

**MINUTES OF THE REGULAR MONTHLY MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWELVE
September 14, 2023**

The Regular Meeting of the Board of Directors of Seal Beach Mutual Twelve was called to order by Vice President Sprague at 9:00 a.m. on Thursday, September 14, 2023, Building 5, Conference Room B and via Zoom Video/Conference Call Meeting.

SHAREHOLDERS' COMMENTS

Several shareholders made comments.

ROLL CALL

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

Absent: President Carson

GRF Representative: Ms. Damoci (via zoom)

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

Staff: Mr. Antisdell, Building Inspector
Ms. Barua, Sr. Portfolio Specialist
Ms. Kong, Administrative Assistant

GRF REPRESENTATIVE

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

MINUTES

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

RESOLVED to approve the Regular Meeting Minutes of August 10, 2023 as presented.

The MOTION passed unanimously.

BUILDING INSPECTOR'S REPORT

Building Inspector, Mr. Antisdell presented his report (attached).

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

September 14, 2023

RESOLVED to approve the MJ Jurado proposal for replacement of block transformer wall with vinyl fencing with concrete border at 59H in the amount of \$2800.00. Funds to come from Structural Repairs and authorize the President to sign the paperwork.

The MOTION passed unanimously.

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

RESOLVED to approve the MJ Jurado change order to the contract for the replacement of broken sidewalk adjacent to Carport 137 at a cost not to exceed \$6,000.00. Funds to come from Infrastructure Reserve Fund and to authorize the President to sign the contract.

The MOTION passed unanimously.

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

RESOLVED to authorize Physical Property to obtain bids on reflective tape for poles in the carports.

The MOTION passed unanimously.

Following questions, Mr. Antidel left the meeting at 9:58 a.m.

NEW BUSINESS

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

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

The MOTION passed unanimously.

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

RESOLVED to approve the ratification of payment of MJ Jurado Invoice No. 1326 dated 7/13/23 that added \$700 for concrete border to change approved amount from \$2,100.00 to the amount of \$2,800.00. Funds to come from Structural Repairs.

The MOTION passed unanimously.

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

RESOLVED repeal 12-7170-3 Organization of Board-Parcel Representation as being obsolete upon the approval of the Amended and Restated Bylaws dated 6/8/23.

The MOTION passed unanimously.

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

RESOLVED to approve the proposal from Four Stars landscape Corp. to install 2" inch irrigation ball valve from existing water main line at Building 66 to the irrigation main line to improve the irrigation pressure at a cost not to exceed \$800.00. Funds to come from Landscape Extras and authorize the President to sign any necessary documentation.

The MOTION passed unanimously.

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

RESOLVED to approve the proposal from Four Stars Landscape Corp. to replace failed rotary nozzles for spray head nozzles between Buildings 6 & 7 at a cost not to exceed \$550.00. Funds to come from Landscape Extras and authorize the President to sign any necessary documentation.

The MOTION passed unanimously.

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

RESOLVED to approve the proposal from Four Stars Landscape Corp. to replace failed irrigation Rain Bird valve filters at a cost not to exceed \$3,360.05. Funds to come from Infrastructure Reserves and authorize the President to sign any necessary documentation.

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, October 19, 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 provided an update.

Physical Properties Committee

President Carson did not provide an update.

Pets & Caregivers

No update was provided.

Financial Review Committee

CFO Ferraro did not provide an update.

DIRECTORS' COMMENTS

One Director made a comment.

SHAREHOLDERS' COMMENTS

Several shareholders made a comment.

ADJOURNMENT

There being no further business to conduct, President Carson adjourned the meeting at 10:40 a.m. and announced there would be an Executive Session following the meeting.

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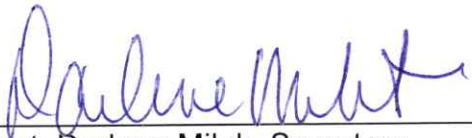
EXECUTIVE SESSION SUMMARY

The Board met in Executive Session on September 14, 2023, and took the following actions:

The Board approved the Regular Executive Session Meeting Minutes of August 10, 2023 and Special Executive Session Meeting Minutes of August 24, 2023.

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

The Executive Session was adjourned at 11:47 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 OR EMAIL PRESIDENT CARSON AT RICH.CARSON@MUTUALTWELVE.ORG

	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: SEPTEMBER 14/2023			Print Date: 9/7/2023					
5	PERMIT ACTIVITY								
6	UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS	
574	6-I	SCREEN DOOR	GRF	08/25/23	10/10/23	NO	NONE	LW DÉCOR	
575	6-J	SCREEN DOOR	GRF	07/10/23	09/15/23	NO	NONE	LW DÉCOR	
576	8-D	SHOWER CUT DOWN	BOTH	08/14/23	09/14/23	NO	NONE	NUKOTE	
577	9-D	REMODEL	BOTH	09/13/22	09/13/23	NO	NONE	CAL CUSTOM INTERIORS	
642	11-G	FLOORING	GRF	09/01/23	10/30/23	NO	09/05/23 FINAL	KARYS CARPET	
645	37-E	HEAT PUMP	BOTH	07/25/23	10/25/23	NO	09/06/23 FINAL	GREENWOOD	
646	37-F	AWNINGS	GRF	12/01/23	12/01/23	NO	NONE	AAA AWNINGS	
647	39-E	HEAT PUMP	BOTH	05/10/23	09/10/23	NO	NONE	ABSOLUTE AIR FLOW	
655	43-G	SOLAR PANELS	BOTH	09/19/23	11/19/23	NO	NONE	SUN SOLAR ENERGY HOLDING	
656	44-E	DRYWALL/PAINT	GRF	06/12/23	07/31/23	NO	08/23/23 FINAL	BERGKVIST	
690	47-B	HEAT PUMP	BOTH	08/29/23	10/28/23	NO	NONE	ALPINE	
691	47-D	HEAT PUMP	BOTH	08/31/23	10/18/23	NO	NONE	ALPINE	
692	47-H	HEAT PUMP	BOTH	09/05/23	12/15/23	NO	NONE	GREENWOOD	
693	47-J	HEAT PUMP	BOTH	06/12/23	09/12/23	NO	NONE	GREENWOOD	
697	55-B	ADDING A BATH AT DEN	BOTH	05/01/23	09/30/23	NO	NONE	MAMUSCIA	
765	62-A	REMODEL	BOTH	07/28/23	12/30/23	NO	NONE	MP CONSTRUCTION	
766	62-G	REMODEL LAUNDRY AREA	GRF	09/18/23	09/25/23	NO	NONE	ANGUIANO LAWN CARE	
767	66-A	FLOORING	GRF	09/05/23	10/30/23	NO	NONE	KARYS CARPET	
768	68-B	TOP TUBE	BOTH	08/20/23	10/20/23	NO	NONE	SO CAL HOME UPGRADES	
769	68-B	WINDOWS/DOOR	BOTH	08/01/23	12/31/23	NO	NONE	BODIES GLASS	
770	68-B	REMODEL	BOTH	07/31/23	07/31/24	NO	NONE	CAL CUSTOM INTERIORS	
773	72-C	PATIO CARPET	GRF	08/30/23	09/30/23	NO	NONE	KARYS CARPET	
774									
775									
777									
825									
827	GREY AREAS HAVE BEEN SIGNED OFF								
893	ESCROW ACTIVITY								
894		NMI	PLI	NBO	FI	COE DATE	ROF		
1020	6-C		08/03/23						
1021	7-B		08/23/23						
1022	7-G		03/08/23	05/10/23	05/10/23	05/24/23	08/04/23		
1024	11-G		06/23/22						
1035	39-C		08/01/23						
1036	39-E		06/22/23						
1037	40-A		02/24/23						
1051	43-E		08/03/23						
1069	62-A		04/04/23	07/10/23	07/10/23	07/24/23			
1073	64-E		09/29/22						
1079	64-H		07/13/23	08/30/23	08/31/23	09/15/23			
1080	66-A		07/12/23	07/24/23	08/01/23	08/15/23			
1081	68-B		04/05/23	06/15/23	06/19/23	07/03/23	08/23/23		
1082	73-H		04/11/23	08/10/23	08/14/23	08/28/23			
1083	76-L		06/12/23	07/24/23	07/24/23	08/07/23			
1084									
1126	GREY AREAS HAVE BEEN SIGNED OFF								
1127	NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds								
1128									

	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: SEPTEMBER 14/2023			Print Date: 9/7/2023					
1151	PROJECTS AND CONTRACTS								
1416	7-A DISCUSS AND VOTE ON REPLACEMENT OF BLOCK WALLS BY TRANSFORMER WALLS WITH VINYL FENCING AT 39-F								
1417	7-B DISCUSS AND VOTE ON SIDEWALK REPLACEMENT ADJACENT TO CARPORT 137 (HAND OUT)								
1418	7-C DISCUSS EMPIRE PIPE CLEANING								
1419	7-D DISCUSS AND VOTE TO AUTHORIZE PP TO OBTAIN PRICING FOR REFLECTIVE TAPE ON POLES FOR CARPORTS								
1420	7-E UPDATE ON ROOFING								
1430	7-F UPDATE ON FIRE INSPECTIONS								
1431	7-G UPDATE ON TREE TRIMMING LIST								
1432	7-H UPDATE ON BAIT STATIONS								
1433	7-I UPDATE ON CARPORT CONCRETE AT CARPORT 137								
1434	7-J UPDATE ON REPAIRS TO CARPORT 140								
1437	FENN BAIT STATIONS FOR THREE YEARS CONTRACT GOOD UNTIL JULY 31 ST 2026								
1452	LANDSCAPE CONTRACT WITH FOUR STARS GOOD UNTIL 2024								
1454	FENN TERMITE AND PEST CONTROL CONTRACT GOOD UNTIL JUNE 30TH 2026								
1630	CALLS AND VISITE TO UNITS								
1987	66								

CFO REPORT REGULAR MEETING – September 14, 2023

The Mutual 12 Financial Review Committee recently met and reviewed the July 31, 2023 detailed financial statements and accompanying information, as required. Additionally, each member of the Board of Directors has received a copy of the full report for their individual review and comments.

The numbers: **Cash in the Bank:** \$ 106,086 (Operations)

Reserves:

General MMA	\$ 253,258
Appliance	\$ 41,244
Painting	\$ 235,203
Roofing	\$1,674,008
Infrastructure	\$ 387,466
Emer/Contingency	\$ 261,758
Capital Improv Fund	\$ 2,064

Total Reserves \$ 2,855,001

Reserve Commitments: (\$ -0-)

Available Reserves \$ 2,855,001

Shareholder Receivables \$ 19,973 (1 Estate account in collection with attorney)

Operating Income and Expense Notes:

Mutual Income	\$ 31,603	Positive variance from Budget
Mutual Expenses:	\$ 911	Positive variance from Budget

Mutual Excess Income: \$ 32,514

Changes have been made to the annual Budget process. At this time, the GRF Finance Department has not provided the Board with the proposed 2024 Mutual 12 Budget information. The Reserve Study information is being evaluated and will be added to the worksheets for Board review shortly. This is a change from previous years so we ask for your patience.

Respectfully submitted,
Susan Ferraro
Mutual 12 CFO

