

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

The Regular Meeting of the Board of Directors of Seal Beach Mutual Twelve was called to order by President Carson at 9:03 a.m. on Thursday, December 14, 2023, Building 5, Conference Room B and via Zoom Video/Conference Call Meeting.

SHAREHOLDERS' COMMENTS

Several shareholders made comments.

ROLL CALL

Present: President Carson, Vice President Sprague, Chief Financial Officer Ferraro, Director Hoover (via zoom), Director Hogan, and Director Addis (via zoom)

GRF Representative: Ms. Damoci (via zoom)

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

Staff: Mr. Black, Physical Property Manager
Ms. Hopkins, Sr. Director of Mutual Administration (via zoom)
Ms. Barua, Sr. Portfolio Specialist
Ms. Kong, Assistant Portfolio Specialist

GRF REPRESENTATIVE

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

MINUTES

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

RESOLVED to approve the Regular Meeting Minutes of November 9, 2023, as printed and read.

The MOTION passed unanimously with ROLL CALL vote.

BUILDING INSPECTOR'S REPORT

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

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,

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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.

The MOTION passed unanimously with ROLL CALL vote.

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

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.

The MOTION passed unanimously with ROLL CALL vote.

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

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.

The MOTION passed unanimously with ROLL CALL vote.

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

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.

The MOTION passed unanimously with ROLL CALL vote.

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

UNFINISHED BUSINESS

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

RESOLVED to ratify proposed rule change by amending Rule 12-7415-1 Patio Regulations of the Rules and Regulations; the 28-day posting requirement has been met.

The MOTION passed unanimously with ROLL CALL vote.

Following a discussion, and upon a MOTION duly made by President Carson and

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seconded by Director Hogan, it was

RESOLVED to ratify proposed adoption of Form 12-7415-4 Revocable License and Indemnity Agreement; the 28-day posting requirement has been met.

The MOTION passed unanimously with ROLL CALL vote.

NEW BUSINESS

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

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

The MOTION passed unanimously with ROLL CALL vote.

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

RESOLVED to reclassify the 2023 Interest Earned from Operating Income to Infrastructure Reserve.

The MOTION passed unanimously with ROLL CALL vote.

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

RESOLVED to send a reminder letter to Mutual Twelve residents to sign the Occupancy Agreement.

The MOTION passed unanimously with ROLL CALL vote.

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

RESOLVED to nominate and appoint John Kaplan as Director for the term 2023/2024.

The MOTION passed unanimously with ROLL CALL vote.

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

RESOLVED to nominate and appoint Daniel Addis as Secretary for the term 2023/2024.

The MOTION passed unanimously with ROLL CALL vote.

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SECRETARY / CORRESPONDENCE

Directors received one correspondence.

CHIEF FINANCIAL OFFICER'S REPORT

Chief Financial Officer Ferraro presented her report (attached).

PORTFOLIO SPECIALIST REPORT

Assistant Portfolio Specialist Kong presented her report (attached).

ANNOUNCEMENTS

- a. **NEXT BOARD MEETING: Thursday, January 11, 2023, at 9:00 a.m. Location: Administration Building, Conference Room B and via Zoom Video/Conference Call Meeting.**
- b. **Carport Inspections – starting January 2, 2024**

COMMITTEE REPORTS

Governing Documents Committee

CFO Ferraro presented no report.

Luncheon Committee

CFO Ferraro did not provide an update.

Landscape Committee

Vice President Sprague presented her report (attached).

Physical Properties Committee

President Carson provided no update.

Pets & Caregivers

Update was given.

Financial Review Committee

CFO Ferraro provided no update.

DIRECTORS' COMMENTS

Several Directors made a comment.

SHAREHOLDERS' COMMENTS

Several shareholders made a comment.

ADJOURNMENT

There being no further business to conduct, President Carson adjourned the meeting at

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10:45 a.m. and announced there would be an Executive Session following the meeting.

EXECUTIVE SESSION SUMMARY

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

The Board approved the Regular Executive Session Meeting Minutes of November 9, 2023.

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

The Executive Session was adjourned at 12:00 p.m.



Attest, Dan Addis, Secretary
SEAL BEACH MUTUAL TWELVE
DK: 12/14/2023
Attachments

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(12) TWELVE** INSPECTOR: **JERRY ANTISDEL**
 MUTUAL BOARD MEETING DATE: **NOVEMBER REPORT** Print Date: **NOVEMBER 02/2023**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
9-D	REMODEL	BOTH	09/13/22	09/13/23	YES	NONE	CAL CUSTOM INTERIORS
34-D	FLOORING	GRF	09/22/23	12/22/23	NO	12/1/2023	B&B CARPETS
37-F	AWNINGS	GRF	12/01/23	12/01/23	NO	NONE	AAA AWNINGS
39-G	ADD A BATHROOM	BOTH	09/25/23	01/30/24	NO	NONE	MP CONSTRUCTION
43-G	SOLAR PANELS	BOTH	09/19/23	11/19/23	NO	NONE	SUN SOLAR ENERGY HOLDING
45-E	SHOWER	BOTH	02/12/24	03/29/24	NO	NONE	BERGKVIST
46-I	WASHER/DRYER	BOTH	10/06/23	01/18/24	NO	NONE	LOS AL BUILDERS
47-H	HEAT PUMP	BOTH	09/05/23	12/15/23	NO	NONE	GREENWOOD
55-B	ADDING A BATH AT DEN	BOTH	05/01/23	09/30/23	NO	10/23/23 FINAL	MAMUSCIA
55-C	WINDOWS AND DOOR	BOTH	10/20/23	12/31/23	NO	12/1/2023	MAMUSCIA
59-C	HEAT PUMP	BOTH	08/02/23	11/02/23	NO	NONE	GREENWOOD
62-A	REMODEL	BOTH	07/28/23	12/30/23	NO	11/15/2023	MP CONSTRUCTION
62-A	HEAT PUMP	BOTH	09/26/23	11/26/23	NO	NONE	ALPINE
68-B	WINDOWS/DOOR	BOTH	08/01/23	12/31/23	NO	09/25/23 FINAL	BODIES GLASS
71D	CARPORT STORAGE	GRF	11/18/23	12/23/23	NO	NONE	VICKERS CONST.
77K	SHOWER CUTDOWN/SEAT	BOTH	12/11/23	01/11/24	NO	NONE	NUKOTE
45C	DUCTED HVAC	BOTH	12/04/23	03/04/23	NO	NONE	GREENWOOD
44E	pavers in garden drip system	grf	12/04/23	12/16/23	no	none	four star
76L	cart pad/pavers	grf	11/22/23	11/29/23	will be for		
68-B	REMODEL	BOTH	07/31/23	07/31/24	NO	JOB WAS ON HOLD	CAL CUSTOM INTERIORS
73-H	HEAT PUMP	BOTH	10/02/23	01/02/24	NO	10/24/23 FINAL	GREENWOOD

GREY AREAS HAVE BEEN SIGNED OFF

ESCROW ACTIVITY

	NMI	PLI	NBO	FI	COE DATE	ROF	
6-C		08/03/23	09/15/23	09/22/23	10/06/23	10/23/23	
7-B		08/23/23	10/17/23	10/30/23	11/13/23		
11-G		06/23/22					
34-D		10/30/23					
39-C		08/01/23	10/16/23	10/18/23	11/01/23		
39-E		06/22/23	09/26/23	09/29/23	10/13/23	10/23/23	
40-A		02/24/23					
43-E		08/03/23					
45-C		11/01/23					
45-H		09/29/23	09/28/23	10/05/23	10/19/23	10/27/23	
62-A		04/04/23	07/10/23	07/10/23	07/24/23	09/25/23	
63-G		09/29/23					
64-E		09/29/22					
64-H		07/13/23	08/30/23	08/31/23	09/15/23	10/13/23	
66-A		07/12/23	07/24/23	08/01/23	08/15/23		

GREY AREAS HAVE BEEN SIGNED OFF

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation
 FI = Final Inspection FCOE = Final COE Inspection ROF = Release of Funds

A	B	C	D	E	F	G	H	I
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INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (12) TWELVE	INSPECTOR: JERRY ANTISDEL
MUTUAL BOARD MEETING DATE: NOVEMBER REPORT	Print Date: NOVEMBER 02/2023

PROJECTS AND CONTRACTS

- 7-A DISCUSS TREE TRIMMING PROJECT START DATE.
- 7-B DISCUSS STATUS REPORT ON CONTRACT FOR ROOFING STANDARDS AND DISCUSS PLYWOOD COST
- 7-C DISCUSS STATUS REPORT ON CONTRACT FOR DRY ROT AND TERMITE REPAIRS DURING RE-ROOFING. (**HAND OUT**)
- 7-D DISCUSS STATUS REPORT ON CONTRACT FOR REPLACEMENT OF STOVE VENTS DURING RE-ROOFING.
- 7-E DISCUSS STATUS REPORT ON BUILDING SIGNS.
- 7-F DISCUSS STATUS REPORT ON PAINTING STOPS AND PARKING DELINEATOR MARKINGS ON CARPORT DRIVEWAYS.
- 7-G DISCUSS UPDATE ON GLENVIEW PAVING.
- 7-H DISCUSS STATUS REPORT OF NEW VINYL FENCING AROUND UNIT 59-H.
- 7-I DISCUSS STATUS ON REPORT ON TERMITE INSPECTIONS FROM EARLIER THIS YAER.
- 7-J DISCUSS AND VOTE ON SOLAR FOR UNIT 43-G
- FENN BAIT STATIONS FOR THREE YEARS CONTRACT GOOD UNTIL JULY 31 ST 2026
- LANDSCAPE CONTRACT WITH FOUR STARS GOOD UNTIL 2024
- FENN TERMITE AND PEST CONTROL CONTRACT GOOD UNTIL JUNE 30TH 2026

CALLS AND VISITE TO UNITS

CFO REPORT REGULAR MEETING – December 14, 2023

The Mutual 12 Financial Review Committee met and reviewed the October 31, 2023 detailed financial statements and accompanying information, as required in compliance with Civil Code Section 5500 (a)-(f). Additionally, each member of the Board of Directors has received a copy of the full report for their individual review and comments.

Cash in the Bank:

Checking Account \$ 157,357 (Operations)

Reserves:

General Investments	\$ 253,258
Appliance	\$ 46,583
Painting	\$ 247,354
Roofing	\$1,743,549
Infrastructure	\$ 302,758
Emer/Contingency	\$ 261,329
Capital Fund	<u>\$ 2,064</u>

Total Reserves \$2,856,895

Reserve Commitments: \$ (25,266)

Available Reserves \$2,831,629

Shareholder Receivables \$ 53,826 (5 accounts owing greater than \$1800, 3 are Estate Accounts pending sale or transfer, 2 member accounts are being closing monitored.)

Operating Income and Expense Notes:

As of October 31, excess income is \$ 107,025 as follows:

Mutual Income	\$62,318	Positive variance – Higher Interest Income
Mutual Expense	\$44,707	Positive variance - Fewer Structural Repairs

ENJOY THE HOLIDAYS WITH BEST WISHES FOR ALL IN 2024.

Respectfully submitted,

Susan Ferraro
Mutual 12 CFO

