

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWELVE
May 11, 2023
Meeting begins at 9:00 a.m.
Administration Building, Conference Room A
via Zoom Video and Conference Call Meeting

TO ATTEND: The Shareholder will be provided with instructions on how to access the call via telephone or via video upon the Shareholder contacting GRF Mutual Administration at mutualsecretaries@lwsb.com or (562) 431-6586 ext. 313 and requesting the call-in or log-in information.

TO MAKE COMMENTS DURING MEETING: In order to make a comment during the open Shareholder forum, the Shareholder must submit their name, Unit number, and telephone number, via e-mail at mutualsecretaries@lwsb.com, by no later than 3:00 p.m., on 05/10/2023, the business day before the date of the meeting. If you do not have access to an email, please call (562) 431-6586 ext. 313 and let us know that you wish to make a comment during the open shareholder forum.

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:
 - Mrs. Damoci, GRF Representative
 - Ms. Hall, Senior Director of Member Resources
 - Ms. Schultze, Mutual Accountant
 - Mr. Antisdell, Building Inspector
 - Ms. Barua, Senior Portfolio Specialist
 - Mr. Jackson, Portfolio Specialist
5. GRF REPRESENTATIVE Mrs. Damoci
6. GUEST SPEAKER Ms. Hall/Ms. Schultze
 - a. Discuss and vote to accept the 2022 Drafted Audited Financial Statement. (p. 3) (Handout)
7. APPROVAL OF MINUTES:
 - a. **Regular Monthly Meeting Minutes of April 13, 2023**
8. BUILDING INSPECTOR'S REPORT Mr. Antisdell

Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (pp. 4-5)

 - a. Discuss and Vote to approve the 3-Year Fenn Pest Contract. (p. 6-8)
 - b. Update on painting of stop signs, and parking delineators on Carport Driveways
 - c. Discuss update on asphalt replacement at carport 137
 - d. Update regarding pricing for outlets plus lights, and signs for gazebo, and Vinyl Fencing.
9. **UNFINISHED BUSINESS**
 - a. No unfinished Business

10. **NEW BUSINESS**

Mrs. Ferraro

- a. Approval of Monthly Finances for March (p. 9)
- b. Discuss and vote on investments of certificate of deposit. (p. 10)
- c. Discuss and vote the reimbursement of Annual Fees to Mrs. Ferraro for Mutual 12 Domain/Email and Box.com (pp. 11-14)
- d. Discuss and vote to approve Four Star Landscape Weed Treatment proposal (pp. 15-16)
- e. Discuss and vote to change the funding account from Landscape extras to Capital Improvement for M.J. Jurado Inc. Contract. (p. 17)
- f. Discuss and vote to change the funding account from Landscape Extras to Capital Improvements for AAA Awning Contract (p.18)
- g. Discuss and vote to accept 66-F Shareholder’s change in donation of Benches to Mutual 12. (p. 19)
- h. Discuss and vote to approve the purchase of Food and Beverages for the Annual Meeting of Shareholder. (p. 20)
- i. Discuss and vote to approve payment to the Association Reserve for 2024 Reserve study. (pp. 21-22)
- j. Discuss notice of price increase for renewal of WeatherTRAK Central Services.

STAFF BREAK BY 11:00 A.M.

- 11. SECRETARY / CORRESPONDENCE Ms. Milek
- 12. CHIEF FINANCIAL OFFICER’S REPORT Mrs. Ferraro
- 13. PORTFOLIO SPECIALIST REPORT Ms. Barua
- 14. ANNOUNCEMENTS

ANNUAL MEETING: Thursday June 8, 2023, 10:00 a.m. Location: Location: Clubhouse 4 and via Zoom Video/Conference Call Meeting.

NEXT MEETING: Thursday, July 13, 2023, 9:00 a.m. Location: Conference Room A, and via Zoom Video/Conference Call Meeting.

- 15. COMMITTEE REPORTS
- 16. DIRECTORS’ COMMENTS
- 17. SHAREHOLDERS’ COMMENTS (2-3 minutes)
- 18. ADJOURNMENT
- 19. 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 ACCEPT THE 2022 DRAFTED AUDITED FINANCIAL STATEMENTS (GUEST SPEAKER, ITEM A)
DATE: MAY 11, 2023
CC: MUTUAL FILE

I move to accept that the Board of Directors of Seal Beach Mutual Twelve, upon a presentation of the Financial Statements as of December 31, 2022, for the year then ended, and the proposed Accountant's Report as submitted by CliftonLarsonAllen (CLA), hereby accepts the above-mentioned Financial Statements and reports therein, and authorize the President to sign the Management Representation Letter .

	A	B	C	D	E	F	G	H	I
1	INSPECTOR MONTHLY MUTUAL REPORT								
3	MUTUAL: (12) TWELVE)			INSPECTOR: JERRY ANTISEL					
4	MUTUAL BOARD MEETING DATE: MAY 11TH 2023			Print Date: 5/4/2023					
5	PERMIT ACTIVITY								
6	UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS	
572	9-D	REMODEL	BOTH	09/13/22	09/13/23	NO	NONE	CAL CUSTOM INTERIORS	
636	34-F	HEAT PUMP	BOTH	04/04/23	06/04/23	NO	NONE	ALPINE	
637	40-C	HEAT PUMP	BOTH	04/07/23	06/07/23	NO	NONE	ALPINE	
638	41-A	BEDROOOM DOOR	BOTH	04/25/23	06/30/23	NO	NONE	J.C. KRESS	
639	44-E	BATH REMODEL	BOTH	04/03/23	04/14/23	NO	NONE	CAL BATH RENOVATION	
640	LAUNDRY 45	SHADE STRUCTURE	BOTH			NO	NONE	MJ JURADO	
673	47-K	HEAT PUMP	BOTH	04/04/23	06/04/23	NO	NONE	ALPINE	
676	55-K	HEAT PUMP	BOTH	02/16/23	05/16/23	NO	NONE	GREENWOOD	
728	70-E	SHOWER CUT DOWN	BOTH	04/17/23	05/17/23	NO	NONE	NUKOTE	
729	71-G	CARTPAD	GRF	02/17/23	05/30/23	NO	NONE	J&J LANDSCAPING	
857	ESCROW ACTIVITY								
858		NMI	PLI	NBO	FI	COE DATE	ROF		
984	7-G		03/08/23						
985	10-D		02/17/23						
986	11-G		06/23/22						
997	40-A		02/24/23						
1011	55-K		02/17/23	03/06/23	03/09/23	03/23/23			
1028	62-A		04/04/23						
1032	64-E		09/29/22						
1038	68-B		04/05/23						
1080	GREY AREAS HAVE BEEN SIGNED OFF								
1081	NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds								
1082									

	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 11TH 2023			Print Date: 5/4/2023					
1105	CONTRACTS AND PROJECTS								
1368	A. FENN TERMITE AND PEST CONTROL CONTRACT DISCUSS AND VOTE FOR NEW 3 YEAR CONTRACT								
1369	B. UPDATE ON PAINTING OF STOP SIGNS AND PARKING DELINEATORS ON CARPORT DRIVEWAYS (HANDOUT)								
1379	C. DISCUSS UPDATE ASPHALT REPLACEMENT AT CARPORT 137								
1380	D. UPDATE REGARDING PRICING FOR OUTLETS PLUS LIGHTS AND SIGNS FOR GAZEBO AND VINYL FENCING (HANDOUT)								
1381	LANDSCAPE CONTRACT WITH FOUR STARS GOOD UNTIL 2024								
1382	BAIT STATIONS GOOD UNTIL 07/31/2023								
1383									
1559	CALLS AND VISITS TO UNITS								
1916	75								

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE THE 3-YEAR FENN CONTRACT (BUILDING INSPECTOR REPORT, ITEM A)
DATE: MAY 11, 2023
CC: MUTUAL FILE

I move to approve Fenn Termite and Pest Control 3-Year contract from 2023-2026 at a cost not to exceed \$33,23.00. Funds to come from _____ and authorize president to sign any necessary documentation.

MUTUAL	Fenn 2023	Fenn 2024	Fenn 2025	Total = 3 years
1	\$ 19,670.00	\$ 20,650.00	\$ 21,700.00	\$ 62,020.00
2	\$ 20,232.00	\$ 21,240.00	\$ 22,320.00	\$ 63,792.00
3	\$ 10,116.00	\$ 10,620.00	\$ 11,160.00	\$ 31,896.00
4	\$ 9,273.00	\$ 9,735.00	\$ 10,230.00	\$ 29,238.00
5	\$ 11,521.00	\$ 12,095.00	\$ 12,710.00	\$ 36,326.00
6	\$ 9,554.00	\$ 10,030.00	\$ 10,540.00	\$ 30,124.00
7	\$ 8,992.00	\$ 9,440.00	\$ 9,920.00	\$ 28,352.00
8	\$ 8,149.00	\$ 8,555.00	\$ 8,990.00	\$ 25,694.00
9	\$ 8,992.00	\$ 9,440.00	\$ 9,920.00	\$ 28,352.00
10	\$ 6,463.00	\$ 6,785.00	\$ 7,130.00	\$ 20,378.00
11	\$ 7,306.00	\$ 7,670.00	\$ 8,060.00	\$ 23,036.00
12	\$ 10,538.00	\$ 11,064.00	\$ 11,629.00	\$ 33,231.00
14	\$ 7,618.00	\$ 7,998.00	\$ 8,408.00	\$ 24,024.00
15	\$ 11,434.00	\$ 12,004.00	\$ 12,612.00	\$ 36,050.00
16	\$ 1,405.00	\$ 1,475.00	\$ 1,550.00	\$ 4,430.00
17	\$ 2,970.00	\$ 3,120.00	\$ 3,276.00	\$ 9,366.00

Pest Control 2023-2026

Fenn

Extra Costs

Treatment - Residential unit interior, includes patio	30
Treatment - laundry room interior	20
Treatment - building outside perimeter	75
Treatment - attics	50
Spraying of carport building	65
ants	30
roaches	30
spiders	30
earwigs	30
crickets	30
mice/rats	35
mites	50
wasps	30
bees	150
monthly cost of mice/rat bait station maintenance	4
cost of mice/rat bait station install	25
bird best removal from patios	35
extermination/trapping of gophers	40
emergency call	8

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: MAY 11, 2023
CC: MUTUAL FILE

I move to approve the March 2023 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 AND VOTE ON INVESTMENTS OF CERTIFICATES OF DEPOSIT
(NEW BUSINESS, ITEM B)
DATE: MAY 11, 2023
CC: MUTUAL FILE

I move to approve that the certificate of deposit held at USBanCorp that matured on 5/4/2023 in the sum amount of \$150,000 be reinvested for a term of not to exceed one year at the prevailing interest rate. Further, I move to purchase a new certificate of deposit in the amount of \$200,000 to come from funds held in the US Bank Restricted Money Market Savings account for a term not to exceed one year at the prevailing interest rate.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE THE REIMBURSEMENT OF ANNUAL FEES TO MSR. FERRARO FOR MUTUAL 12 DOMAIN/EMAIL AND BOX.COM (NEW BUSINESS, ITEM C)
DATE: MAY 11, 2023
CC: FILE

I move to approve that the Annual fee of \$156.17 for the Mutual 12 domain/email accounts at Hover.com and the Annual fee of \$180.00 for the Box.com 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 charged to Miscellaneous Expense.



Mutual12 TechPerson <mutual12it@gmail.com>

Your Hover domain mutual12.org is coming up for renewal in 30 days

2 messages

Hover <help@hover.com>
To: mutual12it@gmail.com

Fri, Mar 17, 2023 at 11:13 PM



\$156.17

Hello,

Heads up! You have some renewals coming up in 30 days. Here's all the details:

Domain	Expiry Date	Price	Auto-Renew	
mutual12.org	2023-04-18	\$155.99	ON	Renew Now

If you prefer to use your Hover account balance to pay, your available balance is \$0.00. We'll automatically use the payment method on file if your account balance is insufficient.

- Prices quoted for domains or services are subject to change and include any mailboxes you may have added to your domain. *ICANN fees and taxes are not included.*

If you don't want domains or services with auto-renew enabled to renew automatically, you should disable auto-renew in the Hover control panel.

If we can help in any way, please let us know. Hover Customer Support is available Monday to Friday, 8am to 8pm EST and weekends from 12pm to 5pm EST. Email help@hover.com, or call (866) 731-6556 toll-free in the United States and Canada. You can also visit Hover's Support site and chat with a support agent during business hours.



Search mail

Compose

Inbox 55

Starred

Snoozed

Sent

Drafts

More

Labels

ORDER INFORMATION

Order Date: 2023-04-17
Order ID: mutual12-d2d0b9653243-20230417094628
Paid with: Credit card - Visa ending in 5080

Item	Next Billing Date
mutual12.org	2024-04-18
1 year - domain renewal	
1 year - 7 small mailboxes	

Order Amount:	\$155.99
ICANN Fees:	\$0.18
Order Total:	\$156.17

Your available account balance after this transaction is \$0.00.

If you have questions about this order, you can simply reply to this email with your questions and we will get back to you shortly with an answer. You can access a printable receipt for all of your Hover transactions in [your Hover account](#).

Thanks again for your business! We appreciate that you've chosen us.





INVOICE

INV10755374

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: INV10755374
PO Number:

Invoice Date: 02/24/2023
Payment Due By: 02/24/2023
Payment Terms: Due Upon Receipt
Payment Method: CreditCard

Service	Unit Price	Quantity	Subtotal	Tax	TOTAL
Starter Licenses (Annual) Service Period: 02/24/2023-02/23/2024	\$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
02/24/2023	P-11929461	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: 02/24/2023
Invoice Number: INV10755374
Payment Due Date: 02/24/2023
Total Amount Due: \$0.00
Amount Enclosed: _____

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

For additional Billing information or to pay via credit card, please visit our support site: support.box.com

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE FOUR STAR LANDSCAPE WEED TREATMENT PROPOSAL (NEW BUSINESS, ITEM D)
DATE: MAY 11, 2023
CC: MUTUAL FILE

I move to approve the proposal from Four Stars Landscape Corp. dated 4/27/23 in the amount of \$4,250 for weed treatment on all turf areas.

Four Stars Landscape Corp.

Address 2202 Via Pacifica, Corona CA. 92882. Ph 714 749-0943

Official Service Proposal

Job Name		Leisure World Mutual 12		Date	4/27/2023
Description and location of work		Broadleaf weeds treatment on all turf areas.			
Area	quantity	Size	description	unit price	Total price
All turf areas	1	1 Treatment	Broadleaf weed treatment on all turf areas.	\$ 4,250.00	\$ 4,250.00
	0			\$ -	\$ -
	0			\$ -	\$ -
	0			\$ -	\$ -
	0			\$ -	\$ -
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	0			\$ -	\$ -
				Prosal Total	\$ 4,250.00
Customer Signature for Approval: _____					

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO CHANGE THE FUNDING ACCOUNT FROM LANDSCAPE EXTRAS TO CAPITAL IMPROVEMENT FOR M.J. JURADO INC. CONTRACT (NEW BUSINESS, ITEM E)
DATE: MAY 11, 2023
CC: MUTUAL FILE

I move to change the funding source assigned on resolution dated July 28, 2022 for the installation of concrete, footings and walkways by MJ Jurado, Inc. for the new shade structure in the common area at Building 45 from operating expense Landscape Extras account to the Capital Improvement Fund.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO CHANGE THE FUNDING ACCOUNT FROM
LANDSCAPE EXTRAS TO CAPITAL IMPROVEMENTS FOR AAA AWNING
CONTRACT (NEW BUSINESS, ITEM F)
DATE: MAY 11, 2023
CC: MUTUAL FILE

I move to change the funding source assigned on resolution dated March 10, 2022 for the installation by AAA Awnings of a new gable patio shade covering in the common area at Building 45 from operating expense Landscape Extras account to the Capital Improvement Fund.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ACCEPT 66-F SHAREHOLDER'S CHANGE IN DONATION OF BENCHES TO MUTUAL 12 (NEW BUSINESS, ITEM G)
DATE: MAY 11, 2023
CC: MUTUAL FILE

I move to accept the change by Unit 66-F shareholder of the donation accepted by resolution on 9-28-22 of one bench at the newly building shade structure to be two benches.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE THE PURCHASE OF FOOD AND BEVERAGES FOR THE ANNUAL MEETING OF SHAREHOLDER. (NEW BUSINESS, ITEM H)
DATE: MAY 11, 2023
CC: MUTUAL FILE

I move to approve the purchase of food and beverages for the Annual Meeting of Shareholders at a costs not to exceed \$225.00. Funds to come from Miscellaneous Expense.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND DISCUSS AND VOTE TO APPROVE PAYMENT TO THE ASSOCIATION RESERVE FOR 2024 RESERVE STUDY (NEW BUSINESS, ITEM I)
DATE: MAY 11, 2023
CC: MUTUAL FILE

I move to approve the payment to the Association Reserve for the 2024 Reserve Study at a cost not to exceed \$1450.00, and authorize the President to sign any necessary documentation.

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

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



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Regional Offices

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Washington

May 2, 2023

Report #: 22257 - 12

Leisure World - Mutual 12

c/o Susan Ferraro
Leisure World Seal Beach & Mutuels
13533 Seal Beach Blvd.
Seal Beach CA 90740

Subject: Reserve Study Go Ahead Deposit Invoice 22257 - 12GA

Dear: Ms. Ferraro,

Thank you for selecting Association Reserves to improve your future!

You have hired us to perform a Update With-Site-Visit Reserve Study with a turnaround of 8 weeks.

Total Fee:	\$1,450.00
50% Deposit:	\$725.00

Note: The balance of \$725.00 will be due upon completion of the Reserve Study.

Thank you!

Sean Andersen
President

Work will begin once the 50% deposit has been received

Please make check payable to Association Reserves and mail to the address indicated above.

Write the invoice # on your check or detach the form below and return with your payment.

Invoice #: 22257 - 12GA

Property Name: Leisure World - Mutual 12

50% Go Ahead Deposit Due: \$725.00