

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL TWELVE**  
**Thursday, February 8, 2018 at 9:00 a.m.**  
**Administration Building, Conference Room A**

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. Antisdell, Building Inspector
  - Mrs. Poynter, Recording Secretary
  - Mr. Gary Weaver, Atlas Consulting, Roofing Management
5. APPROVAL OF MINUTES:
  - Regular Meeting Minutes of January 11, 2018**
  - Special Board Meeting Minutes of January 22, 2018 (p. 3-4)**
6. BUILDING INSPECTOR'S REPORT Mr. Antisdell
  - Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 5-6)
  - a. Building permit approvals
  - b. Review Inspector's Report
  - c. Work order approvals
  - d. Invoice approvals
  - e. Review Inspector's RTM Open Project List
7. GRF REPRESENTATIVE Mrs. Damoci
8. **GUEST SPEAKER – Atlas Consulting, Roofing Management** **Mr. G. Weaver**
9. **UNFINISHED BUSINESS**
  - a. Laundry Room Security and cameras
  - b. Del Monte carport ends project – New Valves for drip systems (p. 7-10)
  - c. Set date for attorney presentation

10. **NEW BUSINESS**

- a. Nest boxes in trees
- b. Pre-paid credit card for Mutual use
- c. Shareholder Luncheon report and approve budget
- d. Approve Investment of Maturing CDs. (p. 11)
- e. Discuss Draft of proposed Occupancy Agreement for Attorney review

**STAFF SECRETARY BREAK 11:00 a.m.**

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|--|-------------|
| 11. SECRETARY / CORRESPONDENCE             | Ms. Sprague |
| 12. CHIEF FINANCIAL OFFICERS REPORT        | Ms. Ferraro |
| 13. MUTUAL ADMINISTRATION DIRECTOR         | Ms. Hopkins |
| 14. ANNOUNCEMENTS                          |             |
| 15. COMMITTEE REPORTS                      |             |
| 16. DIRECTORS' COMMENTS                    |             |
| 17. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES) |             |
| 18. ADJOURNMENT                            |             |
| 19. EXECUTIVE SESSION                      |             |

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

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

bf 02/02/18

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL NO. TWELVE  
JANUARY 22, 2018**

**DRAFT**

**CALL TO ORDER:**

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 10:10 on Monday, January 22, 2018 in the Physical Property Conference Room.

**ROLL CALL:**

Those members present were: President Gillon, CFO Ferraro, Secretary Sprague, Director Anderson, Director Woodruff  
Absent was: Vice President Carson  
Also present: One Shareholder

The purpose of the meeting is to review, make recommendations on and/or approve GRF Building Permits and discuss Shareholder and Contractor issues.

Discussion on the sprinkler refurbishment contract.

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

**RESOLVED**, to accept the irrigation/turf renovation proposal from Pinnacle for \$293,450 to be charged to Infrastructure Reserves and authorize the President to sign the contract.

The Motion passed.

The meeting was adjourned to the Executive Session at 10:40 AM.

During the Executive Session it was the Consensus of the Board for President Gillon to consult with John's Landscape regarding planting a tree at unit 56-K.

Further, it was the Consensus of the Board to consult with John's Landscape regarding planting a tree at unit 74-F.

Following a discussion on 69-F, Sam the concrete deer, and on **MOTION** made by President Gillon, and second by Secretary Sprague, it was:

**RESOLVED**, that Sam the concrete deer may permanently stay under the tree at unit 69-F.

The Motion passed.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL NO. TWELVE  
JANUARY 22, 2018**

**DRAFT**

**ADJOURNMENT:**

President Gillon adjourned the meeting at 10:40 AM.

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Attest:

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







# *Mutual Corporation No. Twelve*

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## **MEMO**

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DEL MONTE CARPORT ENDS PROJECT – NEW VALVES FOR DRIP SYSTEMS (UNFINISHED BUSINESS ITEM B)  
**DATE:** FEBRUARY 8, 2018  
**CC:** MUTUAL FILE

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I move to approve the sales order from Pinnacle Landscape to install new valves and run new irrigation wires to the existing controllers to modify irrigation systems from grass areas to the new drought tolereant plants at Buildings 35 and 38, at a cost not to exceed \$4,100, and authorize the President to sign the sales order.





# *Mutual Corporation No. Twelve*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DEL MONTE CARPORT ENDS PROJECT – NEW VALVES FOR DRIP SYSTEMS (UNFINISHED BUSINESS ITEM B)  
**DATE:** FEBRUARY 8, 2018  
**CC:** MUTUAL FILE

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I move to approve the sales order from Pinnacle Landscape to install battery controllers and a new valve to modify irrigation systems from grass areas to the new drought tolerant plants at Buildings 35 and 38 to the end of Carports 145 and 146, at a cost not to exceed \$1,950, and authorize the President to sign the sales order.



# *Mutual Corporation No. Twelve*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** INVESTMENT OF MATURING CD'S(UNFINISHED BUSINESS ITEM D)  
**DATE:** FEBRUARY 8, 2018  
**CC:** MUTUAL FILE

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I move that, Whereas there are two certificates of deposit, one in the amount of \$100,000 and one in the amount of \$140,000, held at NuVision Federal Credit Union, maturing on or before February 20, 2018, the Board authorizes the withdrawal of \$40,000 to be deposited into the US Bank Money Market Reserve Account, and to reinvest with NuVision Federal Credit Union the remaining \$200,000 in certificates of deposit at the prevailing interest rate for a term not to exceed two years.

Further, Whereas there is a certificate of deposit in the amount of \$250,500 held at Pacific Premier Bank that is maturing on February 28, 2018, the Board authorizes the withdrawal of \$50,500 to be deposit into the US Bank Money Market Reserve Account and to invest with Pacific Premier Bank the remaining \$200,000 in a certificate of deposit at the prevailing interest rate for a term not to exceed two years