

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWELVE
February 8, 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 02/07/2024, the business day before the date of the meeting. If you do not have access to an email, please call (562) 431-6586 ext. 2313 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:

Mrs. Damoci, GRF Representative
Mr. Antisdell, Building Inspector
Ms. Kong, Portfolio Specialist

5. GRF REPRESENTATIVE Mrs. Damoci
6. APPROVAL OF MINUTES:
 - a. **Regular Monthly Meeting Minutes of January 11, 2024**
7. BUILDING INSPECTOR'S REPORT Mr. Antisdell/Mr. Scutti
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (pp.3-4)
 - a. Status Update on Fire Inspections Violations to be Re-inspected.
 - b. Discuss and Vote to Approve Patio Installations at Unit # 41-H. (pp.5-8)
 - c. Discuss and Vote to Approve Patio Installations at Unit # 35-H. (pp.9-12)
 - d. Discuss Roofing Project and Building Schedule.
 - e. Discuss Building 45 Roots Camera Report.
 - f. Discuss Proposals for Electrical Panels.

STAFF BREAK BY 11:00 A.M.

8. **UNFINISHED BUSINESS**
 - a. Discuss and Vote to Ratify Resolution dated 12/14/23, Regarding A-1 Total Services to Repair 2-inch Drain-Line. (p.13)
9. **CONSENT CALENDAR**
 - a. Approval of Monthly Finances. (p.14)
 - b. Discuss and Vote to Withdraw from NuVision Credit Union. (p.15)

- c. Discuss and Vote to Reinvest Certificate of Deposit held at NuVision Credit Union. (p.16)
- d. Discuss and Vote to Reinvest Certificates of Deposit held at US BanCorp. (p.17)

10. **NEW BUSINESS**

- a. Discuss and Vote to Plant a Tree at Unit# 78-E. (p.18)
- b. Discuss and Vote to Rescind Resolution dated 12/14/23, Regarding Reclassify the 2023 Interest Earned. (p.19)
- c. Discuss and Vote to Amend Procedure 12-7175-3 – Committees, Section 2.2 (pp. 20-23)
- d. Discuss and Vote to Amend Rule 12-7481-1- Infrastructure Modifications adding Section 16 Electrical- Electrical Upgrades. (pp.24-26)

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

NEXT MEETING: Thursday, March 14, 2024, 9:00 a.m. Location: Conference Room B, and via Zoom Video/Conference Call Meeting.

- 15. COMMITTEE REPORTS
- 16. DIRECTORS' COMMENTS
- 17. SHAREHOLDERS' COMMENTS (2-3 minutes)
- 18. ADJOURNMENT
- 19. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 12:00 P.M.

INSPECTOR MONTHLY REPORT

MUTUAL : **(12) TWELVE**

INSPECTOR : **Jerry Antisdel**

MUTUAL BOARD MEETING DATE: **FEBRUARY 8TH, 2024**

PERMIT ACTIVITY

UNIT #	DISCRIPTION OF WORK	GRF/CITY	START	FINISH	CHANGE	RESENT/FINAL INSPECTIONS	CONTRACTOR
37-F	AWNINGS	GRF	12/01/23	12/01/23	NO	NONE	AAA AWNINGS
39-G	ADD A BATH	BOTH	09/25/23	01/30/24	NO	UNDERGR. PLUMB/DRYWALL	MP CONSTRUCTION
44-E	PAVERS DRIP SYSTEM	GRF	12/04/23	03/05/24	NO	NONE	FOUR STAR
45-C	HEAT PUMP	GRF	12/04/23	03/04/24	NO	01/23/24 FINAL	GREENWOOD
45-C	FLOORING	GRF	12/20/23	01/30/24	NO	NONE	KARYS
45-E	SHOWER	BOTH	02/12/24	03/29/24	NO	NONE	BERGKVIST
65-D	CARPORT CABINET	GRF	01/29/24	03/29/24	NO	NONE	CJ CONSTRUCTION
68-B	REMODEL	BOTH	07/31/23	07/31/24	NO	JOB WAS ON HOLD	CAL CUSTOM INTERIORS
76-E	INTERIOR PATIO CONCRETE	GRF	12/18/23	03/23/24	NO	NONE	M JURADO
MUT 12	REROOFS 14 BUILDINGS	BOTH	01/16/24	01/16/25	NO	NONE	ROOFING STANDARDS
BLDG. 40	REROOF	BOTH	01/16/24	01/16/25	NO	SHEATHING	ROOFING STANDARDS
BLDG. 65	REROOF	BOTH	01/16/24	01/16/25	NO	SHEATHING	ROOFING STANDARDS
BLDG. 44	REROOF	BOTH	01/16/24	01/29/24	NO	NONE	ROOFING STANDARDS

ALL SHADED AREAS HAVE BEEN SIGNED OFF

ESCROW ACTIVITY

NMI = New Member Inspection **PLI** = Pre-Listing Inspection **NBO** = New Buyer Orientation

FI = Final Inspection **FCOEI** = Final COE Inspection **ROF** = Release of Funds

UNIT	NMI	PLI	NBO	FI	COE	ROF	
11-G		06/23/23					
40-G		01/31/24					
34-D		10/30/23					
36-A		01/26/24					
40-A		02/24/23	01/12/24	01/12/24	01/25/24	01/30/24	BUYER SELLER
47-H		12/12/23					
63-G		09/29/23					

ALL SHADED AREAS HAVE BEEN SIGNED OFF

CONTRACTS & PROJECTS

7. A Status Update on Fire Inspections Violations to be Re-inspected.

7. B Discuss and Vote on Patio Installation at unit # 41-H (pp.4-7)

7. C Discuss and Vote on patio installation at unit # 35-H (pp.8-11)

7. D Discuss Roofing Project and Building Schedule

7. E Discuss Building 45 Roots Camera Report
7. F Discuss Proposals for Electrical Panels
FENN BAIT STATION FOR 3 YEARS CONTRACT GOOD UNTIL JULY 31 ST 2026
FENN TERMITE AND PEST CONTROL CONTRACT GOOD UNTIL JUNE 30 TH 2026
LANDSCAPE CONTRACT WITH FOUR STARS GOOD UNTIL AUGUST 31 ST 2024
CALLS & VISITS TO UNITS
52

Mutual Corporation No. Twelve

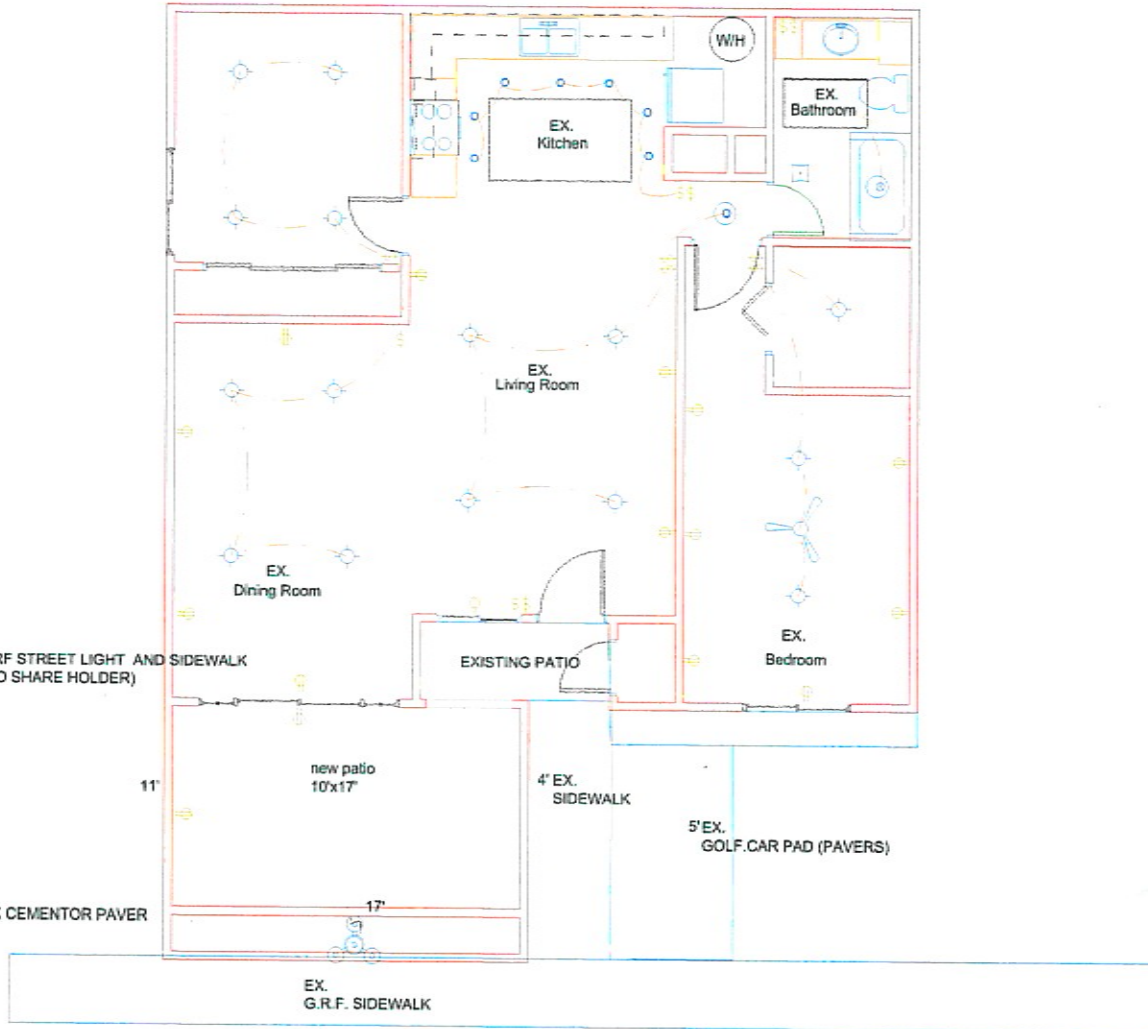
MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE HADI CONSTRUCTION PROPOSAL FOR PATIO INSTALLATION AT UNIT# 41-H. (BUILDING INSPECTOR'S REPORT, ITEM A)
DATE: FEBRUARY 8, 2024
CC: MUTUAL FILE

I move to approve Hadi Construction proposal to install 35" block wall with round caps, stucco finish on inside block wall, wall ledger stone on outside, stamp finish on new patio concrete, and fill 18" with pavers or cement in front wall by GRF street light and sidewalk. Sprinklers work will be done by Four Star (cost to shareholder), existing street light to remain, and two GRI outlets in new patio for unit# 41-H. All irrigation work to be done by the mutual landscape company. Work to be done at shareholder's expense.

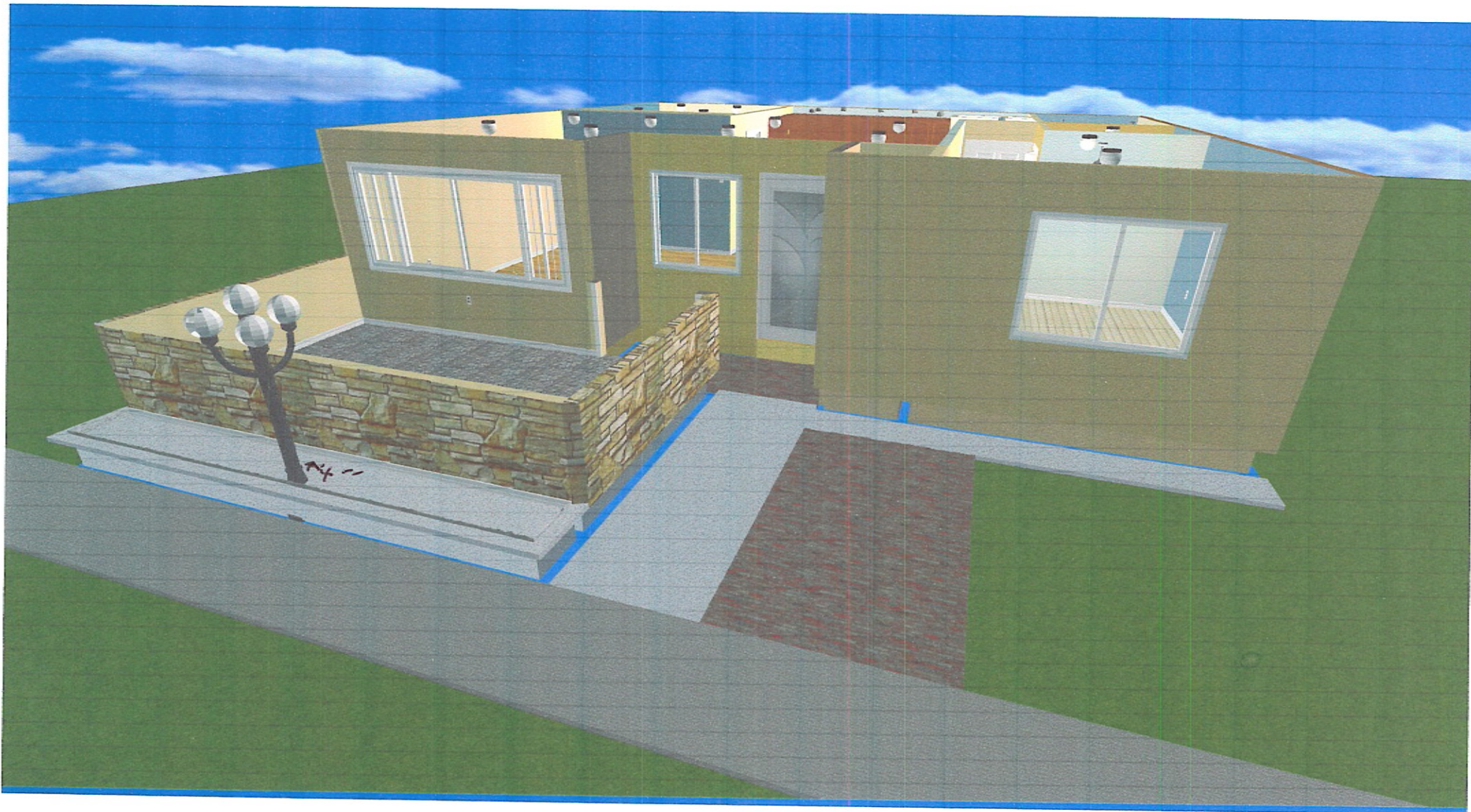
SHEILA SANFILIPPO
1720 INTERLACHEN RD
APT. 41-H
SEAL BEACH, CA 90740
714-423-9163

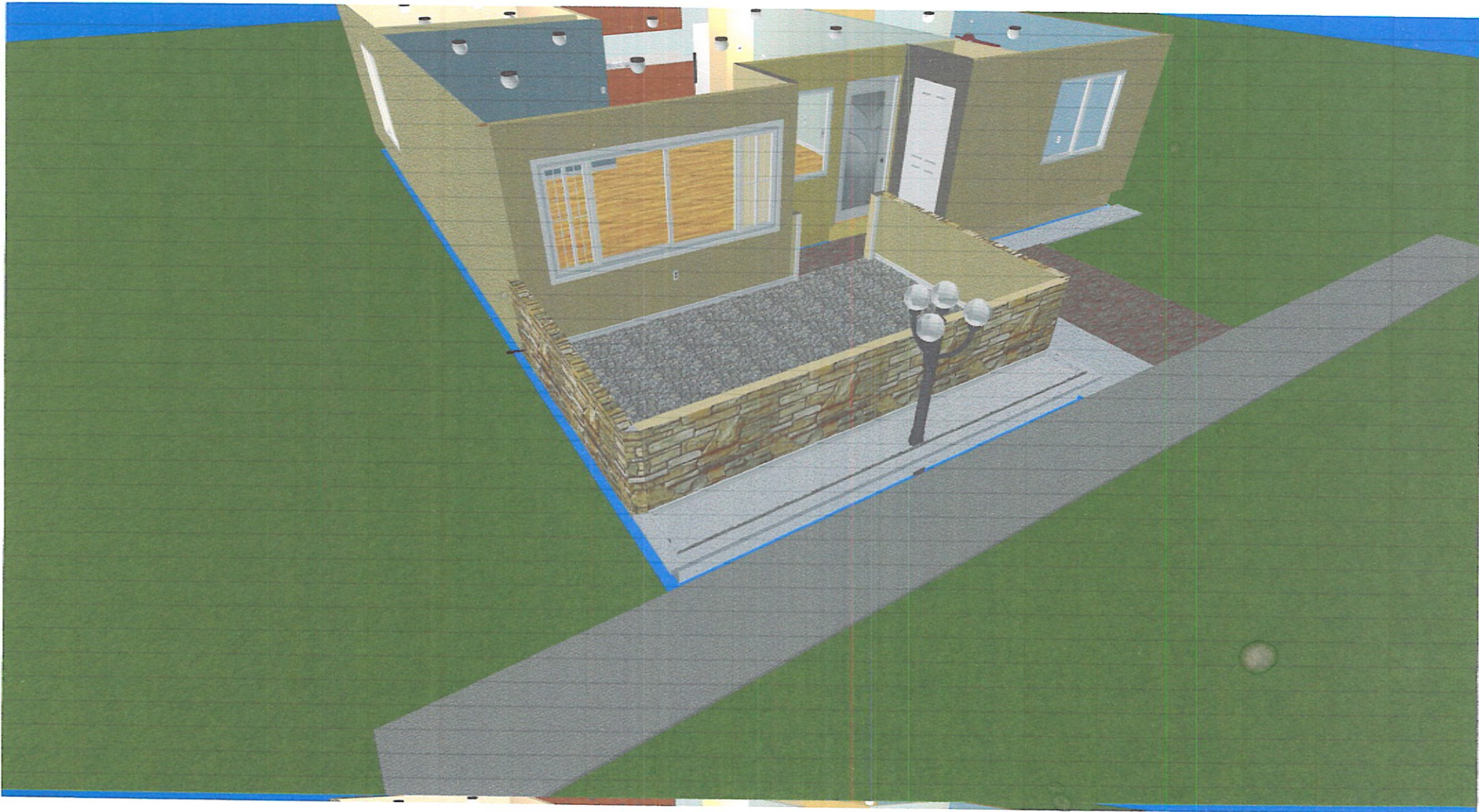
35" BLOCK WALL WITH ROUND CAPS
STUCCO FINISH ON INSIDE BLOCK WALL
WALL LEDGER STONE ON OUTSIDE
STAMP FINISH ON NEW PATIO CONCRETE
FILL 18" WITH PAVERS OR CEMENT IN FRONT WALL BY GRF STREET LIGHT AND SIDEWALK
SPINKLERS WORK WILL BE DONE BY FOUR STAR (COST TO SHARE HOLDER)
EXISTING STREET LIGHT TO REMAIN
TWO GFI OUTLETS IN NEW PATIO



FILL 18" SPACES BETWEEN WALL AND GRF SIDE WALK CEMENTOR PAVER

EX.
G.R.F. SIDEWALK



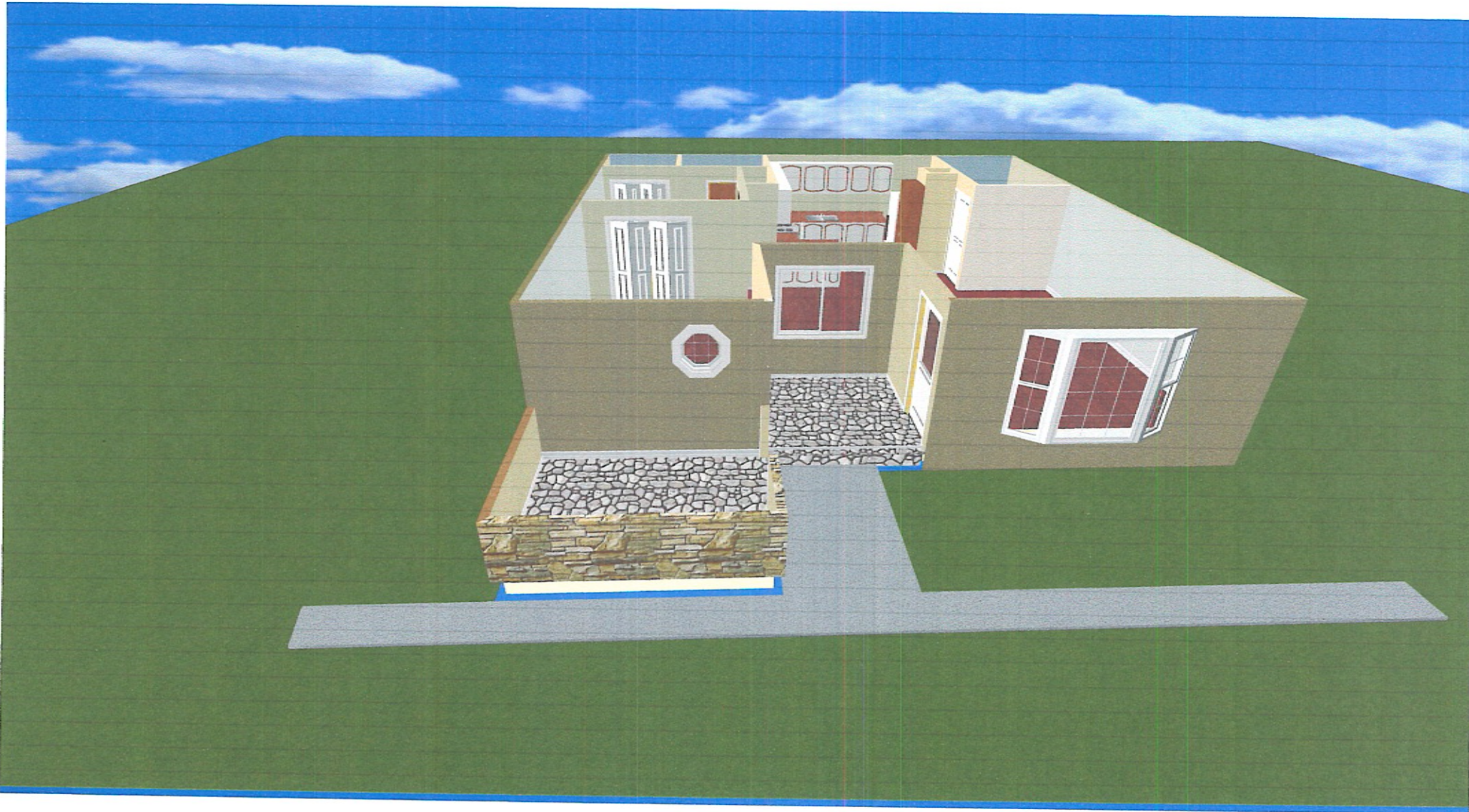


Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE HADI CONSTRUCTION PROPOSAL FOR PATIO INSTALLATION AT UNIT# 35-H. (BUILDING INSPECTOR'S REPORT, ITEM B)
DATE: FEBRUARY 8, 2024
CC: MUTUAL FILE

I move to approve Hadi Construction proposal to install 8x10 patio, match existing flag stone on floor, 35" block wall with stack stone, round caps, and sprinklers work will be done by Four Star (cost to shareholder) for unit# 35-H. All irrigation work to be done by the mutual landscape company. Work to be done at shareholder's expense.





Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY RESOLUTION DATED 12/14/23, REGARDING A-1 TOTAL SERVICES TO REPAIR 2-INCH DRAIN-LINE. (UNFINISHED BUSINESS, ITEM A)
DATE: FEBRUARY 8, 2024
CC: MUTUAL FILE

I move to ratify resolution dated 12/14/23, "RESOLVED to accept the proposal from A-1 Total Services to repair 2-inch drain-line for sewer pipe at 6L in the amount of \$5500. Funds to come from Infrastructure Reserves and authorize the President to sign the work order."

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MONTHLY FINANCES. (CONSENT CALENDAR, ITEM A)
DATE: FEBRUARY 8, 2024
CC: MUTUAL FILE

I move to approve the December 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 WITHDRAWAL FROM NUVISION CREDIT UNION.
(CONSENT CALENDAR, ITEM B)
DATE: FEBRUARY 8, 2024
CC: MUTUAL FILE

I move to withdraw \$100,000.00 from NuVision Credit Union upon maturity on 2/15/2024.
Funds to be deposited to the designated US Bank use account.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO REINVEST CERTIFICATE OF DEPOSIT HELD AT
NUVISION CREDIT UNION. (CONSENT CALENDAR, ITEM C)
DATE: FEBRUARY 8, 2024
CC: MUTUAL FILE

I move to reinvest certificate of deposit held at NuVision Credit Union maturing on 2/19/2024 in the amount of \$ 100,000.00 for a term not to exceed one year at the prevailing interest rate.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO REINVEST CERTIFICATES OF DEPOSIT HELD AT US BANCORP. (CONSENT CALENDAR, ITEM D)
DATE: FEBRUARY 8, 2024
CC: MUTUAL FILE

I move to reinvest certificates of deposit held at US BanCorp maturing in February, 2024 for a total of \$ 375,000.00 for term not to exceed one year at the prevailing interest rate.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE PLANTING A TREE AT UNIT # 78E. (NEW BUSINESS, ITEM A)
DATE: FEBRUARY 8, 2024
CC: MUTUAL FILE

I move to approve the planting of a pink flowering orchid tree at Unit # 78E in recognition of Darlene Milek's service to Mutual No. Twelve and great appreciation for her expertise and guidance on the Landscape Committee at a cost not to exceed \$750.00. Funds to come from Landscape Trees and authorize the President to sign any necessary documentation.

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RESCIND RESOLUTION DATED 12/14/23, REGARDING RECLASSIFY THE 2023 INTEREST EARNED. (NEW BUSINESS, ITEM B)
DATE: FEBRUARY 8, 2024
CC: MUTUAL FILE

I move to rescind resolution dated 12/14/23, "RESOLVED to reclassify the 2023 Interest Earned from Operating Income to Infrastructure Reserve."

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND PROCEDURE 12-7175-3 – COMMITTEES,
SECTION 2.2 – BOARD COMMITTEES. (NEW BUSINESS, ITEM C)
DATE: FEBRUARY 8, 2024
CC: MUTUAL FILE

I move to propose a procedure change amending procedure 12-7175-3 – Committees,
Section 2.2 – Board Committees.

MUTUAL OPERATIONS**ORGANIZATION OF BOARD****Committees****1. PURPOSE:**

To provide procedures and authorizations for committees formed to assist the Board in the conduct of the affairs of the corporation.

2. GENERAL REQUIREMENTS:**2.1. Shareholder Committees**

The President appoints committees from among the membership of Mutual 12. (Bylaws Article VI, Section 4)

2.2. Board Committees

~~A committee of the~~ The Board may, in its discretion, be appointed a committee of the Board. ~~upon Board approved resolution~~ (Bylaws Article V, Section 14). The President recommends two or more committee members and leadership for Board committees. The President, as ex-officio member, may choose whether to participate in committee proceedings and, if the Board so ~~resolves,~~ appoints, in leadership.

2.3. The Physical Property Committee and the Landscape Committee are standing committees. Other committees may be formed and are considered as ad hoc relating to a particular purpose when necessary.

2.3.1 Unless by Board resolution in compliance with Corporations Code §7212, all standing, and ad hoc committees are advisory.

2.4. The Board may designate a single Board member for an ad hoc purpose.

2.5. All members of a standing committee should meet at least once per month and report update to the Board.

3. Committee Functions

3.1. The job of a committee or Board designees is to gather facts and advise the Board.

3.2. The Board's job is to make informed decisions.

3.3 The President's job is to formalize the Board's decisions. (Succession in the President's absence shall be in accordance with the Bylaws of Seal Beach Mutual No. Twelve, Article VI, Section 5 Vice President).

(~~November 2020~~February 2024)

MUTUAL OPERATIONS**ORGANIZATION OF BOARD****Committees****4. Architectural Control is a Mutual 12 Board Responsibility; it is not Delegated**

The Board has authority and responsibility for approval of Physical Property or Landscape work. Any building exterior or interior modification must be approved by Board resolution unless Board approval is on file or clear in policy.

4.1 The President or Physical Committee Chair may approve GRF Building Permit applications that comply with policy except for the following that must be presented to the Board for approval at the earliest regularly scheduled open Board meeting: (1) all exceptions to policy; (2) complete tear-down and rebuilds.

4.2 Committee members, as well as other Board members, monitor contractors, both Mutual and shareholder. Directors may not supervise contractors or their employees. Problems are reported to the Mutual's Physical Property Inspector for resolution. Security can be called when necessary. The Mutual 12 President shall be informed when problems occur.

4.3 The Landscape Committee and the Physical Property Inspector work directly with the Landscape contractor to implement Board approved procedures and projects. The Landscape Committee, as well as other Board members, report shareholder non-compliance with policy problems to the Board for review.

5. Committee Spending Authority

5.1 The President and Physical Property Committee Chair have authority up to \$1,000.00 on necessary Physical Property repairs and work through Service Maintenance (Policy 12-7622-03). This spending authority may be delegated on appliance and fixture repairs and replacements. Emergency service by an outside contractor such as a midnight flood clean-up can be authorized as well. (Management Agreement FOURTH (f))

5.2 The Landscape Committee Chair has authority up to \$750.00 on emergency or necessary repairs.

6. Other Authorizations and Limitations

6.1 The Physical Property Inspector has authority up to \$1,000.00 (Policy 12-7622-03) for necessary repairs and work. Service Maintenance or an outside contractor may perform such work.

MUTUAL OPERATIONS**ORGANIZATION OF BOARD****Committees**

6.2 The President or the President's designee(s) and the Physical Property Inspector determine what work needs to be done on apartments in escrow, inside, exterior, and garden area – whether at seller's expense or Mutual expense. Unusual cases need to be reviewed by the Board.

6.3 No Mutual 12 Director or committee member is authorized to form or amend a contract with any vendor or contractor, change a Board approved contract, order non-emergency services from Service Maintenance, other than minor standard repairs and replacements, or place Purchasing Orders (Exception, small items such as red flags) without Board approval.

7. Reporting Mutual Business

Officer and Director reports that are attached to or distributed with the Regular Monthly Meeting minutes are only for the purpose of providing information on Board-approved activities and projects. New or alternative concepts or points of view will be considered for placement on the Monthly Regular Meeting Agendas.

Document History

Adopted: Day Month Year Action/Amend:
8 Feb 2024

Keywords:

(~~November 2020~~February 2024)

Mutual Corporation No. Twelve

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND RULE 12-7481-1 – INFRASTRUCTURE MODIFICATIONS ADDING SECTION 16 ELECTRICAL – ELECTRICAL UPGRADES. (NEW BUSINESS, ITEM D)
DATE: FEBRUARY 8, 2024
CC: MUTUAL FILE

I move to propose a rule change amending Rule 12-7481-1 – Infrastructure Modifications adding Section 16 – Electrical- Electrical Upgrades of the Rules and Regulations and approve 28-day posting of notice of the proposed rule change. The proposed rule change will be considered by the board at the next scheduled meeting following review of any shareholder comments received.

SEAL BEACH MUTUAL NO. TWELVE**AMEND****Physical Property****Infrastructure Modifications**

- 14.1. If Downspouts are relocated, the contractor will replace existing gutter with a one piece gutter to the middle of the center unit of the building (the location of the seam).

15. WASHER / DRYER INSTALLATION

- 15.1. On Washer/Dryer installs there must be easy access such as a side door to shutoff valves.
 15.2. The Washer/Dryer cabinet space must be large enough to easily remove the washer / dryer without having to remove the doors, the framing, or the molding.

16. ELECTRICAL – ELECTRICAL UPGRADES

- 16.1 All electrical boxes shall be metal, not plastic. All remodels shall require high efficiency lights such as LED, Gu14, or fluorescent tube, no screw in bulbs will be permitted. Any electrical additions or electrical changes that increase the electrical load or number of circuits on the existing electrical panel will require upgrading the existing service panel at the shareholder's expense. The main electrical panel must be upgraded to a 125 amp Square D with a 100- amp main breaker.**

ATTACHMENTS:

- Contractor Compliance Agreement
- Shareholder Understanding of Responsibility

SEAL BEACH MUTUAL NO. TWELVE

AMEND

Physical Property

Infrastructure Modifications

Document History

Adopted: 09 Jan 2003 Amended: ~~12 Nov 2015~~
~~14 Jul 2016~~
~~13 Oct 2016~~
~~25 Sep 2017~~
~~08 Mar 2018~~
8 Feb 2024

Keywords: Mutual Twelve Modification

Infrastructure

(~~Mar 2018~~ Feb 2024)