



# REGULAR MONTHLY BOARD OF DIRECTORS MEETING MUTUAL TWELVE

## SUMMARY REPORT Thursday, December 14, 2023

Action/Request	Person Responsible
<p><b>1. <u>Approval of Minutes – a</u></b> RESOLVED to approve the Regular Meeting Minutes of November 9, 2023, as printed and read.</p>	Mutual Board Portfolio Specialist
<p><b>2. <u>Building Inspector’s Report – a</u></b> RESOLVED to approve the proposal No. WM23-062 from Roofing Standards, Inc. to re-roof 14 buildings, 55, 56, 66, 8 ,67, 65, 34, 44, 40, 58, 70, 72, 75, and 76 at a cost not to exceed \$1,657,044. Funds to come from Roofing Reserves and authorize the President to sign the contract.</p>	Mutual Board Physical Property Building Inspector Finance
<p><b>3. <u>Building Inspector’s Report – b</u></b> RESOLVED to approve change order No. 1 to Roofing Standards, Inc, proposal for \$1,657,044, to accept use overstock OSB Radiant Barrier 3/4" plywood for buildings 34, 40, 44, and 65 resulting in a reduction of \$27,993, for a new proposal total of \$1,609,051. Funds to come from Roofing Reserves and authorize the President to sign the change order.</p>	Mutual Board Physical Property Building Inspector Finance
<p><b>4. <u>Building Inspector’s Report – c</u></b> RESOLVED to authorize a proposal to John M. Bergkvist to perform dry rot, termite and related paint work needed for 14 buildings during re-roofing at a cost not to exceed \$40,000. Funds to come from Infrastructure Reserves and authorize the President to sign the contract.</p>	Mutual Board Physical Property Building Inspector Finance
<p><b>5. <u>Building Inspector’s Report – d</u></b> RESOLVED to approve the Anguiano Lawn Care proposal for unit# 76L to install a golf cart pad to the left of the entrance walkway using pavers resident will select. Work to be done at shareholder’s expense.</p>	Mutual Board Physical Property Building Inspector
<p><b>6. <u>Unfinished Business – a</u></b> RESOLVED to ratify proposed rule change by amending Rule 12-7415-1 <u>Patio Regulations</u> of the Rules and Regulations; the 28-day posting requirement has been met.</p>	Mutual Board Mutual Administration Physical Property Building Inspector IT



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<p><b>7. <u>Unfinished Business – b</u></b> RESOLVED to ratify proposed adoption of Form 12-7415-4 – <u>Revocable License and Indemnity Agreement</u>; the 28-day posting requirement has been met.</p>	<p>Mutual Board Mutual Administration Physical Property Building Inspector IT</p>
<p><b>8. <u>New Business – a</u></b> RESOLVED to approve the October 2023 financial statements as reviewed per California Civil Code Section 5500 (a)-(f) for audit as presented.</p>	<p>Mutual Board Finance</p>
<p><b>9. <u>New Business – b</u></b> RESOLVED to reclassify the 2023 Interest Earned from Operating Income to Infrastructure Reserve.</p>	<p>Mutual Board Physical Property Building Inspector Finance</p>
<p><b>10. <u>New Business – c</u></b> RESOLVED to send a reminder letter to Mutual Twelve residents to sign the Occupancy Agreement.</p>	<p>Mutual Board Physical Property Building Inspector Stock Transfer</p>
<p><b>11. <u>New Business – d</u></b> RESOLVED to nominate and appoint John Kaplan as Director for the term 2023/2024.</p>	<p>Mutual Board Stock Transfer Finance</p>
<p><b>12. <u>New Business – e</u></b> RESOLVED to nominate and appoint Daniel Addis as Secretary for the term 2023/2024.</p>	<p>Mutual Board Mutual Administration Stock Transfer Finance</p>
<p><b><u>Follow-up agenda items for next regular meeting</u></b></p> <ol style="list-style-type: none"> <li>1. Approval of Monthly Finances</li> <li>2. Consent Calendar</li> <li>3. Discuss Zinsco electrical panel pricing</li> <li>4. Update on Mutual Twelve shareholder signing at Stock Transfer Office</li> </ol>	<p>Portfolio Specialist</p>