

**MINUTES OF THE REGULAR MONTHLY MEETING OF THE
BOARD OF DIRECTORS, SEAL BEACH MUTUAL ONE,
A COMMON INTEREST DEVELOPMENT, CC1350, 1351(c) (4), et al
August 24, 2017**

Following the open forum for shareholders to address the Board, the Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual One was called to order by President Luther-Stark at 9:16 a.m. on Thursday, August 24, 2017, in Conference Room A of the Administration Building, followed by the *Pledge of Allegiance*.

ROLL CALL

Present: President Luther-Stark, Vice President Tous, Secretary St. Aubin, CFO Schweitzer, and Directors Barreras, Collazo Gambol, Holzer, and Singer

GRF Representative(s): Mrs. Perrotti (9:21 a.m.) and Mr. Stone (9:21 a.m.)

Guests: Mr. Morris, BrightView Landscape
Eleven Mutual One shareholders

Staff: Ms. Hopkins, Mutual Administration Director
Mr. Antisdell, Building Inspector
Mrs. Aquino, Recording Secretary

President Luther-Stark introduced and welcomed the staff members and guests.

GUEST SPEAKER – Mr. Morris, BrightView Landscape

Mr. Morris presented to the Board the Quality Site Assessment, and reported that Landscaping is progressing smoothly.

Following questions, Mr. Morris left the meeting at 9:31 a.m.

MINUTES

President Luther-Stark asked if there were any corrections to the July 27, 2017, Regular Meeting minutes. A correction was noted on page 4: the last paragraph should read as follows; "Upon a MOTION duly made by Director Singer and seconded by Director Barreras, it was..." The minutes were approved as corrected.

President Luther-Stark asked if there were any corrections to the August 15, 2017, Special Meeting minutes. There being none the minutes were approved as written.

BUILDING INSPECTOR'S REPORT

Inspector Antisdell presented his report (attached).

Following a discussion, and upon a MOTION duly made by Director Collazo and seconded by Director Barreras, it was

RESOLVED, To approve concrete by Carports 3 and 4, at a cost not to exceed \$16,000, and the work to be completed by M.J. Jurardo.

The MOTION passed with five "yes" votes (Tous, St. Aubin, Singer, Barreras, Gambol, Collazo) and two "no" votes (Schweitzer, Holzer).

Inspector Antisdell left the meeting at 10:07 a.m.

Inspector Antisdell returned to the Meeting at 10:23 a.m. with information regarding the Sewer Camera Project.

Following a discussion, and upon a MOTION duly made by Director Gambol and seconded by Director Collazo, it was

RESOLVED, To allow physical property to run the camera in the sewer lines on the weekend, at a cost not to exceed \$350 per wheel.

The MOTION passed.

Inspector Antisdell left the meeting at 10:28 a.m.

PRESIDENT'S REPORT

President Luther-Stark submitted her report (attached).

CHIEF FINANCIAL OFFICER'S REPORT

CFO Schweitzer reviewed the *Financial Statement Recap for July 30, 2017* (attached).

MUTUAL ADMINISTRATION DIRECTOR'S REPORT

Ms. Hopkins updated the Board on Mutual Administration activities (attached).

GRF REPRESENTATIVE'S REPORTS

GRF Representative Perrotti presented her report (attached).

GRF Representative Stone discussed various GRF activities.

President Luther-Stark called a break from 10:28 a.m. to 10:45 a.m.

COMMITTEE REPORTS

Sewer Project

Director Collazo discussed the sewer project.

No Smoking Policy Petition

Following a discussion, and upon a MOTION duly made by Director Collazo and seconded by Director Holzer, it was

RESOLVED, To approve the No Smoking Policy Petition for distribution.

The MOTION passed.

Programs and Parking

Director Singer reported that the Town Hall Meeting has been set for Sunday, October 22, 2017, in Clubhouse Four from 3:00 p.m. to 6:00 p.m. Buses will be available from 2:00 p.m. to 7:00 pm.

Advisory Director Almeida gave a presentation on the additional parking at carport ends, as well as the one-way entrance/signage at carports.

Landscape

Director Gambol updated the Board on the landscape activity in the Mutual.

Emergency Information Committee

Following a discussion, and upon a MOTION duly made by Secretary St. Aubin and seconded by Director Singer, it was

RESOLVED, That Mutual One discontinues participation in the Emergency Preparedness Information Council.

The MOTION passed.

OLD BUSINESS

Following a discussion, and upon a MOTION duly made by Director Holzer and seconded by Director Barreras, it was

RESOLVED, To ratify amended/posted Policy 7407.01 – Washers and Dryers in Units.

The MOTION passed.

NEW BUSINESS

Following a discussion, and upon a MOTION duly made by Director Holzer and seconded by Director Gambol, it was

RESOLVED, To adopt Policy 7502.01.1 – Adoption of Policy 1927-37 Parking Rules on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Gambol and seconded by Director Holzer, it was

RESOLVED, To adopt Policy 7585.01 – Governing Document Compliance Corrective Measures and Fines on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Singer and seconded by Director Barreras, it was

RESOLVED, To have the Parking Committee present to the Board a proposal and time schedule for the removal of foliage and resurfacing of the selected ends of the carports.

The MOTION passed with one “no” vote (Holzer).

Following a discussion, and upon a MOTION duly made by Director Gambol and seconded by Director Singer, it was

RESOLVED, To approve Mr. C’s Towing Agreement for towing vehicles when there is a violation of Mutual Policy, and two signatures of Board Members are required with at least one of the signatures being that of an officer of the Board, effective 2017-2018, and to authorize the President to sign the contract.

The MOTION passed.

DIRECTORS’ COMMENTS

Several Directors made comments.

ADJOURNMENT

There being no further business to conduct, President Luther-Stark adjourned the meeting at 11:07 a.m. and announced there would be an Executive Session following the meeting to discuss member issues.



Attest

Sandra Luther-Stark, President

SEAL BEACH MUTUAL ONE

ka:08/28/17

Attachments

**NEXT REGULAR BOARD MEETING: September 28, at 9:15 a.m.
Administration Building Conference Room A**

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING AUGUST 24, 2017**

- 08/24/17 RESOLVED, To approve concrete by carports 3)and 4), at a cost not to exceed \$16,000, and the work to be completed by M.J. Jurardo.
- RESOLVED, To allow physical property to run the camera in the sewer lines on the weekend, at a cost not to exceed \$350 per wheel.
- RESOLVED, To approve the No Smoking Policy Petition for distribution.
- RESOLVED, That Mutual One discontinues participation in the Emergency Preparedness Information Council.
- RESOLVED, To ratify amended/posted Policy 7407.01 – Washers and Dryers in Units.
- RESOLVED, To adopt Policy 7502.01.1 – Adoption of Policy 1927-37 Parking Rules on a preliminary basis until the 30–day posting period is completed.
- RESOLVED, To adopt Policy 7585.01 – Governing Document Compliance Corrective Measures and Fines on a preliminary basis until the 30-day posting period is completed.
- RESOLVED, To have the Parking Committee present to the Board a proposal and time schedule for the removal of foliage and resurfacing of the selected ends of the carports
- RESOLVED, To approve Mr. C's Towing Agreement for towing vehicles when there is a violation of Mutual Policy, and two signatures of Board Members are required with at least one of the signatures being that of an officer of the Board, effective 2017-2018, and to authorize the President to sign the contract.

INSPECTORS MUTUAL REPORT

MUTUAL : (01) ONE

INSPECTOR : JERRYANTISDEL

MUTUAL BOARD MEETING DATE: 08/24/17

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE	RECENT INSPECTION	CONTRACTOR / COMMENTS
1-H	FLOORING	GRF	09/30/17	10/30/17	NO	NONE	KARYS CARPET
1-H	WASHER/DRYER	BOTH	08/09/17	10/31/17	NO	NONE	BERGKVIST
3-A	FLOORING	GRF	07/17/17	08/18/17	NO	07/20/17 FINAL	KARYS CARPET
3-A	CARPORT CABINET	GRF	08/15/17	09/30/17	NO	NONE	HANDYMAN
3-I	HEAT PUMP	BOTH	08/16/17	11/16/17	NO	NONE	GREENWOOD
7-C	PATIO CARPET	GRF	07/20/17	08/18/17	NO	08/01/17 FINAL	KARYS CARPET
11-E	SHOWER CUT DOWN	BOTH	09/11/17	10/11/17	NO	NONE	NU KOTE
22-J	WINDOWS	BOTH	07/21/16	08/16/16	NO	09/09/16 FINAL	OGAN
14-J	FLOORING	GRF	07/10/17	08/10/17	NO	NONE	BIXBY PLAZA CARPET
18-D	WINDOWS	BOTH	07/31/17	08/30/17	NO	NONE	REPUBLIC COMPANY
21-B	WINDOW/SLIDING GLASS	BOTH	07/15/17	08/30/17	NO	NONE	CALIFORNIA ENERGY
23-F	REMODEL/ADDITION	BOTH	10/15/16	04/15/17	NO	NONE	NATIONWIDE PAINTING
23-F	REMODEL/ADDITION	BOTH	10/15/16	04/15/17	NO	02/02/17 FOOTING	NATIONWIDE PAINTING
23-F	REMODEL/ADDITION	BOTH	10/15/16	04/15/17	NO	05/24/17 ROUGH ELEC	NATIONWIDE PAINTING
23-F	REMODEL/ADDITION	BOTH	10/15/16	04/15/17	NO	05/31/17 FRAMING	NATIONWIDE PAINTING
23-F	REMODEL/ADDITION	BOTH	10/15/16	04/15/17	YES	06/02/17 INSULAT/LATH	NATIONWIDE PAINTING
23-F	REMODEL/ADDITION	BOTH	10/15/16	04/15/17	YES	08/17/17 FINAL	NATIONWIDE PAINTING
25-L	WINDOWS	BOTH	06/30/17	08/21/17	NO	NONE	LW DÉCOR
28-D	DECO BLOCKS	GRF	08/20/17	09/20/17	NO	NONE	PENA
35-E	ROOM ADDITION	BOTH	04/27/17	09/30/17	NO	06/23/17 ROUGH PLUMBING	BJ & COMPANY
35-E	ROOM ADDITION	BOTH	04/27/17	09/30/17	NO	08/01/17 FRAM/ELECT	BJ & COMPANY
35-E	ROOM ADDITION	BOTH	04/27/17	09/30/17	NO	08/07/17 WOOD TREATMEN	BJ & COMPANY
41-I	ELECTRICAL CLOSET PATIO	BOTH	08/16/17	09/16/17	NO	NONE	OGAN
41-L	PATIO CARPET	GRF	07/24/17	10/20/17	NO	NONE	LW DÉCOR
42-K	FLOORING	GRF	07/24/17	08/24/17	NO	NONE	CORNERSTONE FLOORING
43-J	FLOORING	GRF	07/30/17	08/30/17	NO	NONE	KARYS CARPET
46-J	WINDOWS	BOTH	07/28/17	08/18/17	NO	08/04/17 FINAL	BROTHERS GLASS
46-J	FLOORING	GRF	06/25/17	07/25/17	NO	08/03/17 FINAL	NATIONWIDE PAINTING
47-A	WINDOWS	BOTH	07/24/17	08/24/17	NO	NONE	SEAPORT WINDOWS
53-B	KITCHEN REMODEL	BOTH	07/20/17	11/10/17	NO	NONE	LOS AL BLDRS
53-J	SHOWER CUT DOWN	BOTH	08/03/17	09/03/17	NO	NONE	NU KOTE
56-C	BEDROOM SLIDER	BOTH	07/20/17	08/22/17	NO	NONE	SWENMAN
56-I	CARPORT CABINET	GRF	08/02/17	09/02/17	NO	NONE	HANDYMAN
59-B	FLOORING	BOTH	08/21/17	09/21/17	NO	NONE	KARYS CARPET
58-C	REMODEL KITCHEN	BOTH	05/01/17	10/01/17	YES	06/29/17 UNDERGROUND	LW DÉCOR
58-C	REMODEL KITCHEN	BOTH	05/01/17	10/01/17	YES	07/14/17 FRAMING/PLUMB	LW DÉCOR
58-H	HEAT PUMP	BOTH	06/15/17	07/15/17	NO	6/14/2017 FINAL	ALPINE
58-H	FLOORING	GRF	07/10/17	08/10/17	NO	08/01/17 FINAL	KARYS CARPET
59-J	FLOORING	GRF	08/20/17	09/20/17	NO	NONE	KARYS CARPET
60-L	WINDOWS	BOTH	12/21/16	02/10/17	YES	05/26/17 FINAL	LW DECR
62-C	PATIO RESURFACE	GRF	07/10/17	09/10/17	NO	07/24/17 FINAL	STONEWAYS
63-K	HEAT PUMP	BOTH	08/21/17	11/21/17	NO	NONE	GREENWOOD
64-E	FLOORING	GRF	03/10/17	04/10/17	NO	03/23/17 FINAL	KARYS CARPET
64-F	A/C WORK	GRF	08/14/17	09/14/17	NO	NONE	YES
67-D	FLOORING	GRF	08/14/17	09/30/17	NO	NONE	GUNDERSON CARPET
69-A	PATIO CARPET	GRFF	07/10/17	08/10/17	NO	NONE	CORNERSTONE FLOORS
69-I	KITCHEN REMODEL	BOTH	06/12/17	07/25/17	NO	NONE	PEEK
69-I	KITCHEN REMODEL	BOTH	06/12/17	07/25/17	NO	06/26/17 UNDER GROUND	PEEK
69-I	KITCHEN REMODEL	BOTH	06/12/17	07/25/17	YES	FRAM/ELEC/PLUMB	PEEK

ALL SHADED AREAS HAVE BEEN SIGNED OFF

INSPECTORS MUTUAL REPORT

MUTUAL : (01) ONE

INSPECTOR : JERRYANTISDEL

MUTUAL BOARD MEETING DATE: 08/24/17

ESCROW ACTIVITY

3-A		05/25/17					
5-H		08/02/17					
7-C		06/15/17					
9-J		08/07/17					
12-H		06/05/17					
18-H	7/7/2017						
20-D		01/18/14					
25-L	7/22/2016						
21-H		07/12/17					
28-F		05/02/16	05/25/16	05/31/16	06/14/16	07/27/16	
23-C		06/21/17					
23-D		06/06/17					
29-A		03/29/16	06/27/16	06/28/16	07/13/16		
30-C	8/16/2017						
30-H		07/12/17					
31-B		05/22/17					
33-K	5/31/2017						
34-H		06/29/17					
34-J		06/29/17					
34-I		07/26/17					
41-A		11/14/16					
42-H		07/13/16					
44-H		08/09/17					
44-F		06/21/17					
46-J		04/15/17	05/10/17	05/23/17	06/07/17	08/01/17	
47-I		07/25/17					
50-I		07/24/17					
52-K		06/06/17					
54-H		04/19/17	05/09/17	05/30/17	06/13/17	08/01/17	
60-B		07/27/17					
64-C							
64-F		05/03/17	05/26/17	05/26/17	06/12/17	07/27/17	

ALL SHADE AREAS HAVE BEEN SIGNED OFF

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

CONTRACTS 2017

NOTHING NEW SINCE LAST MEETING

ALL SHADED AREAS HAVE BEEN COMPLETED

MUTUAL AND SHAREHOLDER REQUEST

CONCRETE BY CARPORTS 3 AND 4 COST IS \$16,000.00 BY MJ JURADO
 CALLS AND VISITS TO UNITS 87

Presidents report:

Autumn is around the corner but the heat will continue. We should be thankful we live on the West Coast. The most we have to contend with are earthquakes. Compared to hurricanes, tornados or floods.... We do not have any warning of an earthquake, therefore **we must always be prepared**. That means you are responsible for yourself by having a supply of food, water, medication and supplies. With earthquakes we do not have the Weather Channel **issuing alerts, prepare to shelter in place** or hear **commands to evacuate**. As we have seen with the devastating news coming from Houston- the people were alerted early of a possible hurricane. Many ignored the warnings.

I hope we all learn from this tragedy. As my 6th grade teacher repeated said over and over again:

"A word to the wise is usually sufficient"!

Mutual One is moving along- different committees working on issues to improve our community. BrightView is doing a fine job and if we all have patience, (as I take a patience pill every morning) I know you will be pleased with the outcome.

The Presidents Council has appointed many committees to streamline the process of moving in or moving out of Leisure World. The Problems are:

- a) When you or your heirs put your home up for sale
- b) When you purchase your home

Over the years the procedures that were established no longer serve our best interest. We are working to have something new to present the mutual presidents that is agreeable with physical properties, stock transfer, service maintenance and the mutual boards. Stay Tuned!

Have you noticed that near the back gate we now have many empty parking spaces near the Catholic and Community Churches? Security should be given thanks for issuing all those tickets. I believe we have been taken advantage of, by those members that have multiple cars or parked their extra vehicles on the streets for months on end. Plus we had no parking for visitors.

As always I am urging all mutual one residents to **call the hotline** for everything that is not an emergency. It is a two step plan to implement your request. We forward your request to department to handle. Nothing will be forgotten. The hotline eliminates wasted time.

When you call a director: 1] we must write down everything you are requesting or complaining about -2] remember where said paper is located 3] we have to remember said conversation 4] we then need to send an e-mail as to keep a paper trail. 5] then someone needs to notify the correct department to handle your request.

Nothing ever stays the same, so change can be a good thing.

Respectfully Submitted: Sandra Luther Stark

1001 Seal Beach Mutual No. One
 Financial Statement Recap
 07/31/2017

P.O. Box 2069
 Seal Beach CA 90740

Jul Actual	Jul Budget		2017 Y-T-D Actual	2017 Y-T-D Budget
198,694	198,694	Carrying Charges	1,390,863	1,390,858
89,641	89,642	Reserve Funding	627,489	627,494
288,336	288,336	Total Regular Assessments	2,018,352	2,018,352
5,216	3,334	Service Income	28,610	23,338
2,381	3,334	Financial Income	16,818	23,338
4,675	3,165	Other Income	25,841	22,155
12,272	9,833	Total Other Income	71,268	68,831
300,608	298,169	Total Mutual Income	2,089,620	2,087,183
122,118	122,118	GRF Trust Maintenance Fee	854,826	854,826
29,268	22,274	Utilities	145,658	155,918
662	1,806	Professional Fees	48,952	12,642
0	42	Office Supplies	128	294
33,567	44,723	Outside Services	195,190	313,061
19,891	17,564	Taxes & Insurance	141,160	122,948
89,641	89,642	Contributions to Reserves	627,489	627,494
295,147	298,169	Total Expenses Before Off-Budget	2,013,403	2,087,183
5,461	0	Excess Inc/(Exp) Before Off-Budget	76,217	0
20,087	0	Depreciation Expense	134,795	0
(14,626)	0	Excess Inc/(Exp) After Off-Budget	(58,578)	0
		Restricted Reserves		
4,121	0	Appliance Reserve Equity	40,875	0
6,667	0	Painting Reserve	429,164	0
0	0	Contingency Operating Equity	343,258	0
4,167	0	Roofing Reserve	224,544	0
(2,133)	0	Emergency Reserve Equity	470,585	0
66,308	0	Infrastructure Reserve	1,801,337	0
79,129	0	Total Restricted Reserves	3,309,763	0

Mutual Administration Director's Report

AUGUST 2017

Copy & Supply Center

The Leisure World Copy & Supply Center is now open in Building 5, adjacent to the Security Satellite Office.

It is centrally located with expanded duplicating services and easy access for residents who want to make photocopies, and purchase other popular items.

Open Monday through Friday from 8:00 a.m. to 4:30 p.m.

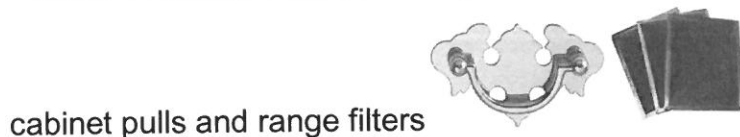
Telephone number is 562-431-6586 extension 345.

The Golden Rain Foundation (GRF) is acquiring the new color copier to complement its industry strength black-and-white copier for expanded service.

At the Copy & Supply Center you will be able to purchase:



~Small common replacement parts used in the bathrooms and kitchens, such as



You may also drop off old batteries and light bulbs for proper disposal.

This is great news as these and other merchandise were previously available only at the Golden Rain Foundation (GRF) Purchasing Department.

Dear Shareholders,

I hope you are enjoying the beautiful weather we are having this summer. The movies and concerts in the amphitheater have been fantastic!

I would like to take this opportunity to thank you for re-electing me as your Director on the Golden Rain Foundation (GRF) Board of Directors (BOD). I appreciate the confidence you have given me to represent you and the interests of Mutual One with the (GRF). Please contact me with your suggestions for improvement to our wonderful community! It is my intention to keep you apprised of the latest information that happens at the various GRF Committees. The following is a recap of motions and actions for the July/August GRF Committees:

Executive Committee

The Committee will forward a request to the Finance Committee to add one full time clerical position at a cost of \$45,600 per year including benefits.

The Committee accepted the amendment to the Recreation Director's position.

The Committee adopted the position description of a Media Assistant.

The Committee amended the Assistant to the Executive Coordinator position description.

The Committee referred Policy 1021-30, *Posting of Signs on Trust Property*, to the Policy Re-write Sub-Committee.

Recommend to the Finance Committee to approve the proposed 2018 Budgets for Cost Centers 20, 22, 29, 30 and 55.

To recommend the Finance Committee approve the request for unbudgeted funds to add one full time Building Inspector, to Cost center 70, beginning September 2017.

To recommend to the Board of Directors accept amendments to Policies 5041-30, *Real Property Acreage*, 5155-30, *Plan Investments Administrative Committee*, 5518-30, *Contract Procedures*.

Finance Committee

The Committee moved to accept the 2018 Budget Proposal for Cost Centers 31-Finance Department, 32-Purchasing, 39-Resales Office, 60-Healthcare Center, and 65-Reserve Funding.

The Committee moved to approve the purchase of a replacement trifold machine for the Mutual Administration Department at a cost not to exceed \$2700.

The Committee moved to approve one full time Building Inspector position to cost center 70, beginning in September 2017 for an approximate pro-rata amount of \$27,200 through the end of the year and forward to the BOD for final approval.

The Committee approved to approve a contract to Jordan Roofing for \$8200 for the roof removal and replacement over Room 9 in Clubhouse 3 with \$6800 in contingencies for a total cost not to exceed \$15,000 and forward to the BOD for final approval.

The Committee moved to approve a contract to M.J. Jurado to remove and replace existing handrails at the Golf Course bridge at a cost not to exceed \$7865 and forward to the BOD for final approval.

The Committee moved to approve a contract to Advanced Custom Painting to paint the exterior of St Andrews and North Gate Buildings at a cost of \$1875 and \$1000 in contingencies for a total cost not to exceed \$2875 and forward to the BOD for final approval.

The Committee moved to approve a contract to Hutton Painting for \$20,500 to paint the exterior of Clubhouse 6, using the color scheme approved by the ADRC, adding \$1000 in contingencies for a total cost not to exceed \$21,500 and forward to the BOD for final approval.

The Committee moved to approve a contract to Advanced Custom Painting to paint the On-Site Post Office at a cost not to exceed \$1200 and \$300 in contingencies, for a total cost not to exceed \$1500 and forward to the BOD for final approval.

The Committee moved to request an amount not to exceed \$10,000 and recommend to the BOD approval to add partitions around existing workstations on the first floor of Building 5 and construct walls for offices, for the purpose of relocating the Recreation Department.

The Committee moved to request an amount not to exceed \$25,000 for professional services in the drafting of conceptual plans for the pool area and return to the Recreation Committee, upon approval of the BOD.

The Committee moved to approve a contract to Game Time in an amount not to exceed \$8926.40 for the repair and resurfacing of the rubber walkways at the Golf Course.

The Committee amended the following policies: 2230-31 - *Authorized Signatories*, 3325-31 - *Purchase Requisitions on Non-Standard Items*, 5516-31 - *Committee Non-Budgeted Expenses* and 5523-31 - *Accounts Receivable Collections*. It was moved to forward these policies to the BOD for final approval.

The Committee rescinded the following policies: 3321.01-31 - *Basic Purchasing Responsibility* and 5330-31 30 - *Capital Project Initiation*. These will be forwarded to the BOD for final approval.

Mutual Administration Committee

The Committee moved to accept and forward the proposed 2018 Budget for cost center 33 to the Finance Committee.

Moved to recommend to the BOD the replacement of the Trifold Machine in accordance with Policy 5520-31, as a non-scheduled reserve expenditure.

The Committee moved to recommend to the Finance Committee and the BOD to approve the amendment of Policy 5061-33, fees to waive the \$250 certificate processing fee when a deceased shareholder is removed from title within (90) days of death.

The Committee will follow-up on the following items at the next meeting: email consent forms at the close of escrow, review/approval of policy glossary of terms, policy renumbering sub-committee and Policy 5165-*Mutual Administration Committee*.

Communications Committee

The Committee approved and will forward to the Finance Committee for review and approval to purchase the following items: one VMware vSphere 6.5 license and labor (\$3550); twelve high-capacity hard-drives and labor ((\$7200); 7 Windows Server 2016 Standard licenses, one exchange license, 150 CAL licenses, 15 RDS licenses and labor (\$25,300). The total request is \$36,050 which will be charged to the IT Operating Budget.

Chairperson Gould requested to place on next month's agenda, the replacement of Policy 2810-36 - *Community Submissions*.

The Publications Manager presented a concept of a 12 month calendar with photos and opportunities to sell ads. This concept was approved and staff was directed to move forward with its development.

The Committee approved the non-budgeted Capital request for the purchase of a replacement surveillance system for the RV Lot, at a cost not to exceed \$6100 and forward to the Finance Committee for approval and then to the BOD for final approval.

Security, Bus and Traffic Committee

The Committee moved to accept the proposed 2018 operating budgets for cost centers 37 and 38.

The Committee moved to send the Golf Cart & LSV Policy to the Policy Re-write Committee with an amendment to add windshield wipers.

After discussion, the Committee decided to wait six months (March) to look at access control before changing traffic control at the Main Gate.

The Committee concurred to request Security Staff bring proposed procedures, costs and a draft policy for extra parking passes to the next Committee meeting.

The Committee will review the Security, Bus and Traffic Charter at the September meeting.

Physical Properties Committee

The Committee reviewed a letter from a GRF Member asking the Committee consider some changes to be made throughout the community to accommodate visually impaired residents. These requests will be discussed at the next Committee meeting.

The Committee will consider putting a bench next to the Post Office at the next meeting.

The Committee moved to recommend that the BOD award a contract to CertaPro Painters for the Clubhouse 6 interior painting for \$10,500, using the color scheme approved by ADRC, adding \$1000 in contingencies for a total cost not to exceed \$11,500. The Committee moved to recommend that the BOD award a contract to Kary's Carpets for the Clubhouse 6 floor refinishing at a cost of \$22,680 funded by the Clubhouse revitalization project.

The Committee moved to approve Empire Pipe Cleaning Equipment, Inc. to provide CCTV sewer lines inspection, present it to the BOD and the Finance Committee in November.

The Committee moved to recommend the BOD award a contract to Jordan Roofing to remove and replace the roof over Room 9 in Clubhouse 3 for a total cost not to exceed \$15,000 including contingencies.

The Committee moved to have the BOD award a contract to Advanced Custom Painting for \$1875 to paint St. Andrews and North Gate Buildings for a total cost not to exceed \$2875 including contingencies.

The Committee concurred to send a letter to Mutual 2 stating that following the removal of remaining tree stumps, GRF has performed its contractual obligations.

The Committee moved to recommend the BOD award a contract to Advance Custom Painting to paint the on-site Post Office at a total cost not to exceed \$1500.

The Committee moved to approve a contract with John's Landscaping in the amount of \$89,007 and a separate contract with MJ Jurado for demo and hardscape in the amount of \$18,000 and include a pre-approved funding expense in the amount of \$125,000 with a total budget of \$229,000 for the Main Gate landscaping. It will be sent to the Finance Committee for review and then final approval from the BOD.

The Committee moved to approve MJ Jurado remove and replace Golf Course bridge rails in the amount not to exceed \$9780. This will be sent to the Finance Committee and the BOD for final approval.

The Committee moved to ask CertaPro Painters to lower its costs and fulfill the contract on Clubhouse 6 exterior painting. If this company rejects the Committee's proposal, the contract will be awarded to Hutton Painting at the costs submitted.

The Committee moved to respectfully decline CalMet services offer at the new rates.

The Committee moved to approve John's Landscape Service, Inc. to remove hazardous Juniper trees on El Dorado Drive.

The Committee moved to add offices to the first floor of Building 5 for the purpose of relocating the Recreation Department.

The Committee moved to recommend to the BOD award a contract to Pacific Environmental and Abatement Solutions for asbestos abatement of acoustic ceiling in Clubhouse 3 at a cost of \$37,723 including \$2500 for contingencies for a total cost not to exceed \$40,223 using funds from the Clubhouse Revitalization Project.

The Committee moved to have a swimming pool engineer get started on a LW Swimming Pool Project in the amount of \$25,000 as a capital project.

The Committee moved to follow the suggestion of the Policy Re-write Sub-Committee and rescind Policy 3310.1-70 - *Special Project Procedure*. It will be sent to the BOD for final approval.

Strategic Planning Ad Hoc Committee

Following a brief discussion, the Committee concurred to forward the Mural project at Clubhouse 4 to the Recreation Committee.

The facilities Director provided the Committee with the updates on a five year streets plan.

Upon discussing the latest ten year projects plan, President Stone asked the Executive Director to add the Amphitheater at \$100,000 to the plan.

Community Access Ad Hoc Committee

Following a brief discussion, it was the consensus of the Committee to send the issue of conversion of the street between On-site Sales and the Security building to a one way street to the Security, Bus and Traffic Committee.

After discussion, the Executive Director will ask the Healthcare Center to divert the HCC Staff to enter LW away from the Main Gate.


Following discussion, the issue of call-in service used at gates other than the Main Gate. The Committee will send this issue to Security, Bus and Traffic Committee.

The Executive Director will schedule a presentation with Dwelling Live at the next scheduled meeting.

As always, I invite your attendance to attend all GRF Committee meetings (check the LW News for dates and times), the monthly GRF BOD meeting (the 4th Tuesday of the month in Clubhouse 4 at 10:00 am) and our very own Mutual One monthly meetings (the 4th Thursday of the month at 9:00 am upstairs in the Administration Building).

Continue to enjoy the lazy, crazy days of summer!

Regards,



Leah Perrotti

GRF Director representing Mutual One

**You are braver than you believe, stronger than you seem and smarter than you think.”
—Christopher Robin**

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS****Adoption of GRF Policy 1927-37 – Parking Rules**

The following Parking Rules are strictly enforced and are applicable to all persons controlling or operating vehicles on any PROPERTY regulated by Mutual One. This also refers to the streets, sidewalks, parking areas, clubhouses, grounds, and other amenities overseen by GRF.

Per the Occupancy Agreements all Shareholders/Members are solely responsible for the actions of their guests and employees; therefore they are solely responsible for the fines and penalties incurred by their guests or employees.

GRF vehicles are exempted from these policies when appropriate, such as maintenance or security vehicles assisting first responders or providing emergency services to a Shareholders/Member unit.

1. PREFACE

In order to promote safety, all drivers and pedestrians shall follow the same parking rules as are required on public streets, unless otherwise specified herein.

2. DEFINITIONS

Words appearing in ALL CAPITAL LETTERS are defined in this section.

2.1. ALTERNATIVE DISPUTE RESOLUTIONS (ADR)

A method of resolving disputes other than by litigation involving a neutral third party pursuant to Civil Code Sections 5925-5965.

2.2. ASSIGNED PARKING

A defined parking location that has been designated for the use of a specific individual or group by the GRF.

2.3. BICYCLE/TRICYCLE

A device with 2 or 3 wheels, respectively, upon which any person can ride propelled exclusively by human power through a belt, chain or gears.

2.4. CAREGIVER

A non-shareholder/member hired or identified by a Shareholder/Member as providing part-time or full-time care. This person must be registered with Stock Transfer.

2.5. COMMERCIAL VEHICLES

A motor vehicle of a type required to be registered and used or maintained for the transportation of persons for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property. A COMMERCIAL VEHICLE shall also mean any type of vehicle, which includes

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS****Adoption of GRF Policy 1927-37 – Parking Rules**

without limitation, a truck, van or trailer that has one or more of the following traits:

- 2.5.1. Larger than one (1) ton carry weight;
- 2.5.2. Bares a prominent business name or advertisement. If the graphic medium is removable, such as a magnetically attached sign, this element does not apply when all such signage is removed and stored out of view;
- 2.5.3. Normally employed or designed for commercial business use, whether or not a business name or advertisement is displayed.
- 2.5.4. Racks, materials, ladders, tool boxes and/or tools are visible on the exterior of the vehicle;
- 2.5.5. Used to haul any hazardous materials;
- 2.5.6. Designed to carry more than 15 (fifteen) passengers.

2.6. DUE PROCESS

An established course for judicial proceedings or other governmental activities designed to safeguard the legal rights of the individual.

2.7. ELECTRIC BICYCLE

Two-wheeled vehicle supplemented with an electric motor. It may not be driven on sidewalks.

2.8. GOLF CART

A motor vehicle having not less than three wheels in contact with the ground, having an unladed weight of less than 1,300 pounds, which is designated to be and is operated at no more than 20 mph, and has a maximum width of 48".

2.9. INTERNAL DISPUTE RESOLUTION (IDR)

An internal due process procedure offering an opportunity for both sides to meet and confer in good faith in an effort to resolve a dispute and reach a resolution of alleged violations of community rules.

2.10. LOW-SPEED VEHICLE (LSV)

A motor vehicle which is designed to travel in excess of 20 MPH with a maximum speed of 25 MPH. LSV's less than 48" in width shall be driven in accordance with the rules and regulations established for Golf Carts. LSV's that are more than 48" in width are prohibited from all walkways and sidewalks.

2.11. MOBILITY SCOOTER

(draft created on 8-28-17 ka)

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS**Adoption of GRF Policy 1927-37 – Parking Rules

A vehicle that is propelled by an electric motor with a battery pack on the vehicle. This vehicle is self-propelled.

2.12. MOTORCYCLE

A motorcycle has more than a 150cc engine size, and no more than three wheels and has to be registered with the Department of Motor Vehicles (DMV).

2.13. MOTOR-DRIVEN CYCLE

A motor-driven cycle has 149cc or less engine size (CVC §405) and has to be registered.

2.14. NON-RESIDENT

A person without the right under the governing documents and applicable law to occupy a dwelling within a Mutual.

2.15. PARKING PERMIT BINDER

A register maintained by the Security Department to document vehicles granted a limited exception to certain parking rules.

Examples: Extended RESIDENT'S absence, overnight RV parking, late night calls for overnight guests without a parking permit.

2.16. PARKING RULES VIOLATION PANEL (PRV)

The Mutual One Board of Directors (BOD) has established a committee consisting of a facilitator, three (3) Mutual One directors and an alternate as may be designated from time to time by the BOD and assigned to meet on a rotating schedule to hear Shareholder/Member disputes regarding Parking RULES VIOLATIONS NOTICES issued by Security Department.

2.17. PEDESTRIAN

Any person who is afoot or who is using a means of conveyance propelled by human power other than a bicycle. This also includes any person operating a self-propelled wheelchair, motorized scooter, tricycle or quadricycle.

2.18. PROHIBITED VEHICLES

2.18.1. Aircraft;

2.18.2. Boats, personal watercraft, and their trailers, except as allowed in Section 3.8 – Recreational Vehicles Restricted;

2.18.3. INOPERABLE VEHICLE: a vehicle that lacks a functioning engine or transmission, or non-functioning wheels, tires, doors, windshield, or any other major part or equipment necessary to operate safely on the highways;

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS****Adoption of GRF Policy 1927-37 – Parking Rules**

- 2.18.4. Off-road vehicle (not street licensed) other than GOLF CART or GOLF CAR;
- 2.18.5. UNAUTHORIZED VEHICLE: Use of a motor vehicle in the community without consent of Mutual One;
- 2.18.6. UNREGISTERED VEHICLE: no current valid State registration; or
- 2.18.7. Vehicle designed to carry 12 (twelve) or more passengers.
EXCEPTION:
Buses or limousines to load or offload passengers with approval from the Security Department or Recreation Departments.
- 2.19. **RECREATIONAL VEHICLE (RV)**
A motor vehicle or trailer for recreational dwelling purposes; a motor home or other vehicle with a motor home body style which has its own motor power or is towed by another vehicle.
EXCEPTION:
Van camper conversions.
- 2.20. **RESERVED PARKING**
A parking location that is marked as such by a sign, or curb or pavement marking is set-aside for use only by the designated user(s).
- 2.21. **RULES VIOLATION NOTICE (CITATION)**
A written notification of a violation of GRF parking policies placed on the violating vehicle. This information is forwarded to the Mutual One President.
- 2.22. **TRUST PROPERTY**
All land operated by the GRF on behalf of the Mutuals.
- 2.23. **TRUST STREETS**
Streets with names.
- 2.24. **UNASSIGNED PARKING**
Not an ASSIGNED PARKING space.
- 2.25. **UNAUTHORIZED VEHICLE**
A vehicle not permitted to be on TRUST PROPERTY.
- 2.26. **VEHICLE USED FOR RECREATION (VUFR)**
Boats, boat trailers, all-terrain vehicles (ATVs), trailers used to transport ATVs.

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS****Adoption of GRF Policy 1927-37 – Parking Rules****3. RULES FOR PARKING****3.1. PROHIBITED VEHICLES**

3.1.1. No PROHIBITED VEHICLE shall be parked on TRUST PROPERTY.

3.1.2. At no time, shall any vehicle be parked on MUTUAL ONE PROPERTY if it is leaking any fluids.

EXCEPTION:

Clear Water

3.1.3. Any of these types of vehicles are subject to immediate towing at the owner's expense. (See Policy 7582 – Towing Vehicles).

3.2. TEMPORARY PARKING PERMITS

3.2.1. The following Parking Permits are issued by Security Department

3.2.2. All Parking Permits must be displayed on dashboard of vehicle or on the king pin of a fifth wheel or the tongue of a trailer:

3.2.2.1. Shareholders/Member for use on rental or new vehicle;

3.2.2.2. Guest of Shareholders/Member;

3.2.2.3. Overnight Parking Permit at request of Shareholders/Member for Guest.

3.3. GENERAL PARKING RULES

3.3.1. Park Safely – At no time may a vehicle be parked in a manner creating a traffic hazard.

3.3.2. No animal or child is allowed to be left alone in any parked vehicle on MUTUAL ONE PROPERTY. Animal Control or Seal Beach Police will be called immediately in either circumstance.

3.3.3. Fire Hydrant – At no time may a vehicle be parked within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner's expense. (See Policy 7582 – Towing Vehicles).

3.3.4. Sidewalk – No vehicle may be parked with any portion of it on a sidewalk.

3.3.5. Off Pavement – At no time may a vehicle be parked with any portion of it off pavement.

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- 3.3.6.** Curb or Parking Stall – Vehicles may park in a designated parking stall or along a curb or sidewalk, unless otherwise provided herein.

Vehicles on a two-way travel roadway must be parked with the passenger side wheels within 18 (eighteen) inches of the curb or sidewalk.

- 3.3.6.1.** Vehicle must be parked completely within the marked boundaries of a parking space

- 3.3.6.2.** A vehicle may be parked in a location that is not a marked stall; however, at no time may it be parked in a manner that creates a traffic hazard, interferes with other vehicle access, PEDESTRIAN traffic, or access to facilities or equipment.

- 3.3.6.3.** Any vehicle without proof of current valid State registration may not be parked on MUTUAL ONE PROPERTY at any time.

- 3.3.6.4.** Any vehicles without a GRF decal on windshield or pass displayed on the dash may not be parked on MUTUAL ONE PROPERTY.

- 3.3.6.5.** Trailers not connected to a vehicle are not permitted to be parked on MUTUAL ONE PROPERTY.

Such trailers may be parked in the Permit section at Clubhouse 4 (four) only with a permit issued by the Security Department.

- 3.3.6.6.** Pods, moving trailers or similar portable storage units are not permitted on MUTUAL ONE PROPERTY without Security Department authorization.

- 3.3.6.7.** Vehicles in violation are subject to immediate tow away at owner's expense. (See Policy 7582 – Towing Vehicles).

3.4. PARKING ZONES

- 3.4.1.** Red Zones – Vehicles in violation are subject to immediate tow away at owner's expense. (See Policy 7582 – Towing Vehicles).

- 3.4.1.1.** Fire Hydrant or Fire Lane: No person shall park or leave standing any vehicle within 15 (fifteen) feet of a fire hydrant even if the curb is unpainted.

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- 3.4.1.2. Non-Fire Lanes: A vehicle may not be left unattended.
- 3.4.1.3. Bus Stops: No person shall park or leave standing any vehicle within 30 (thirty) feet on bus stop side of the street to provide for loading and unloading of buses.
- 3.4.1.4. Drive-up Mail Boxes: No person shall park or leave unattended any vehicle within 15 (fifteen) feet of the mail box.
- 3.4.2. Blue Zone (Handicapped): Vehicles must display a valid, government-issued disabled (handicapped) license plate or placard.
- 3.4.3. Green Zone: Parking may not exceed time limit posted by sign or curb marking.
EXCEPTION:
Unlimited time parking in a Green Zone is permitted only when the vehicle is displaying a valid government-issued disabled (handicapped) license or placard.
- 3.4.4. White Zone: Passenger loading and unloading only. Time limit: 30 (thirty) minutes.
- 3.4.5. Yellow Zone: Commercial vehicle loading and unloading only: 30 (thirty) minutes.
- 3.4.6. Unpainted: Parking is permitted up to 72 (seventy-two) hours, unless otherwise restricted.
- 3.5. **RESIDENT'S PARKING**
A RESIDENT'S vehicle (not RV or VUFR) may be parked for no more than 72 (seventy-two) hours in one location without first notifying the Security Department.
- 3.6. **NON-RESIDENT PARKING**
NON-RESIDENT vehicles are not eligible for extended parking privileges without permit issued by the Security Department.
- 3.6.1. Any violation of this section may result in vehicle being towed at the owner's expense. (See Policy 7582 – Towing Vehicles).

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS**Adoption of GRF Policy 1927-37 – Parking Rules**3.7. CAREGIVER PARKING**

A CAREGIVER may park on TRUST PROPERTY only when a CAREGIVER parking pass is displayed on the dashboard of the vehicle.

For Caregiver parking rights, the person must be registered with the GRF Stock Transfer office.

3.8. CONTRACTOR AND SERVICE VEHICLE PARKING

3.8.1. Contractors' vehicles must comply with all rules set forth herein and must not obstruct or park on the sidewalk.

3.8.2. Contractor and service vehicles, including personal vehicles driven by workers shall not be parked on MUTUAL ONE PROPERTY (TRUST STREETS included) overnight without a permit.

3.9. OVERNIGHT PARKING PERMITS

3.9.1. RESIDENT overnight parking is prohibited without a Security Department issued vehicle decal or Overnight Parking Permit.

3.9.2. COMMERCIAL VEHICLES, equipment, and materials utilized in authorized activities conducted for the Mutual, or its RESIDENTS overnight parking is not permitted without an Overnight Parking Permit issued by the Security Department.

EXCEPTION:

COMMERCIAL VEHICLES parked in assigned rental spaces in Allen's Alley by Clubhouse 2 (Two).

3.9.3. The Overnight Parking Permit must be displayed face-up on the driver side dashboard of the MOTOR VEHICLE, or prominently affixed to the front of trailers or equipment.

3.9.4. The following vehicles and equipment are prohibited from parking on TRUST STREETS at any time between the hours of 12:00 a.m. and 7:00 a.m. unless otherwise addressed in this policy.

3.9.4.1. Vehicle not displaying a valid GRF decal or Overnight Parking Permit.

3.9.4.2. Recreational Vehicle – except as provided below in Section 3.10 – “Recreational Vehicles Restrictions.”

3.9.4.3. COMMERCIAL VEHICLE, construction/ maintenance equipment, storage and disposal units, building materials.

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS**Adoption of GRF Policy 1927-37 – Parking Rules**3.10. RECREATIONAL VEHICLES (RV) or VEHICLE USED FOR RECREATION (VUFR) RESTRICTIONS**

An RV or VUFR may be parked on MUTUAL ONE PROPERTY only when meeting all of the following conditions:

- 3.10.1.** RV parked at any MUTUAL ONE PROPERTY facility **MUST** have Security Department issued decal or a Parking Permit.
- 3.10.2.** RV or VUFR is parked up to 48 (forty-eight) hours for the purpose of loading or unloading.
- 3.10.3.** Other activities, such as sleeping or resting in the RV or VUFR, and vehicle maintenance are not allowed.
- 3.10.4.** RV or VUFR must be parked with engine and accessory equipment (e.g. exterior lights, air conditioner, audio and video equipment) shut off.

The generator may **ONLY** be used between the hours of 8:00 a.m. and 8:00 p.m. while loading or unloading the vehicle.
- 3.10.5.** Extensions such as slide-outs, tilt-outs, and awnings must be closed. Steps must not block the sidewalk.
- 3.10.6.** RV or VUFR may not be attached to any external power supply.
- 3.10.7.** Leveling jacks, if used, must include a base plate sufficient to prevent damage to pavement.
- 3.10.8.** No animals or children are to be left unattended on or within any RV or VUFR at any time.

3.11. "FOR SALE" SIGNS

"For Sale" signage shall not be displayed on any vehicle on MUTUAL ONE PROPERTY.

3.12. REPAIRS

Vehicles may not be rebuilt or rehabilitated, major service may not be performed, and fluids may not be changed on any MUTUAL ONE PROPERTY.

3.13. WASHING

All washing of vehicles must be done at the car and RV washing areas behind Clubhouse 2 (Two). Vehicles must have a GRF decal.

EXCEPTION: NON-RESIDENTS shall not be permitted to wash their vehicle anywhere on MUTUAL ONE PROPERTY.

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS****Adoption of GRF Policy 1927-37 – Parking Rules****4. TRUST PROPERTY PARKING AREAS****4.1. CLUBHOUSE ONE**

- 4.1.1. Parking next to the Wood Shop is prohibited between 11:00 p.m. and 7:00 a.m.
- 4.1.2. Parking is prohibited between 11:00 p.m. and 7:00 a.m. in the spaces on the west side of the clubhouse (Burning Tree).
- 4.1.3. Parking is permitted up to 72 (seventy-two) hours in the lot across from the clubhouse next to the golf course.

4.2. CLUBHOUSE TWO

- 4.2.1. Parking next to the Wood Shop and car wash is prohibited between 11:00 p.m. and 7:00 a.m.
- 4.2.2. Parking is prohibited between 11:00 p.m. and 7:00 a.m. in the spaces on the east side of the clubhouse (El Dorado).
- 4.2.3. Parking is permitted up to 72 (seventy-two) hours in the lot between the clubhouse and the RV lot.

4.3. CLUBHOUSE THREE & FOUR**4.3.1. Permit Parking**

The three (3) approved locations within the Clubhouse 4 (four) parking lot are for temporary RV and VUFR use, subject to the terms and conditions noted in this policy.

Available permit parking is limited. Spaces are allotted on a “first come first served” basis.

EXCEPTION:

The Radio Club Yellow Emergency Van
Innovative Cleaning Service Vehicles

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS**Adoption of GRF Policy 1927-37 – Parking Rules**4.3.2. Identification**

All RVs and VUFRs must be registered with the Security Department and display the Parking Permit in order to park in the noted locations. If the RV or VUFR does not have a windshield, the identification must be placed on the king pin of a fifth wheel or the tongue of a trailer.

4.3.3. RVs and VUFRs

4.3.3.1. Shareholders/Members and Guests may park a RV or VUFR temporarily in the noted locations for the purpose of loading and unloading, and preparing the vehicle for travel or storage subject to these Rules and Regulations of the GRF.

4.3.3.2. Notification – Shareholders/Members and Guests must notify Security Department immediately when entering the community with their RV or VUFR. This notification is required in order to park temporarily for a term as follows:

4.3.3.3. Maximum Consecutive Nights

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Shareholders/Members may park one (1) RV (and boat or trailer) or VUFR at a time temporarily in the approved location within the Clubhouse 4 (four) parking lot for a maximum of 21 (twenty-one) days at no charge. A second term will be allowed within twelve calendar months provided that the RV or VUFR has been out of the community for no less than one hundred eighty (180) days.

Guests may park one (1) RV (and boat or trailer) or VUFR at a time temporarily in the approved location within the Clubhouse 4 (four) parking lot for a maximum of 14 (fourteen) days at no charge. An additional 7 (seven) days are available with a fee. See section below. A second term will be allowed within twelve calendar months provided that the RV or VUFR has been out of the community for no less than one hundred eighty (180) days.

- 4.3.3.4.** In the event of an unexpected medical and or mechanical emergency the Security Chief, Deputy Security Chief or the Executive Director may grant a limited extension not to exceed 72 (seventy-two) hours.

EXCEPTION:

Watch Commander or Deputy Chief may grant extension until return of the Security Chief or Executive Director.

- 4.3.3.5.** The Security Chief must make a monthly report of all permitted vehicles to the Security Bus and Traffic Committee (SBT).

- 4.3.3.6.** Failure to comply may result in towing of the vehicle at the owner's expense.

4.3.4. Use of an RV or VUFR

- 4.3.4.1.** ShareholderS/Members and Guests may live in a RV or VUFR parked in the community for a maximum of seven (7) days. This includes sleeping, cooking or any other activities not associated with preparation of the vehicle for travel or storage.

- 4.3.4.2.** No animal or child shall be left alone in a vehicle at any time.

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS**Adoption of GRF Policy 1927-37 – Parking Rules

- 4.3.5. Safety Requirements – All sections of the California Vehicle Code that are applicable to RVs and VUFRs shall be adhered to while parked in community.
- 4.3.6. Parking Fees for RV or VUFR
 - 4.3.6.1. Shareholder/Member: Twenty-one (21) days – No Charge.
 - 4.3.6.2. Guest of Shareholders/Member:
There is no charge for the first fourteen (14) days.
The following seven (7) days will be charged at rate of \$20.00 per day.
 - 4.3.6.3. Payment will be collected by the Security Department at the time the Parking Permit is issued. Checks only. All other types of payments will be made at the Finance Department.
 - 4.3.6.4. A second term will be allowed within twelve calendar months provided that the RV or VUFR has been out of the community for no less than one hundred eighty (180) days.

4.4. BUILDING FIVE, CLUBHOUSE SIX, HEALTHCARE CENTER, ADMINISTRATION AND ALLEY

No overnight parking is permitted.

EXCEPTIONS:

Security Vehicles;
 CARE ambulances;
 Pharmacy delivery vehicles; and
 Two (2) Healthcare Vehicles;
 24 Hour Nurse;
 HCC Golf Cart;
 GRF Vehicles; and
 Innovative cleaning service vehicles.

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS**Adoption of GRF Policy 1927-37 – Parking Rules**4.5. AMPHITHEATER**

- 4.5.1. No Shareholder/member may park in any space marked for "Staff" or HCC between the hours of 7am to 6pm, Monday to Friday.
- 4.5.2. The parking space designated for the HCC 24-Hour Nurse may never be used by anyone else except that employee and the HCC Golf Cart.

5. BICYCLES/TRICYCLES

BICYCLES or TRICYCLES may not be parked in any manner interfering with foot or vehicle traffic. Bicycles must be parked utilizing parking racks where provided. Mutual One is not liable for damaged, lost or stolen property.

Attended BICYCLES or TRICYCLES may be parked off pavement, but only in such a manner as not to damage landscaping.

Parking on a sidewalk is prohibited.

6. TOWING

The Security Department will take steps to identify the owner and make contact. Failure to contact the vehicle owner shall not affect the ability of Mutual One to tow any vehicle in violation of these rules or posted signage.

6.1. Immediate Towing Situation

A vehicle parked in either Red Zone "Fire Lane" or "Fire Hydrant."

6.2. Red Ticket Towing Notice

The vehicle has been issued a notice of parking violation, and 96 hours have elapsed since the issuance of that notice.

7. DUE PROCESS

Due Process is a set of procedures of increasing stages of formality and associated additional costs to both parties.

7.1. Internal Dispute Resolution (IDR) Process

- 7.1.1. Person charged with the violation (Violator) can pay the fine. The citation has the fines for parking violations on the reverse side of the form.
- 7.1.2. The Violator has the right to contest the "rules violation" in writing to the Parking Rules and Violations Panel (PRV) within ten (10)

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS****Adoption of GRF Policy 1927-37 – Parking Rules**

business days of the date of the violation,

- 7.1.3. A hearing will be scheduled by the PRV of Mutual One.
- 7.1.4. Violator may submit a response in writing within ten (10) business days of the violation to the PRV, if they are unable to attend the hearing.
- 7.1.5. The PRV must be notified ten (10) business days prior to the hearing if interpreter's services are needed and the language required.
- 7.1.6. Shareholders/Members will be notified in writing of the results of the hearing within 15 business days.

7.2. Notice of Hearing

The written RULES VIOLATION NOTICE (Citation) serves as written notice of the violation and hearing (Civ. Code §5855). The following items will be set forth in the written Violation of Rules:

- 7.2.1. Description of violation, including time of violation and location and possible penalties (including possible monetary penalties); and
- 7.2.2. Hearing date, time, and location of Hearing.

7.3. Notice Handout

This document supplements the Citation and must contain the following:

- 7.3.1. The date, time, and place of the hearing;
- 7.3.2. The nature of the alleged violation (including the date/time and location) for which a member may be disciplined;
- 7.3.3. A statement that the member has a right to attend the hearing and present evidence. (Civ. Code §5855(b).);
- 7.3.4. Notification that a "Failure to Respond" will acknowledge acceptance of the violation and the corresponding fine may be imposed; and
- 7.3.5. A section to indicate the need for an interpreter and the language requested. The PRV must be notified at least ten (10) business days prior to the hearing if the Shareholder/member will bring an interpreter.

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS****Adoption of GRF Policy 1927-37 – Parking Rules****7.4. Extensions**

The Shareholders/Member may request one extension of the panel hearing under these following circumstances:

- 7.4.1. An extension of Hearing date at least 48 (forty-eight) hours prior to the scheduled PRV hearing with no explanation;
- 7.4.2. An extension for medical, health or family issues;
- 7.4.3. The written notification to the PRV panel that the Violator is bringing a lawyer. This will require a minimum 30-day extension to insure PRV attorney will be present, or
- 7.4.4. A second extension may be granted by the PRV.

7.5. PRV Hearing

- 7.5.1. Defense - The Shareholders/Member has the right to examine and refute evidence. The photos may be viewed in the Security Office by appointment. The Security Department will have a representative present to explain all relevant information and evidence. This may include questions during the hearing. Members also have the right to submit their defense in writing rather than make an appearance before the PRV. (Corp. Code §7341(c)(3).)
- 7.5.2. Lawyers - The Shareholders/Member has a "right" to bring a lawyer to represent them in an IDR hearing. The Shareholder/Member must provide a 30-day written notification to the Panel. The Shareholder/Member may bring an Observer or interpreter.
- 7.5.3. The Panel Session is a closed meeting. Hearings will be held in executive session. The Shareholder/Member may request an open hearing.
- 7.5.4. If the Shareholders/Member does not appear at the scheduled meeting without prior notification to the Panel, this will be accepted as agreement by the Shareholders/Member of the validity of the violation and the appropriate fine may be assessed.

7.6. Post-Hearing Due Process

- 7.6.1. Findings - The PRV panel shall make "findings" to support the panel's decision regarding the alleged violation. Findings may allow for vacating the citation.
- 7.6.2. The fine is reasonable and rationally related to the operations of the association. The session will include violation number and results of hearing.

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS****Adoption of GRF Policy 1927-37 – Parking Rules**

7.6.3. Notice of Decision. Notice of the panel's decision must be given by first-class mail within 15 business days following the PRV's decision (Civ. Code §5855(c); Corp. Code §7341(c)(2).) The letter of decision shall include the panel's findings.

7.7. The PRV Panel

7.7.1. GRF must have a published enforcement policy in place as required by law.

7.7.2. Panel will meet on the 4th Monday of each month at 9:00 a.m. in Administration Conference Room A.

7.7.3. A second meeting will be scheduled if the volume of hearing requests is too large; it will meet on the 4th Wednesday at 1:00 p.m. in Conference Room B.

EXCEPTION:

7.7.3.1. Contractors will be adjudicated by the Facilities Director.

7.7.3.2. Health Care Center (HCC) employees will be adjudicated by HCC management.

7.7.3.3. GRF employees will be adjudicated by GRF Human Resources Department.

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS**Adoption of GRF Policy 1927-37 – Parking Rules**FEEES (FINES) FOR PARKING RULES VIOLATIONS ON TRUST PROPERTY**

The following Parking Rules are strictly enforced and are applicable to all persons controlling or operating vehicles on any PROPERTY regulated by Mutual One. This also refers to the streets, sidewalks, parking areas, clubhouses, grounds, and other amenities overseen by GRF.

Per the Occupancy Agreements all Shareholders/Members are solely responsible for the actions of their guests and employees; therefore they are solely responsible for the fines and penalties incurred by their guests or employees.

GRF vehicles are exempted from these policies when appropriate, such as maintenance or security vehicles assisting first responders or providing emergency services to a Shareholders/Member unit.

1. FINES FOR PARKING VIOLATIONS

Fee explanations for Fine table below:

- 1.1 Any animal or child left unattended in a vehicle will be reported immediately to Animal Control or Seal Beach Police.
- 1.2 **First Offense**
The first offense may result in either a Fix-It citation, a Warning, a Fine or the vehicle being towed. See table below.
A Fix-It citation allows 30 days for resolving the problem.
The fine may be waived by the PRV Panel.
- 1.3 Additional citations may be issued after each 24-hour period.
- 1.4 After the fourth RV or VUFR violation all RV or VUFR parking privileges are suspended for twelve (12) months beginning with the date of the fourth infraction.

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS****Adoption of GRF Policy 1927-37 – Parking Rules**

Violation	1st	2nd and Subsequent
1. Assigned Parking Space or restricted parking Space.	25.00	25.00
2. Blocking Crosswalk	25.00	25.00
3. Expired or Invalid State Vehicle Registration*	50.00	50.00
4. Flat Tires	Fix-It	25.00
5. "For Sale" sign on Vehicle	20.00	20.00
6. Handicap Parking without Placard or Handicap ID Displayed	100.00*	200.00
7. Hazardous Materials Leaking	50.00	50.00
8. Limited Time Parking	20.00	20.00
9. Maintenance or Repair	25.00	25.00
10. No Valid GRF Vehicle Decal or Parking Permit Displayed	20.00	20.00
11. Parked on Sidewalk or Grass	25.00	25.00
12. RED ZONE: Bus Stop	25.00	25.00
13. RED ZONE: Fire Hydrant	100.00	200.00
14. RED ZONE: Mail Box	25.00	25.00
15. RV or VUFR - Generator Running 8pm – 8am		50.00
16. RV or VUFR - Jack Support: None or Inadequate	50.00	50.00
17. RV or VUFR Parked Over 72 (Seventy-Two) Hours on TRUST STREET	40.00	40.00
18. Washing any vehicle on Trust Property (except Car Wash areas)	20.00	20.00
19. Washing a Non-resident Vehicle at Car Wash	20.00	20.00

* Fine will be waived on first offense if placard and/or paperwork that was current at time of Citation is presented. The Security Services Director has the right to waive the first offence fine if needed paperwork is presented to them.

Mutual

One:

Adoption

MUTUAL OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS****GOVERNING DOCUMENT COMPLIANCE**
CORRECTIVE MEASURES AND FINES – MUTUAL ONE ONLY**Basic Compliance Policy:**

The objective of this Compliance Policy shall be to promote and seek voluntary compliance of shareholders for themselves, those qualified to reside with them and the shareholders' visitors including, but not limited to guests, employees and delivery personnel with the Seal Beach Mutual No. One Occupancy Agreement, Bylaws, 7000 Series Policies, and Rules and Regulations, all as amended and supplemented (collectively, "Governing Documents").

Reporting Violations:

Any resident shareholder, including any shareholder serving on the Board, may report violations. Contact Security, Community Administration, or the Board of Directors.

Such reports shall constitute a complaint and will be documented in writing to include the time, date, nature of violation, circumstances, and location and address of person or persons responsible. The complaint will be provided to the Mutual for review and, if necessary, enforcement action.

Enforcement Procedures:

The Mutual may, in the Board's discretion, enforce any violation of the "Governing Documents" by pursuing, without limitation any one, or combination of, the remedies described below in paragraphs, One, Two, or Three (1, 2, or 3). Notices described in One and Two below shall include a statement inviting the shareholder to a hearing or their right to request a hearing.

1. Send an initial notice of violation letter to the resident shareholder stating the nature of the alleged violation. In the event that the shareholder does not take corrective action and continues to be non-compliant, the notice will include a reasonable date within which to voluntarily comply.
2. Send a notice of violation and intent to impose a fine. Fines will be imposed in accordance with the Mutual's Violation Fine Schedule.
3. An action in law or in equity to recover the sums due for damages injunctive relief or any other appropriate legal or equitable relief that may be available to the Mutual.

MUTUAL OPERATIONS

ADOPT DRAFT POLICY

RESIDENT REGULATIONS

GOVERNING DOCUMENT COMPLIANCE
CORRECTIVE MEASURES AND FINES – MUTUAL ONE ONLY

FINE SCHEDULE:

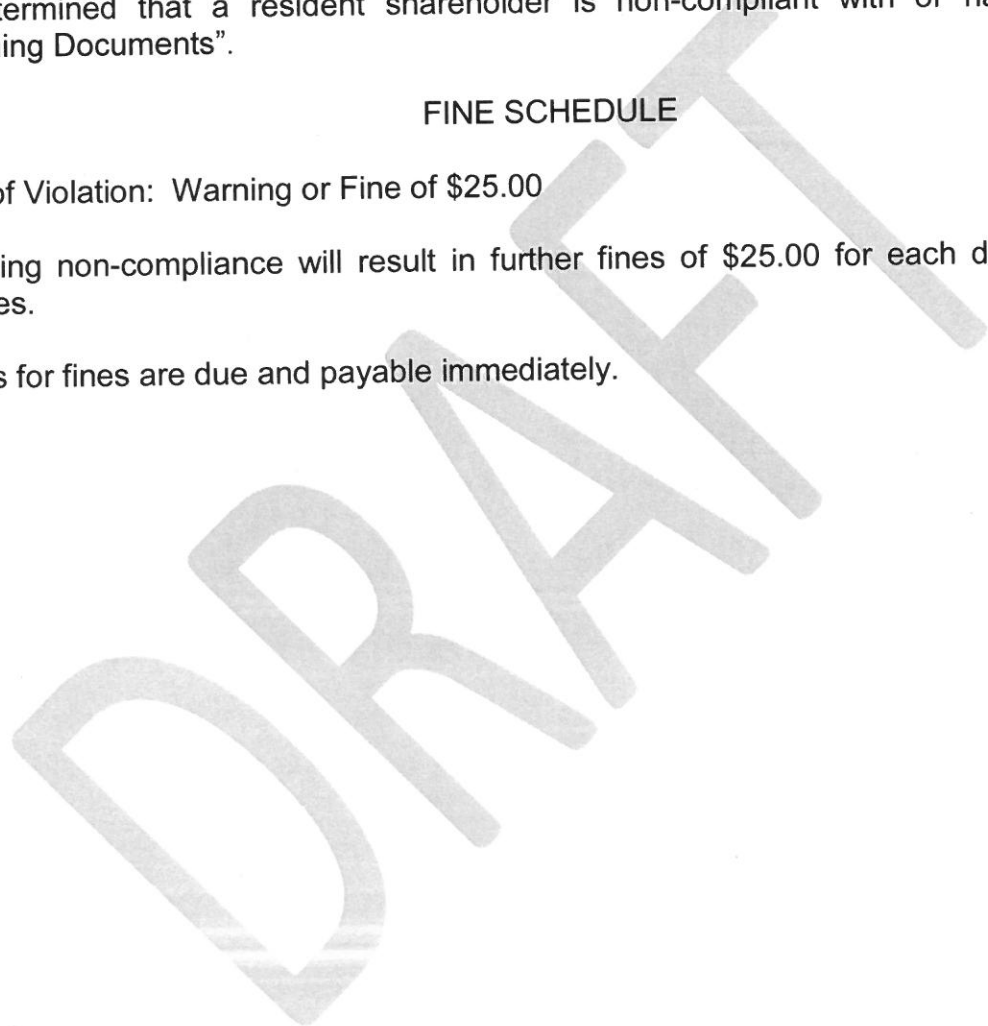
The Fine Schedule may be imposed after or concurrent with notice and opportunity for hearing, and the Board of Directors, or committee appointed by the Board, in its discretion, has determined that a resident shareholder is non-compliant with or has violated the "Governing Documents".

FINE SCHEDULE

Notice of Violation: Warning or Fine of \$25.00

Continuing non-compliance will result in further fines of \$25.00 for each day the violation continues.

Invoices for fines are due and payable immediately.



MUTUAL ADOPTION

AMENDMENT(S)

ONE:

MUTUAL OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS**GOVERNING DOCUMENT COMPLIANCE
CORRECTIVE MEASURES AND FINES – MUTUAL ONE ONLY**FINE SCHEDULE**

	1st Offense	2nd and each subsequent and/or continuation of offense
Residency/Occupancy Violations:(e.g. unauthorized occupants, guests residing longer than permitted)	Notice to Comply in 48 hours	\$25.00
Violation of Mutual Occupancy Agreement & all other Policies	Written warning	\$25.00
Carport Driveway	\$25.00	\$25.00
Walls by Trash Area	\$25.00	\$25.00
Laundry Room Area	\$25.00	\$25.00

SIGN-IN SHEET

BOARD OF DIRECTORS MEETING MUTUAL NO. ONE DATE: August 24, 2017

	GUEST NAME
1.	Jack Carrigan
2.	Fred Edworthy
3.	Mark Scott
4.	Betty Hacke
5.	Susan O'Brien
6.	Bill O'Brien
7.	Robert Garretson
8.	Maryemma Hargrave
9.	Jill Brennan
10.	Dorothy Geisler
11.	Sheila Singer

**MINUTES OF THE SPECIAL (AGENDA) MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL ONE**


August 15, 2017

A Special Meeting of the Board of Directors of Seal Beach Mutual One was called to order by Secretary St. Aubin at 9:00 a.m. on Tuesday, August 15, 2017, in Building 5, Conference Room C.

Those members present were: Secretary St. Aubin, and Directors Holzer, Gambol, Collazo, Barreras, Singer, and Advisory Director Almeida. President Luther-Stark, Vice President Tous, and CFO Schweitzer were absent.

The purpose of the meeting was to discuss agenda items for the August 24, 2017, Regular Monthly Board Meeting.

Secretary St. Aubin adjourned the meeting at 10:30 a.m.



Attest

JoAnn St. Aubin, Secretary
SEAL BEACH MUTUAL ONE

ka:8/16/17