

**MINUTES OF THE REGULAR MONTHLY MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL ONE
August 23, 2018**

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 9:15 a.m. on Thursday, August 23, 2018, in Conference Room A of the Administration Building, followed by the *Pledge of Allegiance*.

ROLL CALL

Present: President Luther-Stark, Vice President Collazo, Chief Financial Officer Schweitzer, Secretary St. Aubin and Directors Barreras, Brennan, Gambol, Singer, and Tous

GRF Representative(s): Mrs. Perrotti
Mr. Stone was absent

Guests: Four Mutual One Shareholders

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

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

MINUTES

The July 26, 2018, Regular Meeting Minutes were approved by general consent of the Board as corrected.

BUILDING INSPECTOR'S REPORT

Inspector Wyngaarden presented the activity report (attached).

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

RESOLVED, To have M.J. Jurardo complete the railing at Unit 22-F, at a cost not to exceed \$1,400 and authorize the President to sign the contract.

The MOTION passed with five "yes" votes (Luther-Stark, Collazo St. Aubin Singer Barreras) and four "no" votes (Schweitzer, Brennan, Tous, Gambol).

Following a discussion, and upon a MOTION duly made by President Luther-Stark and seconded by Director Gambol, it was

Resolved to cancel the contract with Empire Pipe Cleaning dated October 26, 2017.

The MOTION passed.

BUILDING INSPECTOR'S REPORT (continued)

Following a discussion, and upon a MOTION duly made by President Luther–Stark and seconded by Vice President Collazo, it was

RESOLVED, That once the sewer lining has been completed in each of Mutual One's Buildings, that sewer cleaning/camera service will be under the direction and supervision of Raymond Gray, A-1 Total Plumbing.

The MOTION passed.

Following questions, Inspector Wyngaarden left the meeting at 9:56 a.m.

GRF REPRESENTATIVE'S REPORT

GRF Representative Perrotti submitted her report (attached).

GRF Representative Stone was absent.

NEW BUSINESS

Following a discussion, and upon a MOTION duly made by President Luther–Stark and seconded by Vice President Collazo, it was

RESOLVED, To amend Policy 7502.01.1 – Adoption of GRF 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 President Luther–Stark and seconded by Vice President Collazo, it was

RESOLVED, To reschedule the November 22, 2018, regular Monthly meeting to November 29, 2018, at 9:00 a.m. Conference Room A, Due to the Thanksgiving Holiday.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President Luther–Stark and seconded by Vice President Collazo, it was

RESOLVED, To approve the purchase of 37 brooms for the Mutual One laundry Rooms, at a cost not to exceed \$530.

The MOTION passed with one “no” vote (Gambol)

NEW BUSINESS (continued)

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

RESOLVED, To approve that the Mutual One Board of Directors request the Mutual Administration Department to proceed with the mailing of Policy 7583.01 – Limitation of Vehicles to all Mutual One Residents who have multiple cars.

The MOTION passed

Following a discussion, and upon a MOTION duly made by President Luther- Stark and seconded by Vice President Collazo, it was

RESOLVED, To have a Special Luncheon for F. Holzer at a cost not to exceed \$500 only Board Members may attend with the exception of Mr. Holzer to bring two guests.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President Luther–Stark and seconded by Vice President Collazo, it was

RESOLVED, To approve the Mr. C's Towing Agreement for the towing of vehicles when there is a violation of Mutual Policy, effective 2018-2019 and authorize the President to sign the Agreement.

The MOTION passed.

Following a discussion, it was the consensus of the Board to postpone adoption of Policy 7541- Co-Occupants, Qualified Permanent Residents and Health Care Providers pending further research.

Following a discussion, and upon a MOTION duly made by President Luther–Stark and seconded by Vice President Collazo, it was

RESOLVED, To adopt Policy 7490.pb.01 – Payment and Performance Bond on a preliminary basis until the 30–day posting period is completed.

The MOTION passed.

NEW BUSINESS (continued)

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

RESOLVED, To authorize the GRF Executive Director and/or the Mutual Administration Director to issue zero (0) **ADDITIONAL** Guest Passes, in accordance with GRF Policy 5536.1-33. Each Guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of Guest Passes issued noting the Shareholder/Member name as responsible party for the Guest, effective 2019.

The MOTION passed.

SECRETARY / CORRESPONDENCE

Secretary St. Aubin's received several pieces of correspondence.

Following a discussion, and upon a MOTION duly made by President Luther–Stark and seconded by Director Barreras, it was

RESOLVED, To approve the Carport rental belonging to the shareholder in Unit 17–F, carport 4 space 21 to the shareholder in Unit 20–B, and the Carport rental belonging to the shareholder in Unit 11–E to the shareholder in Unit 34–I. Carport 9 space 27.

The MOTION passed with one abstention (Collazo).

Following a discussion, it was the consensus of the Board to postpone discussions on email/phone service provided by GRF until September 2018.

CHIEF FINANCIAL OFFICER'S REPORT

CFO Schweitzer presented his report (attached).

MUTUAL ADMINISTRATION DIRECTOR'S REPORT

Ms. Hopkins presented her report (attached).

ANNOUNCEMENTS

NEXT MEETING: Regular Monthly Meeting, September 27, 2018, Open Forum begins at 9:00 a.m. and Meeting begins at 9:15 in the Administration Building Conference Room A.

COMMITTEE REPORTS

No Committee Reports were submitted.

DIRECTORS' COMMENTS

Several Directors made comments.

SHAREHOLDER(S)' COMMENTS

Several shareholders made comments.

ADJOURNMENT

There being no further business to conduct, President Luther-Stark adjourned the meeting at 11:29 a.m. and stated that there will be an Executive Session to discuss member issues.



Attest

Sandra Luther-Stark, President

SEAL BEACH MUTUAL ONE

ka:08/29/18

Attachments

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING AUGUST 23, 2018**

- 08/23/18 RESOLVED, To have M.J. Jurado complete the railing at Unit 22-F, at a cost not to exceed \$1,400 and authorize the President to sign the contract.
- Resolved to cancel the contract with Empire Pipe Cleaning dated October 26, 2017.
- RESOLVED, That once the sewer lining has been completed in each of Mutual One's Buildings, that sewer cleaning/camera service will be under the direction and supervision of Raymond Gray, A-1 Total Plumbing.
- RESOLVED, To amend Policy 7502.01.1 – Adoption of GRF Policy 1927-37 – Parking Rules on a preliminary basis until the 30-day posting period is completed.
- RESOLVED, To reschedule the November 22, 2018, regular Monthly meeting to November 29, 2018, at 9:00 a.m. Conference Room A, Due to the Thanksgiving Holiday.
- RESOLVED, To approve the purchase of 37 brooms for the Mutual One laundry Rooms, at a cost not to exceed \$530.
- RESOLVED, To approve that the Mutual One Board of Directors request the Mutual Administration Department to proceed with the mailing of Policy 7583.01 – Limitation of Vehicles to all Mutual One Residents who have multiple cars.
- RESOLVED, To have a Special Luncheon for F. Holzer at a cost not to exceed \$500 only Board Members may attend with the exception of Mr. Holzer to bring two guests.
- RESOLVED, To approve the Mr. C's Towing Agreement for the towing of vehicles when there is a violation of Mutual Policy, effective 2018-2019 and authorize the President to sign the Agreement.

RESOLVED, To adopt Policy 7490.pb.01 – Payment and Performance Bond on a preliminary basis until the 30-day posting period is completed.

RESOLVED, To authorize the GRF Executive Director and/or the Mutual Administration Director to issue zero (0) ADDITIONAL Guest Passes, in accordance with GRF Policy 5536.1-33. Each Guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of Guest Passes issued noting the Shareholder/Member name as responsible party for the Guest, effective 2019.

RESOLVED, To approve the Carport rental belonging to the shareholder in Unit 17-F, carport 4 space 21 to the shareholder in Unit 20-B, and the Carport rental belonging to the shareholder in Unit 11-E to the shareholder in Unit 34-I. Carport 9 space 27.

INSPECTORS MUTUAL REPORT

MUTUAL : (01) ONE

INSPECTOR : ERIC WYNGAARDEN

MUTUAL BOARD MEETING DATE:

08/23/18 AUGUST REPORT

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
BLD 6	SEWER RELINING	GRF	04/02/18	07/16/18	YES	NONE	A-1 TOTAL SERVICE PLUMBING
BLD 7	SEWER RELINING	GRF	04/02/18	07/30/18	YES	NONE	A-1 TOTAL SERVICE PLUMBING
1-K	SHOWER	GRF	08/30/18	09/30/18	NO	NONE	NU-KOTE
5-A	HEAT PUMP	BOTH	08/23/18	09/23/18	NO	NONE	ALPINE HEATING/AIR CONDITIONING
5-C	HEAT PUMP	BOTH	08/22/18	09/22/18	NO	NONE	ALPINE HEATING/AIR CONDITIONING
5-j	FLOORING	GRF	08/10/18	09/10/18	NO	NONE	KARYS CARPET
7-H	SOLAR TUBES	GRF	07/01/18	07/31/18	NO	08/19/18 FINAL	SOLATUBE HOME
11-I	SHOWER	GRF	11/05/18	12/05/18	NO	NONE	NU-KOTE
13-F	SUN SHADES	GRF	08/09/18	09/09/18	NO	NONE	HANYMAN SERVICES
14-I	REMODEL	BOTH	05/25/18	09/25/18	NO	06/27/18 FOOTING	NATIONWIDE PAINTING
14-I	REMODEL	BOTH	05/25/18	09/25/18	NO	08/01/18 ROUGH WIRING	NATIONWIDE PAINTING
14-I	REMODEL	BOTH	05/25/18	09/25/18	NO	08/01/18 FRAMING	NATIONWIDE PAINTING
14-I	REMODEL	BOTH	05/25/18	09/25/18	NO	08/06/18 SHEAR PANEL	NATIONWIDE PAINTING
14-I	REMODEL	BOTH	05/25/18	09/25/18	NO	08/06/18 INSULATION	NATIONWIDE PAINTING
18-G	REMODEL	BOTH	08/01/18	12/31/18	YES	NONE	ACE MAINTENANCE
18-K	REMODEL	BOTH	07/26/18	07/27/18	YES	4/19/18 LATH	ROBERT'S CONSTRUCTION
18-K	REMODEL	BOTH	07/26/18	07/27/18	YES	4/19/18 ROUGH WIRING	ROBERT'S CONSTRUCTION
18-K	REMODEL	BOTH	07/26/18	07/27/18	YES	7/26/18 WALKWAY	ROBERT'S CONSTRUCTION
18-K	REMODEL	BOTH	07/26/18	07/27/18	YES	08/13/18 FINAL	ROBERT'S CONSTRUCTION
22-E	REMODEL	BOTH	09/30/18	12/20/18	YES	8/17/18 FOOTING	JSB HOME RERMODELING
26-I	COUNTERTOPS	GRF	07/25/18	08/25/18	NO	08/09/18 FINAL	NATIONWIDE PAINTING
27-A	FLOORING	GRF	08/06/18	09/30/18	NO	08/15/18 FINAL	BIXBY PLAZA CARPETS
35-I	WASHER/DRYER	BOTH	06/15/18	07/28/18	NO	7/3/18 FRAMING	MP CONSTRUCTION
35-I	WASHER/DRYER	BOTH	06/15/18	07/28/18	NO	7/3/18 ROUGH WIRING	MP CONSTRUCTION
35-I	WASHER/DRYER	BOTH	06/15/18	07/28/18	NO	7/3/18 GROUND WORK	MP CONSTRUCTION
35-I	WASHER/DRYER	BOTH	06/15/18	07/28/18	NO	7/6/18 DRYWALL	MP CONSTRUCTION
35-I	WASHER/DRYER	BOTH	06/15/18	07/28/18	NO	7/26/18 FINAL	MP CONSTRUCTION

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38-E	SHOWER	GRF	10/10/18	11/10/18	NO	NONE	NU-KOTE
38-G	WASHER/DRYER	BOTH	07/15/18	11/20/18	NO	NONE	KANGS CONSTRUCTION
45-C	HEAT/PUMP	BOTH	08/21/18	09/21/18	NO	NONE	ALPINE HEATING/AIR CONDITIONING
51-A	REMODEL	GRF	08/06/18	09/21/18	YES	NONE	MP CONSTRUCTION
52-F	WASHER/DRYER	BOTH	05/16/18	07/10/18	NO	NONE	JC KRESS CONSTRUCTION
52-k	SECURITY SCREEN DOOR	GRF	08/27/18	09/28/18	NO	NONE	MP CONSTRUCTION
53-F	WINDOWS/SKYLIGHTS	BOTH	07/20/18	09/14/18	NO	NONE	SEAPORT SASH & DOOR
53-F	CONCRETE & DECO BLOCKS	GRF	08/06/18	09/30/18	NO	NONE	MJ JURADO
55-D	SECURITY SCREEN DOOR	GRF	08/27/18	09/28/18	NO	NONE	MP CONSTRUCTION
56-B	HEAT PUMP	BOTH	07/09/18	08/09/18	NO	0814/18 FINAL	ALPINE HEATING/AIR CONDITIONING
59-L	SHOWER	GRF	09/09/18	10/09/18	NO	NONE	NU-KOTE
60-G	HEAT/PUMP	BOTH	08/27/18	11/27/18	NO	NONE	GREENWOOD
60-H	WINDOWS	BOTH	04/01/18	08/01/18	NO	NONE	CALIFORNIA ENERGY CONTRACTORS
61-G	REMODEL	BOTH	04/15/18	12/31/18	NO	NONE	ALPHA MASTER BUILDERS
61-H	SHOWER	GRF	07/18/18	08/18/18	NO	NONE	NU KOTE
62-I	KITCHEN REMODEL	GRF	06/01/18	12/10/18	NO	NONE	LW DÉCOR,INC
63-L	REMODEL	BOTH	02/28/18	10/30/18	NO	NONE	MJ JURADO
64-C	ENTRY DOOR	GRF	05/07/18	08/28/18	YES	NONE	LW DÉCOR
67-B	FLOORING	GRF	07/25/18	08/25/18	NO	08/07/18 FINAL	KARYS CARPET
69-K	WINDOWS & DOORS	GRF	02/15/18	04/01/18	YES	NONE	LW DÉCOR

ALL SHADED AREAS HAVE BEEN SIGNED OFF

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
1-K		05/30/18	05/30/18	06/25/18	07/06/18	08/16/18	
4-B		12/27/17					
5-D		11/08/17					
5-K		04/12/18					
7-A		03/02/18					

INSPECTORS MUTUAL REPORT

MUTUAL : (01) ONE

INSPECTOR : ERIC WYNGAARDEN

MUTUAL BOARD MEETING DATE:

08/23/18 AUGUST REPORT

8-D		06/06/18	08/01/18	08/06/18	08/16/18		
8-I		02/23/18	06/27/18	06/27/18	07/09/18	08/16/18	
10-F		12/18/13					
12-D		06/15/18					
13-A		05/11/18	07/13/18	07/13/18	07/27/18		
13-C		02/27/18					
15-D		06/21/18	07/16/18	07/18/18	08/01/18		
16-L		11/16/17					
16-W		11/17/17					
17-B		06/08/18					
18-H		07/12/18	08/20/18				
19-I		06/06/18					
20-F		01/19/17					
22-E		04/10/17					
23-D		06/21/18					
25-F		07/12/18	08/15/18				
26-E		08/13/18					
27-C		07/30/18					
29-H		03/27/18	06/04/18	08/01/18	08/14/18		
31-B		05/22/17					
31-C		04/29/16					
32-G		06/25/18					
34-I		07/26/17					
35-E		02/16/17					
38-H		02/16/18	03/26/18				
39-I		05/23/18	06/25/18	06/27/18	07/10/18	07/27/18	
40-L		05/23/18					
42-J		07/24/18					
45-G		02/13/18	06/22/18	06/22/18	07/09/18	08/01/18	
48-K		12/28/17					

INSPECTORS MUTUAL REPORT

MUTUAL : (01) ONE

INSPECTOR : ERIC WYNGAARDEN

MUTUAL BOARD MEETING DATE:

08/23/18 AUGUST REPORT

MUTUAL & SHARE HOLDER REQUEST

Calls to units 45

Mutual Administration Director's Report

AUGUST 2018



In the summer heat a reminder to rest and cool down in the shade, minimize direct exposure to the sun and stay hydrated, drink plenty of water.

Slow down: reduce, eliminate or reschedule strenuous activities until the coolest time of the day.

Dress for summer: Wear lightweight, loose fitting, light-colored clothing to reflect heat.

Avoid extreme temperature changes.

Hot weather brings out the thirsty, hungry critters

- We must not feed wildlife. Bird feeders will attract rats, squirrels, and rabbits which will attract coyotes to your home.
- We must keep food, water and trash off our patios. Keep pet food and water bowls inside and not on your patio.

Cats and small dogs **should never be allowed outside alone**. Pets must always be accompanied by their owner and must be on a 6-foot leash at all times while outside. Do not use a retractable leash.

Never leave pets unattended in vehicles LOOK before you LOCK.

August 23, 2018

Dear Shareholders, Members and Friends,

I hope you are enjoying your summer. Even with the intense heat the past few weeks we are so fortunate to live here in Leisure World Seal Beach. I have included in this communication information that was discussed at individual GRF Committee meetings.

Executive Committee

The Committee moved to approve the consolidation of Security Officer positions into one position, at a pay grade RO6 and approve the revised position description. The Mutual Administrative Recording Secretary job description title was amended. The Committee concurred to support staff efforts to establish approximately 5% Quality Uninterrupted Individual Executive Time (QUIET). The Committee moved to approve an employee referral program and this will be delineated in the Employee Handbook. The Committee moved to accept the position descriptions for Lead Maintenance Plumber, General Lead Maintenance and Assistant to the Executive Director. The job description for IT Supervisor will be brought to the September meeting by the Human Resources Director for review.

Communications Committee

The Committee briefly discussed LW Weekly articles censorship and agreed that the role of LW Weekly is to meet the mutual interest of all residents, and prevent controversy by censoring the articles submitted to the paper. If a submitted article was substantially changed, it will go back to the Club to approve or vet the changes. The Director of Communications and Technology provided the Committee with the updates on the LW map revision, and advertising portion of it. Following a discussion the Committee moved to send out a survey through LW Live to better utilize the space in LW Weekly. The Director stated that the LW Weekly Sales Team will continue offering local restaurants a free 30 day pro-directory advertising in exchange for deals to the residents. Digital media ads for the billboards will be discussed at the next meeting.

Security, Bus & Traffic Committee

Correspondence received regarding handicapped parking by the pool will be sent to the Physical Properties Committee. In addition, Bus Bench Signage will also be sent to the Physical Properties Committee. The Committee moved and recommended to the GRF BOD requesting the front gate delineators for the main gate, at a cost not to exceed \$5,500, after Finance Capital funding approval.

Recreation Committee

A second pool questionnaire has been made available for Shareholders to give input on the proposal to improve the existing pool or build a new one. The Committee moved to approve

a storage container for a Shareholder with an RV in the RV Storage Lot. The request by the Table Tennis Club to tint the windows in CH6 will be forwarded to the ADR Committee for review. The Committee moved to approve the removal of the amphitheater bridge stairs. The Committee moved to recommend the GRF BOD approve the purchase of 60 new tables from School Courier in the amount of \$6233.32 pending the review from the Finance Committee. The following policies were reviewed: 1428-50, Clubhouse Artwork Display; 1423-50 Bulletin Boards; 1431-50, Liability Ins-Clubs; 1422-50, Marque; 5135-50, Recreation Committee Charter; 2501-35, Community Facilities Patrons. It was the consensus of the Committee to bring back the following policies to discuss at the next meeting: 1412-50, Smoking Prohibition and 1468-50, Pool Rules, Limitations and Etiquette.

Management Services Review AD Hoc Committee

The Committee revised the final review of the Stock Transfer Service Proposal and determined which services were standard.

Physical Properties Committee

It was the consensus of the Committee to forward a request to the Executive Committee for staff to consider adding an additional full time Inspector in place of the part time position. The Committee also discussed the cost of WiFi in the Clubhouses and recommended this item be addressed in the next IT Committee meeting. The Committee moved to recommend the GRF BOD award a contract with ADA Inspections Plus to review the areas: Veteran's Plaza, and Amphitheater stage and provide any plans for improvement needed in these areas for Committee review for a cost not to exceed \$7,200, pending Finance Committee review. The Committee moved to recommend the GRF BOD award a contract to MJ Jurado pending Finance Committee review, to modify Jim's Gate by building a ramp and railing to an approach, the raising of the gate, and installing the gate opener for a total cost not to exceed \$20,000 which is to be split equally between Mutual One and GRF. The Committee moved to recommend the GRF BOD award a contract to Schlicks Services for the replacement of LED lighting at Trust Property parking lots and Amphitheater outside areas at a cost not to exceed \$20,393, pending Finance Committee review of these reserve components. It was the consensus of the Committee to request staff bring back a hanging placard option to better identify vendor and contractor vehicles throughout Leisure World. The Committee moved to recommend to the GRF BOD approve the reconfiguration of the Mutual Administration area per the proposed plan for a cost not to exceed a total of \$11,579, pending Finance Committee review. Trust property roofs were discussed and will be brought back to a future meeting for further review. The Committee moved to recommend the GRF BOD award a contract to Schlicks Services to install a new meter pedestal and replace the conduit and wire to the Sewer Pump Electrical lift station at CH2 for a cost not to exceed \$15,380, pending Finance Committee review. The Physical Properties Committee, Recreation Committee and ADR Committee will meet

with the Facilities Director and Triple A Awning to discuss shade options for Veteran's Plaza.

Mutual Administration Committee

Regarding transfer Disclosures and the request to institute a GRF ID card non-surrender fee form were updated and approved by the Committee. They also approved the use of the updated and amended Guest Pass document. The Committee moved to direct Staff to forward the Policy Management Software needs of the Mutual Administration Department to include capture of the historical data of all policies, to the IT Committee. The Committee moved to authorize the Stock Transfer Office to accept credit cards for payment, other than for assessments. The Committee amended policies 1001-30, Glossary of Terms, 5536.01-33, Guest Passes 1201-33 Photo ID Cards, and 5165-MAC, Mutual Administration Committee.

GRF Staff is working with OptumCare and the LW Health Center to ensure a smooth transition from Tenet to Optum. Dr. Sherman has agreed to join the existing Optum doctors. The start date for Optum will be October 1st and the grand opening will be on October 3rd. The Multi-use courts at CH2 are completed and will be open for use on August 25th. The grand opening for Mission Park will be on September 11th. It is a beautiful facility and I am sure you will enjoy this new amenity. The Town Hall meeting regarding the swimming pool will take place on August 29th. The second questionnaire will be discussed and questions answered.

I hope you have been able to attend the very successful amphitheater season this year. We only have three concerts left!

Finally.....Seven Quick Happiness Tips

1. Don't listen to gossip or rumors.
2. Ignore what people say about you.
3. Design your own life.
4. Look for the good in every situation.
5. Develop an attitude of gratitude.
6. Laugh more.
7. Once it's past, let it go.

Fall is coming so enjoy the last days of summer!

Best regards,



Leah Perrotti/GRF Director/GRF Recreation Chairperson

MUTUAL OPERATIONS**ADOPT DRAFT****PHYSICAL PROPERTY****Payment and Performance Bond – Mutual One**

RESOLVED, Performance Bond – permits for any construction work valued at more than \$10,000 performed in Mutual One shall require a Performance Bond. The bond shall require sufficient funds in the event the work is not completed on time and according to approved plans and also to the satisfaction of Mutual One for any reason. Exceptions are as follows:

1. The contractor is listed on the Physical Property list of approved contractors, and
2. The contractor has completed more than \$100,000 per year in contracts in Leisure World for the last three years.

MUTUAL **ADOPTION**

ONE:

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

COMMUNITY OPERATIONS**AMEND****RESIDENT REGULATIONS****Adoption of GRF Policy 1927-37 – Parking Rules**

- 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

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

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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;

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

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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.

3. RULES FOR PARKING

3.1. PROHIBITED VEHICLES

3.1.1. No PROHIBITED VEHICLE shall be parked on TRUST

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- 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.

- 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

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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).

3.3.6.8. **Vehicles parked on trust street or carport, covered with car covers or other forms of material that obstruct the LW Pass, LW Decal or State License Plate from view, are not to be exempted.**

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.

3.4.1.2. Non-Fire Lanes: A vehicle may not be left unattended.

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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).

3.7. CAREGIVER PARKING

A CAREGIVER may park on TRUST PROPERTY only when a CAREGIVER

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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.

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

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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.

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.

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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

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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.

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- 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**AMEND****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)

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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.

7.4. **Extensions**

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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.
- 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

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(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**AMEND****RESIDENT REGULATIONS****Adoption of GRF Policy 1927-37 – Parking Rules****FEES (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.

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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

09-28-17



Water Conservation Tips

Kitchen & Bathroom:

- Don't run the faucet for a drink of water. Instead, chill a container of water in the refrigerator;
- Avoid running the water over frozen food. Defrost it the night before, or use the microwave defrost setting;
- Don't leave a faucet open. Use a dishpan or bowl to water the plants;
- Rethink any tasks that consume the most water, such as running a dishwasher or doing laundry;
- Run the washing machine with a full load, while setting the water level to match the size of the load;
- Avoid rinsing the dishes before using a dishwasher. Try setting it on a pre-rinse cycle instead, and only run it when it's full;
- Make sure toilets are all working properly. In case of a leak or a problem, call your Mutual Director. If water is heard running in an adjacent apartment, call Security;
- Keep showers as brief as possible;
- Turn water off while shaving, brushing your teeth or scrubbing the stall;
- While using a tub, monitor the water temperature and the tub as it fills, and turn it off at the halfway mark.

Outside:

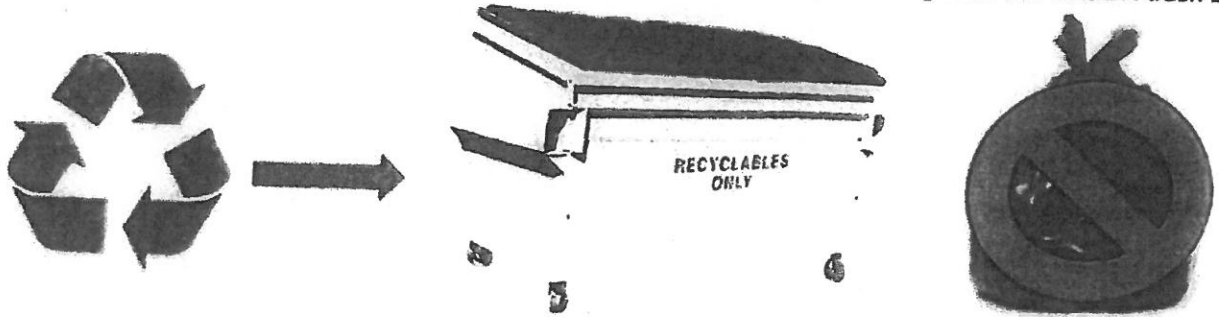
- Use a broom before a garden hose to wash off the patio or sidewalk;
- Problem with the sprinklers? Contact your Mutual Director;
- Use recycled water at Clubhouse Two to wash the car;
- Comply with State/City regulations and limit outdoor watering to early mornings or late evenings.

Remember - water conservation begins with you.
Play your part, be water smart!

GUIDE TO RECYCLING...

SEPARATING RECYCLE PRODUCTS FROM TRASH

CALMET (the waste collection agency serving Leisure World) has provided a S.O.R.T. (Saving Our Resources Together) Guide for the disposal of products from the home. Plastic bags **CANNOT** be recycled. Please be sure to place recyclables from plastic bags into **WHITE** bin and place plastic bags into the **GREEN** trash bin.



RECYCLABLES

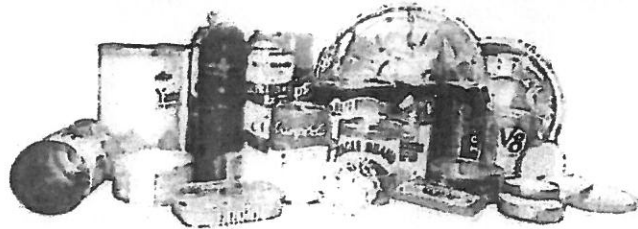
GLASS

- Clear
- Brown
- Green
- Liquor
- Soft Drink
- Juice & Food Jars



METAL

- Aluminum Foil
- Aerosol Cans (Empty)
- Food Cans & Lids
- Wire Coat Hangers
- Soda & Juice Cans



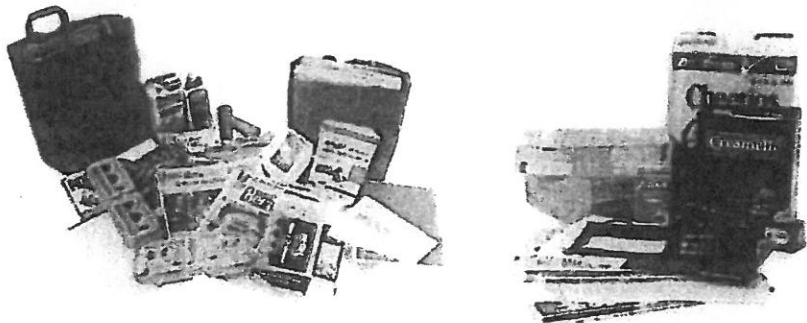
PLASTIC

- Milk Jugs
- Soda, Juice & Water
- Soap Bottles
- Containers with Numbers 1-7



PAPER

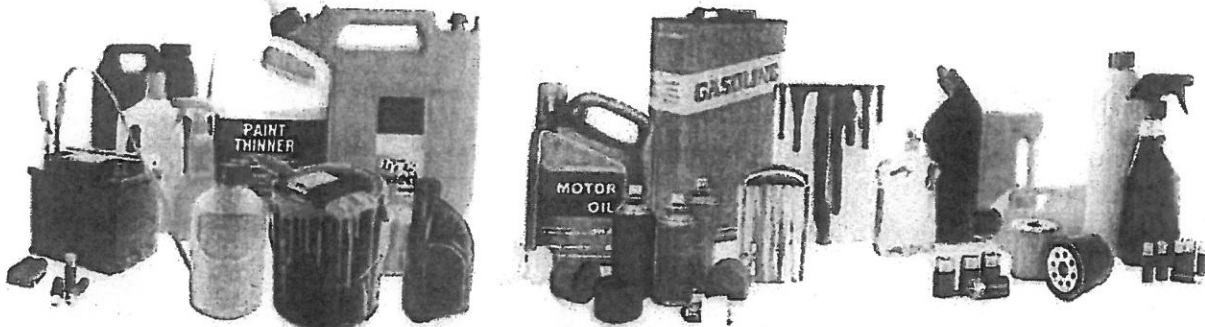
- Newspaper
- Junk Mail & Magazines
- Envelopes & Paper
- Wrapping Paper (non-metallic)
- Cereal Boxes
- Egg Cartons
- Paper Shopping Bags
- Phone Books
- Cardboard Boxes (flattened)
- Juice Drink Boxes



IT'S AGAINST THE LAW...

To place these items into either the **GREEN** or the **WHITE** Regular Waste Containers:

- Electronic Waste*
- Smoke Detectors
- Household Batteries*
- Paint Cans & All Paint Products
- Sharps
- Pesticides & Herbicides
- Auto Products
- Fluorescent/Light Bulbs*



HOUSEHOLD HAZARDOUS WASTE

The law prohibits putting any hazardous liquids or hazardous waste materials in your regular waste containers. These waste items **MUST** be handled separately and taken to a **Hazardous Waste Collection Center**. Closest centers are: Rainbow Disposal, 714-847-3581 or the O.C. Integrated Waste Management Dept. 714-834-6752.



E-WASTE, HOUSEHOLD BATTERIES & LIGHTING

Instructions for proper disposing of the following items:

- **E-Waste** Service Maintenance Dept. 562-431-6586, x369
- **Household Batteries** Service Maintenance Dept. 562-431-6586, x369 or News Office
- **Fluorescent/Light Bulbs** Service Maintenance Dept. or Purchasing Office

LARGE ITEMS

Furniture, mattresses, water closets and other large items must be taken to the North-West corner of Leisure World. Travel North on Oak Hills Road, turn **RIGHT** into the Mini-Farm area. Please use the Resident Recycling Containers.

PLEASE NOTE: An assessment of \$30 per item will be brought against an individual or Mutual for leaving these items in or around bin areas. If you are not sure or have questions regarding proper disposal of these items, please ask your Building Captain or Mutual Director for clarification.

