

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWELVE
December 14, 2023
Meeting begins at 9:00 a.m.
Building Five, Conference Room B
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 12/13/2023, 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:

Ms. Damoci, GRF Representative
Mr. Black, Physical Property Manager
Ms. Barua, Sr. Portfolio Specialist
Ms. Kong, Assistant Portfolio Specialist

5. GRF REPRESENTATIVE Ms. Damoci
6. APPROVAL OF MINUTES:
 - a. **Regular Monthly Meeting Minutes of November 9, 2023**
7. BUILDING INSPECTOR'S REPORT Mr. Black
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p.3-4)
 - a. Discuss and vote to approve proposal with Roofing Standards for 14 buildings. (pp.5-9)
 - b. Discuss and vote to approve change order to proposal with Roofing Standards to accept OSB plywood. (pp.10-12)
 - c. Discuss and vote to approve proposal with John M. Bergkvist for termite/dry rot repairs during re-roofing. (pp.13-14)
 - d. Discuss and vote to approve Anguiano Lawn Care proposal for Unit# 76L. (pp.15-20)
 - e. Discuss status of installation of building signs.
 - f. Discuss status of inspection report of findings by the Inspector, including rescheduling of units not completed.
 - g. Update on scheduling of buildings to be re-roofed.

STAFF BREAK BY 11:00 A.M.

8. **UNFINISHED BUSINESS**

- a. Discuss and vote to ratify Rule 12-7415-1 Patio regulations. (pp. 21-26)
- b. Discuss and vote to ratify Form 12-7415-4 Revocable License and indemnity Agreement (Exclusive Use Patio Area). (p.27-32)
- c. Discuss Mutual Twelve shareholder signing at Stock Transfer Office 40-5061-2 Fees, Section 3

9. **NEW BUSINESS**

- a. Approval of Monthly Finances (p.33)
- b. Discuss and vote to reclassify 2023 Interest Earned from Operating Income to Infrastructure Reserve. (p.34)
- c. Discuss and vote to send a reminder letter to sign the Occupancy Agreement. (pp.35-36)
- d. Discuss and vote to nominate a new Mutual 12 Director. (p.37)
- e. Discuss and vote to nominate a new Mutual 12 Secretary. (p.38)

10. SECRETARY / CORRESPONDENCE

Ms. Sprague/Mr. Addis

11. CHIEF FINANCIAL OFFICER'S REPORT

Ms. Ferraro

12. PORTFOLIO SPECIALIST REPORT

Ms. Kong

13. ANNOUNCEMENTS

NEXT MEETING: Thursday, January 11, 2024, 9:00 a.m. Location: Conference Room B, and via Zoom Video/Conference Call Meeting.

Carport Inspections – starting January 1, 2024

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.