AGENDA

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

- CALL TO ORDER/PLEDGE OF ALLEGIANCE
- 2. SHAREHOLDER COMMENTS (2-3 minutes per shareholder. Agenda items only)
- ROLL CALL
- 4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

Mrs. Damoci, GRF Representative
Ms. Hopkins, Mutual Administration Director
Mr. Antisdel, 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. Antisdel 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
- 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.

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	

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

19.

EXECUTIVE SESSION

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.

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: Febuary 8, 2018 1/31/2018 **Print Date: PERMIT ACTIVITY** GRF/CITY START COMP. CHANGE UNIT# **DESCRIPTION OF WORK** FINAL INSPECTION CONTRACTOR / COMMENTS PERMIT DATE DATE ORDER 6-H FLOORING **GRF** 01/31/18 02/28/18 NO NONE KARYS CARPET 9-K SLIDING DOORS вотн 01/02/18 02/06/18 NO NONE LW DÉCOR 36-C SKYLIGHT 01/15/18 GRF 02/15/18 NO 01/31/18 FINAL SKYLIGHTS PLUS 36-C REMODEL вотн 10/31/17 01/30/18 YES 01/12/18 D WALL LW DÉCOR 36-C REMODEL **BOTH** 10/31/17 01/30/18 YES NONE LW DÉCOR 42-G PATIO TILE GRF 01/10/18 03/10/18 NO NONE LW DÉCOR 43-K **GLASS BLOCK** GRF 01/15/18 02/15/18 NO NATIONWIDE PAINTING NONE 44-C DECO BLOCKS **GRF** 01/09/18 02/09/18 NO NONE MJ JURADO 44-H REMODEL вотн 01/02/18 02/23/18 NO 1/5/2018 FRAME BERGKVIST REMODEL 44-H вотн 01/02/18 02/23/18 NO 01/05/18 R WIRING BERGKVIST 44-H REMODEL **BOTH** 01/02/18 02/23/18 NO 01/05/18 R PLUMB | BERGKVIST 44-H REMODEL **BOTH** 01/02/18 02/23/18 NO 01/10/18 D WALL BERGKVIST 44-H REMODEL вотн 01/02/18 02/23/18 NO NONE BERGKVIST 46-A FLOORING GRF 01/30/18 02/28/18 NO NONE KARYS CARPET 56-F **FLOORING** GRF 01/15/18 NO 02/15/18 NONE NATIONWIDE PAINT 56-F **ASBESTOS TEST** вотн 01/15/18 02/15/18 YES NONE NATIONWIDE PAINT WINDOWS DRY WALL вотн 02/15/18 56-I 05/20/18 NO NONE LW DÉCOR 58-B **HEAT PUMP** вотн 01/25/18 NO 03/02/18 GREENWOOD NONE 62-E **FLOORING** GRF 01/04/18 02/06/18 NO 01/16/18 FINAL KARYS CARPET OGAN CONSTRUCTION REMODEL вотн 10/07/17 64-E 02/07/18 NO 01/18/18 FINAL 67-J REMODEL вотн NONE NATIONWIDE PAINT REMODEL 69-H **BOTH** 01/20/18 04/20/18 NO NONE MP CONSTRUCTION 70-1 COUNTERS BOTH 12/26/17 01/26/18 NO 01/9/18 D WALL MP CONSTRUCTION 70-1 COUNTERS BOTH 12/26/17 01/26/18 MP CONSTRUCTION NO 01/18/18 FINAL 73-F REMODEL вотн 06/01/17 02/15/18 YES 09/26/17 FRAMING AMORE DESIGN INC 73-F REMODEL вотн 06/01/17 02/15/18 YES 09/26/17 R PLUMB AMORE DESIGN INC 73-F REMODEL 06/01/17 BOTH 02/15/18 YES 11/7/2017 D WALL AMORE DESIGN INC 73-F REMODEL **BOTH** 06/01/17 02/15/18 YES NONE AMORE DESIGN INC GRF/CITY START COMP. CHANGE RECENT DESCRIPTION OF WORK CONTRACTOR / COMMENTS PERMIT ORDER DATE DATE INSPECTION CNP = Correction Notice Posted **Escrow Activity** NMI PLI NBO FI FCOE COE DATE ROF 6-H 11/13/17 12/26/17 12/27/17 01/09/18 01/11/18 7-L 11/21/17 34-C 1/24/2018 04/10/17 34-L 09/22/17 64-1 08/03/17 11/08/17 11/16/17 11/29/17 12/01/17 01/22/18 72-G 09/28/17 01/10/18 01/12/18 01/24/18 01/26/18 73-H 04/12/17 78-E 12/29/17 SB/SA: Supplemental Buyer/Seller Agreement 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 Ha	arper	
MUTUAL B	OARD MEETING DATE:	Febuar	y 8, 201	8		Print Date:	1/31/2018		
	Contract Services				Pro	oject Descrip	tion		H Mak
Schlick Sen	vices			Powder Co.	ating Light	Ploes	T	T	
Pinnacle La	ndscape			Grounds M.	aintenance	Ex Month to Mont	th as of 01/01	/16	1
	awn Care Inc			Rain Gutter	Cleaning F	Ex 04/30/18		,,,,	1
Pinnacle La				Irrigation 20)18				
				3-11-11					1
									-
									-
									-
							-		-
							-		-

Mutual Corporation No. Twelve

MEMO

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

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.

NON-CONTRACT SALES ORDER



PINNACLE LANDSCAPE MANAGEMENT, INC

2200 South Fairview Street Santa Ana, CA 92704 714-581-4930 phone 714-581-4941 fax

Date of Proposal:	January 31, 2018		
Proposal Submitted By:	Oscar Gutierrez		

ob Name:	T	L.W. Mutual 12			
ob Number:		MOC-642			
Contact:	1				
Customer # *existing					***
Customer Name *new					
mail					
Address					
Billing Instructions					
Pinnacle L	andscape Mo	anagement will furnish all labor and materials to	complete the wo	ork describe	ed below:
Description and Location of work	Install batte	ery controllers and a new valves to modify irrigation s plants at buildings #35 and #38 to the en			new drougth tolerant
Quantity	Size	Description	Area	Unit Price	Extension
1	100 EFBCP	1" Rain Bird Brass valve and lach solenoid	Building #35	\$250.00	\$250.00
1		Miscelaneus pvc parts		\$140.00	
1		Hunter battery controller		\$180.00	
1		Rectangular irrigation valve box		\$45.00	\$45.00
8		Hours irrigation tech		\$45.00	
1	100 EFBCP	1" Rain Bird Brass valve and lach solenoid	Building #38	\$250.00	\$250.00
1		Miscelaneus pvc parts		\$140.00	
1		Hunter battery controller		\$180.00	
1		Rectangular irrigation valve box		\$45.00	\$45.00
8		Hours irrigation tech		\$45.00	\$360.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
			Pro	posal Total	\$1,950.00
OMPLETED & APPROV		AND WE ARE SATISFIED WITH THE JOB; amounts will b Buyer/Agent's Name	e paid in full witho	ut any offse	t.
		Print Name			****
		Title			
		Date			

Pinnacle Landscape Management Inc is hereby authorized to furnish all materials and labor required to complete the work stated for which customer agrees to pay the amount mentioned above and in accordance with the terms and conditions of this contract between the customer or it's agents and Pinnacle Landscape Management, Inc. PAYMENT IS DUE 30 DAYS AFTER RECEIPT OF INVOICE. A service charge may be added to accounts past due at the rate of 1.5% per month, 18% per annum. Both parties of this contract agree to binding arbitration as a method of settling any dispute resulting in the lack of payment. Should it be necessary for either party to file suit to enforce the provisions of this contract, or breach hereof or if the matter is arbitrated, the party prevailing in such action shall be entitled to reasonable attorneys fees and costs as part of any judgments rendered therein. The Customer may request additions, alterations, omissions or other modifications in the above stated scope of work, such changes shall be valid only upon written Change Order, executed by both parties acknowledging said change and the agreed upon price for performing the extra work. There is no warranty or guarantee on Annual Color.

Mutual Corporation No. Twelve

MEMO

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

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.

NON-CONTRACT SALES ORDER



PINNACLE LANDSCAPE MANAGEMENT, INC

2200 South Fairview Street Santa Ana, CA 92704 714-581-4930 phone 714-581-4941 fax

Date of Proposal:	January 31, 2018
Proposal Submitted By:	Oscar Gutierrez

Job Name:		L.W. Mutual 12			
Job Number:		MOC-642			
Contact:					
Customer # *existing					
Customer Name •new					
Email					
Address					
Billing Instructions			- W-W W		
	ndscape Mo	anagement will furnish all labor and materials	to complete the wo	ork describe	ed below:
Description and Location of work		ew valves and run new irrigation wires to the existin s to the new drougth tolerant plants at buildings #3			
Quantity	Size	Description	Area	Unit Price	Extension
1	100 EFBCP	1" Rain Bird Brass valve	Building #35	\$200.00	\$200.00
1		Miscelaneus pvc parts		\$200.00	\$200.00
1		Rectangular irrigation valve box		\$45.00	\$45.00
8		Hours irrigation tech		\$45.00	\$360.00
16		Hours labor		\$35.00	\$560.00
1	100 EFBCP	1" Rain Bird Brass valve	Building #38	\$250.00	\$250.00
1		Miscelaneus pvc parts		\$600.00	\$600.00
1		Rectangular irrigation valve box		\$45.00	\$45.00
16		Hours irrigation tech		\$45.00	\$720.00
32		Hours labor		\$35.00	\$1,120.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				posal Total	\$4,100.00
WORK HAS BEEN 100% COMPLETED & APPROV		AND WE ARE SATISFIED WITH THE JOB; amounts w Buyer/Agent's Name Print Name Title	ill be paid in full with	out any offs	et.
		Date			

Pinnacle Landscape Management Inc is hereby authorized to furnish all materials and labor required to complete the work stated for which customer agrees to pay the amount mentioned above and in accordance with the terms and conditions of this contract between the customer or it's agents and Pinnacle Landscape Management, Inc. PAYMENT IS DUE 30 DAYS AFTER RECEIPT OF INVOICE. A service charge may be added to accounts past due at the rate of 1.5% per month, 18% per annum. Both parties of this contract agree to binding arbitration as a method of settling any dispute resulting in the lack of payment. Should it be necessary for either party to file suit to enforce the provisions of this contract, or breach hereof or if the matter is arbitrated, the party prevailing in such action shall be entitled to reasonable attorneys fees and costs as part of any judgments rendered therein. The Customer may request additions, alterations, omissions or other modifications in the above stated scope of work, such changes shall be valid only upon written Change Order, executed by both parties acknowledging said change and the agreed upon price for performing the extra work. There is no warranty or guarantee on Annual Color.

Mutual Corporation No. Twelve

MEMO

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

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