

**MINUTES OF THE REGULAR MONTHLY MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWELVE
September 13, 2018**

The Regular Meeting of the Board of Directors of Seal Beach Mutual Twelve was called to order by Vice President Anderson at 9:05 a.m. on Thursday, September 13, 2018, followed by the *Pledge of Allegiance*, in the Administration Building, Conference Room A.

SHAREHOLDER'S COMMENTS

One Shareholder made a comment.

ROLL CALL

Present: Vice President Anderson, Secretary Sprague, Chief Financial Officer Ferraro, and Directors Milek and Mortesen

Absent: President Carson and Director Hie

GRF Representative: Ms. Findlay (arrived at 9:19 a.m.)

Guests: One shareholder of Mutual Twelve
Mr. Weedal, FENN Termite and Pest Control

Staff: Ms. Hopkins, Mutual Administration Director
Mr. Antisdell, Building Inspector
Mrs. Aquino, Recording Secretary

Vice President Carson welcomed guests and staff to the meeting.

MINUTES

Vice President Anderson asked for any corrections to the Regular Meeting minutes of August 9, 2018. Upon a MOTION duly made by Secretary Sprague and seconded by CFO Ferraro, it was

RESOLVED, To approve the Regular Meeting Minutes for
August 9, 2018, as corrected.

The MOTION passed.

Vice President Anderson asked for any corrections to the Special Meeting minutes of August 15, 2018. Upon a MOTION duly made by Vice President Anderson and seconded by Secretary Sprague, it was

RESOLVED, To approve the Special Meeting Minutes for
August 15, 2018, as written.

The MOTION passed.

GUEST SPEAKER – Michael Weedal, FENN Termite and Pest Control

Mr. Weedal discussed the Bait Station protocol throughout the Mutual.

Following questions, Mr. Weedal left the meeting at 9:28 a.m.

EMERGENCY AGENDA ITEMS

Following a discussion and upon a MOTION duly made by Vice President Anderson and seconded by Secretary Sprague, it was

RESOLVED, To amend today's agenda of September 13, 2018 by adding the approval of the French Drain at Unit 78-L to Building Inspectors Report item "d", and the appointment of a new Mutual Twelve Director to New Business item "e".

The MOTION passed.

BUILDING INSPECTOR'S REPORT

Inspector Antisdell updated the Board on activity in the Mutual (attached).

Following a discussion, and upon a MOTION duly made by Vice President Anderson and seconded by Secretary Sprague, it was

RESOLVED, To accept the proposal from Anguiano Landscape to place a new French drain and mow strip at Unit 78-L, at a cost not to exceed \$1,500 and authorize the President to sign the proposal.

The MOTION passed.

Following questions, Inspector Antisdell left the meeting at 9:54 a.m.

GRF REPRESENTATIVE

Ms. Findlay presented her report (attached).

Following questions, Ms. Findlay left the meeting at 10:05 a.m.

UNFINISHED BUSINESS

There was no Unfinished Business to discuss.

NEW BUSINESS

Following a discussion, it was the consensus of the Board to respectfully accept the resignation of Mutual Twelve Director, Betty Hie.

Following a discussion, and upon a MOTION duly made by Secretary Sprague and seconded by CFO Ferraro, it was

RESOLVED, To proceed with the posting of two new laundry room rules signs.

The MOTION passed.

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

RESOLVED, To deny the adoption of Policy 7541 – Co-Occupants, Qualified Permanent Residents and Health Care Providers, pending further research and review by the Mutual Twelve Attorney.

The MOTION passed.

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

RESOLVED, To authorize the GRF Executive Director and/or the Mutual Administration Director to issue (4) four **ADDITIONAL** Guest Passes, in accordance with GRF Policy 5536.1-33. Each Guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of Guest Passes issued noting the Shareholder/Member name as responsible party for the Guest, effective 2019.

The MOTION passed with one abstention (Mortesen).

Following a discussion, it was the consensus of the Board to postpone the appointment of a new Mutual Twelve Director until the next Regular Board meeting.

SECRETARY / CORRESPONDENCE

Secretary Sprague received no correspondence.

CHIEF FINANCIAL OFFICER'S REPORT

CFO Ferraro presented her report (attached).

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

RESOLVED, To authorize the transfer of \$225,000 from the Mutual 12 US Bank Money Market Reserve account to the Mutual 12 US BanCorp Investment account to purchase one certificate of deposit for term of one year at an interest rate of 2.4%

The MOTION passed.

MUTUAL ADMINISTRATION DIRECTOR'S REPORT

Director Hopkins presented her report (attached).

ANNOUNCEMENTS

Next Meeting:

Thursday October 11, 2018, at 9:00 a.m. Administration Building Conference Room A

COMMITTEE REPORTS

In Mr. Sprague's absence, the Emergency Information was submitted by Secretary Sprague (attached).

DIRECTOR'S COMMENTS

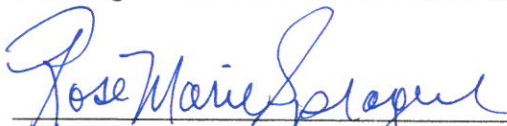
Several Directors made comments

SHAREHOLDER(S') COMMENTS

Several shareholders made a comment.

ADJOURNMENT

There being no further business to conduct, Vice President Anderson adjourned the meeting at 10:48 a.m. and announced there would be an Executive Session following the meeting to discuss member issues.



Attest, Rose Marie Sprague, Secretary

SEAL BEACH MUTUAL TWELVE

ka:09/17/18

Attachments

RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OF SEPTEMBER 13, 2018

- 09/13/18 RESOLVED, To approve the Regular Meeting Minutes for August 9, 2018, as corrected.
- RESOLVED, To approve the Special Meeting Minutes for August 15, 2018, as written.
- RESOLVED, To amend today's agenda of September 13, 2018 by adding the approval of the French Drain at Unit 78-L to Building Inspectors Report item "d", and the appointment of a new Mutual Twelve Director to New Business item "e".
- RESOLVED, To accept the proposal from Anguiano Landscape to place a new French drain and mow strip at Unit 78-L, at a cost not to exceed \$1,500 and authorize the President to sign the proposal.
- RESOLVED, To proceed with the posting of two new laundry room rules signs.
- RESOLVED, To deny the adoption of Policy 7541 – Co-Occupants, Qualified Permanent Residents and Health Care Providers, pending further research and review by the Mutual Twelve Attorney.
- RESOLVED, To authorize the GRF Executive Director and/or the Mutual Administration Director to issue (4) four **ADDITIONAL** Guest Passes, in accordance with GRF Policy 5536.1-33. Each Guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of Guest Passes issued noting the Shareholder/Member name as responsible party for the Guest, effective 2019.
- RESOLVED, To authorize the transfer of \$225,000 from the Mutual 12 US Bank Money Market Reserve account to the Mutual 12 US BanCorp Investment account to purchase one certificate of deposit for term of one year at an interest rate of 2.4%

	A	B	C	D	E	F	G	H	I	J
1	INSPECTOR MONTHLY MUTUAL REPORT									
3	MUTUAL: (12) TWELVE			INSPECTOR: JERRY ANTISDEL						
4	MUTUAL BOARD MEETING DATE: September 13, 2018			Print Date: 9/6/2018						
5	PERMIT ACTIVITY									
6	UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS		
167	7-B	HEAT PUMP	BOTH	08/13/18	09/13/18	NO	08/21/18 FINAL	ALPINE		
168	37-D	CEILING FAN	BOTH	08/08/18	08/12/18	NO	08/13/18 FINAL	OGAN CONSTRUCTION		
169	34-G	FLOORING	GRF	09/15/18	10/31/18	NO	NONE	LOS AL BUILDERS		
170	34-K	SKYLIGHT	BOTH	09/01/18	12/31/18	NO	NONE	SOLATUBE HOMEDAYLIGHT		
171	40-F	HEAT PUMP	BOTH	08/30/18	11/30/18	NO	NONE	GREENWOOD		
172	41-C	MICROWAVE/W&D	BOTH	09/17/18	10/31/18	NO	NONE	BERGKVIST		
173	42-C	HEAT PUMP	BOTH	08/31/18	12/01/18	NO	NONE	GREENWOOD		
174	46-A	REMODEL	BOTH	08/03/18	09/03/18	NO	NOT STARTED	EASTSIDE CONSTRUCTION		
195	46-A	LIGHTS	BOTH	09/11/18	09/18/18	NO	NONE	MARK GAMBOA CONST.		
196	46-G	REMODEL	BOTH	08/10/18	12/21/18	NO	08/29/18 PLUMBING	JC KRESS CONSTRUCTION		
197	46-I	HEAT PUMP	BOTH	08/20/18	09/20/18	NO	08/22/18 FINAL	ALPINE		
198	47-A	FLOORING	GRF	08/10/18	09/10/18	NO	NONE	BIXBY PLAZA CARPETS		
199	47-A	SHOWER CUT DOWN	BOTH	10/24/18	11/24/18	NO	NONE	NUKOTE		
200	58-B	C P CABINET	GRF	04/20/18	09/20/18	NO	NONE	LW DÉCOR		
233	68-I	WINDOWS	BOTH	07/25/18	09/25/18	NO	NONE	BODIES GLASS		
234	68-J	WINDOWS/W&D	BOTH	08/06/18	08/30/18	NO	08/02/18 ROUGH PL	OGAN CONSTRUCTION		
235	68-J	WINDOWS/W&D	BOTH	08/06/18	08/30/18	NO	08/06/18 FRAM/LAT	OGAN CONSTRUCTION		
236	68-J	WINDOWS/W&D	BOTH	08/06/18	08/30/18	NO	08/16/18 FINAL	OGAN CONSTRUCTION		
237	68-J	FLOORING	GRF	08/05/18	09/05/18	NO	08/21/18 FINAL	KARYS CARPET		
238	70-G	HEAT PUMP	BOTH	09/17/18	12/17/18	NO	NONE	GREENWOOD		
240	74-C	ROOM ADDITION	BOTH	05/20/18	08/20/18	NO	06/20/18 FOOTINGS	GOLDEN STATE BUILDERS		
243	74-C	ROOM ADDITION	BOTH	05/20/18	08/20/18	NO	07/03/18 PLUMBING	GOLDEN STATE BUILDERS		
244	74-C	ROOM ADDITION	BOTH	05/20/18	08/20/18	NO	08/01/18 ROU WIRE	GOLDEN STATE BUILDERS		
245	74-C	ROOM ADDITION	BOTH	05/20/18	08/20/18	NO	08/03/18 INSULATI	GOLDEN STATE BUILDERS		
246	74-C	ROOM ADDITION	BOTH	05/20/18	08/20/18	NO	08/16/18 DRYWALL	GOLDEN STATE BUILDERS		
247	74-C	ROOM ADDITION	BOTH	05/20/18	08/20/18	09/28/18 YES	08/20/18 SHOWER	GOLDEN STATE BUILDERS		
249	76-D	SHOWER CUT DOWN	BOTH	08/29/18	09/29/18	NO	09/07/18 FINAL	NUKOTE		
250	78-C	HEAT PUMP	BOTH	08/10/18	09/10/18	NO	08/13/18 FINAL	ALPINE		

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251	78-E	HEAT PUMP	BOTH	08/16/18	09/16/18	NO	NONE	ALPINE		
252	M-12	BACK FLOWS	BOTH	01/18/18	12/18/18	NO	NONE	PINNACLE LANDSCAPE		
271		DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS		
272	GREY AREAS HAVE BEEN SIGNED OFF									
338	Escrow Activity									
339		NMI	PLI	NBO	FI	COE DATE	ROF			
367	6-E		08/02/18							
368	9-F		06/21/18							
369	9-I		09/04/18							
370	37-H		06/25/18							
371	38-I		04/19/18	07/11/18	07/19/18	08/02/18				
372	38-J		088/13/18							
373	39-B		05/10/18	06/13/18	06/19/18	07/03/18	08/27/18			
374	43-E		07/17/18							
375	46-A		03/30/18	07/17/18	07/19/18	08/02/18				
388	55-C		07/17/18							
389	55-G		04/04/18							
390	62-J		06/27/18							
391	64-D		08/08/18							
392	71-D		08/02/18							
393	73-F		03/28/18							
394	73-H		04/12/18							
396	76-H		08/30/18							
397										
413	GREY AREAS HAVE BEEN SIGNED OFF									
414	NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds									
415										

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3	MUTUAL: (12) TWELVE)					INSPECTOR: JERRY ANTISDEL				
4	MUTUAL BOARD MEETING DATE: September 13, 2018					Print Date: 9/6/2018				
438	Contract Services					Project Description				
651	FENN TERMITE AND PEST CONTROL					CONTRACT GOOD UNTIL 2020				
652	EMPIRE PIPE CLEANING					CONTRACT GOOD UNTIL 2020				
653	PINNACLE LANDSCAPE					MONTH TO MONTH				
656	PINNACLE LANDSCAPE					IRRIGATION 2018				
670	CONCRETE WORK AT CARPORTS ALL DONE									
672	MIKE FROM FENN WILL BE AT THIS MEETING TO TALK ABOUT BAIT STATIONS									
675	MAINTENANCE IS WORKING ON THE REMOVAL OF RAFTER TAILS									
676	BERGKVIST WILL START DRY ROT TERMITE WORK IS SEPTEMBER									
679	CAMERA REPORTS									
680	BUILDING 78 -L FRENCH DRIAN \$1,500.00									
681	CHECKING EMPTY UNITS STARTING 09/12/2018									
682	WORKING WITH ALL AMERICAN SIGNS FOR CARPORT DUMPSTER SIGNS									
685	Site Visits									
709	56									
710										

GOLDEN RAIN FOUNDATION REPRESENTATIVE MONTHLY REPORT
SEAL BEACH MUTUAL NO. 12
SEPTEMBER 13, 2018

Have you signed up for LW Live? Just click the LW Live box on the lwsb.com home page next to the right margin right under the photographs. You'll get important notices including road closures within Leisure World and at the exits, reminders of special events, and the opportunity to participate in surveys designed to get your opinion on what GRF can do to improve your life in Leisure World.

Yesterday was the Grand Opening of Mission Park behind Clubhouse 2. It's not just for the athletic among us. The landscaping and seating areas, including soon to be completed Serenity Garden with a shady path and benches among established trees, make Mission Park a special place to visit with friends or enjoy reading a book.

Next up is the Seal Beach and Leisure World COMMUNITY EXPO from 9 to 1 in Clubhouse 3 this Saturday. It's featured in today's LW News.

Save Thursday, September 20 from 11:00 a.m. to 2:00 p.m. for GAME DAY, the first special member event at Veterans Plaza next to the Library. Get full details in that morning's LW News. Hopefully the weather will be as pleasant as it was for the Mission Park opening.

I continue to serve on three GRF committees and monitor and give input to the others. Please contact me with any questions or concerns about GRF on the Mutual 12 Website link, lfindlay@lwsb.com or phone me at 562-430-8425. I still have a lot to learn about GRF, but I can help you find the information I don't yet know.

The following recap of the August 18, 2018 GRF Monthly Meeting represents a very busy month for GRF Committees. Many motions follow review by other committees, trips around Leisure World for planning and review as well as town hall meetings.

Lucille

Lucille Findlay, Mutual 12 GRF Representative

RECAP OF GOLDEN RAIN FOUNDATION BOARD ACTIVITY OF AUGUST 28, 2018

Approved Minutes

Approved the minutes of the July 24, 2018 and Special July 30, 2018 Golden Rain Foundation (GRF) Board of Directors (BOD) meetings were approved, as presented.

General – Lease, Trust Property, Early Termination of Agreement

MOVED and duly approved to accept the early termination of the agreement between Los Alamitos Center and GRF, per the request dated August 9, 2018, attached, and authorize the President to sign the document.

General – Lease, Trust Property, Building Identified as the Medical Center

MOVED and duly approved the amendment of the lease of Trust Property identified as the Premises, located at 1661 Golden Rain Road, Seal Beach, California, 90740, for a new term of five (5) years, October 1, 2018 to September 30, 2023, between the Golden Rain Foundation of Seal Beach and Optum Care, for the use of a portion of Trust Property as identified, per Optum Care proposal dated July 12, 2018, and terms and conditions of the attached agreement, and authorize the President to sign the agreement conditioned upon Optum Care submission of all documents required under the agreement.

Architectural Design & Review Committee – Capital Funding Request – Murals Installation, Clubhouse Four

MOVED and duly approved the installation of murals, for Clubhouse Four, for a cost not to exceed \$5,000, Capital funding.

Architectural Design & Review Committee – Capital Funding Request – Administration/Amphitheater/LW Weekly Signage

MOVED and duly approved the installation of new building signage for the Administration Building - two (2) signs, Amphitheater – two (2) signs, and one (1) at the front of the LW Weekly Building, for a cost not to exceed \$10,000, Capital funding, and authorize the President sign the contract.

Architectural Design & Review Committee – Reserve Funding Request –St. Andrews South Median Landscape

MOVED and duly approved the planting of Median #2, to be consistent with Median #3, on St. Andrews South, in an amount not to exceed \$20,000, Reserve funding and authorize the President sign any applicable contract.

Architectural Design & Review Committee – Tree Trimming, Trust Property

MOVED and duly to approve removal of action item 10.b.iv., Tree Trimming, Trust Property from the agenda.

Finance Committee – Accept July Financial Statements

Moved and duly approved to accept the July Financial Statements for audit.

Finance Committee – Liquid Reserve Funds

Moved and duly approved a transfer of \$1,000,000, in Reserve funds, from the First Foundation Bank Business Maximizer account to the Money Market Reserve account at US Bank, and to

establish an account with US Bancorp for investing funds, in accordance with Policy 5520-31 – Reserves.

Information Technology Committee – Non-budgeted Operating Funding Request – Workstations and Windows 10 Upgrades

MOVED and duly approved the purchase of 10 workstations, 10 solid state hard drives, and 55 Windows 10 licenses, non-budgeted Operating funding, for Workstation & Windows 10 upgrades, in an amount not to exceed \$8,750.

Information Technology Committee – Approve Contract – Copy Machine, Supply & Copy Office

MOVED and duly approved to authorize the exchange of the model 951 copier for a newer model and extend the lease to July 2022 to align with the model 2060 copier, at the same monthly cost of \$1,211.50.

Physical Property Committee – Capital Funding Request – Jim's Gate

MOVED and duly approved proposed Jim's Gate improvements and authorize the President to sign all applicable agreements, at a cost not to exceed \$20,000, project funding \$10,000 GRF Capital Funds, \$10,000 Mutual One, upon project completion, GRF to invoice Mutual One for 50% of the project cost.

Physical Property Committee – Reserve Funding Request – Parking Lot and Amphitheater Lighting

MOVED and duly approved to award a contract to Schlick Services to replace forty-five (45) light heads, asset ID 361 with LED light heads upon Trust property parking lots and Amphitheater outside areas, in an amount not to exceed \$20,393, Reserve funding, and authorize the President sign applicable contracts.

Physical Property Committee – Capital Funding Request – Mutual Administration Office Renovation

MOVED and duly approved the reconfiguration of the Mutual Administration area, per the proposed plan (Exhibit A in agenda packet), for a cost not to exceed a total of \$11,579, Capital funding, and authorize the President sign any applicable contract.

Physical Property Committee – Reserve Funding Request – Sewer Pump, Clubhouse Two

MOVED and duly approved to award a contract to Schlick Services, to install a new meter pedestal and replace the conduit and wire at the lift station at Clubhouse Two, for a cost not to exceed \$15,380, Reserve funding, and authorize the President sign the contract.

Recreation Committee – Non-budgeted Operating Funding Request – Long Table Replacement, Clubhouse Four

Moved and duly approved non-budgeted operating funds (Cost Center 54) for the purchase of 60 long tables, from SchoolOutlet.com, in the amount of \$6,233.32, and to authorize the Executive Director to initiate the purchase.

Recreation Committee – Capital Funding Request – Library Shelving

Moved and duly approved the purchase of new shelving for the Library, in the amount of \$15,176.13, Capital funding and authorize the President to sign the contract.

Recreation Committee – Conceptual Approval – High School Volunteers

Moved and duly approved the use of Los Alamitos high school student volunteers, in areas to be approved by the Recreation Department.

Security, Bus & Traffic Committee – Non-budgeted Operating Funding Request – Dispatch Software

Moved and duly approved the purchase of dispatch software, from Omnigo software, in an amount not to exceed \$7,000, non-budgeted Operating funding, and authorize the Executive Director to initiate the purchases. purchase of dispatch software, from Omnigo software, in an amount not to exceed \$7,000, non-budgeted Operating funding, and authorize the Executive Director to initiate the purchases.

Security, Bus & Traffic Committee – Capital Funding Request – Delineators, Mail Gate

Moved and duly approved the installation of main gate delineators, in the amount of \$5,500.00, Capital funding, and authorize the Executive Director to initiate the project.

Service Maintenance Committee – Adopt Policy 5170-47, Service Maintenance Committee

Moved and duly approved to adopt Policy 5170-47, Service Maintenance Committee, as presented.

General – Appointment of GRF Representative for Mutual Fifteen

MOVED and duly approved the appointment of Phil Friedman as the GRF Director for Mutual Fifteen, for the term ending 2019, to fill the vacancy created by the resignation of GRF Director for Mutual Fifteen Robert Crossley and to serve as a member of the Finance, IT Committees and the Management Services Review Ad hoc Committee.

It has been a long hot Summer and I am looking forward to the cooler days of Fall and the approaching holiday season. This is a good time for a few reminders to keep Mutual 12 a pleasant and safe place to live.

The only items to be kept on the carport steps are a ladder, bicycle or tricycle, & grocery cart. **Locks are strongly suggested.** No boxes or other containers are allowed as they are unsightly as well as a possible fire hazard.

The new dumpster signs are about to be installed. **Please do not leave large items at the dumpsters.** Those items must be taken to the dumpsters at 1.8 acres off Oak Hill. Electronic items must be properly disposed of. They can be left at the 1.8 acres special bins for proper disposal. **All boxes must be broken down.** The White dumpsters are for recycle items only. No plastic bags are to be left in the white dumpsters. Empty the bag and either use it again or dispose of it in the green dumpsters. The dumpster areas are not a gathering place for your unwanted items which are being left on the walls of the dumpster area. Please dispose of them in the proper bins.

The City of Seal Beach Water Restrictions are still in place. **We are still in a drought!** Washing down sidewalks and patios is prohibited. The only exception is for safety or health related instances. The new sprinkler project is moving along nicely. The new sprinkler heads are designed to give maximum coverage and to be more efficient than the previous setup. The Board is aware of areas that will need special attention after the project is completed. We thank you for your patience during this renovation time.

Reports of coyotes roaming in the area are increasing. Please do not leave food or water outside your unit. Protect your pets by using the proper leach. Don't leave them outside without your supervision. It takes only a moment for a precious pet to be taken away by a hungry coyote.

Finally, I hope you take time every day to find something beautiful to notice. A pretty flower, the scent of a neighbor baking a cake, a tree in bloom, the laughter from neighbors chatting, the changing of the leaves in glorious colors, friends taking their daily walk together, or a friendly hello from a person who passes by.

CFO REPORT REGULAR MEETING – September 13, 2018

The most current Financial Statement Recap for August 31, 2018 is attached for your review. Each member of the Board of Directors has received the full report for their review and comment.

The numbers: Cash in the Bank:	\$373,306	(Operations)
Reserves:		
Appliance	\$ 28,825	
Painting	\$ 101,480	
Roofing	\$1,979,215	
Infrastructure	\$ 195,274	
Emer/Contingency	<u>\$ 295,971</u>	
Total Reserves	\$2,600,765	
Reserve Commitments:	\$ 143,425	(Contractual obligations-Payables for Irrigation/landscape upgrades)
Shareholder Receivables	\$ 15,483	(\$11,000 legal costs to be paid upon transfer)
Other Receivable	\$ 1,877	(Contractor reimbursement as agreed)

Operating Income and Expense Notes:

Mutual Income	\$ 19,167	Positive variance from Budget
Mutual Expenses:	\$ 25,508	Positive variance from Budget
<u>Mutual Excess Income:</u>	\$ 44,675	

Excess income is overstated because it does not include \$16,310 expense for tree trimming to be paid in 2018 upon completion of the work.

The budget for the year 2019 will be on the agenda for approval at the Regular Meeting on October 11, 2018. Mutual 12 proposed monthly assessment increase is \$4.09 overall and the GRF assessment portion is not yet determined. GRF is holding a Budget Town Meeting on Tuesday, September 25th in Clubhouse 4 at 5:30 p.m.


Respectfully submitted,

Susan Ferraro
Mutual 12 CFO

1012 Seal Beach Mutual No. Twelve
Financial Statement Recap
08/31/2018

P.O. Box 2069
Seal Beach CA 90740

Aug Actual	Aug Budget		2018 Y-T-D Actual	2018 Y-T-D Budget
114,937	114,939	Carrying Charges	919,489	919,512
57,198	57,198	Reserve Funding	457,582	457,584
172,135	172,137	Total Regular Assessments	1,377,071	1,377,096
1,454	290	Financial Income	10,976	2,320
1,056	2,717	Other Income	32,272	21,736
2,510	3,007	Total Other Income	43,247	24,056
174,645	175,144	Total Mutual Income	1,420,319	1,401,152
69,020	69,020	GRF Trust Maintenance Fee	543,396	552,160
13,476	11,969	Utilities	103,609	95,752
3,992	2,934	Professional Fees	20,847	23,472
34,734	23,717	Outside Services	164,070	189,736
11,082	10,306	Taxes & Insurance	86,140	82,448
57,198	57,198	Contributions to Reserves	457,582	457,584
189,502	175,144	Total Expenses Before Off-Budget	1,375,644	1,401,152
(14,857)	0	Excess Inc/(Exp) Before Off-Budget	44,675	0
6,688	0	Depreciation Expense	56,013	0
(21,545)	0	Excess Inc/(Exp) After Off-Budget	(11,338)	0
Restricted Reserves				
2,956	0	Appliance Reserve Equity	28,825	0
3,767	0	Painting Reserve	101,480	0
24,233	0	Roofing Reserve	1,878,285	0
0	0	Emergency Reserve Equity	295,971	0
27,469	0	Infrastructure Reserve	152,779	0
58,425	0	Total Restricted Reserves	2,457,340	0



Water Conservation Tips

Kitchen & Bathroom:

- Don't run the faucet for a drink of water. Instead, chill a container of water in the refrigerator;
- Avoid running the water over frozen food. Defrost it the night before, or use the microwave defrost setting;
- Don't leave a faucet open. Use a dishpan or bowl to water the plants;
- Rethink any tasks that consume the most water, such as running a dishwasher or doing laundry;
- Run the washing machine with a full load, while setting the water level to match the size of the load;
- Avoid rinsing the dishes before using a dishwasher. Try setting it on a pre-rinse cycle instead, and only run it when it's full;
- Make sure toilets are all working properly. In case of a leak or a problem, call your Mutual Director. If water is heard running in an adjacent apartment, call Security;
- Keep showers as brief as possible;
- Turn water off while shaving, brushing your teeth or scrubbing the stall;
- While using a tub, monitor the water temperature and the tub as it fills, and turn it off at the halfway mark.

Outside:

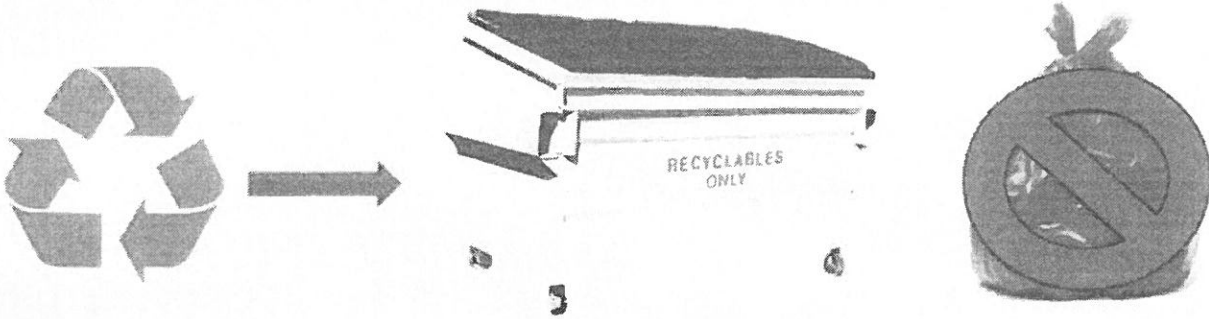
- Use a broom before a garden hose to wash off the patio or sidewalk;
- Problem with the sprinklers? Contact your Mutual Director;
- Use recycled water at Clubhouse Two to wash the car;
- Comply with State/City regulations and limit outdoor watering to early mornings or late evenings.

Remember - water conservation begins with you.
Play your part, be water smart!

GUIDE TO RECYCLING...

SEPARATING RECYCLE PRODUCTS FROM TRASH

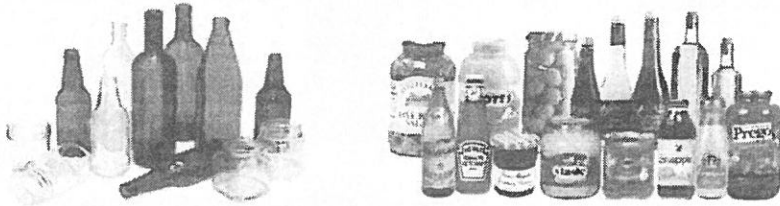
CALMET (the waste collection agency serving Leisure World) has provided a S.O.R.T. (Saving Our Resources Together) Guide for the disposal of products from the home. Plastic bags **CANNOT** be recycled. Please be sure to place recyclables from plastic bags into **WHITE** bin and place plastic bags into the **GREEN** trash bin.



RECYCLABLES

GLASS

- Clear
- Brown
- Green
- Liquor
- Soft Drink
- Juice & Food Jars



METAL

- Aluminum Foil
- Aerosol Cans (Empty)
- Food Cans & Lids
- Wire Coat Hangers
- Soda & Juice Cans



PLASTIC

- Milk Jugs
- Soda, Juice & Water
- Soap Bottles
- Containers with Numbers 1-7



PAPER

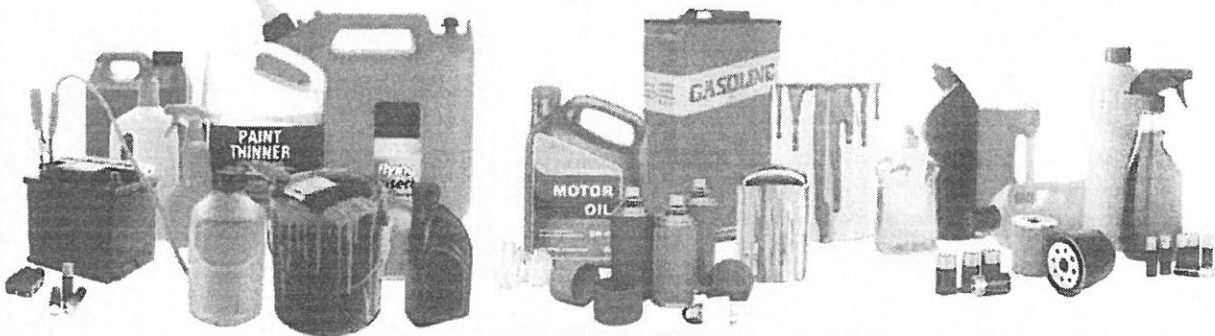
- Newspaper
- Junk Mail & Magazines
- Envelopes & Paper
- Wrapping Paper (non-metallic)
- Cereal Boxes
- Egg Cartons
- Paper Shopping Bags
- Phone Books
- Cardboard Boxes (flattened)
- Juice Drink Boxes



IT'S AGAINST THE LAW...

To place these items into either the GREEN or the WHITE Regular Waste Containers:

- Electronic Waste*
- Smoke Detectors
- Household Batteries*
- Paint Cans & All Paint Products
- Sharps
- Pesticides & Herbicides
- Auto Products
- Fluorescent/Light Bulbs*



HOUSEHOLD HAZARDOUS WASTE

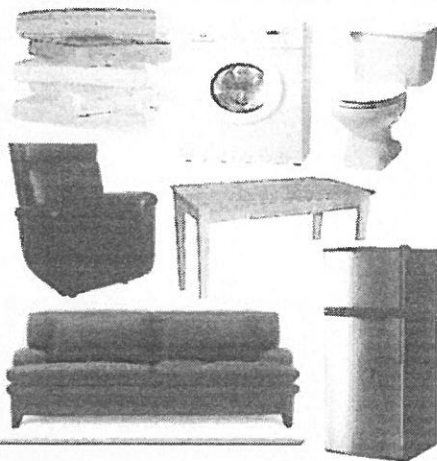
The law prohibits putting any hazardous liquids or hazardous waste materials in your regular waste containers. These waste items **MUST** be handled separately and taken to a **Hazardous Waste Collection Center**. Closest centers are: Rainbow Disposal, 714-847-3581 or the O.C. Integrated Waste Management Dept. 714-834-6752.



E-WASTE, HOUSEHOLD BATTERIES & LIGHTING

Instructions for proper disposing of the following items:

- **E-Waste** Service Maintenance Dept. 562-431-6586, x369
- **Household Batteries** Service Maintenance Dept. 562-431-6586, x369 or News Office
- **Fluorescent/Light Bulbs** Service Maintenance Dept. or Purchasing Office



LARGE ITEMS

Furniture, mattresses, water closets and other large items must be taken to the North-West corner of Leisure World. Travel North on Oak Hills Road, turn **RIGHT** into the Mini-Farm area. Please use the Resident Recycling Containers.

PLEASE NOTE: An assessment of \$30 per item will be brought against an individual or Mutual for leaving these items in or around bin areas. If you are not sure or have questions regarding proper disposal of these items, please ask your Building Captain or Mutual Director for clarification.



A message from the Emergency Information Council (EIC):

The EIC shares emergency disaster information with shareholders in Leisure World. In the event of an emergency disaster, this shared information is to enable each individual to have fundamental survival items and emergency contact information on hand.

Anything outside of the scope of emergency disaster information is NOT the role of the EIC. Emergency calls can be made to:

Seal Beach Police from cell (562)594-7232

From Landline call 911

Shareholders are responsible to have their own supplies. In the event of an emergency/disaster, the lists on the attached pages are suggested from the CDC.gov website. For further information please check www.lwsb.com, select Mutual 12.

DO NOT EXPECT MUTUAL 12 TO RESCUE YOU! BE PREPARED!

Respectfully submitted,
Gary Sprague



PACK AN EMERGENCY SUPPLY KIT. BE SURE TO INCLUDE:

If a disaster strikes in our community you might not have access to food, water or electricity for several days. Preparing an emergency kit for your family is an important step in keeping safe and healthy during an emergency. At least a 3 Day supply of food and water is suggested.

FOOD AND WATER

- **DRINKING WATER** – one gallon per person per day
- **FOOD** – that are easy to make and won't spoil – like canned soup, dry pasta, and powdered milk
- **MANUAL CAN OPENER**
- **BASIC UTENSILS TO PREPARE AND SERVE MEALS**

HEALTH SUPPLIES

- **MEDICINE** – 3 Day supply at a minimum
- **MEDICAL SUPPLIES** – like syringes, walking cane, hearing aids with extra batteries

PERSONAL ITEMS

- **SOAP, TOOTHBRUSH AND TOOTHPASTE**
- **BABY WIPES**
- **CONTACT LENSES OR GLASSES**

SAFETY SUPPLIES

- **FIRST AID KIT**
- **EMERGENCY BLANKET**
- **MULTIPURPOSE TOOL** – that can act as knife, file, pliers and screwdriver
- **WHISTLE**

ELECTRONICS

- **FLASHLIGHTS**
- **RADIO** – battery powered, solar or hand crank for updates on situations
- **CELL PHONE WITH CHARGER**
- **EXTRA BATTERIES**

IMPORTANT DOCUMENTS

- **COPIES OF IMPORTANT DOCUMENTS** – such as Insurance card & immunization records
- **PAPERWORK** – regarding any serious or on-going medical conditions
- **COMPLETE FAMILY EMERGENCY PLAN** – complete with family and emergency contact information

YOU SHOULD ALSO INCLUDE:

- **EXTRA CASH, MAPS OF AREA AND EXTRA SET OF CAR AND HOUSE KEYS.**

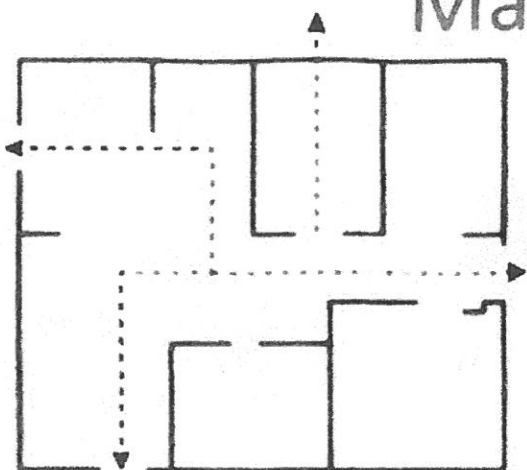
YOU MAY HAVE EMERGENCY NEEDS NOT INCLUDED IN THIS LIST. ALSO REMEMBER TO UPDATE YOUR KIT ACCORDING TO CHANGING NEEDS. GET MORE INFORMATION AND REFER TO QUICK TIPS AT CDC.GOV.

Office of Public Health Preparedness and Response July 31, 2017

Centers for Disease Control and Prevention CDS 24/7 <https://www.CDC.gov>

Make a Plan

V1.5 - 2018



MAKE A FAMILY COMMUNICATION PLAN

Plans can make emergencies less stressful by preparing in advance and working together as a team. You and your loved ones may not be together when disaster hits. Make a plan for how you will connect to separated loved ones. Start by taking the following steps:

- **COMPLETE A CONTACT CARD. EVERYONE SHOULD KEEP IT WITH YOU AT ALL TIMES.**
- **CHOOSE AN EMERGENCY CONTACT RELATIVE OR FRIEND. MEMORIZE PHONE NUMBER IF YOU CAN – a friend or relative who lives out of town might be easier to reach in emergency – during emergency, family members can text or call this person and let them know you are safe.**
- **MAKE SURE ALL YOUR FAMILY KNOWS HOW TO TURN ON THE CELL PHONE, FIND TEXT MESSAGING APPS, TYPE A MESSAGES AND SEND A MESSAGE TO CONTACT PERSON.**
- **KNOW EMERGENCY TELEPHONE NUMBERS – Keep them in your cell phone and posted near your home phone. Some good numbers to have are your emergency contact, fire department, police station, and hospital near you.**

Before making your disaster plan, it is important to know what types of emergencies are likely in your area and the best way to respond. For example, if tornadoes are common in your area, you will need to know what the warning signs are and where to take shelter. Check with your Local Red Cross chapter or Emergency Management Agency for more information about disasters that might happen in your community.

- **Find the safe spots in your home** for each type of disaster. For example, during an earthquake you will need to “drop, cover, and hold on” under a sturdy desk or table. However, during a tornado, you would need to seek shelter in a lower level room without windows. Learn more about different types of disasters.
- **Choose multiple meeting places.** Different disasters may require you to go to different places. Make sure you choose a meeting place in your neighborhood, a meeting place just outside your neighborhood, and a meeting place out of town.
- **Determine the best escape routes** from your home. Find two ways to get out of each room.
- **Practice, practice, practice.** Review these plans with all members of your family. Practice your disaster plans by running drills with the whole family.
- **Don't Forget Pets!** Think about what you would do with your pets, because they may not be allowed in emergency shelters. For more information, check out Preparing Your Pet for Emergencies.

Pet Emergency Kit Checklist

V1.5 - 2018



FOR PETS

FOOD AND WATER

- **DRINKING WATER AND FOOD – 3 Day supply for each pet – a cat or a dog will generally need one gallon of water for 3 days**
- **FOOD**
- **BOWLS OR BOTTLES**
- **MANUAL CAN OPENER**

CLEANING SUPPLIES – depending on the pet you may need litter box, paper towels, plastic trash bags, grooming items and household bleach.

HEALTH SUPPLIES

- **MEDICINES AND VETERINARIAN MEDICAL RECORDS IN WATER PROOF CONTAINERS**
- **FIRST AID KIT WITH A PET FIRST AID BOOK**

TRANSPORT SUPPLIES

- **STURDY LEASH, HARNESS OR CARRIER TO TRANSPORT PET SAFETY – a carrier should be large enough for the animal to stand comfortably, turn around and lie down. Your pet may have to stay in the carrier for several hours.**

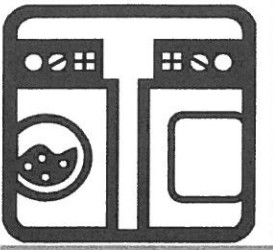
COMFORT ITEMS

- **PET TOYS AND PET BED - If you can easily bring it to reduce stress.**

PAPERWORK

- **CURRENT PHOTOS AND DESCRIPTIONS TO HELP OTHERS TO IDENTIFY THEM AND PROVE THEY ARE YOUR PET IN CASE YOU BECOME SEPARATED**
- **INFORMATION ON FEEDING SCHEDULES, MEDICAL CONDITIONS OR BEHAVIOR PROBLEMS**
- **NAME AND PHONE NUMBER OF YOUR VETERINARIAN - in case you have to board your pet or place them in foster care.**

MUTUAL 12 LAUNDRY USE



PLEASE BE CONSIDERATE.

USE ONLY TWO WASHERS/DRYERS AT ONE TIME.

BE PRESENT WHEN YOUR MACHINE STOPS

IN ORDER TO REMOVE YOUR CLOTHES.

CLEAN UP AFTER USE.

1. **HOURS OF USE:** Between 7: 00 a.m. and 9:00 p.m. DO NOT USE LAUNDRY ROOMS NOON TO 6 P.M. JUNE 1 TO OCTOBER 1, the highest time of use rate. Weekends and holidays are always at the lowest rate.
2. **NO UNAUTHORIZED MACHINE USE:** Only shareholder, co occupant and full-time caregiver wash is allowed.
3. **OPERATING TIMES:** Typical wash cycle is about 25 minutes. Typical drying time is about 45 minutes. NEVER FORCE A MACHINE DOOR !!!
4. **MAXIMUM LOADS:** Heavy or tightly packed loads WILL damage the machines and may tear wash or damage cloth in the dryer.
5. **BALANCE THE WASHER LOAD:** Distribute the load evenly around the washer tub. Unbalanced loads can cause machine to stop before wash cycle is complete.
6. **HANDWASH ONLY TO AVOID MACHINE DAMAGE:** Drapes, quilts, comforters, car covers, sleeping bags, RUGS OF ANY KIND, items made of fiberglass or plastic, un-bagged items with metal decorations. DON'T PUT HAND WASH IN DRYER. USE THE CLOTHESLINES !!!
Note: Don't dry on the apartment patio.
7. **NEVER USE MACHINES OR SINKS FOR THE FOLLOWING:** Dying, items soiled with pet or human waste, pet bedding, items with grease, gritty dirt, polish or cleaned with flammable liquid.
8. **MACHINE MALFUNCTIONS:** Place an "Out of Order" sign on the machine and REPORT TO A LAUNDRY ROOM CHAIR.
9. **RESPONSIBILITY FOR DAMAGE:** Whether caused by shareholder, caregiver, housekeeper or anyone else doing shareholder or registered occupant laundry, the shareholder is responsible.

Please do not start laundry after 8pm.

- o Laundry room hours are from 7 am – 9pm.
- o Wash and Dry takes about an hour.
- o If you begin a new wash at 8pm then dryer at 8:30, you should be completed by 9pm.
- o We need to be courteous to our neighbors who live on each side of the laundry rooms.

o Thank You.

Mutual 12 Board

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
Wednesday, August 15, 2018

CALL TO ORDER:

The Special Meeting of the Board of Directors of Seal Beach Mutual No. Twelve was called to order by President Carson at 10:05 a.m. on Wednesday, August 15, 2018 in the Physical Property Conference Room C in Building 5.

ROLL CALL:

Those members present were: President Carson, Vice President Anderson, CFO Ferraro and Director Milek.

Absent were: Secretary Sprague and Director Mortesen

Also present: Four Shareholders

The purpose of the meeting is to review the proposed annual operating budget for 2019.

CFO Ferraro provided handouts of the proposed preliminary budget to all Board members present and others in attendance. The Operating Budget was reviewed and discussed on a line item basis.

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

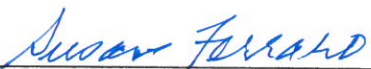
RESOLVED, to authorize CFO Ferraro to submit the proposed 2019 Mutual Twelve budget to the GRF Controller in the amount of \$1,270,192.

The Motion passed

President Carson thanked the Budget Committee for their hard work and thanked the shareholders for coming to the meeting.

ADJOURNMENT:

President Carson adjourned the meeting at 11:16 a.m.



Attest:
Susan Ferraro, Acting Secretary
SEAL BEACH MUTUAL NO. TWELVE
/sf