

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWELVE
September 13, 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 August 9, 2018**
 - Special Meeting Minutes of August 15, 2018 (p.3)**
6. **GUEST SPEAKER—FENN Termite and Pest Control**
7. BUILDING INSPECTOR'S REPORT Mr. Antisdell
 - Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p.4-6)
 - a. Permits – Approval / Invoices
 - b. Update on Roofing Bids
 - c. Update Camera Report on 6 Buildings – Sewer Report
8. GRF REPRESENTATIVE Ms. Findlay
9. **UNFINISHED BUSINESS**
None
10. **NEW BUSINESS**
 - a. Accept the resignation of Mutual Twelve Director (p.7)
 - b. Discuss and approve the Laundry Room Rules sign
 - c. Discuss and vote to approve/deny adoption of Policy 7541- Co-Occupants, Qualified Permanent Residents and Health Care Providers (p.8-9)
 - d. Discuss and vote to approve/deny amount of additional guest passes for 2019 (p.10)
10. SECRETARY / CORRESPONDENCE Ms. Sprague
11. CHIEF FINANCIAL OFFICERS REPORT Ms. Ferraro
 - a. Discuss Investment of Reserve Funds
12. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins

STAFF BREAK BY 11:00 a.m.

13. ANNOUNCEMENTS:
 - a. **NEXT MEETING, Thursday, October 11, 2018, at 9:00 a.m. in the Administration Building, Conference Room A**
14. COMMITTEE REPORTS
 - a. Emergency Information Report
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.

DRAFT

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

INSPECTOR MONTHLY MUTUAL REPORT

1
2
3 **MUTUAL: (12) TWELVE**

INSPECTOR: JERRY ANTISDEL

4 **MUTUAL BOARD MEETING DATE: September 13, 2018**

Print Date: 9/6/2018

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRFCITY PERMIT	START DATE	COMP DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
6							
167	HEAT PUMP	BOTH	08/29/18	09/12/18	NO	08/29/18 FINAL	ALPINE
168	CEILING FAN	BOTH	08/29/18	08/29/18	NO	08/29/18 FINAL	OGAN CONSTRUCTION
169	FLOORING	GRF	09/15/18	10/31/18	NO	NONE	LOS AL BUILDERS
170	SKYLIGHT	BOTH	09/01/18	12/31/18	NO	NONE	SOLATUBE HOMEDAYLIGHT
171	HEAT PUMP	BOTH	08/30/18	11/30/18	NO	NONE	GREENWOOD
172	MICROWAVE/W&D	BOTH	09/17/18	10/31/18	NO	NONE	BERGKIVIST
173	HEAT PUMP	BOTH	08/31/18	12/01/18	NO	NONE	GREENWOOD
174	REMODEL	BOTH	08/03/18	09/03/18	NO	NOT STARTED	EASTSIDE CONSTRUCTION
195	LIGHTS	BOTH	09/11/18	09/18/18	NO	NONE	MARK GAMBOA CONST.
196	REMODEL	BOTH	08/10/18	12/21/18	NO	08/29/18 PLUMBING	JC KRESS CONSTRUCTION
197	HEAT PUMP	BOTH	08/08/18	09/20/18	NO	09/29/18 FINAL	ALPINE
198	FLOORING	GRF	08/10/18	09/10/18	NO	NONE	BIXBY PLAZA CARPETS
199	SHOWER CUT DOWN	BOTH	10/24/18	11/24/18	NO	NONE	NUKOTE
200	C P CABINET	GRF	04/20/18	09/20/18	NO	NONE	LW DÉCOR
233	WINDOWS	BOTH	07/25/18	09/25/18	NO	NONE	BODIES GLASS
234	WINDOWS/W&D	BOTH	08/08/18	09/28/18	NO	08/02/18 ROUGH PL	OGAN CONSTRUCTION
235	WINDOWS/W&D	BOTH	08/06/18	09/07/18	NO	08/09/18 FRAMULATI	OGAN CONSTRUCTION
236	WINDOWS/W&D	BOTH	08/06/18	08/28/18	NO	08/15/18 FINAL	OGAN CONSTRUCTION
237	FLOORING	GRF	08/06/18	09/06/18	NO	08/29/18 FINAL	KARRY'S CARPET
238	HEAT PUMP	BOTH	09/17/18	12/17/18	NO	NONE	GREENWOOD
240	ROOM ADDITION	BOTH	05/20/18	08/20/18	NO	06/20/18 FOOTINGS	GOLDEN STATE BUILDERS
243	ROOM ADDITION	BOTH	05/20/18	08/20/18	NO	07/03/18 PLUMBING	GOLDEN STATE BUILDERS
244	ROOM ADDITION	BOTH	05/20/18	08/20/18	NO	08/01/18 ROU WIRE	GOLDEN STATE BUILDERS
245	ROOM ADDITION	BOTH	05/20/18	08/20/18	NO	08/03/18 INSULATI	GOLDEN STATE BUILDERS
246	ROOM ADDITION	BOTH	05/20/18	08/20/18	NO	08/16/18 DRYWALL	GOLDEN STATE BUILDERS
247	ROOM ADDITION	BOTH	05/20/18	08/20/18	YES	08/20/18 SHOWER	GOLDEN STATE BUILDERS
249	SHOWER CUT DOWN	BOTH	08/29/18	09/20/18	NO	09/07/18 FINAL	NUKOTE
250	HEAT PUMP	BOTH	08/18/18	09/18/18	NO	08/29/18 FINAL	ALPINE

INSPECTOR MONTHLY MUTUAL REPORT

INSPECTOR: **JERRY ANTISDEL**

Print Date: 9/6/2018

1

3 MUTUAL: (12) TWELVE) September 13, 2018

4 MUTUAL BOARD MEETING DATE: September 13, 2018

	A	B	C	D	E	F	G	H	I	J
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	GRFCITY 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	38-B		05/10/18	06/13/18	06/19/18	07/03/18	08/20/18			
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									
415	FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds									

INSPECTOR MONTHLY MUTUAL REPORT

1

INSPECTOR: **JERRY ANTISDEL**

3 MUTUAL: (12) TWELVE

Print Date: 9/6/2018

4 MUTUAL BOARD MEETING DATE: **September 13, 2018**

A	B	C	D	E	F	G	H	I	J	
Contract Services										
Project Description										
438										
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										

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ACCEPT RESIGNATION OF MUTUAL TWELVE
DIRECTOR (NEW BUSINESS ITEM A)
DATE: SEPTEMBER 13, 2018
CC: MUTUAL FILE

On July 31, 2018, Director Betty Hie resigned from the Mutual Twelve Board of Directors.

I move to accept with regret the resignation of Director Betty Hie as of July 31, 2018.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS/VOTE TO ADOPT POLICY 7541 – CO-OCCUPANTS, QUALIFIED PERMANENT RESIDENTS AND HEALTH CARE PROVIDERS (NEW BUSINESS ITEM C)
DATE: SEPTEMBER 13, 2018
CC: MUTUAL FILE

I move to adopt Policy 7541 – Co-occupants, Qualified Permanent Residents and Health Care Provider on a preliminary basis until the 30-day posting period is completed.

RESIDENT REGULATIONS

Co-Occupants, Qualified Permanent Residents and Health Care Providers

The community facilities of the Golden Rain Foundation are maintained for the use of members of Leisure World Seal Beach with the following exceptions:

1. Co-Occupants

- a. Senior citizens, as defined in California Civil Code Section ~~51.3(e)(1)~~ **51.3(b)(1)**, who are not members but are approved by the Mutuels to reside with a stockholder, shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenities Fee listed in Policy 5061-31. (Forms 9001 and 9002)
- b. In order to comply with section 51.3 of the California Civil Code, the following classes of citizens may reside in Leisure World Seal Beach.
 - i.) Is 55 years of age or older
 - ii.) Has completed the Co-Occupant Application
 - iii.) Has written authorization from the Mutual President, or any Mutual Officer so designated by the Mutual President, to reside in the dwelling unit.
 - iv.) Has paid the required Amenities Fee to the Golden Rain Foundation

2. Qualified Permanent Residents

- a. Persons who are not senior citizens as defined in California Civil Code Section ~~51.3(e)(1)~~ **51.3(b)(1)**, who can present proof that they are eligible to be classified as Qualified Permanent Residents under California Civil Code Section ~~51.3(e)(2)~~, **51.3(b)(2)**, shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenities Fee listed in Policy 5061-31. (Forms 9003 and 9004)

3. Health Care Providers

- a. Permitted health care residents, as defined in California Civil Code Section ~~51.3(e)(6)~~ **51.3(B)(7)**, shall be required to obtain Service Passes and are not entitled to use any of the community facilities. The administration shall furnish each Mutual a monthly report of those health care providers residing in the Mutual.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY AMOUNT OF ADDITIONAL GUEST PASSES FOR 2019 (NEW BUSINESS ITEM D)
DATE: SEPTEMBER 13, 2018
CC: MUTUAL FILE

At the October 19, 2017, Board meeting the Mutual Board of Directors passed the following resolution: *RESOLVED, to authorize the GRF Executive Director and/or Mutual Administration Director to issue four (4) 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 2018-2019.*

In accordance with GRF Policy 5536.1-33, up to four (4) additional guest passes may be issued to a Shareholder/Member per Policy terms and conditions. The GRF Executive Director and Mutual Administration Director, as agents for the Mutual Board, do hereby seek approval to issue up to four (4) Guest Passes or a lesser number of Guest Passes, as duly approved by the Mutual Board.

I move to authorize the GRF Executive Director and/or the Mutual Administration Director to issue _____ 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.

Date Board Approved: _____, 2018

Signature: _____, Print Name: _____
Board President or Secretary
