

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVENTEEN
July 3, 2018
Meeting begins at 1:30 p.m.
Administration Building Conference Room A

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. RESIDENT(S) COMMENTS (2-3 minutes per shareholder. Agenda items only)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):
 - Mr. Moore, GRF Representative
 - Ms. Hopkins, Mutual Administration Director
 - Mr. Harper, Building Inspector
 - Ms. Pellegrini, Recording Secretary
5. APPROVAL OF MINUTES:
 - Regular Meeting Minutes of June 5, 2018**
 - Organizational Meeting Minutes of June 26, 2018 (p. 3-4)**
6. BUILDING INSPECTOR'S REPORT Mr. Harper
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 5)
7. GRF REPRESENTATIVE Mr. Moore
8. **UNFINISHED BUSINESS**
 - a. Discuss Amending Policy 7502.17 – Parking Regulations (p. 7-10) Per Policy 7502.06.1 – Parking Rules (p. 11-29)
 - b. Ratify Phone Poll from June 8, 2018, Regarding Roofing Standards Inc. (p. 31)
 - c. Ratify Phone Polls from June 20, 2018, Regarding Fire Sprinkler Testing (p.33)
9. **NEW BUSINESS**
 - a. Vote to Appoint Advisory Director (p. 35)
 - d. Discuss Lobby Doors

STAFF SECRETARY BREAK 3:00 p.m.

10. PRESIDENTS' REPORT
11. VICE PRESIDENTS' REPORT
12. SECRETARY REPORT / CORRESPONDENCE
13. TREASURERS' REPORT

14. MUTUAL ADMINISTRATION DIRECTOR
15. ANNOUNCEMENTS
 - a. NEXT MEETING: August 7, 2018
Administration Building Conference Room A
16. COMMITTEE REPORTS
 - a. Landscape Committee
 - b. Social Committee
 - c. Emergency Information Council
 - d. Physical Property Committee
17. RESIDENT(S)' COMMENTS (2-3 MINUTES)
18. ADJOURNMENT
19. EXECUTIVE SESSION

STAFF SECRETARY WILL LEAVE THE MEETING BY 4:10 p.m.

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVENTEEN
June 26, 2018**

The Organizational Meeting of the Board of Directors of Seal Beach Mutual Seventeen was called to order by Acting Chairperson Ms. Hopkins at 10:37 a.m. on Tuesday, June 26, 2018, in Clubhouse Four, Section C.

Those Directors present were: Peter Hayes, Catherine Gassman, Regine Schumacher, Nick Massetti and Norma Poe. The Mutual Administration Director Ms. Hopkins and Mutual Administration Secretary Kmiecik were also present.

Ms. Hopkins announced that the purpose of the meeting was to elect officers of the Board of Directors for the 2018-2019 term of office and to select the day and time of the Board's Regular Monthly Meeting.

Ms. Hopkins called for nominations for the office of President. Regine Schumacher nominated Catherine Gassman for President. There being no further nominations, Catherine Gassman was elected to the office of President for the 2018-2019 term of office.

The chair was turned over to newly-elected President Gassman, who then called for nominations for the office of Vice President. Regine Schumacher nominated Peter Hayes for Vice President. There being no further nominations, Peter Hayes was elected to the office of Vice President for the 2018-2019 term of office.

President Gassman called for nominations for the office of Secretary. Catherine Gassman nominated Regine Schumacher for Secretary. There being no further nominations, Regine Schumacher was elected to the office of Secretary for the 2018-2019 term of office.

President Gassman called for nominations for the office of Treasurer. Norma Poe nominated Nick Massetti for Treasurer. There being no further nominations, Nick Massetti was elected to the office of Treasurer for the 2018-2019 term of office.

The committee assignments are as follows:
Physical Property Committee Chair – Peter Hayes
Social Activities Committee Chair – Cathy Gassman
Landscape Committee Chair – Regine Schumacher

President Gassman stated that the previous year's Organizational Meeting minutes have already been approved.

The Board discussed the time of the Regular Monthly Board Meetings. Upon a MOTION duly made by Peter Hayes and seconded by Regine Schumacher it was

RESOLVED, That the Regular Monthly Board Meeting remain
on the first Tuesday of the month, in the Administration

Building Conference Room A, and the time of the meeting will be 1:30 p.m.

The MOTION passed.

There being no further business, President Gassman adjourned the meeting at 10:42 a.m.

Attest, Regine Schumacher, Secretary
SEAL BEACH MUTUAL SEVENTEEN
lh:6/26/18

DRAFT

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **17**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **July 3, 2018**

Print Date: **6/25/2018**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
62-B	FLOORING	GRF	06/20/18	11/20/18	NO	NONE	LW DÉCOR
97-A	HEAT PUMP	BOTH	06/18/18	09/18/18	NO	NONE	GREENWOOD
115-C	CABINETS / COUNTERS	BOTH	04/02/18	07/02/18	NO	06/22/18 FINAL	FLAMINGO CABINETS
115-C	REMODEL	BOTH	04/02/18	07/02/18	YES	04/13/18 RPLUMB	AC&R CONSTRUCTION
115-C	REMODEL	BOTH	04/02/18	07/02/18	YES	06/22/18 FINAL	AC&R CONSTRUCTION
Contract Services				Project Discription			
Brightview Landscape Services				Landscape Maintenance			
HSG Window Cleaning, Inc.				Window Washing Ex 12/31/19			
Orang County Fire Authority				Fire Inspection 05/29/18			
ASI Fire				Fire Extinguisher Charging			
Fenn Pest & Termite				Termite Inspections			
Empire Pipe Cleaning				Sewer Line Maintenance Ex 12/31/19			
Aim Services				Fire Alarm Testing & Inspection			
Site Visits							

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MUTUAL OPERATIONS**RESIDENT REGULATIONS****Parking Regulations – Mutual Seventeen****Garage Area Parking**

1. Homeowners/lessees may use their own parking space in the garage area and, upon approval of the Board of Directors, may rent a maximum of one other parking space within one of the three buildings in the Mutual.
2. Parking spaces may be rented, used or exchanged by verified homeowners/lessees in Mutual Seventeen only.
3. Homeowners/lessees who wish to rent another parking space within the Mutual must obtain a form entitled, "Carport Space/Storage Rental Agreement" ("Agreement") from the Stock Transfer Office. The Agreement must be submitted to the Board of Directors in time for consideration at the next regular monthly Board Meeting. Once approved, a copy of the Agreement will be placed in the appropriate files in the Stock Transfer Office.
4. Permission to use of a parking space belonging to an unoccupied unit shall be determined by the President or Vice President of the Board of Directors.
5. At all times, the Board of Directors of Mutual Seventeen retains the authority to revoke and cancel any parking rental/use at its discretion.
6. Absentee owners may not rent/use another homeowner's/lessee's parking space until absentee owner(s) occupies his/her unit.
7. Only self-propelled land vehicles in operating condition may occupy a parking space .
8. Current fire regulations prohibit the storage of fuel, oil or any other combustible material in the garage area.
9. All vehicles must be parked head in when parked in a parking space and the vehicle must be parked completely within the appropriate parking space limit lines.
10. Unless special permission has been granted by a Director, all vehicles parked in the garage area must display a current state issued vehicle registration, together with a valid Seal Beach Leisure World decal affixed to the windshield. The decal can be obtained from the Security Department after showing proof of residency, a current driver's license, vehicle registration and insurance. Vehicles not displaying both items, or a temporary parking permit signed by a Director, will have a "Notice of Vehicle Removal from Private Property" placed thereon, and may subsequently be towed in accordance with the Mutual's "Private Property Tow Services Agreement" in effect at the time.
11. Vehicles not owned or leased by a Mutual Seventeen resident may not be parked in the garage areas unless special permission has been granted by one of the Mutual Directors. Vehicles not in compliance will be issued a warning citation and, if not removed within 24

MUTUAL OPERATIONS**RESIDENT REGULATIONS****Parking Regulations – Mutual Seventeen**

hours thereafter, will be subject to a fine of \$50. If the vehicle is not removed within a further 24 hours thereafter a “Notice of Vehicle Removal from Private Property” will be placed on the vehicle and a reasonable effort will be made to locate the owner. If the owner cannot be located and the vehicle is not removed it may subsequently be towed in accordance with the Mutual’s “Private Property Tow Services Agreement” in effect at the time.

Electric and Other Vehicles – Parking and Charging

1. All electric and other vehicles, including golf carts, scooters, motorcycles, tricycles, bicycles, etc. must be owned by a bona fide Mutual Seventeen resident and be parked in the owner’s/lessee’s individual parking space, or in front of their parking space, or in the striped areas designated for that purpose adjacent to parking spaces 1, 19, 44, 61, 86 and 103.
2. For safety purposes, any charging circuit which is installed to supply power to an electric vehicle shall be installed in an electrical conduit between the common electrical supply connection and the charging point, and a Ground Fault Interrupter circuit breaker receptacle must be provided at the charging point. The entire installation shall be at the vehicle owner’s expense and shall be performed in strict compliance within all applicable codes and regulations, including Southern California Edison Company’s requirements.
3. Before an electrical charging circuit may be installed a GRF permit must be obtained from the Physical Property Office and approved by the President, Vice President or any other Mutual Seventeen Director acting on their behalf. An electric usage fee of \$15 per month per vehicle will be levied and billed to the owner at six- or twelve-month intervals by mutual agreement with the GRF Accounting Office.
4. Street-operated vehicles shall not be allowed within the homeowner’s unit or within the lobbies, elevators, or residential floors of Mutual Seventeen’s buildings. This includes bicycles and tricycles as well as electric carts. Electric wheelchairs and electric scooters, when being used by a certified disabled person, are exempt from this requirement.

Street Parking

All previous rules and regulations notwithstanding, henceforth the following rules and regulations will apply to all street parking areas on Del Monte Drive and Burning Tree Lane which are situated within the property boundaries of Mutual Seventeen.

Unless other arrangements have been made, with the approval of one of the Mutual Directors only the following vehicles are allowed to park in the above mentioned areas:

- Vehicles owned by residents of Mutual Seventeen

(Sep 17)

MUTUAL OPERATIONS

RESIDENT REGULATIONS

Parking Regulations – Mutual Seventeen

- Vehicles owned by guests or visitors of Mutual Seventeen residents when displaying on the driver's side dashboard or windshield, a guest pass, a temporary parking permit (blue slip) signed by a Mutual 17 Director, a parking permit issued by Security, a caregiver parking permit, a circular "17" decal or a Leisure World decal identifying the vehicle as being properly registered in any other Mutual.
- Moving vans or trucks.
- Vehicles delivering merchandise of any kind to a unit/resident of Mutual Seventeen
- Vehicles owned by a repair service or a contractor, or the Leisure World Service Maintenance Department, working in any unit of Mutual Seventeen or in any of the Mutual's common areas
- Emergency vehicles of any kind, including those operated by the Leisure World Security Department
- All other Leisure World official vehicles
- Official vehicles owned by any governmental agency (City, County, State, Armed Forces, U.S. Government, etc.)
- U.S. Post Office vehicles

All vehicles must be parked either headed in or backed in, in such a manner that no part of the vehicle overhangs the sidewalk.

Trailers not connected to a vehicle may not be parked on the streets.

All vehicles must display a current state-issued vehicle registration.

Mutual Seventeen residents/lessees and their guests may park their RV in front of their condo, or as near to their condo as is safely possible, for up to 72 hours for the purpose of loading and unloading. RVs may not be parked on any curb or walk, or any place that any other vehicle may not legally park. Hoses or electric cords may not be passed to such vehicle across any walkway or roadway, nor can anything be discharged from an RV onto the ground, pavement or into any open container. Exterior protruding items, such as steps or louvered windows, are not allowed. Small RV's being used by a resident as daily transportation must comply with the foregoing "Street Parking" regulations.

MUTUAL OPERATIONS**RESIDENT REGULATIONS****Parking Regulations – Mutual Seventeen**

Parking in any of Mutual Seventeen's street parking areas by vehicles other than those listed above without special permission may result in the issuance of a citation. Whether or not a citation is issued, if the vehicle remains parked on any Mutual Seventeen property longer than twelve hours a "Notice of Vehicle Removal from Private Property" may be placed on the vehicle and reasonable efforts may be made to locate the vehicle's owner. Whether or not the owner is located, and the vehicle is not removed by the time indicated on the Notice of Vehicle Removal from Private Property, it may subsequently be towed at any time in accordance with the Mutual's "Private Property Tow Services Agreement" in effect at that time.

Attachments:

- 7502.17A Parking Regulations Form

MUTUAL ADOPTION

SEVENTEEN: 03-04-03

AMENDMENTS10-05-04, 02-04-14, 04-01-14, 04-05-16, 10-04-16,
02-07-17, 09-05-17

COMMUNITY OPERATIONS

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 Six. 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**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.

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.

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

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 Six Board of Directors (BOD) has established a committee consisting of a facilitator (officer), two (2) Mutual Six directors and an alternate as may be designated from time to time by the BOD and assigned to meet on a rotating schedule to hear Shareholder/Member disputes regarding Parking RULES VIOLATIONS NOTICES issued by Security Department.

2.17. PEDESTRIAN

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

2.18. PROHIBITED VEHICLES

2.18.1. Aircraft;

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

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

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

2.18.4. Off-road vehicle (not street licensed) other than GOLF CART or GOLF CAR;

2.18.5. UNAUTHORIZED VEHICLE: Use of a motor vehicle in the community without consent of Mutual Six;

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 Six President.

2.22. TRUST PROPERTY

All land operated by the GRF on behalf of the Mutuals.

2.23. TRUST STREETS

Streets with names.

2.24. UNASSIGNED PARKING

Not an ASSIGNED PARKING space.

2.25. UNAUTHORIZED VEHICLE

A vehicle not permitted to be on TRUST PROPERTY.

2.26. VEHICLE USED FOR RECREATION (VUFR)

Boats, boat trailers, all-terrain vehicles (ATVs), trailers used to transport ATVs.

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

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

3.1.2. At no time, shall any vehicle be parked on MUTUAL SIX 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 SIX 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 over 1,300 lbs be parked with any portion of it off pavement

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

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

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

- 3.3.6.1.** Vehicle must be parked completely within the marked boundaries of a parking space
- 3.3.6.2.** A vehicle may be parked in a location that is not a marked stall; however, at no time may it be parked in a manner that creates a traffic hazard, interferes with other vehicle access, PEDESTRIAN traffic, or access to facilities or equipment.
- 3.3.6.3.** Any vehicle without proof of current valid State registration or registered by GRF Security may not be parked on MUTUAL SIX PROPERTY at any time.
- 3.3.6.4.** Any vehicles without a license plate, decal, or note from Director with temporary permission to park displayed on the dash may not be parked on MUTUAL SIX PROPERTY.
- 3.3.6.5.** Trailers not connected to a vehicle are not permitted to be parked on MUTUAL SIX PROPERTY for more than 72 hours.
- 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 SIX PROPERTY without Security Department authorization.
- 3.3.6.7.** Vehicles in violation are subject to immediate tow away at owner's expense. (See Policy 7582 – Towing Vehicles).

3.4. PARKING ZONES

- 3.4.1.** Red Zones – Vehicles in violation are subject to immediate tow away at owner's expense. (See Policy 7582 – Towing Vehicles).
- 3.4.1.1.** Fire Hydrant or Fire Lane: No person shall park or leave standing any vehicle within 15 (fifteen) feet of a fire hydrant even if the curb is unpainted.

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

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

3.4.1.3. Bus Stops: No person shall park or leave standing any vehicle within 30 (thirty) feet on bus stop side of the street to provide for loading and unloading of buses.

3.4.1.4. Drive-up Mail Boxes: No person shall park or leave unattended any vehicle within 15 (fifteen) feet of the mail box.

3.4.2. Blue Zone (Handicapped): Vehicles must display a valid, government-issued disabled (handicapped) license plate or placard, or handicap sticker issued by Security.

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 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.

COMMUNITY OPERATIONS**RESIDENT REGULATIONS****Adoption of GRF Policy 1927-37 – Parking Rules****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 SIX 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 SIX PROPERTY only when meeting all of the following conditions:

- 3.10.1. RV parked at any MUTUAL SIX PROPERTY facility **MUST** have Security Department issued decal or a Parking Permit.

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

- 3.10.2.** RV or VUFR is parked up to 72 (seventy-two) 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 SIX 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 SIX 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. NON-RESIDENTS shall not be permitted to wash their vehicle anywhere on MUTUAL SIX PROPERTY.

3.14 MUTUAL AND STREET PARKING

Shareholders with one vehicle registered to their apartment may park in their carport space or on a Mutual or Trust street. Shareholders with two or more vehicles registered to their apartment may park one vehicle on a Mutual street. The other vehicle(s) must be parked in their carport space or on a Trust street. Shareholders with a golf cart may only park: 1. on an approved pad in front of their apartment, 2. in their carport space, or 3. on a Trust street. No golf carts are permitted to park on a Mutual street.

Vehicles that are violating, and not in accordance with this Policy 7502.06.1, Policy 7582 – Towing Vehicles, and Policy 7502.06 – Carport Regulations, as

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

well as vehicles not belonging to Mutual Six residents or their visitors, will receive a 96-hour Notice to Tow, and will be towed by Mr. C's Towing, and any other Towing Company under contract with Mutual Six, for such purposes. This will be done at the owner's expense.

- 3.15** All vehicles parked, or operating on Mutual Six property, must be in operating Condition as described in the California Department of Motor Vehicles Code, Division 12/Equipment of Vehicles/Articles 24000-28150, or they will be towed at the Owner's Expense.

No vehicle may remain in the same parking space for more than 72 hours, and at that time, may not be moved to an adjacent parking space

4. TRUST PROPERTY PARKING AREAS**4.1. CLUBHOUSE ONE**

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

4.2. CLUBHOUSE TWO

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

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

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

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

EXCEPTION:

The Radio Club Yellow Emergency Van
Innovative Cleaning Service Vehicles

COMMUNITY OPERATIONS

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:

COMMUNITY OPERATIONS**RESIDENT REGULATIONS****Adoption of GRF Policy 1927-37 – Parking Rules****4.3.3.3. Maximum Consecutive Nights**

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.

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

- 4.3.4.2. No animal or child shall be left alone in a vehicle at any time.
- 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**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 Six 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 Six 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) business days of the date of the violation,
- 7.1.3. A hearing will be scheduled by the PRV of Mutual Six.

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

- 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

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;

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

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 (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.

COMMUNITY OPERATIONS

RESIDENT REGULATIONS

Adoption of GRF Policy 1927-37 – Parking Rules

- 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**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 Six. 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**RESIDENT REGULATIONS****Adoption of GRF Policy 1927-37 – Parking Rules**

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

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

MUTUAL
SIX:

ADOPTION
04-27-18

AMENDMENTS

(Apr 18)

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Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RATIFY PHONE POLL FROM JUNE 8, 2018, REGARDING ROOFING STANDARDS INC. (UNFINISHED BUSINESS ITEM B)
DATE: JULY 3, 2018
CC: MUTUAL FILE

I move to ratify the phone poll conducted on June 8, 2018, to accept the proposal from Roofing Standards Inc. to repair the leak on the roof of Building three above Unit 122-C, at a cost not to exceed \$750, and authorize the President to sign the contract.

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Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RATIFY PHONE POLL FROM JUNE 20, 2018, REGARDING FIRE SPRINKLER TESTING (UNFINISHED BUSINESS ITEM C)
DATE: JULY 3, 2018
CC: MUTUAL FILE

I move to ratify the phone poll conducted on June 20, 2018, to conduct the annual test of the fire sprinkler system and install sprinkler heads in the electric rooms, at a cost not to exceed \$1200, and authorize the President to sign the contract.

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Mutual Corporation No. Seventeen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: VOTE TO APPOINT ADVISORY DIRECTOR (NEW BUSINESS ITEM A)
DATE: JULY 3, 2018
CC: MUTUAL FILE

I move to appoint _____ as the new Mutual Seventeen Advisory Director for the 2018-2019 term.