

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWELVE
January 11, 2024
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 01/10/2024, 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
Mr. Antisdell, Building Inspector
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 December 14, 2023**
7. BUILDING INSPECTOR'S REPORT Mr. Black/Mr. Antisdell
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (pp.3-4)
 - a. Update on Roofing schedule.
 - b. Discuss Zinsco electrical panel pricing and update to architectural standard rules.
 - c. Discuss and vote to approve requests for proposals to replace approximately 10-15 Zinsco Electrical Panels. (p.5)
 - d. Review and discuss Empire Pipe Cleaning Maintenance report dated 12/1/2023.
 - e. Update status on Building 6 "A-1 Total Service 2" drain line repair.

STAFF BREAK BY 11:00 A.M.

8. **UNFINISHED BUSINESS**
 - a. Discuss status of Occupancy Agreement signature reminder mailing.

9. **NEW BUSINESS**

- a. Approval of Monthly Finances for November (p.6)
- b. Discuss and vote to approve Certificate of Deposit Investment short term. (p.7)
- c. Discuss and vote to approve Annual Opt-Out notice for membership list. (p.8-9)
- d. Discuss and vote to approve Hydropoint renewal. (p.10-11)
- e. Discuss 2024 Property and Liability Insurance Premiums.
- f. Discuss and vote to approve resignation of Mutual Twelve Director. (p.12)
- g. Discuss and vote to nominate new Mutual Twelve Secretary. (p.13)
- h. Discuss and vote to Ratify the signing from Clifton Larson for the 2023 fiscal year. (p. 14, Handout)
- i. Reassign committee members.

- 10. SECRETARY / CORRESPONDENCE Ms. Sprague
- 11. CHIEF FINANCIAL OFFICER'S REPORT Ms. Ferraro
- 12. PORTFOLIO SPECIALIST REPORT Ms. Kong
- 13. ANNOUNCEMENTS

NEXT MEETING: Thursday, February 8, 2024, 9:00 a.m. Location: Conference Room B, and via Zoom Video/Conference Call Meeting.

Carport Inspections are still scheduled to begin.

- 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.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(12) TWELVE)**

INSPECTOR: **JERRY ANTISDEL**

MUTUAL BOARD MEETING

JANUARY REPORT

Print

JANUARY 04/2024

DATE:

Date:

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF	GRF/CITY	START	COMP.	CHAN	FINAL	CONTRACTOR COMMENTS
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	UNDERGR.	MP CONSTRUCTION
43-G	SOLAR PANELS	BOTH	09/19/23	11/19/23	no	NONE	SUN SOLAR ENERGY HOLDING
45-C	HEAT PUMP	BOTH	12/04/23	03/04/24	NO	NONE	GREENWOOD
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-C	WINDOWS AND	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
71D	CARPORT	GRF	11/18/23	12/23/23	NO	NONE	VICKERS CONST.
77K	SHOWER	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 / DRIP	GRF	12/04/23	12/16/23	NO	NONE	FOUR STAR
8	REROOF	BOTH	01/02/24	08/02/24	NO	NONE	ROOFING STANDARDS
34	REROOF	BOTH	01/02/24	08/02/24	NO	NONE	ROOFING STANDARDS
40	REROOF	BOTH	01/02/24	08/02/24	NO	NONE	ROOFING STANDARDS
44	REROOF	BOTH	01/02/24	08/02/24	NO	NONE	ROOFING STANDARDS
55	REROOF	BOTH	01/02/24	08/02/24	NO	NONE	ROOFING STANDARDS
56	REROOF	BOTH	01/02/24	08/02/24	NO	NONE	ROOFING STANDARDS
58	REROOF	BOTH	01/02/24	08/02/24	NO	NONE	ROOFING STANDARDS
65	REROOF	BOTH	01/02/24	08/02/24	NO	NONE	ROOFING STANDARDS
66	REROOF	BOTH	01/02/24	08/02/24	NO	NONE	ROOFING STANDARDS
67	REROOF	BOTH	01/02/24	08/02/24	NO	NONE	ROOFING STANDARDS
70	REROOF	BOTH	01/02/24	08/02/24	NO	NONE	ROOFING STANDARDS
72	REROOF	BOTH	01/02/24	08/02/24	NO	NONE	ROOFING STANDARDS
75	REROOF	BOTH	01/02/24	08/02/24	NO	NONE	ROOFING STANDARDS
76	REROOF	BOTH	01/02/24	08/02/24	NO	NONE	ROOFING STANDARDS
10A	KITCHEN	BOTH	12/20/23	05/20/24	NO	NONE	MP CONSTRUCTION
39A	REMODEL	BOTH	11/05/23	01/30/24	YES		LW DÉCOR
76E	PATIO	GRF	12/18/23	02/20/24	NO	NONE	MJ JURADO
68-B	REMODEL	BOTH	07/31/23	07/31/24	NO		CAL CUSTOM INTERIORS

GREY AREAS HAVE BEEN SIGNED OFF

ESCROW ACTIVITY

	NMI	PLI	NBO	FI	COE	ROF
11-G		06/23/22				
34-D		10/30/23				
40-A		02/24/23				
43-E		08/03/23				
45-C		11/01/23				
47-H		12/01/23				
63-G		09/29/23				
64-E		09/22/22				
72-C		12/26/23				

GREY HAVE BEEN

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

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

PROJECTS AND CONTRACTS

ROOFING TO START IN JANUARY 2024

DISCUSS ZINSCO ELECTRICAL PANEL PRICING AND UPDATE TO ARCHITECTURAL STANDARD

REVIEW AND DISCUSS EMPIRE PIPE CLEANING MAINTENANCE REPORT (HAND OUT)

UPDATE STATUS ON BUILDING 6 A-1 TOTAL SERVICE ABOUT 2 INCH DRAIN LINE REPAIR HAS BEEN COMPLETED NEED TO FINISH BATHROOM FLOOR AT BUILDING

NEED TO FINISH FLOORING AT BATHROOM 6-L

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

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE REQUEST FOR PROPOSALS TO REPLACE APPROXIMATELY 10-15 ZINSCO ELECTRICAL PANELS. (BUILDING INSPECTOR'S REPORT, ITEM C)
DATE: JANUARY 11, 2024
CC: MUTUAL FILE

I move to authorize the Physical Property Inspector to obtain at least 3 proposals from qualified electrical contractors to replace approximately quantity 10-15 Zinsco Electrical Panels with 125-amp Square D with a 100-amp breaker during the year 2024.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: JANUARY 11, 2024
CC: MUTUAL FILE

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

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE CERTIFICATE OF DEPOSIT
INVESTMENT SHORT TERM. (NEW BUSINESS, ITEM B)
DATE: JANUARY 11, 2024
CC: MUTUAL FILE

I move to approve investment in certificates of deposit with US BanCorp in an amount not to exceed \$400,000 for a term not to exceed three (3) months.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE ANNUAL OPT-OUT NOTICE FOR MEMBERSHIP LIST. (NEW BUSINESS, ITEM C)
DATE: JANUARY 11, 2024
CC: MUTUAL FILE

I move to approve that Mutual Administration send out an Opt-Out Notice, allowing the shareholder to remove their name, property address, mailing address, and/or e-mail address from the membership list, per Civil Code §5220 Membership List Opt-Out.

Mutual Corporation No. Twelve

Opt-Out Notice

A member may request that the Association provide him or her with a copy of the membership list(s), including the names, property address, mailing address and, as of January 1, 2020, the email address, of each member. The member's request must be in writing and must set forth the purpose for which the list(s) is requested, which purpose must be reasonably related to the requester's interests as a member of the Association. The Association will be obligated to provide the member with a copy of such membership list(s) unless it reasonably believes that the member will use the information for another purpose. **NOTE: If filed in previous years, you are not required to submit this notice again.**

Pursuant to Civil Code § 5220, a member can "opt out" of having his or her name and address(es) included on a membership list(s) which must be distributed to members upon request. If you would like to "opt out" of having your name and/or address(es) included on a membership list(s), please complete the following form and return by mail:

Mutual Administration
PO Box 2069, Seal Beach, CA 90740

OR

In-Person to
Stock Transfer
Administration Building A, Mail Drop-Box

Email to
MutualSecretaries@lwsb.com

To Whom It May Concern,

Please **REMOVE** the following information related to my Mutual _____ and Unit _____ from the Mutual's membership list in accordance with Civil Code § 5220 until further written notice from me:

(Check all that are applicable)

- Name
- Property Address
- Mailing Address
- Email Address

Date: _____

Print Name: _____

Signature: _____

Unit Address: _____

P. O. Box 2069, Seal Beach, California 90740 (562) 431-6586

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE HYDROPOINT INVOICE. (NEW BUSINESS, ITEM D)
DATE: JANUARY 11, 2024
CC: MUTUAL FILE

I move to approve the invoice from Hydropoint/Weather Trak Central System in the amount of \$1,245.00 for the period 1/13/24 to 1/1/25. Expense to be charged to Landscape Extras and authorize the President to sign any necessary documentation.



Renewal Quote

HydroPoint Data Systems, Inc
 1720 Corporate Circle
 Petaluma, CA 94954
 (707) 769-9696

Quote #	Renewal Quote Date
Q-1836143	11/20/2023

Customer Name
Seal Beach Mutual 12

Bill to	Ship to
Seal Beach Mutual 12 PO Box 3519 Seal Beach CA 90740	Seal Beach Mutual 12 PO Box 3519 Seal Beach CA 90740

PO #	Terms	Sales Rep
-	-	-

Item#	Description	Serial Number(s)	QTY	Price	Amount
WeatherTRAK Central Service (1-48 stns, 1 addl yr)	WeatherTRAK® Central Service (1-48 stns, 1 additional year). Extends WeatherTRAK® cloud and ET services for a single controller with up to 48 stations for one additional year.	09009788	1	249.00	249.00
WeatherTRAK Central Service (1-48 stns, 1 addl yr)	WeatherTRAK® Central Service (1-48 stns, 1 additional year). Extends WeatherTRAK® cloud and ET services for a single controller with up to 48 stations for one additional year.	09009569	1	249.00	249.00
WeatherTRAK Central Service (1-48 stns, 1 addl yr)	WeatherTRAK® Central Service (1-48 stns, 1 additional year). Extends WeatherTRAK® cloud and ET services for a single controller with up to 48 stations for one additional year.	09009251	1	249.00	249.00
WeatherTRAK Central Service (1-48 stns, 1 addl yr)	WeatherTRAK® Central Service (1-48 stns, 1 additional year). Extends WeatherTRAK® cloud and ET services for a single controller with up to 48 stations for one additional year.	09009523	1	249.00	249.00
WeatherTRAK Central Service (1-48 stns, 1 addl yr)	WeatherTRAK® Central Service (1-48 stns, 1 additional year). Extends WeatherTRAK® cloud and ET services for a single controller with up to 48 stations for one additional year.	09008070	1	249.00	249.00
Total					\$1,245.00

Terms and Conditions: Pricing valid 30 days from date of quote. Upon acceptance of quote, HydroPoint will invoice customer for amount listed on quote. Payment terms are net thirty (30) days from the date of the invoice issued by HydroPoint. This is an estimate. Items sold by HydroPoint Data Systems Inc. are subject to sales tax. If an item is subject to sales tax for your location, tax is calculated on the total selling price. This estimate might not include applicable sales tax, which will be added at the time of order.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ACCEPT DIRECTOR RESIGNATION FROM THE
MUTUAL TWELVE BOARD. (NEW BUSINESS, ITEM F)
DATE: JANUARY 11, 2024
CC: MUTUAL FILE

I move to respectfully accept the resignation of Dan Addis as Secretary and Director from Mutual Twelve board.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO NOMINATE A NEW MUTUAL TWELVE BOARD SECRETARY. (NEW BUSINESS, ITEM G)
DATE: JANUARY 11, 2024
CC: MUTUAL FILE

I move to nominate and appoint _____ as the Mutual Twelve Board Secretary for the term 2023-2024.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY THE SIGNING FROM CLIFTON LARSON FOR THE 2023 FISCAL YEAR. (NEW BUSINESS, ITEM H)
DATE: JANUARY 11, 2024
CC: MUTUAL FILE

I move to ratify the signing from Clifton Larson for the 2023 fiscal year.