

**MINUTES OF THE REGULAR MONTHLY MEETING  
OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL ONE  
September 27, 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, September 27, 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, and Advisory Directors Almeida (arrived at 10:06 a.m.) and Weber

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

Guests: Ten Mutual One Shareholders

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

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

**MINUTES**

The August 23, 2018, Regular Meeting Minutes were approved by general consent of the Board as printed.

The September 19, 2018, Special Meeting Minutes were approved by general consent of the Board as printed.

**BUILDING INSPECTOR'S REPORT**

Inspector Wyngaarden presented the activity report (attached).

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

RESOLVED, To accept the bid from Greco Design & Development, Inc., at a cost not to exceed \$5,450, and authorize the President to sign the contract.

The MOTION failed with eight "no" votes and one "yes" vote (Collazo).

**BUILDING INSPECTOR'S REPORT (continued)**

Following further discussion, it was the consensus of the Board to postpone discussion regarding Meter Door Replacement until the next Regular Board Meeting.

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

RESOLVED, To open Landscape Contract bids in Open Session.

The MOTION passed with seven "yes" votes and two "no" votes (Collazo, Barreras).

Following questions, Inspector Wyngaarden left the meeting at 9:51 a.m.

**GRF REPRESENTATIVE'S REPORT**

GRF Representative Perrotti submitted her report (attached).

GRF Representative Stone submitted his report.

Following questions, Ms. Perrotti and Mr. Stone left the meeting at 10:12 a.m.

**UNFINISHED BUSINESS**

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

RESOLVED, To ratify amended/posted Policy 7502.01.1 – Adoption of GRF Policy 1927-37 – Parking Rules.

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 ratify amended/posted Policy 7490.pb.01 – Payment and Performance Bond.

The MOTION passed.

President Luther-Stark called a break from 10:12 a.m. to 10:32 a.m.

**UNFINISHED BUSINESS (continued)**

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

RESOLVED, To adopt Policy 7541 – Co-Occupants, Qualified Permanent Residents and Health Care Providers 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 Barreras, it was

RESOLVED, To include an informational flyer regarding the “Shakeout” in the Mutual One September Meeting Minutes.

The MOTION passed.

**NEW BUSINESS**

Following a discussion, it was the consensus of the Board to postpone discussion regarding replacement of lights around Laundry Rooms to the next Regular Board meeting pending further research.

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

RESOLVED, To eliminate Cumulative Voting in Bylaws and return to “one man, one vote.”

The MOTION failed with five “no” votes (Luther-Stark, St. Aubin, Brennan, Gambol, Tous), three “yes” votes (Collazo, Barreras, Singer), and one abstention (Schweitzer).

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

RESOLVED, To withdraw the MOTION to eliminate Cumulative Voting in Bylaws and return to “one man, one vote.”

The MOTION withdrawn.

**SECRETARY / CORRESPONDENCE**

Secretary St. Aubin received several pieces of correspondence.

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

RESOLVED, To approve the Carport rental belonging to the shareholder in Unit 66-A, carport 15, space 21 to the shareholder in Unit 62-C.

The MOTION passed with one abstention (Barreras).

**CHIEF FINANCIAL OFFICER'S REPORT**

CFO Schweitzer presented his report.

**MUTUAL ADMINISTRATION DIRECTOR'S REPORT**

Ms. Hopkins presented her report (attached).

**ANNOUNCEMENTS**

NEXT MEETING: Regular Monthly Meeting, October 25, 2018, Open Forum begins at 9:00 a.m. and Meeting begins at 9:15 a.m. in the Administration Building Conference Room A.

**COMMITTEE REPORTS**

No Committee Reports were submitted.

**DIRECTORS' COMMENTS**

No Directors made comments.

**SHAREHOLDER(S)' COMMENTS**

No shareholders made comments.



ADJOURNMENT

There being no further business to conduct, President Luther-Stark adjourned the meeting at 11:01 a.m. and stated that there will be an Executive Session to discuss member issues.



Attest

Sandra Luther-Stark, President  
SEAL BEACH MUTUAL ONE

ck:10/02/18

Attachments

**RESOLUTIONS IN THE REGULAR  
MONTHLY MEETING SEPTEMBER 27, 2018**

- 09/27/18 RESOLVED, To open Landscape Contract bids in Open Session.
- RESOLVED, To ratify amended/posted Policy 7502.01.1 – Adoption of GRF Policy 1927-37 – Parking Rules.
- RESOLVED, To ratify amended/posted Policy 7490.pb.01 – Payment and Performance Bond.
- RESOLVED, To adopt Policy 7541 – Co-Occupants, Qualified Permanent Residents and Health Care Providers on a preliminary basis until the 30-day posting period is completed.
- RESOLVED, To include an informational flyer regarding the “Shakeout” in the Mutual One September Meeting Minutes.
- RESOLVED, To approve the Carport rental belonging to the shareholder in Unit 66-A, carport 15, space 21 to the shareholder in Unit 62-C.

# INSPECTORS MUTUAL REPORT

MUTUAL : (01) ONE

INSPECTOR : **ERIC WYNGAARDEN**

MUTUAL BOARD MEETING DATE:

**09/27/18 SEPTEMBER 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	9/7/18 FINAL	NU-KOTE
5-A	HEAT PUMP	BOTH	08/23/18	09/23/18	NO	08/28/18 FINAL	ALPINE HEATING/AIR CONDITIONING
5-C	HEAT PUMP	BOTH	08/22/18	09/22/18	NO	8/24/18 FINAL	ALPINE HEATING/AIR CONDITIONING
5-J	FLOORING	GRF	08/10/18	09/10/18	NO	NONE	KARYS CARPET
6-C	SOUND BOARD	GRF	08/25/18	12/28/18	NO	NONE	LW DÉCOR
6-G	FLOORING	GRF	09/05/18	10/05/18	NO	9/12/18 FINAL	KARYS CARPET
6-K	HEAT PUMP	BOTH	09/12/18	10/12/18	NO	NONE	ALPINE HEATING/AIR CONDITIONING
8-D	WINDOW'S	BOTH	08/29/18	10/29/18	NO	NONE	BODIE'S GLASS SERVICE
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-G	HEAT PUMP	BOTH	09/10/18	10/10/18	NO	9/12/18 FINAL	ALPINE HEATING/AIR CONDITIONING
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 FRAMING	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	08/27/18 FRAMING	ACE MAINTENANCE
18-G	REMODEL	BOTH	08/01/18	12/31/18	YES	08/27/18 GROUND WORK	ACE MAINTENANCE
18-G	REMODEL	BOTH	08/01/18	12/31/18	YES	08/27/18 ROUGH PLUMBING	ACE MAINTENANCE
18-G	REMODEL	BOTH	08/01/18	12/31/18	YES	08/28/18 DRYWALL	ACE MAINTENANCE
19-I	FLOORING	GRF	09/24/18	09/29/18	NO	NONE	CARROLL'S PAINT& FLOORING
22-E	REMODEL	BOTH	09/30/18	12/20/18	YES	8/17/18 FOOTING	JSB HOME RERMODELING
26-F	WASHER/DRYER	BOTH	10/10/18	12/31/18	NO	NONE	ACE MAINTENANCE
26-I	COUNTERTOPS	GRF	07/25/18	08/25/18	NO	08/09/18 FINAL	NATIONWIDE PAINTING
28L	REMODEL	BOTH	10/01/18	12/01/18	NO	NONE	AC&R CONSTRUCTION
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	9/7/18 GROUND WORK	KANGS CONSTRUCTION
45-C	HEAT/PUMP	BOTH	08/21/18	09/21/18	NO	NONE	ALPINE HEATING/AIR CONDITIONING
48-L	REMODEL	BOTH	10/01/18	11/30/18	NO	NONE	LOS AL BLDRS
49-H	WINDOWS	BOTH	11/12/18	11/19/18	NO	NONE	SEAPORT SASH & DOOR
51-A	REMODEL	GRF	08/06/18	09/21/18	YES	NONE	MP CONSTRUCTION
52-k	SECURITY SCREEN DOOR	GRF	08/27/18	09/28/18	NO	08/28/18 FINAL	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	08/29/18 FINAL	MP CONSTRUCTION
56-B	HEAT PUMP	BOTH	07/09/18	08/09/18	NO	08/14/18 FINAL	ALPINE HEATING/AIR CONDITIONING
60-G	HEAT/PUMP	BOTH	08/27/18	11/27/18	NO	NONE	GREENWOOD
61-F	SOLATUBE	YES	09/01/18	12/01/18	NO	NONE	SOLATUBE HOME
61-G	REMODEL	BOTH	04/15/18	12/31/18	NO	5/24/18 FRAMING	ALPHA MASTER BUILDERS
61-G	REMODEL	BOTH	04/15/18	12/31/18	NO	5/24/18 ROUGH WIRING	ALPHA MASTER BUILDERS
61-G	REMODEL	BOTH	04/15/18	12/31/18	NO	5/24/18 ROUGH PLUMBING	ALPHA MASTER BUILDERS
61-G	REMODEL	BOTH	04/15/18	12/31/18	NO	5/24/18 GROUND WORK	ALPHA MASTER BUILDERS
61-G	REMODEL	BOTH	04/15/18	12/31/18	NO	6/5/18 DRYWALL	ALPHA MASTER BUILDERS
61-G	REMODEL	BOTH	04/15/18	12/31/18	NO	6/15/18 SHOWER PAN	ALPHA MASTER BUILDERS
61-G	REMODEL	BOTH	04/15/18	13/31/18	NO	9/12/18 FINAL	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	08/23/18 FINAL	LW DÉCOR,INC
64-C	ENTRY DOOR	GRF	05/07/18	08/28/18	YES	NONE	LW DÉCOR
69-D	SKYLIGHT	BOTH	09/15/18	10/15/18	NO	NONE	M&M CONSTRUCTION
69-K	WINDOWS & DOORS	GRF	02/15/18	04/01/18	YES	NONE	LW DÉCOR



# INSPECTORS MUTUAL REPORT

MUTUAL : **(01) ONE**

INSPECTOR : **ERIC WYNGAARDEN**

MUTUAL BOARD MEETING DATE: **09/27/18 SEPTEMBER REPORT**

## ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
1-B		05/02/16	07/11/16	07/13/16	07/27/16	08/15/16	
2-L		05/31/18	08/10/18	08/13/18	08/24/18		
1-K		05/30/18	05/30/18	06/25/18	07/06/18	08/16/18	
2-L		05/31/18	08/10/18	08/10/18			
5-D		11/08/17					
5-K		04/12/18					
7-A		03/02/18					
8-D		06/06/18	08/01/18	08/06/18	08/20/18	09/14/18	
8-I		02/23/18	06/27/18	06/27/18	07/09/18	08/16/18	
13-C		02/27/18					
14-H		03/07/18	08/27/18	08/27/18	09/11/18		
15-D		06/21/18	07/16/18	07/18/18	08/01/18	09/14/18	
16-L		11/17/17					
16-W		11/17/17					
17-B		06/08/18					
18-H		07/12/18	08/20/18	08/28/18	09/11/18		
19-I		06/06/18	07/27/18	07/27/18	08/09/18		
20-F		01/19/17					
23-D		06/21/18					
25-F		07/12/18	08/15/18	09/07/18	08/29/18	09/17/18	
26-E		08/13/18					
27-C		07/30/18					
27-L		09/10/18					
29-H		03/27/18	06/04/18	08/01/18	08/14/18	08/28/18	
31-C		04/29/16					
32-G		06/25/18					
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-I		07/06/17					
48-K		12/28/17					
46-F		11/29/17	01/10/18	01/12/18	01/26/18		
54-H		08/08/18					
55-A		06/28/18	08/15/18	08/15/18	08/29/18	09/04/18	
55-B		06/26/18					
59-F		07/02/18					
63-J		06/28/13					
65-C		03/01/18	03/19/18	03/21/18	04/04/18		
63-F		08/24/18					
67-L		06/04/18					
69-C		08/08/18					
68-F		10/23/17					

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

## MUTUAL AND SHAREHOLDER REQUEST

**BUILDING SIX COMPLETED- TOTAL OF BUILDING COSTS WILL BE ON NEXT MONTHS REPORT**

**BRIGHTVIEW COONTRACT GOOD THROUGH 8/20/18-8/2020**

**ASSOCIATION RESERVES GOOD THROUGH 8/2018-8/2020**

# INSPECTORS MUTUAL REPORT

MUTUAL : **(01) ONE**

INSPECTOR : **ERIC WYNGAARDEN**

MUTUAL BOARD MEETING DATE: **09/27/18 SEPTEMBER REPORT**

A-1 TOTAL SERVICE PLUMBING - RELINING BUILDINGS 2-70 THEIR ON BUILDING 7

FENNS CONTRACT GOOD THROUGH 2020

WASH CONTRACT GOOD THROUGH 2022

MUTUAL & SHARE HOLDER REQUEST

Calls to units 45

September 27, 2018

Dear Mutual One Shareholders and Members,

Happy Fall! The wonderful holidays that come at this time of year are just around the corner. I personally can't wait for Thanksgiving...my favorite holiday.

This is a very busy time for The Golden Rain Foundation because it is the culmination of the 2019 budget process. The Committee meetings spent a great deal of time this summer finalizing the numbers for the budget. Following is a synopsis of the GRF Committee meetings for the last month.

#### **Information Technology Committee**

It was the consensus of the Committee to request the IT Systems Analyst to bring back to the next Committee meeting a detailed patch management log from Fully Functional Technology and look into a Service-Level agreement with them. The Committee also reached consensus to request the IT Systems Analyst coordinate additional Yardi Presentations for staff and collect feedback. The Systems Analyst will bring to the next Committee meeting a side-by-side comparison of Yardi and Microsoft Dynamics. The Committee reviewed the proposed 2019 budget that will go to the Finance Committee for review. The Committee discussed current broadband services and request the IT Systems Analyst to bring back a complete list of broadband service by cost center and location to the next meeting. The Committee reviewed and amended the following policies: #5118-34; Information Technology Charter, #5045-34; Board Member Use of Foundation Equipment, #5046a-34; Records Disposition, #5046b-34; Records Management Request Form, #5046-34; Records Management Policy, #5050-34; Digital Billboards, #5051-34; Website Management.

#### **Mutual Administration Committee**

The Committee continues to amend the Realtors' Handbook. The Committee amended Policy #1301-33, Photo Identification Cards, raising the fee for the second and subsequent losses of ID cards to \$50. This will be reviewed again at the October meeting. They will review Policy #1023-33, Pet Ownership Rules, #1110-33, New Resident Information, #1801-33, Qualified Permanent Resident and Co-occupant Agreements at the October meeting. Policy #1610-33, Membership Eligibility Criteria will be sent to corporate counsel for review. The Committee moved to refer to Policy #5536.01-33, Gate passes to the Executive Committee for review.

#### **Recreation Committee**

The subject of the swimming pool will be sent to the newly instituted Facilities and Amenities Committee. The possibility of bringing a Mobile Veterinary Clinic was forwarded to the Executive Committee. The Committee moved to accept the donation of two benches



from Seal Beach Cornerstone Church to be used in Clubhouse Two near the Serenity Garden, pending ADRC approval. The Committee requested that staff work with the Special Olympics Sub Committee. The Committee forwarded a request to ADRC to provide color selections of game tables for outside the library. There is a Sub-committee created to bring the Olympic Games for Shareholders here in Leisure World. The Library Operations will publish a survey in LW Live to gauge interest in video game rentals at the library and bring the results back to the next Committee meeting. The Committee asked Staff to bring back pricing for purchase and installation of hand dryers for the front gate and security office.

#### **Security, Bus & Traffic Committee**

The Committee asked Staff to provide more information about lock outs and bring the information back to the next scheduled meeting. The Committee moved to send the bus repair project, at a cost not to exceed \$10,000 to the Finance October meeting. Staff will bring transportation options to the next scheduled meeting. The Committee moved and recommended the GRF BOD approve the Automatic Parking Ticket proposal and send to the Finance Committee. The Security Services Director will bring back to the next meeting an RFP for the Gate Access System. The Committee moved to forward a request to Physical Properties to review the cost and feasibility to add additional Golf Cart parking at CH2, CH5 and CH6.

#### **Finance Committee**

The Committee moved and recommended that the GRF Board authorize the Finance Committee to hire an investment advisor and to use the additional revenue gained from the portfolio to cover the cost of the advisor's service. The Committee moved to waive all fees to set up a procedure approval to process the waiver of ID Card fees. The Committee moved and recommended the GRF BOD authorize the transfer of \$520,000 of reserve funds from First Foundation Bank to US Bank for the purposes of maximizing insured funds and to invest with US Bancorp. The Committee moved and recommended the GRF BOD allocate capital funding, to install bus stop signage at ten locations in our community for a cost not to exceed \$6500. The Committee moved and recommended the GRF BOD allocate Non-budgeted Operational funding, to award a contract to AWS to provide consulting services for the roofs at the Administration and Amphitheater buildings in an amount not to exceed \$4000.

#### **Executive Committee**

The Committee approved a \$100 bonus for employee referrals and after 90 days of new employee's employment, a final \$400 bonus payment will be made. The Committee will review the job descriptions for IT Supervisor, Copy Center Coordinator and Copy Center Clerk at the October meeting. The Committee will also review the GRF election documents at the October Committee meeting.

**Communications Committee**

A new section of the LW Weekly will be called "Cutting Board Dine Out" and will be dedicated to coupons and discounts for local restaurants that can be used by Leisure World residents. The LW Map advertising space is almost sold out. The space in the LW Calendar also has its ad space sold out. There may be some new formatting for the next issue. The Committee moved to add a staff person to manage the website under the guidance of the Director of Communications and Technology and this request will be forwarded to the Executive Committee. The LW Weekly Staff was asked by the Executive Director, to come up with some project ideas for a community mascot. The Committee was asked to re-implement weekly security reports including security tips from the Security Department. The Committee will review Policies #5050-34, Digital Billboards and #5051-34, Website Management at the October meeting.

I look forward to seeing you at the next GRF Town Hall meetings with the Seal Beach Chief of Police next month. Check the LW Weekly for the dates, times and location. I also look forward to seeing you at the Mutual One Town Hall Meeting in October.

I enjoyed reading this today:

**Lessons From a Tree:**

Stand tall

Stand proud

Go out on a limb

Drink lots of water

Enjoy the view

Remember your roots!

Best regards,



Leah Perrotti, GRF Director  
Recreation Chairperson





October 1, 2018

Winter is around the corner and heat is a hot commodity – literally. Don't be left in the cold. Do yourself a service by testing your bath heater/fan to ensure that it's functioning properly before we hit our wonderful California winter.

**IMPORTANT INFORMATION: MUTUAL ONE Shareholders**

**For units with original bath heater fans:**

**(This does NOT apply if your bath has been upgraded).**

**Follow these three easy steps to perform a quick function check:**

1. Adjust wall thermostat to the desired temperature.
2. Flip the heat switch to the ON position.
3. Look, listen, and feel for proper function.
  - a. **LOOK** to see that there is no smoke or anything that looks out of the ordinary.
  - b. **LISTEN** for the fan to turn on and be sure that it's not making any abnormal noises.
  - c. From a safe distance, **FEEL** for heat being radiated from the unit.

**REMEMBER**

**Re: Radiant heat:**

**Turn Thermostat OFF when leaving unit. If thermostat is left on- in Bath, Bedroom or Living Room your electric bill will be affected!**

Thank you,

Service Maintenance Department

(562) 431-3548

# REMINDERS

## Mutual One Members – September 2018

*Seal Beach Police Department will soon be entering Leisure World. Please be advised to have a current LW ID, driver's license, registration and insurance on your person. Security will still be issuing parking citations. Below are issues that will be cited:*

**MUTUAL ONE – VEHICLES:** All vehicles must have a Current LW Mu 1 decal and current registration to park in our carports.

1] Only Mutual One members & guests can park in Mutual One carports (\* Guests with a temporary parking permit-approved and issued by a Director of Mu One).

2] Mutual One allows only ONE CAR per member, per unit.

A] If you own more than one car, when you go to security to re-register- you will be asked: "Which decal do you want removed from which car?" Unfortunately, we are not a storage facility.

### **MUTUAL ONE CARPORTS:**

1] Only vehicles with a Current LW-Mutual 1 Decal, can park in your assigned carport space. \* see below

2] In addition all vehicles must have current registration and insurance.

3] Car covers that obstruct the view of LW Pass, LW Decal or State License Plate will not be exempted from receiving a citation.

4] Carport AGREEMENT\RENTAL forms are available in stock transfer and must be approved by a director. Only Mu One residents can rent a space in Mu One.

### **CURRENT Mutual One PASS\Security Printed Pass:**

1] Visitors with a Guest Pass or a Security Printed Pass must place the PASS on the dash of vehicle. Vehicles must be parked on trust streets, not mutual carports.

2] CAREGIVERS are given a special parking pass when they register with Stock transfer. They must park on Trust Street Only, not the carports.

\* Temporary Carport Permits are to be approved and issued by a director. \*\*\* if you have a rental car.... etc.

# NOTICE

Shareholders of Mutual One

## IMPORTANT TOILET STOPPAGES

**\*\*\* Only Flush Toilet Paper\*\*\***

Here are some useful tips to help  
prevent toilet stoppages:

### **What SHOULD NOT be FLUSHED????**

- 1] Wipes (Baby or Cleaning Wipes)
- 2] Paper Towels
- 3] Diapers
- 4] Kleenex Tissues
- 5] Rags
- 6] Feminine Products

**“No Wipes in the Pipes”**

**REMEMBER- After your building has new sewers, and  
you have created the stoppage: YOU will be charged!**

**Mutual One Board of Directors      8/23/2018**



## **THE GREAT CALIFORNIA SHAKEOUT**

**THURSDAY OCTOBER 18 AT 10:18AM**

**THIS IS THE ANNUAL EVENT WHERE MILLIONS WORLDWIDE PARTICIPATE IN ORGANIZED EARTHQUAKE DRILLS.**

**THERE WILL NOT BE A DRILL IN MUTUAL ONE. INSTEAD ALL ARE ENCOURGED TO REVIEW THE HANDOUT PROVIDED, "ARE YOU READY FOR AN EMERGENCY DISASTER?"**

**PREPAREDNESS FOR SUCH A DISASTER IS EACH SHAREHOLDER/RESIDENT'S PERSONAL RESPONSIBILITY.**

**Mutual One Board of Directors  
October 18, 2018**





# 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.

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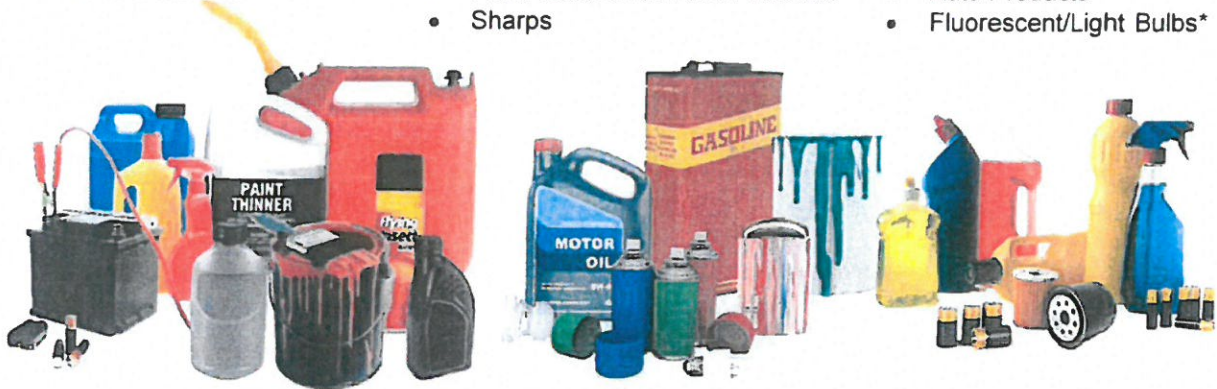
Remember - water conservation begins with you.  
Play your part, be water smart!



## 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.

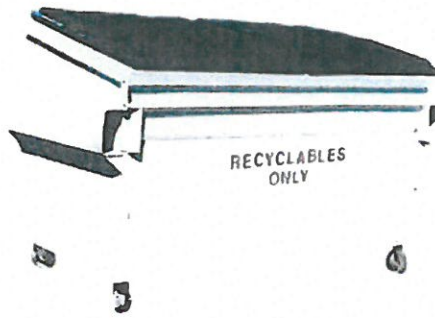




# GUIDE TO RECYCLING...

## 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



To the SHAREHOLDERS OF Mutual One:

I wish to correct any confusion/or misunderstanding that I caused, to the shareholders by a statement I made at our Annual Shareholders Meeting of June 11<sup>th</sup> re: Shareholder Stock Certificates.

“For the record, the current by-laws are correct and there is no problem or issue with the stock certificates owned by the shareholders”, as referenced in the current Bylaws, Article VII, Capital Stock and Membership.

Saundra Luther Stark  
President, Board of Directors  
Mutual One  
September 27, 2018



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

**September 19, 2018**

A Special Meeting of the Board of Directors of Seal Beach Mutual One was called to order by President Luther-Stark at 9:00 a.m. on Tuesday, September 19, 2018, in Building 5, Physical Property Conference Room.

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

The purpose of the meeting was to discuss agenda items for the September 27, 2018, Regular Monthly Board Meeting.

President Luther-Stark adjourned the meeting at 10:30 a.m.



Attest

JoAnn St. Aubin, Secretary  
SEAL BEACH MUTUAL ONE

ka:09/20/18

**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 unladen 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.

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

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

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

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

## 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.

- 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



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

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.

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

**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.

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

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**AMEND****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**AMEND****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****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**



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

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

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

(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 4<sup>th</sup> 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.

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

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

\* 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

**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:

MUTUAL OPERATIONS**DRAFT****RESIDENT REGULATIONS****Co-Occupants, Qualified Permanent Residents and Health Care Providers**

The community facilities of the Golden Rain Foundation are maintained for the use of members of Leisure World Seal Beach with the following exceptions:

1. Co-Occupants

- a. Senior citizens, as defined in California Civil Code Section ~~51.3(e)(1)~~ **51.3(b)(1)**, who are not members but are approved by the Mutuels to reside with a stockholder, shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenities Fee listed in Policy 5061-31. (Forms 9001 and 9002)
- b. In order to comply with section 51.3 of the California Civil Code, the following classes of citizens may reside in Leisure World Seal Beach.
  - i.) Is 55 years of age or older
  - ii.) Has completed the Co-Occupant Application
  - iii.) Has written authorization from the Mutual President, or any Mutual Officer so designated by the Mutual President, to reside in the dwelling unit.
  - iv.) Has paid the required Amenities Fee to the Golden Rain Foundation

2. Qualified Permanent Residents

- a. Persons who are not senior citizens as defined in California Civil Code Section ~~51.3(e)(1)~~ **51.3(b)(1)**, who can present proof that they are eligible to be classified as Qualified Permanent Residents under California Civil Code Section ~~51.3(e)(2)~~, **51.3(b)(2)**, shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenities Fee listed in Policy 5061-31. (Forms 9003 and 9004)

3. Health Care Providers

- a. Permitted health care residents, as defined in California Civil Code Section ~~51.3(e)(6)~~ **51.3(B)(7)**, shall be required to obtain a Caregiver Pass and are not entitled to use any of the community facilities. The administration shall furnish each Mutual a monthly report of those health care providers residing in the Mutual.



# SIGN-IN SHEET

## BOARD OF DIRECTORS MEETING MUTUAL ONE

DATE: September 27, 2018

	<b>GUEST NAME</b>
1.	David Julian
2.	Sheila Singer
3.	Donna Halbersma
4.	Usha Agarwal
5.	Diana Woods
6.	Dena Anderson
7.	Gloria Cunningham
8.	Mark Scott
9.	Daniel Blum
10.	Betty Scharf