn Termite + Pest Control	Termite Inspections and Treatments
Pinnacle Landscape	Landscape Maintenance
Empire Pipe Cleaning	Sewer Maintenance
Class One Arboriculture	Tree Care & Maintenance

SPECIAL PROJECTS	
CONTRACTOR	PROJECT
SC Yamamoto	Irrigation Control Installation and Turf Repair
Hutton	Exterior Paiting - Ground Vault Covers
Roofing Standards	Gutter Installation
All American Sign Company	Building Signage Installation



Spring is here in Our Hometown

**The Mutual Administration Director's Report
March, 2016**



Plant Drought-Tolerant trees, shrubs and plants

Spring has arrived and with it another chance to brighten your garden area. If you see that one or more trees have been removed due to age, or fallen over in the wind.....Remember it will take some time and money to replace them.

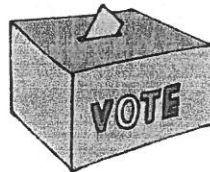
Your mutual Board removes trees which have been determined to be a danger to lifting the sidewalk or doing damage to a building. Hence they decide to remove the tree. The root ball of the tree needs time to settle and have the leftover root growth dissolve before another tree can be put in its place....Consult with your Mutual Director or the Mutual's landscape policy before planting shrubs and flowers.

Conserve Precious water



The Leisure World Globe is Close to being finished. Cross your fingers and toes.....a date of completion and then an unveiling of the Globe will be here soon.

Mutual and GRF elections will be beginning soon. Be prepared and either run for office or serve on a committee. This is your community; your Leisure World.....Please vote. It is important! REMEMBER....Your vote is your voice.



VOTE!!!!!!

VOTE!!!!!!

*How powerful is the roar of a single voice in the dark
that brings light to others.*

MUTUAL 12 PRESIDENT'S REPORT

APRIL 14, 22016

JOE WELCH, PRESIDENT

2015-2016 PROJECTS

May 12 will be the last meeting for the 2015-2016 Board year. We have completed important projects and are still working on others. The Board has worked hard to maintain and improve Mutual 12.

- Painting of the buildings and installation of new rain gutters is complete. Let me know of any areas that still need correction.**
- Tree replacement for this year is almost finished.**
- The irrigation system upgrade is taking longer than we expected. Thank you for your patience.**

ROOFING

The first group of roofs will be replaced in 2017. At our May 12 Mutual 12 meeting, GRF Project Coordinator David Rudge will share a power point presentation on what has been learned as other Mutuals have replaced their roofs. I have previewed this presentation and we are very lucky to have all of this information before we start roofing in Mutual 12 .

GRF AND MUTUAL PERMITS

Before you have any work done inside or outside of your apartment, be sure you have required permits posted that can be read from outside. GRF Building Permits must be signed by shareholder, contractor, Mutual President and GRF Building inspector. Small changes, such as a new flower bed border require only a

Mutual 12 Approval Form, Policy 7480.12.1. You can get it from a Mutual 12 Director. You and a Director sign it if the change is approved by the Board.

If you see work going on in Mutual 12 without a permit. CONTACT A MUTUAL 12 DIRECTOR IMMEDIATELY!

CARPORTS

Parking in Mutual 12 Carports without a Leisure World Decal or with expired decal or DMV tags may result in fine, towing or both.

ANNUAL MEETING

Be sure to come to the Mutual 12 Annual Shareholders Meeting on June 9 at 10:00 a.m. The Board will host a light brunch and there will be an informative discussion on the HO6 insurance you must have to cover liability and personal property.

Annual Shareholder Luncheon Report

Regular Meeting April 14, 2016

I am pleased to report that the planning for the Annual Shareholder Luncheon on April 28 (just 2 weeks from today) is nearing completion. This Luncheon provides an opportunity to gather together in friendship to enjoy a meal, music and conversation with friends and neighbors here in Mutual 12.

The Luncheon is being held in Clubhouse 2 at 11:30 am. Our caterer, Shirley's, will be serving a Chicken Breast dinner along with Mutual 12 traditional pie for dessert. Our own Mutual 12 resident, Linda Herman, will be providing us with music and song. There will be 50/50 drawings and raffled door prizes.

Invitation flyers have been distributed, the tickets have been printed and can be purchased now from your Building Captain or Parcel Director. Cost is \$6.50 for shareholders, \$13.00 for guests or caregivers.


The last day to purchase tickets is **APRIL 18**

I cannot thank the volunteer Luncheon Committee members, Jackie Thomas, Rose Sprague, and Charalee Becker enough for their valuable assistance in planning the event. Each gave freely of their time to meet and plan the event down to the last detail (50/50 drawing, ticket taker, table decorations, menu planning, photographer, set-up, clean-up, door prizes, and the list goes on.)

The committee also appreciates Secretary Findlay's aide in the printing needed for publicity and tickets.

Now we just need to wait until April 28 for a Mutual 12 good time.

Respectfully submitted,


Susan Ferraro
Luncheon Chair

THINGS TO KNOW FROM THE CFO – Regular Meeting APRIL 2016

The Audited Financial Statement of Operations for 2015 was approved by the Board of Directors at the Regular Meeting March 10, 2016.

You will be receiving a copy of the complete report along with the Golden Rain Annual Report for 2016 very soon. Please retain for your review and records.

As you may have read, I have been projecting a loss for 2015. Mutual 12 did however, end up with a small excess of income over expenses of \$6904 as follows:

Total Income	\$1,261,164	Over Budget:	\$13,631
Operating Expense	- 1,254,260	Over Budget:	\$ 6,727 ** (see Expenses)
Excess Income	\$ 6,904	Difference	\$6,904
**Expenses: Utilities	\$141,033	Under Budget:	\$14,256 (Conservation!!)
Prof Fees	15,873	Over Budget:	4,808 (Legal)
Landscape Maint	143,934	Over Budget:	9,148 (Grounds repairs)
Pest Control	7,227	Over Budget:	881 (Pesky ants)
Maint & Repair	93,366	Over Budget:	4,398 (SRO's etc)
Taxes & Insurance	101,658	Over Budget:	<u>1,748</u>
EXCESS EXPENSE OVER BUDGET			\$6,727

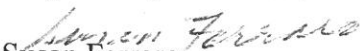
But for a little extra in income inspection fees and interest plus the savings in water and electricity, the picture would have been much different. Please keep in mind that the Board approved \$2000 for tree replacements in 2015, but the project was delayed. That \$2000 expense for those trees plus additional trees will be reflected in the 2016 operating expenses.

Please be aware that the 2nd half installment for the 2015/2016 Real Property Taxes were paid and cleared the Mutual bank account on March 15, 2016.

With the Roofing Replacement project looming directly in front of the Board, how to manage the reserve savings to pay for the multi-year project is now a priority. With the information gained from the on-site reserve study that is required for the 2017 Budget Year, the additional information and experience provided by other mutuals, and the guidance from GRF Project Manager Mutual 12 will be prepared.

Finally, attached is the detail financial report for the 1st quarter 2016 ended March 31 for your review. At this time, there are no extraordinary items to report.

Respectfully submitted,


Susan Ferraro
CFO/VP

1012 Seal Beach Mutual No. Twelve
Budget Comparison - Mutuals
03/31/2016

P.O. Box 2069
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget	Annual Budget	Unused Budget
65,156	65,156	0	7210000	Trust Maintenance Costs	195,468	195,468	0	781,870	781,870	586,402
65,156	65,156	0		GRF Trust Maintenance Fee	195,468	195,468	0	781,870	781,870	586,402
2,350	2,685	335	6420000	Total Trust Maintenance Costs	7,121	8,055	934	32,219	32,219	25,035
5,144	6,355	1,211	6423000	Utilities	11,416	19,065	7,649	76,261	76,261	64,845
3,557	3,589	32	6424000	Electricity	10,546	10,767	221	43,067	43,067	32,521
				Water						
				Trash						
11,052	12,629	1,577		Total Utilities	29,082	37,887	8,805	151,547	151,547	122,465
253	253	0	6430000	Professional Fees	759	759	0	3,037	3,037	2,278
896	547	(349)	6434000	GRF Management Fee	1,194	1,641	447	6,563	6,563	5,369
118	127	9	6435000	Legal Fees	356	381	25	1,519	1,519	1,163
				Bank Service Fees						
1,268	927	(341)		Total Professional Fees	2,308	2,781	473	11,119	11,119	8,811
10,429	9,980	(449)	6475000	Outside Services	31,287	29,940	(1,347)	119,762	119,762	88,475
375	1,695	1,320	6475500	Landscape Maint. - Contract	400	5,085	4,685	20,340	20,340	19,940
(500)	845	1,345	6475505	Landscape Maint. - Extras	(500)	2,535	3,035	10,143	10,143	10,643
46	253	207	6477100	Landscape Maint. - Trees	46	759	713	3,037	3,037	2,991
139	506	367	6477200	Painting	213	1,518	1,305	6,075	6,075	5,862
0	1,207	1,207	6477300	Pest Control	3,350	3,621	271	14,482	14,482	11,111
222	344	122	6477400	Structural Repair	347	1,032	685	4,122	4,122	3,772
0	0	0	6512000	Miscellaneous Services	391	0	(391)	0	0	(391)
4,684	5,040	356	7552000	Escrow Expense - W/O	14,837	15,120	283	60,478	60,478	45,641
3,478	0	(3,478)	7552200	Service Maintenance-Standard	8,528	0	(8,528)	0	0	(8,528)
(3,478)	0	3,478	5394000	Maintenance Replacements	(8,528)	0	8,528	0	0	8,528
				Transfers from Funded Resvs						
15,394	19,870	4,476		Total Outside Services	50,371	59,610	9,239	238,439	238,439	188,068

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1012 Seal Beach Mutual No. Twelve
 Budget Comparison - Mutuals
 03/31/2016

P.O. Box 2069
 Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget	Annual Budget
63	63	0	6720000	Taxes & Insurance	189	189	0	759	570
11,359	9,465	(1,894)	6730000	State & Federal Taxes	34,076	28,395	(5,681)	113,579	79,503
11,422	9,528	(1,894)		Property & Liability Insurance	34,265	28,584	(5,681)	114,338	80,000
39,136	42,954	3,818		Total Taxes & Insurance	116,028	128,862	12,834	515,443	399,115
1,112	1,112	0	7620000	Total Operating Expense					
23,486	23,486	1	7675000	Contributions to Capital	3,336	3,336	0	13,343	10,007
17,773	17,773	0	7677000	Appliance Reserve From Assessments	70,457	70,458	2	281,826	211,370
42,371	42,371	1		Roofing Reserve From Assessments	53,319	53,319	0	213,277	159,958
146,662	150,481	3,819		Infrastructure Reserve From Assessments	127,112	127,113	2	508,446	381,335
				Total Contributions to Capital	438,607	451,443	12,836	1,805,759	1,367,152
				Total Expenses					

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April 14, 2014

MUTUAL 12 SECRETARY'S REPORT

Annual Meeting Information

The Mutual 12 ballots for the 2016-2017 election are being mailed May 5. There are 6 candidates. Incumbents are running for Parcels 1, 2, 3, 8, 9 and 10. Parcel 4 can be filled by nomination from the floor at the Annual Meeting. If you want to nominate yourself or another person for that position, be sure to arrive on time, 10:00 a.m. The polls close just a few minutes after the meeting begins. Mailed ballots must be sent a few days before the meeting to be sure they arrive at the Accurate Voting office in time to be picked up at their P.O. box and brought to the meeting. If you bring your ballot to the meeting, you must turn it in before the polls close.

We're setting up round tables so you can enjoy the light brunch provided by the Board. During the recess for ballot counting, there will be a discussion of HO6 liability and personal property insurance. The intent is to help you know what to ask your insurance agent to recommend.

Laundry Room Bulletin Boards

After the buildings were painted two bulletin boards were placed on one side of each laundry room complex rather than one board on each side. This is to enable the Board to post more information in more readable form. Davis-Stirling requires one location. Special Meeting Notices and ratified policies are posted at Laundry Room 57. Everything else is posted in 11 laundry room locations.

When I have mentioned that something has been posted for some time, some shareholders have told me they don't go to the laundry room. Even if you have your own washer/dryer or someone does your laundry for you, stop by a laundry room a couple of times a month to check information from your Board.

Respectfully submitted, Lucille Findlay

PHYSICAL PROPERTY

Washers and Dryers in Units – Mutual Twelve Only

- A. Consistent with CA Civil Code §4760, installation in a shareholder's unit of any washer and dryer, whether side by side or stackable, must not interfere with the Mutual's common area maintenance responsibility. For example, placement must not be in front of a water heater that is in the original position.
- B. ~~Any washer and dryer of any make or model in a shareholder's unit, whether side by side or stackable, shall be cleaned, at shareholder expense on an annual~~ a biennial basis; i.e., to have all dryer vent areas thoroughly cleaned and free of lint for clear passage of air flow from inception of machine to roof top areas. A sticker with the date of cleaning must be affixed to the cleanout cover every time ~~a cleaning is performed by Service Maintenance or an outside vendor~~ Service Maintenance or an outside vendor performs cleaning.
- C. ~~In addition, all~~ When performing required dryer cleaning, all washing machine parts, hoses, and fittings must be checked for any leakage and replaced as needed, per Physical Property Inspector's recommendation. Replacement costs to be paid by shareholder.
- D. In all close of escrow and transfer changes of to ownership on stock certificates, all fittings must be changed prior to closing. [separation into a separate paragraph is an amendment]
- E. ~~Further, d~~ During the biennial fire inspections ~~conducted each year~~, the Physical Property Inspector(s) will compile a list of all units containing a washer and dryer. Shareholders ~~who have a washer and dryer~~ in those units shall have the washer and dryer cleaned and any hoses replaced, as needed, by the Service Maintenance Department or a licensed and insured outside vendor, as stated above. The maintenance fee for this work, ~~which is an estimated cost of less than \$100,~~ shall be arranged and borne by the shareholder.

(April 16)

MUTUAL OPERATIONS

PHYSICAL PROPERTY

New Plan Concepts and Changes – Mutual Twelve Only

- A. Any new concept in apartment or easement design or materials not in “general practice” (general practice defined as being three or more similar approved instances existing within the Mutual) must be approved by Board quorum majority vote (CA Civil Code §4900 et. sec.) presented to the Board for its consideration prior to approval of any GRF permit authorizing the commencement of work.
- B. Plans approved by the Mutual do not supersede Mutual policies and resolutions and remain subject to all Mutual policies and resolutions unless specifically exempted.
- C. If there is any problem regarding interpretation of the Mutual’s policies or resolutions, the GRF Inspector, working with the Mutual’s Physical Property Committee shall consult with the Mutual Board in a legally called meeting for clarification or amendment.
- D. Anything questionable discovered during plan check or construction will be promptly brought to the Mutual’s attention for Board resolution.
- E. Changes cannot be made to any project without prior approval and must be recorded on the original approved plans and acknowledged and dated by the approving parties.

MUTUAL ADOPTION

TWELVE: 14 April 16

(April 16)

PHYSICAL PROPERTY

Architectural Standards – Mutual Twelve Only

Civil Code §4760 explains the shareholder’s right to improve or modify their separate interest subject to the governing documents, applicable law and issues of structural and mechanical integrity as well as support of any portions of the common interest development. Explanation of Mutual Twelve’s review procedures outlined in §4765 appears below.

A. REQUIREMENTS AND LOCATION IN GOVERNING DOCUMENTS

You must obtain architectural approval for any change in the exterior of your unit, any structural alterations to the interior and plumbing or electrical alterations or any change in the common area. Most architectural provisions are included in the 7400 PHYSICAL PROPERTY Section of the 7000 SERIES POLICIES, RULES AND REGULATIONS. See also 7502.12, 7507.12, 7572.12, and 7574.12 in the 7500 SHAREHOLDER REGULATIONS Section. These policies are available at www.lwsb.com, the Leisure World Library or from a Mutual Twelve Director.

The Member shall not, without the written consent of the Corporation, make any structural alterations in the premises, or in the water, gas or steam pipes, electrical conduits, plumbing or other fixtures connected therewith, or remove any additions, improvements, or fixtures from the premises. (Occupancy Agreement, Article 12). “Premises include your unit and the common area.

B. PROCEDURES

Small alterations, for example changing a garden border from concrete scallops to brick, require only written Board approval on the Policy 7480.12.1 Architectural Standards – Approval Form. Any significant change or addition requires a GOLDEN RAIN FOUNDATION BUILDING PERMIT.

Typically, the Member engages a contractor who has complied with or complies with the GRF CONTRACTOR REQUIREMENTS. The contractor submits plans to the Mutual’s GRF Building Inspector. The permit is then prepared and, after approval, signed by the designated Mutual Director, the Owner/Member, the Contractor and the GRF Building Inspector. The Contractor, if required, will obtain City permits. Approval of GOLDEN RAIN FOUNDATION BUILDING PERMIT does not constitute approval by the City, nor does approval by the City constitute approval by GOLDEN RAIN FOUNDATION. No work of any kind that requires a GRF or Mutual Building Permit may be commenced anywhere in Mutual Twelve until said permit has been fully executed and posted fully visible from the exterior. Non-compliance may result in immediate shut down of the job.

(April 16)

PHYSICAL PROPERTY

Architectural Standards – Mutual Twelve Only

C.ATTACHMENT

1. Golden Rain Foundation Building Permit

[GRF Building Permit goes here]

(See Mutual Twelve Board Approval Form – Policy 7480.12.1)

MUTUAL ADOPTION

AMENDMENTS

TWELVE: 11-13-14

4-14-16

(April 16)

Page 3 of 3

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

March 11, 2016

The Emergency Special Meeting of the Board of Directors of Seal Beach Mutual No. Twelve was called to order by President Welch at 2:33 p.m. on Friday, March 11, 2106, at 13321 Twin Hills Drive, Unit 58-F.

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

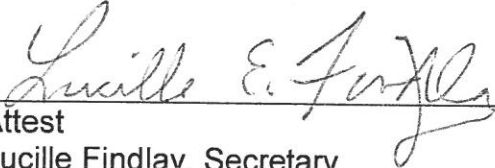
The purpose of the meeting was to consider the replacement of the swale at the west end of the south side of Building 11. The issue has now been clarified. Further, to consider the recommendations by the Physical Property Committee for additional work.

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

RESOLVED, To ask M. J. Jurado Inc., to submit a bid for the swale replacement at Buildings 9, 10, and 11.

The MOTION passed.

There being no further business to conduct, the meeting was adjourned at 2:55 p.m.



Attest

Lucille Findlay, Secretary
SEAL BEACH MUTUAL TWELVE
cd:4/07/16

SPECIAL MEETING OF THE BOARD OF DIRECTORS

SEAL BEACH MUTUAL NO. TWELVE

March 21, 2016

The Special Meeting of the Board of Directors of Seal Beach Mutual No. Twelve was called to order by President Welch at 11:05 a.m. on Monday March 21, 2016 in the Physical Property Department "Green" Room.

ROLL CALL

Present: President Welch, Secretary Findlay and Directors Anderson, Fluharty and Gillon

Absent: Vice President/CFO Ferraro and Director Thomas

Also present were Building Inspector Salazar and one shareholder of Mutual 12

SHAREHOLDER'S COMMENTS

President Welch invited the shareholder to speak.

OLD BUSINESS

After discussion and upon a MOTION duly made by Secretary Findlay and seconded by Director Gillon it was

RESOLVED, To accept the following proposals from MJ Jurado, Inc.

- No. 1019 dated 2/24/2016 in the amount of \$6,615.25 for the replacement of the concrete swale at the west end of Building 11 A-F side including a catch basin and other concrete and asphalt repairs and replacements as necessary to tie to the street catch basin;
- No. 1028 dated 3/9/2016 in the amount of \$10,250.00 for the replacement of the concrete swale along the Building 10 A-F side of the walkway north of Building 11, 6 catch basins and tie in to new 4" drain line; and
- No. 1037 dated 3/17/2016 in the amount of \$12,082.50 for the replacement of the concrete swale from Building 76 to the walkway intersection between Buildings 9 and 10, 1 main and 6 smaller catch basins, concrete and asphalt repairs and replacements and tie in to 4" drain pipe

for a total of \$28,948.75.

The motion passed with a unanimous vote of the Directors present.

OLD BUSINESS

After discussion and upon a MOTION duly made by Secretary Findlay and seconded by Director Gillon, it was

RESOLVED, To approve the following Change Order to the S.C. Yamamoto Inc. Irrigation Renovation project Reference Number 223101 as follows. Purchase 60 10" plastic valve boxes to replace Cement valve boxes at \$28.00 ea. for a Total of \$1,480.

FURTHER RESOLVED, To approve purchase of up to 40 additional 10" plastic valve boxes at \$ 28.00 ea. not to exceed 100 boxes for a Total for all boxes purchased not to exceed \$2,800.00 once an accurate count of the existing cement boxes has been completed.

The MOTION passed with a unanimous vote of the Board members present.

EXECUTIVE SESSION

Member issues were discussed in Executive Session.

ADJOURNMENT

President Welch adjourned the meeting at 12:04 p.m. and announced that following there would be an Executive Session to discuss member issues.



Attest

Lucille E. Findlay, Secretary

SEAL BEACH MUTUAL NO. TWELVE

MUTUAL TWELVE

DIRECTOR _____ APT # _____ PHONE _____

PLEASE READ PROMPTLY AND PASS TO YOUR NEIGHBOR -
SAME DAY, IF POSSIBLE

BUILDING # _____

Please read the attached minutes, initial, and pass on to the next occupied apartment on the list.

When completed, please return to your Building Captain, Apartment # _____.

(Captain name _____ Phone _____)

Thank you.

<u>APT</u>	<u>DATE RECEIVED</u>	<u>SIGNATURE/DATE FORWARDED</u>
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____
E	_____	_____
F	_____	_____
G	_____	_____
H	_____	_____
I	_____	_____
J	_____	_____
K	_____	_____
L	_____	_____