

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL TWELVE**  
**August 9, 2018**  
**Meeting Begins 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):
  - Ms. Findlay, GRF Representative
  - Ms. Hopkins, Mutual Administration Director
  - Mr. Antisdell, Building Inspector
  - Mrs. Aquino, Recording Secretary
5. APPROVAL OF MINUTES:  
**Regular Meeting Minutes of July 12, 2018**
6. BUILDING INSPECTOR'S REPORT Mr. Antisdell  
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests
  - a. Permits – Approval / Invoices
  - b. Discuss, Open and Award Tree Trimming Bids (p. 3)
  - c. Camera Report on 6 Buildings – Sewer Report
  - d. Update on Roofing Bids
  - e. Patio Cover Update
  - f. Update Unit 68–A Electric Vault Cover replacement
  - g. Vacant Unit Inspection
7. GRF REPRESENTATIVE Ms. Findlay
8. **UNFINISHED BUSINESS**
  - a. Discuss and Vote to approve/deny Rafter Tail Removal Project Quote (p. 4)
  - b. Discuss and Vote to approve/deny the repairs to the walkway lights at Buildings 57/58 (p. 5)
  - c. Pinnacle Update/Report – Progress on the new sprinkler system
9. **NEW BUSINESS**
  - a. Discuss and Vote to approve/deny the annual mailing to Shareholders in compliance with Davis-Stirling Civil Code §4041- Member Contact Information (p. 6)
  - b. Review website posting of Policies

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

**NEW BUSINESS (continued)**

c. Discuss and Vote to approve/deny Mr. C's towing agreement for 2018-2019  
(p. 7)

10. SECRETARY / CORRESPONDENCE Ms. Sprague
11. CHIEF FINANCIAL OFFICERS REPORT Ms. Ferraro
12. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
13. ANNOUNCEMENTS:  
a. **NEXT MEETING, Thursday, September 13, 2018, at 9:00 a.m. in the Administration Building, Conference Room A**
14. COMMITTEE REPORTS
15. DIRECTORS' COMMENTS
16. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
17. ADJOURNMENT
18. EXECUTIVE SESSION

**STAFF WILL LEAVE THE MEETING BY 12:00 p.m.**

# *Mutual Corporation No. Twelve*

---

## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS, OPEN AND AWARD TREE TRIMMING BIDS  
(BUILDING INSPECTORS REPORT ITEM B)  
**DATE:** AUGUST 9, 2018  
**CC:** MUTUAL FILE

---

At the August 9, 2018, Board Meeting the Mutual Board of Directors will open and award tree trimming bids.

*I move to award and accept the tree trimming contract submitted by \_\_\_\_\_,  
at a cost not to exceed, \$ \_\_\_\_\_, and authorize the President to sign the  
contract.*

# Mutual Corporation No. Twelve

---

## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY RAFTER TAIL REMOVAL  
PROJECT QUOTE (UNFINISHED BUSINESS ITEM A)  
**DATE:** AUGUST 9, 2018  
**CC:** MUTUAL FILE

---

At the August 9, 2018, Board Meeting the Mutual Board of Directors will discuss and vote to approve/deny project quotes regarding the rafter tail removal project.

*I move to approve/deny the rafter tail removal quote submitted by \_\_\_\_\_, at a cost not to exceed, \$ \_\_\_\_\_, and authorize the President to sign the contract.*

# Mutual Corporation No. Twelve

---

## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY THE REPAIRS TO THE WALKWAY LIGHTS AT BUILDINGS 57/58 (UNFINISHED BUSINESS ITEM B)  
**DATE:** AUGUST 9, 2018  
**CC:** MUTUAL FILE

---

At the August 9, 2018, Board Meeting the Mutual Board of Directors will discuss and vote to approve/deny the repairs to the walkway lights at Buildings 57/58.

*I move to approve/deny the repairs to the walkway lights at Buildings 57/58, at a cost not to exceed, \$\_\_\_\_\_, and authorize the President to sign the contract. Work to be completed by \_\_\_\_\_.*



# Mutual Corporation No. Twelve

---

## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY THE ANNUAL MAILING TO SHAREHOLDERS IN COMPLIANCE WITH DAVIS STIRLING CIVIL CODE §4041 – MEMBER CONTACT INFORMATION (NEW BUSINESS ITEM A)  
**DATE:** AUGUST 9, 2018  
**CC:** MUTUAL FILE

---

At the August 10, 2017, Board Meeting the Mutual Board of Directors discussed the proposed contact update form for the Davis-Stirling §4041 Annual Notice of Owner Contact Information mailing to shareholders. It was the consensus of the Board to go forward with the mailing to all shareholders using the form prepared by CFO Ferraro.

At the August 9, 2018, Board Meeting the Mutual Board of Directors will discuss and vote to approve/deny the Member Contact Information update per Davis Stirling Civil Code §4041.

***I move to approve/deny that the Mutual Twelve Board of Directors request the Mutual Administration Office to proceed with the annual mailing compliance, per Davis Stirling Civil Code § 4041, to all Mutual Twelve Shareholders.***

# *Mutual Corporation No. Twelve*

---

## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY MR. C'S TOWING AGREEMENT  
(NEW BUSINESS ITEM C)  
**DATE:** AUGUST 9, 2018  
**CC:** MUTUAL FILE

---

*I move to approve/deny the Mr. C's Towing Agreement for the towing of vehicles when there is a violation of Mutual Policy, effective 2018-2019, and authorize the President to sign the Agreement.*