A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWELVE
May 14, 2020
Meeting begins at 9:00 a.m.
Zoom Video and Call Conference Meeting

At this time, the board is not able to provide for a real-time telephonic open forum. As an alternative, owners may submit a written statement to the board by 9:00 a.m. on the day of the meeting, and the board will read aloud the owner's statement for up to the permitted time allowed for each owner to speak. The board trusts you will appreciate that reasonable precautions(such as not meeting in person at this time) are necessary to minimize the spread of this potentially life-threatening virus. The board intends to return to "regular order" as soon as the circumstances permit."

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWELVE
May 14, 2020
Meeting begins at 9:00 a.m.
Zoom Video and Call Conference Meeting

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. SHAREHOLDERS' COMMENTS **(2-3 minutes per shareholder)**

3. ROLL CALL

4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUESTS:

   Ms. Findlay, GRF Representative
   Mr. Antisdel, Building Inspector
   Ms. Hopkins, Mutual Administration Director
   Ms. Barua, Recording Secretary

5. APPROVAL OF MINUTES:
   a**. Regular Monthly Meeting Minutes of April 9, 2020**

6. BUILDING INSPECTOR'S REPORT Mr. Antisdel
   Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests **(pp. 4-6)**
   a. Discuss and vote to approve Fenn Pest and Termite Services for Mutual property **(pp. 7-10)**
   b. Discuss and vote to approve additional All American Signs for additional buildings **(pp. 11-12)**
   c. Discuss and vote to approve 8 additional roofs with Roofing Standards **(pp. 13-17)**

7. GRF REPRESENTATIVE Ms. Findlay

8. **UNFINISHED BUSINESS**
   No unfinished business

9. **NEW BUSINESS**
   a. Approval of Monthly Finances **(p. 18)**
   b. Discuss and vote to appoint Inspectors of Elections **(pp. 19-23)**
   c. Discuss and vote to rescind Policy 7590.G – Feeding Wildlife **(pp. 24-27)**
   d. Discuss and vote to adopt Policy 7590.12 – Feeding Wildlife **(pp. 28-30)**
   e. Discuss and vote to approve Investment of Bank Certificate of Deposit **(p. 31)**
   f. Discuss and vote to approve the annual renewal fees for the Mutual 12 email accounts and Box.com archive storage **(pp. 32-34)**
   g. Discuss and vote to approve Association Reserves to perform an on-site updated reserve study for 2021 **(pp. 35-36)**

STAFF BREAK BY 11:00 A.M.

10. SECRETARY / CORRESPONDENCE — Mrs. Sprague

11. CHIEF FINANCIAL OFFICER'S REPORT — Mrs. Ferraro

12. MUTUAL ADMINISTRATION DIRECTOR — Ms. Hopkins

13. ANNOUNCEMENTS

    a. NEXT MEETING: Thursday, June 11, 2020, 9:00 a.m., Zoom Conference Call

14. COMMITTEE REPORTS

15. DIRECTORS' COMMENTS

16. SHAREHOLDERS' COMMENTS **(2-3 minutes)**

17. ADJOURNMENT

18. EXECUTIVE SESSION

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

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (12) TWELVE) **INSPECTOR:** JERRY ANTISDEL

MUTUAL BOARD MEETING DATE: MAY 14TH 2020 **Print Date:** 5/7/2020

PERMIT ACTIVITY

	UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
359	55-E	CARPORT CABINET	GRF	04/01/20	09/30/20	NO	5/5/2020 FINAL	ACE MAINTENACE
391	62-E	REMODEL	BOTH	02/15/20	06/30/20	NO	04/10/20 FINAL	LOS AL BUILDERS
399	62-F	BATH REMODEL	BOTH	05/15/20	07/30/20	NO	NONE	LOS AL BUILDERS
400	64-C	REMODEL	BOTH	03/09/20	06/08/20	NO	04/06/20 FRA/GROUD/LATH	OGAN
401	64-L	HEAT PUMP	BOTH	05/11/20	08/11/20	NO	NONE	GREENWOOD
402	66-A	FLOORING	GRF	05/08/20	06/08/20	NO	NONE	LW DÉCOR
403	66-G	HEAT PUMP	BOTH	04/27/20	06/27/20	NO	NONE	THOMSON A/C
405	70-I	OUTLETS/DRYWALL	BOTH	04/07/20	05/07/20	YES 5/20	NONE	LW DÉCOR
406	70-I	OUTLETS/DRYWALL	BOTH	04/07/20	05/07/20	YES 5/20	04/10/20 INSULATION	LW DÉCOR
407	70-I	OUTLETS/DRYWALL	BOTH	04/07/20	05/07/20	YES 5/20	04/14/20 DRYWALL	LW DÉCOR
409	77-G	SKYLIGHTS	BOTH	12/01/19	02/28/20	YES 5/20	NONE	M&M CONSTRUCTION
410								
411								
412								

GREY AREAS HAVE BEEN SIGNED OFF

Escrow Activity

		NMI	PLI	NBO	FI	COE DATE	ROF	
564	8-D		05/30/19					
570	9-D		02/06/20					
571	11-H		10/11/19					
599	42-J		12/18/19					
600	45-D		06/28/19					
610	59-F		03/22/19					
612	62-F		03/22/19	03/17/20	03/20/20	04/03/20		
614	64-A		11/02/18					
627	72-K		09/13/19					

	A	B	C	D	E	F	G	H	I
1	**INSPECTOR MONTHLY MUTUAL REPORT**								
3	**MUTUAL:**	**(12) TWELVE)**					**INSPECTOR:**	**JERRY ANTISDEL**	
4	**MUTUAL BOARD MEETING DATE:**		**MAY 14TH 2020**				**Print Date:**	**5/7/2020**	
629	**73-H**		**12/04/18**						
634									
650	**GREY AREAS** HAVE BEEN SIGNED OFF								
651	**NMI** = New Member Inspection **PLI** = Pre-Listing Inspection **NBO** = New Buyer Orientation								
652	**FI** = Final Inspection **FCOEI** = Final COE Inspection **ROF** = Release of Funds								

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (12) TWELVE) **INSPECTOR:** JERRY ANTISDEL

MUTUAL BOARD MEETING DATE: MAY 14TH 2020 **Print Date:** 5/7/2020

	Contract Services	Project Description
889	FENN TERMITE AND PEST CONTROL CONTRACT GOOD UNTIL JUNE 30TH 2023 WITH CHANGE ORDER	
890	FENN BAIT STATION REPORT	
894	PINNACLE LANDSCAPE MONTH TO MONTH	
976	EMPIRE SEWER CLEANING PRICING FOR THE YEARS OF 2020 $3,260.40 2021 $3,141.00 2022 $3,260.40 TOTAL $9,662.38	
979	REPLACEMENTS FOR ELECTRICAL PANELS/VENTS FOR ATTICS/PHONE BOXES WITH GRECO DESIGN AND DEVELOPMENT	
985	SIDEWALK AND GRIND AND REPLACEMENT AND BLOCK WALL REPAIRS 19 LOCATIONS	
986	ORDERED 4 MORE SIGNS BLDG.40,46,64,67 THROUGH ALL AMERICAN SIGN COMPANY	
987	COST FOR 8 MORE BUILDINGS BUDGET NUMBER IS $750.765.00 BLDG,S 37/41/42/45/55/56/66/57	
988		
989		
1034	CALLS AND VISITE TO UNITS	
1200	78-A WENT TO UNIT TO CHECK ON OVEN CALLED DIRECTOR FOR REPLACEMENT	
1201	72-I WENT TO UNIT TO CHECK ON KITCHEN SINK	
1202	64-J WENT TO UNIT TO CHECK ON ROOF LEAK LEFT CARD	
1203	9-K WENT TO UNIT TO CHECK ON BROKEN SLIDING GLASS DOOR	
1204	CARPORT 143 WENT TO TAKE PICTURES	
1205	46-J WENT TO UNIT TO CHECK ON LEAKS	
1206	67- WENT TO UNIT TO CHECK BATH BASIN CALLED DIRECTOR AND SENT IN WORK ORDER	
1207	9-K WENT BACK TO CHECK ON SLIDING GLASS DOOR REPLACEMENT GLASS	
1208	SIGN PERMITS	
1209	55-E WENT TO DO FINAL ON CARPORT CABINET	
1210	CHECKED ON METER DOORS AND PHONE DOORS AND ATTIC VENTS	
1211	64-C TURNED IN ORDER FOR GARBAGE DISPOSAL FOR CONTRACTOR OGAN TO INSTALL OK BY DIRECTOR ANDERSON	
1212	BLDG. 69 WENT TO CHECK ON BIKE ON TRANSFORMER FOUND NOTHING10-I WENT TO CHECK BATHROOM OUTLET	
1213	10-I WENT TO CHECK BATHROOM OUTLET ANN PORCH LIGHT	
1214	9 -L WENT TO CHECK ON TERMITE DAMAGE	
1215		
1216		
1217		
1218		
1219		
1220		

MUTUAL BOARD ACTION REQUEST

TO: ALL MUTUALS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: PEST AND TERMITE SERVICES FOR MUTUAL PROPERTY
DATE: APRIL 1, 2020
CC: FILE

The Pest and Termite services contracts for the Mutuals will expired April 30, 2020, and new three-year contracts are needed. The Physical Property Department sent out a Request for Proposal (RFP) for this service to twelve vendors and four bids were received. The bids received are as follows for Termite treatment and inspection:

	MUTUAL BUILDINGS - TERMITE INSPECTION AND LOCALIZED TREATMENT				
one year cost - previous contract		2020-22	2020-22	2020-22	2020-22
FENN	MUTUAL	FENN	PESTMASTER	ROADRUNNER	RODENT PEST
$ 14,267.45	1	$ 50,625.00	$ 1,452,735	$ 253,200	$ 134,196
$ 14,608.13	2	$ 51,840.00	$ 1,487,160	$ 259,200	$ 137,376
$ 7,302.96	3	$ 25,920.00	$ 743,580	$ 129,600	$ 68,688
$ 6,694.38	4	$ 23,760.00	$ 681,615	$ 118,800	$ 62,964
$ 8,317.26	5	$ 29,520.00	$ 846,855	$ 147,600	$ 78,228
$ 6,897.24	6	$ 24,480.00	$ 702,270	$ 122,400	$ 64,872
$ 6,491.52	7	$ 23,340.00	$ 660,960	$ 115,200	$ 61,146
$ 5,882.94	8	$ 20,875.00	$ 598,995	$ 104,400	$ 55,332
$ 6,491.52	9	$ 23,340.00	$ 660,960	$ 115,200	$ 61,056
$ 4,665.78	10	$ 16,560.00	$ 475,065	$ 82,800	$ 43,884
$ 5,274.36	11	$ 18,720.00	$ 537,030	$ 93,600	$ 49,608
$ 7,648.04	12	$ 27,075.00	$ 736,695	$ 230,730	$ 68,052
$ 5,552.19	14	$ 19,620.00	$ 592,110	$ 194,160	$ 54,696
$ 8,492.56	15	$ 29,256.00	$ 853,740	$ 342,090	$ 78,864
$ 1,014.30	16	$ 3,600.00	$ 103,275	$ 18,000	$ 9,540
$ 2,133.34	17	$ 7,620.00	$ 72,294	$ 12,600	$ 6,930

See Exhibit A for itemized Pest Control cost received from Request for Proposal (RFP)

It is staff's recommendation to award a 3-year contract to Fenn Termite & Pest Control.

I move to award a contract to Fenn Termite & Pest Control to service and maintain Mutual Twelve Property for Pest and Termite services for a three-year period at a total cost of $_____ and approve the cost for pest control as itemized in Exhibit A to be charged to Pest Control Expense and to authorize the President to sign the contract.

!

COPY

PROPOSAL AND CONTRACT

TO: Seal Beach Mutual No. Twelve ("Owner")

Attn: Physical Property Department
P. O. Box 2069, Seal Beach CA 90740

Tract No. 4748

Seal Beach Leisure World April 10, 2020

THE undersigned Fenn Termite and Pest Control, State of California License No. PR1205, OPR11888 ("Contractor"), agrees to furnish all materials and perform all labor necessary to complete in a good, timely and workmanlike manner, according to attached specifications the following described below, at the price indicated below.

SPECIFICATIONS		TOTAL PRICE
Year One: May 1, 2020 to April 30, 2021		
Pest control for residential units	on as-needed basis	see Exhibit A
Termite Inspection	452 apartments	$8,475. per year
Year Two: May 1, 2021 to April 30, 2022		
Pest control for residential units	on as-needed basis	see Exhibit A
Termite Inspection	452 apartments	$9,040. per year
Year Three: May 1, 2022 to April 30, 2023		
Pest control for residential units	on as-needed basis	see Exhibit A
Termite Inspection	452 apartments	$9,560. per year

Effective: May 1, 2020

May be extended at its current contract price if agreed upon by both parties in writing.

THE above price is for a complete job, free and clear of any and all claims and liens and includes, without limitation, all charges for labor, material, sales taxes, cartage to job site and installation. No extra charges will be made without advance written authorization, signed and approved by the Physical Property Office.

ALL permits and licenses when required shall be obtained by the Contractor, at no charge to the Owner. The undersigned Contractor agrees to perform all work to pass all Owner's inspections and/or requirements, all State, City and County inspections and Building Code requirements, and in a manner satisfactory to the Owner.

Payments shall be made as follows:

In full upon completion, inspection, and acceptance in accordance with attached price list.

AN amount equal to ZERO (0) percent of the total amount of the contract shall be retained until after all work has been completed, inspected and passed by Owner, City and County Inspectors and, when required in other instances by the Physical Property Department or its duly appointed agent. Owners shall have the right to retain said amount as long as corrections and/or repairs reported to Contractor remain uncorrected. Contractor hereby agrees to guarantee his work and to make good without cost to the Owner, any and all defects or failures of every kind due to imperfections or failures in workmanship or materials for a period of **N/A** of final acceptance by Owner.

OWNER shall have the right at any time to change the scope of work cited above and the total contract price will be adjusted accordingly.

THE undersigned Contractor warrants that it has read and acknowledges reviewing the above-mentioned approved City plans and specifications and has read and agrees to the General Provisions appearing on the reverse side hereof which are expressly made a part of this Proposal and Contract.

THE undersigned Contractor further warrants that it has examined the job site and ground and has relied entirely upon its own investigations in submitting the within proposal. No representations of any kind not contained herein have been made by Owner or anyone on its behalf. This proposal and contract, including the General Provisions, plans, specifications and any exhibits hereto, contains the entire agreement of the parties and shall not be modified or changed in any manner except by an agreement in writing, duly executed by both parties.

MATERIALS used on the job are to be delivered in Contractor's own trucks, to a location on the site designed by the Physical Property Office. Receipt of delivery must be acknowledged by the signature of Owner's agent.

Reviewed by: Jerry Antisdel JA David Rudge DR Mark Weaver MW

ACCEPTED BY:

Seal Beach Mutual No. Twelve

By: _____

Richard Carson, President

Date: 4-15-2020

CONTRACTOR:

Fenn Termite and Pest Control

By: _____

Drew Fenn, President

Address: 7322 Walnut Ave., Buena Park, CA 90620

Telephone No.: 714-736-9000

Date: 4-16-2020

GENERAL PROVISIONS

1. PROGRESS OF WORK: The Contractor agrees to start work after notice from the Owner and prosecute its work with due diligence and in a workmanlike manner satisfactory to the Owner and agrees to perform work and/or supply the materials according to a time schedule established by the Owner. If Contractor is not making or maintaining satisfactory progress, he shall, upon receipt of such written notice from the Owner, immediately increase its working force and speed delivery of materials necessary, or take any other steps reasonably necessary, to maintain progress satisfactory to the Owner. It is agreed that time is of the essence of this contract, and if, within one (1) week after receipt of such notice, the Contractor has failed to increase its working force and speed delivery of materials necessary to maintain progress satisfactory to the Owner or correct any defect, failures or complaints with respect to labor and/or materials furnished, the Owner shall have the right to:

a. Supply sufficient material and employ such additional labor as necessary to maintain satisfactory progress and charge the cost thereof and all reasonable expense in connection therewith, to the Contractor, or

b. Terminate the Contractor's right to proceed with any of the work and let the work to another Contractor or Contractors, and charge any increase in the cost of completion to this Contractor, or

c. Assess a $250.00 per day penalty for each day completion is in excess of contracted days to complete work. Said accrued penalty shall be credited against balance due, or

d. Terminate this entire agreement and pay to the Contractor only the reasonable value of the work in place incorporated in the buildings, providing the quality of work is satisfactory and providing the Contractor has paid all its bills and discharged all its obligations in connection with the work.

All the foregoing remedies and conditions shall be cumulative and the adoption of any one of the foregoing shall not constitute an election.

2. MECHANIC'S LIEN: In the event any mechanic's lien or claims are filed by anyone in relation to the labor and material of the Contractor, the Contractor agrees within two (2) days of notice from the Owner, to have the same discharged and in the event of the failure of the Contractor to do so, the Owner may cause such mechanic's lien to be discharged and the expense thereof, including any deposit by the Owner and the amount of any obligation assumed by the Owner by bond, indemnity or otherwise, in and about such discharge as well as its reasonable attorney's fees in connection therewith, are to be charged to and paid for by the Contractor.

3. PROHIBITION AGAINST ASSIGNMENT: The Contractor shall not assign this contract or any monies due or to become due hereunder, nor sublet any portion thereof, without first obtaining the written consent of the Owner.

4. DELAYS, LOSS OR DAMAGE: The Owner shall not be liable to the Contractor for any delay, loss or damage to its work, whether caused by the Owner or by any of the Owner's contractors or from any other cause whatsoever.

5. TAXES: The Contractor shall pay any and all taxes, including sales tax, which may be due or levied against any material or labor; as well as Social Security, Old Age and Unemployment insurance, Income Withholding Tax, all as required by law. Before final payment is made, the Contractor shall present satisfactory evidence that all such taxes and insurance have

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE ADDITIONAL ALL AMERICAN SIGNS FOR ADDITIONAL BUILDINGS (BUILDING INSPECTOR'S REPORT, ITEM B)
DATE: MAY 14, 2020
CC: MUTUAL FILE

I move to approve the additional All American signs for additional buildings, at a cost not to exceed $687.38. Funds to come from Infrastructure Reserve account and authorize the President to sign the work order.

All American Sign Company, Inc.
5480 Katella Ave., #201
Los Alamitos, CA 90720
562-431-3000

Invoice

Date	Invoice #
12/16/2019	**48465**

Bill To
Leisure World Mutual 12

P.O. No.	Terms
	Due on receipt

Quantity	Description	Rate	Amount
9	**12"x40" Aluminum with reflective vinyl single sided (powder coated both sides) Building Names and Addresses**	50.00	450.00T
9	**Installation**	22.50	202.50
	Orange County Tax	7.75%	34.88
		Total	$687.38
		Payments/Credits	$0.00
		Balance Due	**$687.38**

orders@aasignco.com

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE 8 ADDITIONAL ROOFS WITH ROOFING STANDARDS (BUILDING INSPECTOR'S REPORT, ITEM C)
DATE: MAY 14, 2020
CC: MUTUAL FILE

I move to approve the proposal from Roofing Standards for the roofing of Buildings 37, 41, 42, 45, 55, 56, 57, and 66 at a cost not to exceed $750,765.60. Funds to come from Roofing Reserves and authorize the President to sign the contract

Budget numbers for the additional 8 buildings.

Bldg.	SQ	Slope	Apartments	Laundry	Total
37+L	108	low	$ 50,648.00	$ 1,801.90	$ 79,627.90
41+L	108	low	$ 50,648.00	$ 1,801.90	$ 80,692.90
42	153	low	$ 74,511.00	$ -	$ 116,067.00
45+L	108	low	$ 50,648.00	$ 1,801.90	$ 80,053.90
55	153	low	$ 74,511.00	$ -	$ 117,984.00
56	153	low	$ 74,511.00	$ -	$ 116,067.00
66	153	low	$ 74,511.00	$ -	$ 116,280.00
57+L	58	low	$ 28,498.00	$ 1,801.90	$ 43,992.90
	978		$ 478,486.00	$ 7,207.60	$ 750,765.60

M-12 Roofing Project 20

									Owens Corning	23/32" Plywood Radiant	
Bldg.	Addr. #	Street	Squares	units	slope	Sq. Ft.	Length	Width	Roofing	QTY	Sheathing
37+L			104	8	low	10368	144	72	$ 50,648.00	200	$ 18,600.00
41+L			104	8	low	10368	144	72	$ 50,648.00	200	$ 18,600.00
42			153	12	low	15264	212	72	$ 74,511.00	306	$ 28,458.00
45+L			104	8	low	10368	144	72	$ 50,648.00	200	$ 18,600.00
55			153	12	low	15264	212	72	$ 74,511.00	306	$ 28,458.00
56			153	12	low	15264	212	72	$ 74,511.00	306	$ 28,458.00
66			153	12	low	15264	212	72	$ 74,511.00	306	$ 28,458.00
57+L			54	4	low	5328	74	72	$ 28,498.00	96	$ 8,928.00
			978	76		97488			$ 478,486.00	1920	$ 178,560.00

120 Contractor Name: Roofing Standards, Inc.

Skylight 2222		Skylight 3060		Skylight Tubular		Skylight Misc Size		Shims	
Qty	$	Qty	$	Qty	$	Qty	$	Ea	$
14	$ 2,800.00	3	$ 600.00	0	$ -	0	$ -	230	$ 1,150.00
16	$ 3,200.00	6	$ 1,200.00	0	$ -	0	$ -	230	$ 1,150.00
17	$ 3,400.00	11	$ 2,200.00	0	$ -	0	$ -	340	$ 1,700.00
18	$ 3,600.00	1	$ 200.00	0	$ -	0	$ -	230	$ 1,150.00
25	$ 5,000.00	12	$ 2,400.00	0	$ -	0	$ -	340	$ 1,700.00
19	$ 3,800.00	9	$ 1,800.00	0	$ -	0	$ -	340	$ 1,700.00
19	$ 3,800.00	10	$ 2,000.00	0	$ -	0	$ -	340	$ 1,700.00
9	$ 1,600.00	1	$ 200.00	0	$ -	0	$ -	120	$ 600.00
137	$ 27,200.00	53	$ 10,600.00	0	$ -	0	$ -	2170	$ 10,850.00

Ridge Vents		Gutters & Downspouts		Flashing Paint		Repair Contingency		Laundry	
LF	Vents	LF	Gutters	ea.	Paint	ea.	$	$	Total
144	$ 2,592.00	0	$ -	72	$ 936.00	0	$ 500.00	$ 1,801.90	$ 79,627.90
144	$ 2,592.00	0	$ -	77	$ 1,001.00	0	$ 500.00	$ 1,801.90	$ 80,692.90
212	$ 3,816.00	0	$ -	114	$ 1,482.00	0	$ 500.00	$ -	$ 116,067.00
144	$ 2,592.00	0	$ -	74	$ 962.00	0	$ 500.00	$ 1,801.90	$ 80,053.90
212	$ 3,816.00	0	$ -	123	$ 1,599.00	0	$ 500.00	$ -	$ 117,984.00
212	$ 3,816.00	0	$ -	114	$ 1,482.00	0	$ 500.00	$ -	$ 116,067.00
212	$ 3,816.00	0	$ -	115	$ 1,495.00	0	$ 500.00	$ -	$ 116,280.00
74	$ 1,332.00	0	$ -	41	$ 533.00	0	$ 500.00	$ 1,801.90	$ 43,992.90
1354	$ 24,372.00	0	$ -	730	$ 9,490.00	0	$ 4,000.00	$ 7,207.60	$ 750,765.60

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MONTLY FINANCES (NEW BUSINESS, ITEM A)
DATE: MAY 14, 2020
CC: MUTUAL FILE

I move to approve March 2020 financial statements as reviewed per California Civil Code Section 5500 (a)-(f) for audit as presented.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS VOTE TO APPOINT AN INSPECTORS OF ELECTION (NEW BUSINESS, ITEM B)
DATE: MAY 14, 2020
CC: MUTUAL FILE

Policy 7210.12 – Rules for the Election and Removal of Directors by Secret Ballot, Section 4 – Inspector(s) of Elections, states that, "The Board of Directors shall appoint one (1) or three (3) independent third parties as inspectors of elections before the secret ballots are mailed to all the owners".

On February 14, 2019, the Executive Committee and on February 25, 2020, the Golden Rain Foundation Board voted to appoint Accurate Voting Services as the Inspector of Elections.

I move to appoint Accurate Voting Services as Mutual Twelve's Inspectors of Election for the 2020 Election of Directors by Secret Ballot.

Accurate Voting Services, Inc.

Inspector of Election Services Contract—2020 Elections

This Agreement is entered into on February 25, 2020, by and between GOLDEN RAIN FOUNDATION a California nonprofit mutual benefit corporation ("Association") and ACCURATE VOTING SERVICES, INC., A California Corporation ("AVS").

1. Association consisting of 9,740 units for Mutual and GRF elections, operates as a homeowners association in Orange County, California, and is required to hold annual and special membership meetings, as necessary, so as to obtain the Association's membership votes.

2. AVS shall act as Association's agent, hereunder, and provide independent Inspector of Election services as mandated under California Civil Code section 1363.03 and Association's duly adopted Election procedures, a copy of which will be attached to this Contract after execution, as Exhibit "B".

3. AVS shall, in consideration of the fees payable as set forth herein, provide Inspector of Election services at Association's Annual Election on a date and time to be determined by the parties herein.

4. AVS's Inspectors shall be licensed, bonded and insured Notary Publics.

5. As consideration for the herein referenced Inspector of Election services to be provided by AVS, Association shall pay to AVS an initial setup fee of $1,800.00 election material and processing fee, the sum of $2.95 per unit per mailing, plus hourly Inspector fees, and all other costs and expenses related to such services, which are set forth on Exhibit "A" hereto, in accord with the following payment schedule:

   a. A non-refundable deposit of $16,166.50 *(which will be applied to the total costs)* shall be paid upon the execution of this Contract. This amount represents 50% of materials and the set up fee. Check to be made payable to Accurate Voting Services, Inc. (EIN 20-4223214);

   b. The balance of all setup and per unit charges shall be billed upon the mailing of balloting materials to the membership;

   c. All Inspectors of Election charges and other costs shall be billed subsequent to the completion of the election or vote. All invoices are due and payable upon receipt. Outstanding balances shall, thirty (30) days from the date of invoice, accrue interest at the rate of 1.5% monthly (18% per annum).

6. AVS shall provide services as Inspector of Elections in accord with the rules and regulations adopted by Association. AVS shall not provide legal services to Association, and shall not be responsible for determining compliance with the Association's rules and regulations, with California law, or any other regulations. In the event Association fails to adopt, or does not possess Election procedures, AVS will provide services to the Association as shall be agreed upon.

7. Association shall indemnify and hold harmless AVS, its directors, officers, employees, and agents from and against any and all claims, liabilities, costs, suits, losses, damages and attorneys fees, which result from AVS's performance of this Contract, except those caused by the gross negligence and/or willful misconduct of AVS.

8. Any controversy or claim arising out of, or related to, this Contract shall be settled by binding arbitration, which will take place in Orange County, California. The arbitration proceedings shall be conducted by JAMS, and the arbitrator shall be chosen by mutual agreement of the parties. The arbitrator's award will be final, and judgment thereon may be entered in any court of competent jurisdiction. Parties shall each bear their costs of any such arbitration proceedings.

9. This Contract is the entire agreement between the parties, and it may not be modified except by writing signed by both parties.

10. Failure of Association to pay invoices promptly shall result in AVS being released from its obligation to complete the Election process and any further obligations to Association.

11. The President or Secretary or other executing officer of the Association warrants that it/they is/are executing this Contract under full authority of the Board of Directors of the Association, and any person executing this Agreement for AVS so warrants his or her authority to do so. The Contract will endure the benefit of, and constitute a binding obligation on, the contracting parties and their respective successors and assigns.

12. This Contract will be construed under the laws of the State of California, and no party may delegate or assign its rights or duties under this Contract without the prior written consent of the other.

GOLDEN RAIN FOUNDATION

Date: 2/25/2020

By: Susan D. Hopewell

Its: Vice President, GRF

By: Susan D. Hopewell

Its: Sec

ACCURATE VOTING SERVICES, INC.

Date: 3/10/20

By:

Its: CEO

ACCURATE VOTING SERVICES, INC.—2020 Elections
STANDARD ELECTION SERVICES—MULTIPLE BALLOTS:

ACCOUNT SET UP:

Open client files, calendar and confirm election dates Design and generate custom election ballots and envelopes for 16 Mutual Elections and 8 Golden Rain Elections totaling customization of 24 Individual Ballots and Envelopes			
Custom Ballots shall include election of officers as well as any special election measures required for each mutual			
Outgoing Envelopes to indicate "Official Mutual Election Ballot Enclosed" or "Official GRF Election Ballot Enclosed" as specified for each election	24 Mutuals	75.00	$ 1,800.00

PROCESSING OF ELECTION MATERIALS:

Print, stuff and mail custom ballots and envelopes (3) Address all questions and election challenges from membership, Address all questions from Administrative staff, Receive and securely store all returned ballots, Prepare ballots for tabulation at election meeting	9,740 Units	2.95	28,733.00
(Additional ballots and envelopes as needed on election day will be provided at no charge.)			
			$ 30,533.00

ATTENDANCE AT MEETING:

Open polls and register voters; Address membership re: election procedures at meeting; Determine when polls close; Open returned envelopes; Count and tabulate all votes; Provide immediate election results at 15 Mutual Elections and 1 GRF Election	16 Mutuals 1 GRF		
One Inspector of Election @ $150.00 per hour and	150.00	16 meetings	5,100.00
One Assistant Inspector of Election @ $60.00 per hour	60.00	16 meetings	2,040.00
Minimum Staff of one Inspector of Election and One Assistant Inspector of Election required for 2 hours per election			
Staffing to be determined based on the size and complexity of each election. Additional staff as required will be billed @ $60.00 per hour per staff member.			
TOTAL MINIMUM HOURLY ATTENDANCE AT ALL ELECTIONS			$ 7,140.00
TOTAL FOR PROCESSING STANDARD ELECTION MATERIALS AND MINIMUM HOURLY ATTENDANCE AT ALL ELECTIONS			$ 37,673.00

OPTIONAL ENCLOSURES WITH BALLOT:

Print, stuff and mail election-related materials (candidate statement(s), meeting notice(s), etc.) as requested for each election @.20 per page

THE FOLLOWING GOODS AND SERVICES ARE INCLUDED IN THIS BID AT NO ADDITIONAL COST:

- **Travel time, mileage and attendance at all pre-planning election meetings**
- **Travel time and mileage to and from all elections**
- **Color coordination of ballots and envelopes**
- **Multiple measures printed on ballots**
- **Custom-designing of "branded" Mutual and GRF envelopes**
- **Additional election packages (ballot and envelopes) brought to each election**
- **Storage of completed election materials for the twelve (12) month challenge period**
- **Packaging and shipping fee to return the completed election materials to GRF**

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RESCIND POLICY 7590.G – FEEDING WILDLIFE (NEW BUSINESS, ITEM C)
DATE: MAY 14, 2020
CC: MUTUAL FILE

I move to rescind Policy 7590.G– Feeding Wildlife, on a preliminary basis until the 28-day posting period has been completed.

MUTUAL OPERATIONS

SHAREHOLDER/RESIDENT REGULATIONS **RESCIND**

Feeding Wildlife

~~This policy is intended to set certain limitations on interactions between non-domesticated animals indigenous to this community and the members and residents living in close proximity. For purposes of this policy, non-domesticated wildlife is described as all members of the wild bird family, including but not limited to, hawks, owls, pigeons, doves, crows (Crows carry the West Nile virus.), and black birds, as well as other wildlife such as rabbits, opossums, raccoons, squirrels, rats, coyotes, and feral cats.~~

~~Handouts of food rarely meet the nutritional needs of wildlife and may cause those animals to gather and remain in small areas around the source of food. This human-to-wildlife interaction invites larger more aggressive predators, such as coyotes, to come to the area looking for food. Wild animals being fed by human interaction lose their fear of people which leaves the human at risk of being bitten and suffering substantial injury.~~

~~Additionally, many beloved family pets have been the unintended victims of feeding wildlife when taken by larger predators being drawn to unnatural food sources. These situations may also result in an encouraged rodent population, as well as insect infestation.~~

~~Therefore, the following must be adhered to in compliance with this Mutual policy in concert with California Code 251.1, Harassment of Animals, to wit:~~

~~*"Except as otherwise authorized in the Fish and Game Code, no person shall harass, herd or drive any game or non-game bird or mammal or furbearing mammal. For the purposes of this section, harass is defined as an intentional act which disrupts an animal's normal behavior patterns, which includes, but is not limited to, breeding, feeding, or sheltering."*~~

~~Further, in compliance with California Code 251.1, Harassment of Animals, the following limitations on wildlife and member interactions are established:~~

~~1. Do not feed any non-domesticated wildlife on Mutual property.~~

~~2. Pet food and standing water sources are prohibited on patios, in carport areas, and in gardens.~~
~~3. Domesticated pets to include caged birds, may not be kept on patios.~~

~~Mutual Four Only:~~

~~Domesticated pets to include caged birds, may be kept on patios.~~

(Jun 15)

MUTUAL OPERATIONS

SHAREHOLDER/RESIDENT REGULATIONS **RESCIND**

Feeding Wildlife

~~4. Trash and garbage, whether contained or not, may not be left outside of the unit at any time.~~

~~5. Bird feeders with bird seed of any type are not allowed at the unit or anywhere on Mutual property including hanging from trees or other support devices.~~

~~Mutuals One and Four allow bird feeders.~~

~~6. A hummingbird-type feeder with liquid food is permitted at a unit but not on common area Mutual property including hanging from trees or other support devices.~~

~~Mutual Seven and Mutual Four only:~~

~~2. Pet food and water sources are prohibited on open patios and in carport areas.~~

~~Mutual Four Only:~~

~~2. Pet food and water sources are prohibited on open patios and in carport areas unless the shareholder/resident is present.~~

~~Source Guides: California Code 251.1, Harassment of Animals~~
~~ASPCA – Eight Reasons to Not Feed Wildlife~~
~~City of Seal Beach Ordinance (1057 #1), Feeding Wild Birds~~
~~California Department of Fish and Game – Keep Me Wild~~
~~Orange County Vector Control District – Bird Feeders & Rats~~
~~National Wildlife Health Center~~
~~USGS Fact Sheet – Coping with Diseases at Bird Feeders~~
~~El Dorado Nature Center~~
~~Mutual Occupancy Agreement, Article (5)~~

RESCIND

(Jun 15)

MUTUAL OPERATIONS

SHAREHOLDER/RESIDENT REGULATIONS

RESCIND

Feeding Wildlife

~~MUTUAL/ADOPTION~~	~~AMENDED~~	~~MUTUAL/ADOPTION~~	~~AMENDED~~
ONE:	06-25-15	NINE:	02-10-14
TWO:	05-15-14	TEN:	04-23-14
THREE:	04-11-14	ELEVEN:	06-22-14
FOUR:	05-13-15	~~TWELVE:~~	~~07-10-15~~
FIVE:	04-15-15	FOURTEEN:	04-15-14
SIX:	03-28-14	FIFTEEN:	03-17-14
SEVEN:	04-17-15	SIXTEEN:	04-18-14
EIGHT:	07-27-14	SEVENTEEN:	04-01-14

RESCIND

(Jun 15)

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ADOPT POLICY 7590.12 – FEEDING WILDLIFE (NEW BUSINESS, ITEM D)
DATE: MAY 14, 2020
CC: MUTUAL FILE

I move to adopt Policy 7590.12 – Feeding Wildlife, on a preliminary basis until the 28-day posting period has been completed.

SHAREHOLDER/RESIDENT REGULATIONS **ADOPT**

Feeding Wildlife

This policy is to set certain limitations on interactions between non-domesticated animals and members and residents living in close proximity, Non-domesticated wildlife is described as all members of the wild bird family, including but not limited to, hawks, owls, pigeons, doves, crows (Crows carry the West Nile virus.), and black birds, as well as other wildlife such as rabbits, opossums, raccoons, squirrels, rats, coyotes, and feral cats.

Handouts of food rarely meet the nutritional needs of wildlife and may cause those animals to gather and remain in small areas around the source of food. This human-to-wildlife interaction invites larger more aggressive predators, such as coyotes, to come to the area looking for food. Wild animals being fed by human interaction lose their fear of people which leaves the human at risk of being bitten and suffering substantial injury.

Additionally, many beloved family pets have been the unintended victims of feeding wildlife when taken by larger predators being drawn to unnatural food sources. These situations may also result in an encouraged rodent population, as well as insect infestation.

Therefore, in compliance with California Code of Regulations 251.1, Harassment of Animals, that states:

"Except as otherwise authorized in the Fish and Game Code, no person shall harass, herd or drive any game or non-game bird or mammal or furbearing mammal. For the purposes of this section, harass is defined as an intentional act which disrupts an animal's normal behavior patterns, which includes, but is not limited to, breeding, feeding, or sheltering."

The following is strictly prohibited:

1. **Feeding any non-domesticated wildlife on Mutual property.**

2. **Pet food and standing water sources on patios, in carport areas, and in gardens.**

3. **Domesticated pets including caged birds kept on patios.**

4. **Trash and garbage, whether contained or not, left outside of the unit at any time.**

5. **Bird feeders with bird seed of any type at the unit or anywhere on Mutual property including hanging from trees or other support devices.**

SHAREHOLDER/RESIDENT REGULATIONS **ADOPT**

Feeding Wildlife

A hummingbird-type feeder with liquid food is permitted at a unit but not on common area Mutual property including hanging from trees or other support devices.

MUTUAL	ADOPTION	AMENDED
TWELVE:	05-14-2020	

DRAFT

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE INVESTMENT OF BANK CERTIFICATE OF DEPOSIT (NEW BUSINESS, ITEM E)
DATE: MAY 14, 2020
CC: MUTUAL FILE

I move to approve the reinvestment of a certificate of deposit held at US BanCorp maturing on May 29, 2020 in the amount of $151,000.00 for a one year term at the prevailing interest rate.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE THE ANNUAL RENEWAL FEES FOR THE MUTUAL 12 EMAIL ACCOUNTS AND BOX.COM ARCHIVE STORAGE (NEW BUSINESS, ITEM F)
DATE: MAY 14, 2020
CC: MUTUAL FILE

I move to approve that the Annual fee of $156.17 for the Mutual 12 domain/email accounts and the annual fee of $180.00 for the Box Mutual 12 Archive Storage billed to CFO Ferraro's personal credit card be reimbursed to CFO Ferraro for a total payment of $336.17. Funds to be taken from Miscellaneous Expense.

INVOICE

INV07623854
PO Number:

Sold To:
Mutual12it@gmail.com
Susan Ferraro

Bill To:
Mutual12it@gmail.com
Susan Ferraro
1690 Interlachen Rd 42E

Seal Beach California 90740
United States

Account Number: B00485838
Invoice Number: INV07623854
PO Number:

Invoice Date: 02/24/2020
Payment Due By: 02/24/2020
Payment Terms: Due Upon Receipt
Payment Method: CreditCard

Service	Unit Price	Quantity	Subtotal	Tax	TOTAL
Starter Licenses *Service Period: 02/24/2020-02/23/2021*	$60.00	3	$180.00	$0.00	$180.00

Invoice Subtotal:	$180.00
Tax:	$0.00
Total:	**$180.00**
Balance Due:	**$0.00**
Currency:	**USD**

Payments and Adjustments

Transaction Date	Transaction Number	Transaction Type	Notes	Applied Amount
02/24/2020	P-08712940	Payment		($180.00)
			Balance Due:	**$0.00**

Please note that failure to pay this invoice by the due date provided may result in suspension of services and the accrual of a late fee as outlined in the Box Service Agreement.

Payments remitted without reference to relevant invoice number(s) will not be processed and will be returned.

Need to Update your Credit Card?
Submit new billing information securely online at: **https://www.box.com/update** (be sure to login as the Box administrator)

Account Number: B00485838
Invoice Date: 02/24/2020
Invoice Number: INV07623854
Payment Due Date: 02/24/2020
Total Amount Due: $0.00
Amount Enclosed: _____

Copy of our W-9: billing.app.box.com/W-9

General billing inquiries: https://community.box.com/
For additional billing assistance or to pay by credit card, submit a case by visiting:
https://cloud.box.com/SubmitCase **or call us at:**
1-877-729-4269

Box Inc. | 900 Jefferson Ave, Redwood City, CA 94063

hover

$156.17 USD: Paid in full

Paid to
Tucows.com Co d/b/a Hover
96 Mowat Ave. Toronto, Ontario M6K 3M1
HST/GST# 87321 5321 RT0001

Invoice Date
April 17, 2020

Invoice #
mutual12-4330febfc34f-20200417095026

Paid By
Susan Ferraro
1690 Interlachen Rd 42E, Seal Beac
CA US 90740
5625963133

$156.17 paid from Visa ending in 5080

Need Help?

Order Details

DOMAIN	SERVICE	USD PRICE
mutual12.org	Domain renewal for 1 year	$15.99
mutual12.org	Renew email: 7 Small mailboxes	$140.00
	Subtotal:	$155.99
	ICANN Fee:	$0.18
	Tax:	$0.00
	1 Item Total:	$156.17

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE ASSOCIATION RESERVES TO PERFORM AN ON-SITE UPDATED RESERVE STUDY FOR 2021 (NEW BUSINESS, ITEM G)
DATE: MAY 14, 2020
CC: MUTUAL FILE

I move to approve and authorize Association Reserves to perform an on-site updated Reserve Study for 2021 as per the Loyalty Program dated July 12, 2018 at a cost not to exceed $1,420.00 to be charged to Miscellaneous Expense.

Serving Orange County
32244 Paseo Adelanto, Suite D8
San Juan Capistrano, CA 92675

Tel : (949) 481-0421
Fax : (949) 481-0516
www.reservestudy.com

ASSOCIATION RESERVES™
Planning For The Inevitable™

Regional Offices
Arizona
California
Colorado
Florida
Hawaii
Nevada
North Carolina
Texas
Washington

April 28, 2020

Report #: 22257 - 9a

Leisure World - Mutual 12 (Ref #: 22257 - 9a)
c/o Susan Ferraro

PO Box 3519
Seal Beach CA 90740

Subject: Reserve Study Go Ahead Deposit Invoice

Dear: Ms. Ferraro,

Thank you for selecting Association Reserves! You have ordered the Update With-Site-Visit with a turnaround of 8 weeks.

Total Fee.....	$1,420.00
Deposit of 50% due at start of study	$710.00

Note that Final payment of $710.00 will be invoiced upon completion of study.

Thank you!

Sean Andersen
President

Please detach and return with payment, payable to Association Reserves - CA/Orange County

Reference #: 22257 - 9a
Name: Leisure World - Mutual 12

Go Ahead Deposit Due: $710.00