

**MINUTES OF THE REGULAR MONTHLY MEETING  
OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL TWELVE  
August 10, 2023**

The Regular Meeting of the Board of Directors of Seal Beach Mutual Twelve was called to order by President Carson at 9:00 a.m. on Thursday, August 10, 2023, Administration Building, Conference Room B and via Zoom Video/Conference Call Meeting.

**SHAREHOLDERS' COMMENTS**

Several shareholders made comments.

**ROLL CALL**

Present: President Carson, Vice President Sprague, Secretary Milek, Chief Financial Officer Ferraro, Director Hogan, Hoover, and Director Addis

GRF Representative: Ms. Damoci (via zoom)

Guest: Five Mutual Twelve Shareholder (in-person)  
Three Mutual Twelve Shareholders (via zoom)

Staff: Ms. Davis, Representative from Sun Run  
Mr. Antisdell, Building Inspector  
Ms. Barua, Sr. Portfolio Specialist

**GRF REPRESENTATIVE**

GRF Representative, Ms. Damoci provided an update on GRF projects.

**GUEST SPEAKER**

Representative from Sun Run, Ms. Davis, provided a presentation regarding solar panels.

Following questions, Ms. Davis left the meeting at 10:01 a.m.

**MINUTES**

Following a discussion, and upon a MOTION duly made by President Carson and seconded by Director Addis, it was

RESOLVED to approve the Regular Meeting Minutes of July 13, 2023 and Special Meeting Minutes of June 28, 2023 as presented.

The MOTION passed unanimously.

August 10, 2023

**BUILDING INSPECTOR'S REPORT**

Following a discussion, and upon a MOTION duly made by President Carson and seconded by Director Hogan, it was

RESOLVED to approve the proposal from All American Signs for 17 building address signs at a cost not to exceed \$1,770.81. Funds to come from Structural Repairs and authorize the President to sign any necessary documentation.

The MOTION passed unanimously.

Following a discussion, and upon a MOTION duly made by President Carson and seconded by Director Hogan, it was

RESOLVED TO authorize Physical Property to obtain gutter cleaning bids.

The MOTION passed unanimously.

Following a discussion, and upon a MOTION duly made by President Carson and seconded by Director Hogan, it was

RESOLVED to approve the concrete proposal from MJ Jurado to remove asphalt, remove and replace concrete flowline, and replace 8-inch concrete rebar in Carport 137 on the eastside at a cost not to exceed \$179,662. Funds to come from Infrastructure Reserves and authorize the President to sign any necessary documentation.

The MOTION passed unanimously.

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

RESOLVED to authorize Physical Property to obtain proposals for tree trimming.

The MOTION passed unanimously.

Following questions, Mr. Antisdell left the meeting at 10:31 a.m.

**NEW BUSINESS**

Following a discussion, and upon a MOTION duly made by President Carson and seconded by Secretary Milek, it was

RESOLVED to approve the June 2023 financial statements as reviewed per California Civil Code Section 5500 (a)-(f) for audit as presented.

The MOTION passed unanimously.

**August 10, 2023**

Following a discussion, and upon a MOTION duly made by President Carson and seconded Secretary Milek it was

RESOLVED to approve the reinvestment of 2 certificates of deposits, each in the amount of \$225,000, to be reinvestment with US Bancorp for a term not to exceed one year at the prevailing interest rate.

The MOTION passed unanimously.

Following a discussion, and upon a MOTION duly made by President Carson and seconded by Secretary Milek, it was

RESOLVED that following review and approval with the mutual attorney, to approve the 2023 Annual Request for Member Contact Information letter and instruct Mutual Administration to mail to all members no later than August 20, 2023.

The MOTION passed unanimously.

Following a discussion, and upon a MOTION duly made by President Carson and seconded by Director Addis, it was

RESOLVED to approve the form titled Consent to Electronic Delivery Individual Delivery by Electronic Transmission as prepared by the mutual attorney and instruct Mutual Administration to include it with the mailing of the Annual Request for Member Contact Information no later than August 20, 2023.

The MOTION passed unanimously.

Following a discussion, and upon a MOTION duly made by President Carson and seconded by Director Hogan, it was

RESOLVED to approve the removal of turf and installation of white rocks at Unit 12-038E. Work to be done at the shareholder's expense.

The MOTION passed unanimously.

Following a discussion, and upon a MOTION duly made by President Carson and seconded by Secretary Milek, it was

RESOLVED to ratify the approval of the invoice from Four Star Landscaping for \$880.00 for trimming of Carrotwood tree due to safety issues.

The MOTION passed unanimously.

**August 10, 2023**

Following a discussion, and upon a MOTION duly made by President Carson and seconded by Chief Financial Officer Ferraro, it was

RESOLVED to exclude the report titled Homeowners Aging Report Excluding Prepaid from the monthly Financial Statement Board member packet as the delinquent aging report will continue to be reviewed and discussed in Executive Session as required by the Civil Code.

The MOTION passed unanimously.

Following a discussion, and upon a MOTION duly made by President Carson and seconded by Chief Financial Officer Ferraro, it was

RESOLVED that the monthly Financial Statements for Mutual 12 Board Members be delivered via electronic delivery.

The MOTION passed unanimously.

#### **SECRETARY / CORRESPONDENCE**

Secretary Milek received no correspondences.

#### **CHIEF FINANCIAL OFFICER'S REPORT**

Chief Financial Officer Ferraro presented her report (attached).

#### **PORTFOLIO SPECIALIST REPORT**

Sr. Portfolio Specialist Barua presented her report (attached).

#### **ANNOUNCEMENTS**

- a. **NEXT BOARD MEETING: Thursday, September 14, 2023, at 9:00 a.m.**  
**Location: Administration Building, Conference Room B and via Zoom Video/Conference Call Meeting.**

#### **COMMITTEE REPORTS**

Governing Documents Committee  
CFO Ferraro did not provide an update.

Luncheon Committee  
CFO Ferraro did not provide an update.

Landscape Committee  
Secretary Milek did not provide an update.

Physical Properties Committee  
President Carson did not provide an update.

August 10, 2023

Pets & Caregivers

No update was provided.

Financial Review Committee

CFO Ferraro did not provide an update.

**DIRECTORS' COMMENTS**

Several Director made a comment.

**SHAREHOLDERS' COMMENTS**

One shareholder made a comment.

**ADJOURNMENT**

There being no further business to conduct, President Carson adjourned the meeting at 10:59 a.m. and announced there would be an Executive Session following the meeting.

**EXECUTIVE SESSION SUMMARY**

The Board met in Executive Session on August 10, 2023, and took the following actions:

The Board approved the Regular Executive Meeting Minutes of July 13, 2023.

1. Legal Matters
  - a. Legal matters were discussed.
2. Contracts
  - a. No contracts were discussed.
3. Assessments / Delinquencies
  - a. No Assessment/Delinquencies discussed.
4. Disciplinary Hearings
  - a. No disciplinary hearing was discussed.

The Executive Session was adjourned at 11:58 a.m.



Attest, Darlene Milek, Secretary  
SEAL BEACH MUTUAL TWELVE  
RB: 08/04/2023  
Attachments

**SPECIAL MEETING ANNOUNCEMENTS AND AGENDAS ARE POSTED IN LAUNDRY ROOM 57 (D SIDE). FOR INFORMAL INDIVIDUAL NOTICE OF SPECIAL MEETINGS, CONTACT SECRETARY MILEK AT [darlene.milek@mutual12.org](mailto:darlene.milek@mutual12.org) OR EMAIL PRESIDENT CARSON AT [RICH.CARSON@MUTUALTWELVE.ORG](mailto:RICH.CARSON@MUTUALTWELVE.ORG)**

	A	B	C	D	E	F	G	H	I
1	<b>INSPECTOR MONTHLY MUTUAL REPORT</b>								
3	MUTUAL: <b>(12) TWELVE)</b>			INSPECTOR: <b>JERRY ANTISDEL</b>					
4	MUTUAL BOARD MEETING DATE: <b>AUGUST REPORT</b>			Print Date: 8/3/2023					
5	<b>PERMIT ACTIVITY</b>								
6	UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS	
574	6-J	SCREEN DOOR	GRF	07/10/23	09/15/23	NO	NONE	LW DÉCOR	
575	9-D	REMODEL	BOTH	09/13/22	09/13/23	NO	NONE	CAL CUSTOM INTERIORS	
639	10-D	FLOORING	GRF	06/30/23	08/30/23	NO	07/26/23 FINAL	KARYS CARPET	
640	34-B	DOORS	GRF	06/19/23	08/04/23	NO	07/20/23 FINAL	BERGKVIST	
642	39-H	HEAT PUMP	BOTH	06/15/23	08/15/23	NO	NONE	ALPINE	
648	43-D	HEAT PUMP	BOTH	07/06/23	09/06/23	NO	07/26/23 FINAL	ALPINE	
649	44-E	DRYWALL/PAINT	GRF	06/12/23	07/31/23	NO	NONE	BERGKVIST	
683	47-J	HEAT PUMP	BOTH	06/12/23	09/12/23	NO	NONE	GREENWOOD	
687	55-B	ADDING A BATH AT DEN	BOTH	05/01/23	09/30/23	NO	NONE	MAMUSCIA	
755	68-B	HEAT PUMP	BOTH	07/18/23	09/18/23	NO	07/26/23 FINAL	ALPINE	
757									
805									
807	GREY AREAS HAVE BEEN SIGNED OFF								
873	<b>ESCROW ACTIVITY</b>								
874		NMI	PLI	NBO	FI	COE DATE	ROF		
1000	7-G		03/08/23						
1001	10-D		02/17/23	05/12/23	05/18/23	06/02/23	06/16/23		
1002	11-G		06/23/22						
1013	39-C		08/01/23						
1014	39-E		06/22/23						
1015	40-A		02/24/23						
1029	55-K		02/17/23	03/06/23	03/09/23	03/23/23	04/13/23		
1046	62-A		04/04/23	07/10/23	07/10/23	07/24/23			
1050	64-E		09/29/22						
1056	64-H		07/13/23						
1057	66-A		07/12/23	07/24/23	08/01/23	08/15/23			
1058	68-B		04/05/23						
1059	73-H		04/11/23						
1060	76-L		06/12/23						
1061									
1103	GREY AREAS HAVE BEEN SIGNED OFF								
1104	NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation								
1105	FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds								

	A	B	C	D	E	F	G	H	I
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4	MUTUAL BOARD MEETING DATE: <b>AUGUST REPORT</b>			Print Date: 8/3/2023					
1128	<b>CONTRACTS AND PROJECTS</b>								
1392	9-A DISCUSS AND VOTE TO APPROVE THE BULDING ADDRESS SIGNSFROM ALL AMERICAN SIGNS								
1393	9-B DISCUSS AND VOTE TO AUTHORIZE PHYSICAL PROPERTYTO OBTAIN GUTTER CLEANING BIDS								
1395	9-C UPDATE ON CONCRETE BID FOR REPAIRS TO CP DRIVEWAY AT CP 137								
1396	9-D DISCUSS AND VOTE TO AUTHORIZE PHYSICAL PROPERTY TO OBTAIN PROPOSALS FOR TREE TRIMMING								
1397	9-E UP DATE ON ROOFING								
1398	9-F UPDATE ON FIRE INSPECTIONS								
1399	9-G UPDATE ON TERMITE TREATMENT CONTRACT HAS BEEN SIGNED GOOD UNTIL MAY 31 ST 2026								
1400	9-H UPDATE ON BAIT STATIONS CONTRACT HAS BEEN SIGNED GOOD UNTIL JULY31 ST 2026								
1401	9-I UPDATE ON TRANSFORMERS COVERS								
1402									
1403									
1404	FENN BAIT STATIONS FOR THREE YEARS CONTRACT GOOD UNTIL JULY 31 ST 2026								
1419	LANDSCAPE CONTRACT WITH FOUR STARS GOOD UNTIL 2024								
1421	FENN TERMITE AND PEST CONTROL CONTRACT GOOD UNTIL JUNE 30TH 2026								
1597	<b>CALLS AND VISITE TO UNITS</b>								
1954	62								

## CFO REPORT REGULAR MEETING – AUGUST 10, 2023

The Financial Statement Report is for the first six months ended June 30, 2023. The required monthly review per Civil Code §5500 (a-f) was completed by the Financial Review Committee. In addition, each member of the Board of Directors has received the full report for their review and comment. The transition to new accounting system software is complete and the reporting is in a new format. All reports are very detailed, so as CFO I will summarize the statements for purposes of this monthly report.

The numbers: Cash in the Bank:                   \$ 63,279      General Checking Account

Reserves:

General MMA	\$ 253,258
Appliance	\$ 39,346
Painting	\$ 231,152
Roofing	\$1,650,828
Infrastructure	\$ 347,107
Emer/Contingency	\$ 261,759
Capital Imprv Fund	\$ <u>2,064</u>

Total Reserves                   \$2,788,514

Reserve Commitments:           (\$ -0- )

Total Available Reserves       \$ 2,788,514

Shareholder Receivables       \$ 36,334 (1 account over \$1800, 1 account for past-due assessments and 1 ESTATE account in collection with attorney)

### Operating Income and Expense Notes Actual to Budget:

Mutual Income	\$ 22,712	Positive variance
Mutual Expenses:	\$ <u>3,978</u>	Positive variance

Mutual Excess Income:       \$ 26,690

Note that the Mutual Expenses are overstated as we have yet to receive the rebate from MWDOC for the removal of turf at Building 45. The area will be inspected by MWDOC on August 30 and we anticipate a favorable report. More news next month.

Respectfully submitted,

Susan Ferraro  
Mutual 12 CFO

