

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWELVE
October 11, 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. Miller, Director of Finance
 - Ms. Hopkins, Mutual Administration Director
 - Mr. Antisdell, Building Inspector
 - Mrs. Aquino, Recording Secretary
5. APPROVAL OF MINUTES:
Regular Meeting Minutes of September 13, 2018
6. **GUEST SPEAKER** Ms. Miller
 - a. Discuss and vote to approve/deny the 2019 Mutual Budget (p. 3)
 - b. Discuss and vote to accept the CliftonLarsonAllen LLP Engagement letter for the 2018 Audit (p. 4)
7. **GUEST SPEAKER – BrightView Landscape Services, Inc.**
8. BUILDING INSPECTOR'S REPORT Mr. Antisdell

Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (handout)

 - a. Permits – Approval / Invoices
 - b. Update on Roofing Bids
 - c. Update Camera Report on 6 Buildings – Sewer Report
 - d. Update Cleaning of Rain Gutters – Anguiano Lawn Care
 - e. Discuss and vote to approve/deny FENN Rodent Contract (p. 5)
9. GRF REPRESENTATIVE Ms. Findlay
10. **UNFINISHED BUSINESS**
 - a. Update Policy 7541- Co-Occupants, Qualified Permanent Residents and Health Care Providers
11. **NEW BUSINESS**
 - a. Discuss and vote to approve/deny tree donation (p. 6)
 - b. Discuss and vote on second staple report packet (p. 7)
 - c. Review Mutual and Shareholder Maintenance Responsibility List

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| 12. | SECRETARY / CORRESPONDENCE | Ms. Sprague |
| 13. | CHIEF FINANCIAL OFFICERS REPORT | Ms. Ferraro |
| 14. | MUTUAL ADMINISTRATION DIRECTOR | Ms. Hopkins |

STAFF BREAK BY 11:00 a.m.

15. ANNOUNCEMENTS:
 - a. **NEXT MEETING, Thursday, November 8, 2018, at 9:00 a.m. in the Administration Building, Conference Room A**
16. COMMITTEE REPORTS
 - a. Emergency Information Report
17. DIRECTORS' COMMENTS
18. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
19. ADJOURNMENT
20. 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 AND VOTE TO APPROVE/DENY THE 2019 MUTUAL BUDGET
(GUEST SPEAKER ITEM A)
DATE: OCTOBER 11, 2018
CC: MUTUAL FILE

At the September 14, 2017, Board Meeting, the Board of Directors past the following resolution: *RESOLVED, to accept the 2018 Operating Budget for Mutual Twelve of \$1,237,396, resulting in a regular monthly Mutual assessment of \$228.13 per apartment per month, for an increase of \$4.61 per month over the total Mutual operating costs of 2017, as presented, and to adopt this budget forthwith.*

On October 11, 2018, the Board of Directors will review and vote to approve the Mutual Budget for 2019.

RESOLVED, To approve the 2019 Operating Budget for Mutual Twelve of \$2,117,637, resulting in a regular monthly assessment of \$390.42 per apartment per month, for an increase of \$9.59 per month over the total regular assessment of 2018, as presented, and to adopt this budget forthwith.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ACCEPT THE CLIFTONLARSONALLEN LLP
ENGAGEMENT LETTER FOR THE 2018 AUDIT (GUEST SPEAKER ITEM B)
DATE: OCTOBER 11, 2018
CC: MUTUAL FILE

At the October 19, 2017, Board Meeting, the Board of Directors past the following resolution: *RESOLVED, to authorize the President to sign the Engagement Letter with NSBN LLP for the 2017 annual financial audit.*

On October 11, 2018, the Board of Directors will discuss and vote to accept the the CliftonLarsonAllen LLP Engagement Letter for the 2018 Audit.

RESOLVED, To accept the CliftonLarsonAllen LLP Engagement Letter for the 2018 Audit and authorize the President to sign the letter.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY FENN RODENT CONTRACT
(BUILDING INSPECTORS REPORT ITEM E)
DATE: OCTOBER 11, 2018
CC: MUTUAL FILE

I move to approve/deny the FENN Rodent Contract for one-year (1 year) at a cost not to exceed \$ _____, and authorize th Presidnet to sign the contract.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY TREE DONATION
(NEW BUSINESS ITEM A)
DATE: OCTOBER 11, 2018
CC: MUTUAL FILE

I move to approve/deny the Tree Donation from Unit _____, shareholder in Mutual Twelve. Tree to be purchased at Shareholders expense, and planted by _____.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE ON SECOND STAPLE REPORT PACKET (NEW BUSINESS ITEM B)
DATE: OCTOBER 11, 2018
CC: MUTUAL FILE

I move to approve/deny that Mutual Twelve will attach Board meeting reports to a second staple packet.