

AGENDA  
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL NO. TWELVE  
A Common Interest Development Civil Code §§ 4000-6150 Davis-Stirling Act  
Administration Conference Room  
Thursday, September 14, 2017, 9:00 A.M.

- 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 Ms. Miller, GRF Director of Finance
  - 3.3 Mrs. Hopkins, Mutual Administration Director
  - 3.4 Mr. Harper & Mr. Antisdell Building Inspector
  - 3.5 Mr. Gary Sprague, Mutual Twelve CERT Manager
- 4 SHAREHOLDER'S COMMENTS
- 5 MUTAL TWELVE BUDGET FOR 2018, Ms. Carolyn Miller
  - 5.1 Approve 2018 Budget
- 6 GOLDEN RAIN FOUNDATION REPRESENTATIVE'S REPORT, Mrs. Damoci
- 7 APPROVE MINUTES:
  - 7.1 Approve the Meeting Minutes by Calendar Consent for:  
August 7, 2017; August 10, 2017; August 14, 2017.
- 8 BUILDING INSPECTOR'S REPORT, Mr. Harper / Mr. Antisdell
  - 8.1 Building permit approvals
  - 8.2 Review Inspector's Report
  - 8.3 Work order approvals
  - 8.4 Invoice approvals

**( Staff Secretary Break – time to be determined by the President)**

AGENDA  
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL NO. TWELVE  
A Common Interest Development Civil Code §§ 4000-6150 Davis-Stirling Act  
Administration Conference Room  
Thursday, August 10, 2017, 9:00 A.M.

- 8.5 Light pole replacements for rusted fixtures
- 8.6 Review Inspector's RTM Open Project List
- 9 CORRESPONDENCE
- 10 ANNOUNCEMENTS
- 11 MUTUAL ADMINISTRATION DIRECTOR'S REPORT, Ms. Hopkins
- 12 PRESIDENT'S Report, President Gillon
- 13 UNFINISHED BUSINESS
  - 13.1 Convert selected green zones to loading zones so they are no longer used for long term parking. Painting estimate from Service Maintenance.
  - 13.2 Ratify rescission of policy 7020 Approval of Escrows
  - 13.3 Ratify policy 7020.12 Approval of Escrows
  - 13.4 Ratify policy 7403.7 Ceiling Fans
  - 13.5 Ratify policy 7495.12 Bay Windows
  - 13.6 Ratify policy 7549.12 Lock out procedures
  - 13.7 Ratify policy 7622.12 Mutual Repairs and Replacements
  - 13.8 Review and approve Bylaws as corrected and updated for Distribution
- 14 NEW BUSINESS
  - 14.1 Discuss amended Policy 7403 Building Alterations or Additions
  - 14.2 Discuss amended draft Policy 7481.12 Infrastructure Modifications
  - 14.3 Discuss amended draft Policy 7499.12 HVAC Heat Pump
  - 14.4 Discuss amended Policy 7502.12 Carport Regulations and Common

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

AGENDA  
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL NO. TWELVE  
A Common Interest Development Civil Code §§ 4000-6150 Davis-Stirling Act  
Administration Conference Room  
Thursday, September 14, 2017, 9:00 A.M.

Area Traffic Policy

14.5 Discuss amended Policy 7502.12.1 Adoption of GRF 1927-37

Fines for Parked Vehicles

14.6 Discuss amended draft Policy 7507.12 Electric Cart Pad

14.7 Rescind Policy 7581.12 Enforcement of Community Traffic

Regulations

14.8 Great Shakeout – information for Shareholders' personal CERT

14.9 Great Shakeout – plans for this year

14.10 Discuss LA Seismic, LLC, underground survey of Mutual 12

14.11 Discuss changing 7510.12 – Eligibility Requirements for Mutual 12

14.12 Approve roofing RFQ package so David Rudge starts bidding

14.13 Tree donation form and possible donations

14.14 Rappoport Project Management contract for Sprinkler

Rehabilitation

15 CHIEF FINANCIAL OFFICER'S REPORT, CFO Ferraro

16 DIRECTORS' REMARKS

17 EXECUTIVE SESSION (in compliance with Civil Code 4935, if required)

18 ADJOURNMENT

NEXT MEETING: OCTOBER 12, 2017

Contact President Gillon if you would like informal email notice of special meetings at [Margaret.Gillon@mutual12.org](mailto:Margaret.Gillon@mutual12.org)

**( Staff Secretary Break – time to be determined by the President)**

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL NO. TWELVE  
AUGUST 7, 2017**

**DRAFT**

**CALL TO ORDER:**

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 1:07 on Monday, August 7, 2017 in the Physical Property Conference Room.

**ROLL CALL:**

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

Absent was: Vice President Carson

Also present: One Shareholder

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

Upon secret ballot the Board voted to seat Ms. Sharon Woodruff as a Director.

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

**RESOLVED**, To appoint Sharon Woodruff as the Director assigned to Parcel 8.

The Motion passed.

Inspector Antisdell joined the meeting at 1:16.

Discussion on 39-F. Approval on window permit for 39-F is holding until Inspector Antisdell inspects the unit and clarifies the bid from the contractor.

Discussion on 77-E. The permit is being held until it is modified to conform to the mutual's policy limit on the number of doors in a unit.

Discussion on 75-C.

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

**RESOLVED**, To approve the post installation flooring permit for unit 75-C and authorize the President to sign the permit.

The Motion passed.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL NO. TWELVE  
AUGUST 7, 2017**

**DRAFT**

Discussion on 68-E. The Board reviewed the work done on 68-E for the sewer repair and addressed the number of problems left behind by the contractor.

Discussion on Policy 7481.12 **Infrastructure Modifications.**

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

**RESOLVED**, To waive the Policy 7481.12 **Infrastructure Modifications** threshold requirement pending amendment of the policy.

The Motion passed.

Inspector Andtisdal left the meeting at 2:03.

Discussion on non-contract sales orders from Pinnacle.

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

**RESOLVED**, To pay Pinnacle non-contract sales orders for \$748.00 for buildings 62 & 63 rain bird pop ups, \$1153.00 for rain bird pop ups for building 70, 72, 73, & 9, and \$558.50 for rain bird pop ups for buildings 34, 36, 37, 41, 44, 39, & 43 to be charged to Landscape Extras, and authorize the President to sign the non-contract sales orders.

The Motion passed.

Discussion on laundry rooms GFCI upgrades. The Board will hold the proposal from Schlick Services until the Thursday August, 10, 2017 meeting. Director Anderson and Secretary Sprague will do further research.

The meeting adjourned to the Executive Session at 2:14

The Special Meeting was rejoined at 2:56.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL NO. TWELVE  
AUGUST 7, 2017**

**DRAFT**

Discussion on controller wires for the sprinkler system.

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

**RESOLVED**, To accept the work order from Pinnacle dated August 1, 2017 in the amount of \$1340.00 to repair the controller wires to be charged to Landscape Extras and authorize the President to sign the work order.

The Motion passed.

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

**RESOLVED**, To accept the carport rental agreement from 6-K to allow the shareholders in 8-C to use their carport.

The Motion passed.

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

**RESOLVED**, To accept the carport rental agreement from 67-I to allow the shareholders in 67-D to use their carport.

The Motion passed.

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

**RESOLVED**, To accept the carport rental agreement from 42-F to allow the shareholder in 42-K to use their carport.

The Motion passed.

Vice President Carson joined the meeting at 3:15.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL NO. TWELVE  
AUGUST 7, 2017**

**DRAFT**

The meeting was adjourned to the Executive Session at 3:34

**ADJOURNMENT:**

President Gillon adjourned the meeting at 3:34.

---

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 14, 2017**

**DRAFT**

**CALL TO ORDER:**

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 1:40 on Monday, August 14, 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: Three Shareholders

The purpose of the meeting is to review, make recommendations on and/or approve the Mutual No. Twelve 2018 Annual Budget.

CFO Ferraro gave a line by line explanation of the projected Mutual No. Twelve 2018 Annual Budget.

Following a discussion, it was the Consensus of the Board to submit the Mutual No. Twelve 2018 Annual Budget to the GRF Director of Finance for processing. CFO Ferraro will be meeting with the Director of Finance, Carolyn Miller, to review the proposed Budget.

**ADJOURNMENT:**

President Gillon adjourned the meeting at 2:53.

---

Attest:

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



# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(12) TWELVE**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **September 6, 2017**

Print Date: 9/6/2017

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
07-L	REMODEL	BOTH	06/01/17	10/01/17	NO		AMORE DESIGN INC
34-D	FLOORING INSTALLATION	GRF	09/01/17	10/01/17	NO		BIXBY PLAZA FLOORING
34-F	REMODEL	BOTH	09/11/17	10/31/17	NO		JOHN BERGKVIST
38-K	REMODEL	BOTH	09/29/17	11/03/17	NO		BERGKVIST CONSTRUCTION
39-F	WINDOWS INSTALLATION	BOTH	08/11/17	09/12/17	NO		BROTHERS GLASS
40-G	HVAC INSTALLATION	BOTH	07/19/17	09/30/17	NO		ALPINE
42-K	WALKWAY ENTRY	GRF	07/24/17	08/25/17	NO		MJ JURADO
43-H	FLOORING INSTALLATION	GRF	07/17/17	08/17/17	NO		KARYS KARPET
43-J	A/C HEAT PUMP INSTALL	BOTH	09/18/17	10/18/17	NO		ALPINE
44-A	ADD SEAT TO SHOWER	BOTH	05/18/17	06/30/17	NO		NUKOTE
44H	TEXTURE, PAINT INTERIOR	GRF	08/15/17	10/15/17	NO		LW DÉCOR INC
45-F	REMODEL	BOTH	07/15/17	11/30/17	NO		LOS AL BUILDERS
45-F	ASBESTOS ABATEMENT	BOTH	06/26/17	07/26/17	NO		UNIVERSAL ABATEMENT
45-F	FLOORING INSTALLATION	GRF	09/01/17	10/01/17	NO		KARYS CARPETS
47-B	FLOORING INSTALLATION	GRF	09/18/17	10/18/17	NO		BIXBY PLAZA FLOORING
58-B	CART PAD INSTLLATION	GRF	06/26/17	07/26/17	NO		JOHNS LANDSCAPE CO
64-E	REMODEL	BOTH	10/07/17	02/07/18	NO		OGAN CONSTRUCTION
65B	FRONT DOOR INSTLLATION	BOTH	08/15/17	09/30/17	NO		LW DÉCOR INC
66-E	SOLA TUBE INSTALLATION	BOTH	09/04/17	10/04/17	NO		SOLATUBE HOMEDAYLIGHT
68-E	REPLACE SEWER PIPE	BOTH	07/31/17	08/18/17	NO	CNP	OC PLUMBING
68-L	FRONT DOOR INSTLATION	GRF	07/27/17	08/30/17	NO		JC KRESS CONSTRUCTION
70-A	WASHER DRYER INSTALL	BOTH	06/25/17	09/15/17	NO	CNP	AC&R CONSTRUCTION
70-A	RECESSED LIGHTING	BOTH	06/25/17	09/15/17	NO		AC&R CONSTRUCTION
70-A	REMODEL	BOTH	08/22/17	10/22/17	NO		AC&R CONSTRUCTION
71-G	FLOORING INSTALLATION	GRF	08/28/17	10/04/17	NO		KARYS CARPETS
73-F	REMODEL	BOTH	06/01/17	10/01/17	YES	CNP	AMORE DESIGN INC
73-F	REMODEL	BOTH	06/01/17	10/01/17	YES		AMORE DESIGN INC
74-A	REMODEL	BOTH	02/15/17	07/16/17	NO		JC KRESS CONSTRUCTION
78-C	REMODEL	BOTH	10/30/17	12/01/17	NO		BERGKVIST CONSTRUCTION
78-C	FLOORING INSTALLATION	GRF	08/02/17	09/02/17	NO		KARYS KARPET
78-D	WASHER DRYER INSTALLAT	BOTH	06/01/17	06/30/17	NO		PEEK CONSTRUCTION
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

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (12) TWELVE)

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **September 6, 2017**

Print Date: 9/6/2017

UNIT #	NMI	PLI	NBO	ESCROW FI	ACTIVITY FCOEI	COE DATE	ROF
7-L		02/22/17				03/29/17	
46H		01/18/17	02/10/17	02/14/17	02/28/17	03/01/17	
34-L							
35-C		02/15/17					
36-C		04/17/17					
41-G		03/29/17	04/21/17	05/15/17	05/08/17	05/09/17	
45-E		03/30/17	06/13/17	06/26/17	06/27/17	06/21/17	
47-B		02/15/17					
47-G		08/18/17	08/29/17				
58-E	6/7/2017	08/11/88					
60-C		05/03/17				07/24/17	
64-E		07/06/17	07/25/17	08/02/17	08/16/17		
71-B	8/2/2017						
71-G		02/16/17				08/25/17	
71-L	8/4/2017						
73-H		04/12/17					
73-L		05/31/17				06/26/17	
75-C		04/14/17	05/10/17	05/17/17	06/01/17		
SOS				Sewer Line Repair and Re-lining Project			
Andre Landscape				Tree Care & Maintenance			
NA				Special Inspection			
61F				Plumbing Inspection			