

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL ONE
December 27, 2018
Open Forum 9:00 a.m. – Meeting begins at 9:15 a.m.
Administration Building Conference Room A

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUESTS:

Ms. Perrotti, GRF Representative
Mr. Stone, GRF Representative
Ms. Hopkins, Mutual Administration Director
Mr. Wyngaarden, Building Inspector
Ms. Kemp, Recording Secretary
4. APPROVAL OF MINUTES:
Regular Meeting Minutes of November 29, 2018
5. BUILDING INSPECTOR'S REPORT Mr. Wyngaarden
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (**handout**)
 - a. Discuss and vote to approve/deny the replacement of meter doors and phone doors (**p. 3**)
6. GRF REPRESENTATIVES Ms. Perrotti & Mr. Stone
7. **UNFINISHED BUSINESS**
 - a. Discuss and vote to approve/deny the removal of a limb of a tree by Building 56D (**p. 4**)
8. **NEW BUSINESS**
 - a. Discuss and vote to rescind Policy 7582 – Towing Vehicles and adopt Policy 7582.01 – Towing Vehicles (**p. 5-9**)

STAFF BREAK BY 11:00 a.m.

9. SECRETARY / CORRESPONDENCE Ms. St .Aubin
10. CHIEF FINANCIAL OFFICERS REPORT Mr. Schweitzer
11. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
12. ANNOUNCEMENTS
NEXT MEETING: January 24, 2019 – Open Forum begins at 9:00 a.m. and Meeting begins at 9:15 a.m., in Building Five, Conference Room B
13. COMMITTEE REPORTS
 - a. Update from Bylaws Committee
 - b. Update from Carport Committee
 - c. Update from Service Request Orders Committee
14. DIRECTORS' COMMENTS
15. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
16. ADJOURNMENT
17. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 12:00 p.m.

Mutual Corporation No. One

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE REPLACEMENT OF METER DOORS AND PHONE DOORS (BUILDING INSPECTOR'S REPORT, ITEM A)
DATE: DECEMBER 27, 2018
CC: MUTUAL FILE

August 23, 2018 Proposal:

I move to approve/deny the replacement of meter doors and phone doors to be completed by Greco DeSign, at a cost not to exceed \$74,900, and authorize the President to sign the contract.

OR

November 25, 2018 Proposal:

I move to approve/deny the replacement of meter doors and phone doors to be completed by Greco DeSign, at a cost not to exceed \$82,600, and authorize the President to sign the contract.

Mutual Corporation No. One

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE REMOVAL OF A LIMB OF A TREE BY BUILDING 56D (UNFINISHED BUSINESS, ITEM A)
DATE: DECEMBER 27, 2018
CC: MUTUAL FILE

I move to approve/deny the removal of a limb of a tree by Building 56D, to be completed by _____, at a cost not to exceed \$_____, and authorize the President to sign the work order.

Mutual Corporation No. One

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RESCIND POLICY 7582 – TOWING VEHICLES AND ADOPT POLICY 7582.01 – TOWING VEHICLES (NEW BUSINESS, ITEM A)
DATE: DECEMBER 27, 2018
CC: MUTUAL FILE

At the July 23, 1987, Board Meeting, the Board of Directors adopted Policy 7582 – Towing Vehicles.

On December 27, 2018, the Board of Directors will vote to rescind Policy 7582 – Towing Vehicles and adopt Policy 7582.01 – Towing Vehicles (attached).

I move rescind Policy 7582 – Towing Vehicles and adopt Policy 7582.01 – Towing Vehicles on a preliminary basis until the 30-day posting period has been completed.

MUTUAL OPERATIONS**RESCIND MUTUAL ONE****SHAREHOLDER REGULATIONS****Towing Vehicles – Except Mutuals Two, Three, Five, Nine, Twelve, Fourteen, and Seventeen**

A towing program is hereby established which permits the Security Department to remove and store vehicles parked on Mutual property that are inoperable, abandoned, blocking a fire lane or are parked in such a manner as to constitute a hazard. The authority for this action is contained in Section 22658(a) of the California Vehicle Code (CVC).

In conformance with the CVC, an appropriate sign will be posted at both entrance gates warning all who enter Leisure World that it is private property and unauthorized or illegally parked vehicles will be towed away at the vehicle owner's expense.

A. Abandoned or Inoperable Vehicles

Prior to removing an abandoned or inoperable vehicle, the Security Department will:

1. Attach a 72-hour warning notice to the vehicle advising of the violation and intent to tow.
2. After a 72-hour follow-up is made, a registered letter will be sent advising the registered and legal owner of the intent to tow the vehicle away in 10 days if not moved. (See attached form letter.)
3. Before any vehicle is towed, Security personnel will contact the Seal Beach Police Department advising them of intention to tow. They will describe the circumstances and the vehicle, including license plate number, the towing company and at which location the vehicle will be stored.
4. A California Highway Patrol Form 180, Storage Report, will be completed by Security personnel at that time.
5. A tow truck will be called to remove the vehicle and store it at the designated tow storage facility.
6. The Security Department will maintain a current log of all towing transactions in order to provide registered owners information concerning stored vehicles.

B. Other Vehicles

(Mutual Six only – Vehicles not belonging to Mutual Six residents or Mutual Six visitors will

(Jan 17)

MUTUAL OPERATIONS**RESCIND MUTUAL ONE****SHAREHOLDER REGULATIONS****Towing Vehicles – Except Mutuals Two, Three, Five, Nine, Twelve, Fourteen, and Seventeen**

get a Notice to Tow in 96 hours when parked on Mutual Six property.)

Immediate action will be taken to tow vehicles when they are:

1. Parked in such a manner as to constitute a hazard.
2. Blocking a fire lane.

The Golden Rain Foundation and Mutual No. _____ liability ceases when the towing service removes the vehicle from Leisure World property.

MUTUAL ADOPTION**AMENDED****RESCINDED**

ONE:	07-23-87	
TWO:	07-16-87	(See Policy 7582.2)-Feb 2016
THREE:	07-10-87	(See Policy 7582.03) Dec 2016
FOUR:	07-06-87	
FIVE:	05-20-87	(See Policy 7582.05) Jan 2017
SIX:	07-24-87	05-30-14
SEVEN:	07-17-87	
EIGHT:	06-22-87	
NINE:	07-13-87	Rescinded on 09-12-16
TEN:	06-24-87	
ELEVEN:	06-18-87	
TWELVE:	07-09-87	(See Policy 7582.12)-May 2016
FOURTEEN:	07-24-87	(See Policy 7582.14)-Jan 2017
FIFTEEN:	05-18-87	
SIXTEEN:	06-15-87	
SEVENTEEN:	06-02-87	(See Policy 7502.17)-Nov. 2016

(Jan 17)

MUTUAL OPERATIONS**ADOPT****SHAREHOLDER REGULATIONS****Towing Vehicles**

A towing program is hereby established which permits the Security Department to remove and store vehicles parked on Mutual property that are inoperable, abandoned, blocking a fire lane or are parked in such a manner as to constitute a hazard. The authority for this action is contained in Section 22658(a) of the California Vehicle Code (CVC).

In conformance with the CVC, an appropriate sign will be posted at both entrance gates warning all who enter Leisure World that it is private property and unauthorized or illegally parked vehicles will be towed away at the vehicle owner's expense.

A. Abandoned or Inoperable Vehicles

Prior to removing an abandoned or inoperable vehicle, the Security Department will:

1. Attach a 72-hour warning notice to the vehicle advising of the violation and intent to tow.
2. After a 72-hour follow-up is made, a registered letter will be sent advising the registered and legal owner of the intent to tow the vehicle away in 10 days if not moved. (See attached form letter.)
3. Before any vehicle is towed, Security personnel will contact the Seal Beach Police Department advising them of intention to tow. They will describe the circumstances and the vehicle, including license plate number, the towing company and at which location the vehicle will be stored.
4. A California Highway Patrol Form 180, Storage Report, will be completed by Security personnel at that time.
5. A tow truck will be called to remove the vehicle and store it at the designated tow storage facility.
6. The Security Department will maintain a current log of all towing transactions in order to provide registered owners information concerning stored vehicles.

MUTUAL OPERATIONS

ADOPT

SHAREHOLDER REGULATIONS

Towing Vehicles

B. Immediate action will be taken to tow vehicles when they are:

1. Parked in such a manner as to constitute a hazard.
2. Blocking a fire lane.
3. **Cars parked in a carport, not their own without permission from the shareholder will be subject to immediate towing**

The Golden Rain Foundation and Mutual One liability will cease when the towing service removes the vehicle from Leisure World property.

DRAFT

MUTUAL
ONE:

ADOPTION