

SEAL BEACH MUTUAL NO. SEVENTEEN**RESIDENT REGULATIONS****GOVERNING DOCUMENT COMPLIANCE CORRECTIVE MEASURES AND FINES****Basic Compliance Policy:**

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

Reporting Violations:

Any resident may report violations. Contact Security or Community Administration (GRF)

Such reports shall constitute a complaint and must be documented by Security or GRF in writing to include the time, date, nature of violation, circumstances, location and address of person or persons responsible, if known.

Enforcement Procedures:

In addition to any other remedies which it may have, the Mutual Board may, at its discretion, enforce any violation of the "Governing Documents" by pursuing the remedies described below.

1. Warning; First Violation. The Board shall notify the owner in writing, by either personal delivery or individual delivery pursuant to Civil Code Section 4040. The notice will identify the violation, and, if appropriate, a time frame for correcting the violation. Notwithstanding the foregoing, under circumstances involving conduct that constitutes (a) an immediate and unreasonable infringement of, or threat to, the safety or quiet enjoyment of neighboring owners; (b) a traffic or fire hazard, or (c) a threat of material damage to, or destruction of, the Common Area (collectively, a "Safety Violation"), the Board may forego a warning letter, and proceed immediately with corrective or enforcement action.

2. Repeat Violation. If the same violation is repeated (as such term is defined below) within a twelve-month period or in the event of a Safety Violation, the Board shall give the owner a written notice of the violation personally delivery or by individual delivery, at least 10 days before the proposed hearing on said violation. Said notice shall contain (a) an explanation in clear and concise terms of the nature of the alleged violation; (b) reference to the provisions of the Mutual's governing documents the member is alleged to have violated, (c) the proposed discipline (e.g. imposition of a monetary penalty and/or suspension of privileges) and (d) and the date, time and location of the hearing concerning such alleged violation.

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The hearing shall be conducted by the Board, in executive session, affording the member a reasonable opportunity to be heard and enabling the Board to evaluate the evidence concerning the alleged violation. At the hearing, the Board shall allow the owner to present oral or written evidence concerning the alleged violation. If the Board concludes that the alleged violation occurred, the Board may impose monetary penalties, temporarily suspend common area privileges for a period not to exceed thirty (30) days or take any other disciplinary action permitted by the Governing Documents. However, no such penalty imposed by the Board shall take effect sooner than five days after the date of the hearing. The Board will provide the owner notice of the disciplinary action taken against him within 15 days after the Board's decision by either personal delivery or individual delivery. The Board's notice of decision shall provide a written explanation of the suspension, fine or conditions, if any, imposed by the Board.

For the purposes of this Fine Schedule, a "repeated violation" shall be one which is assessed to a single unit within a twelve-month period. However, should a twelve-month period pass without any violations, a first notice to correct the violation must be sent by the Mutual prior to imposing any fines, except with regard to a Safety Violation.

3. On-Going Violation. If a violation is not corrected within the time frame referenced in the warning letter or in the event of a Safety Violation, the Board shall give the owner written notice of the violation personally or by individual delivery at least 10 days before the proposed hearing on said violation. Said notice shall contain (a) an explanation in clear and concise terms of the nature of the alleged violation; (b) reference to the provisions of the Mutual's governing documents the member is alleged to have violated, (c) the proposed discipline (e.g. imposition of a monetary penalty and/or suspension of privileges) and (d) the date, time and location of the hearing concerning such alleged violation.

The hearing shall be conducted by the Board, in executive session, affording the member a reasonable opportunity to be heard and enabling the Board to evaluate the evidence concerning the alleged violation. At the hearing, the Board shall allow the owner to present oral or written evidence concerning the alleged violation. If the Board concludes that the alleged violation occurred, the Board may impose monetary penalties, temporarily suspend common area privileges for a period not to exceed thirty (30) days or take any other disciplinary action permitted by the Governing Documents. However, no such penalty imposed by the Board shall take effect sooner than five days after the date of the hearing. The Board will provide the owner notice of the disciplinary action taken against him within 15 days after the Board's decision either by personal delivery or individual delivery. The Board's notice of decision shall provide a written explanation of the suspension, fine or conditions, if any, imposed by the Board.

If the violation continues past the hearing and first fine stage, additional fines may be assessed on as frequently as a daily basis (at the initial rate for the violation) without further

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hearing until the violation is abated by the owner. For the purposes of this Fine Schedule, "continuing violations" shall refer to violations that remain unchanged and ongoing until abated by the owner.

4. Legal Counsel; Alternative Dispute Resolution. At any time, the Board may refer a matter to the Mutual's legal counsel for enforcement. Additionally, if required by Civil Code Section 5925 et seq., mediation or arbitration will be offered. If a lawsuit is filed, the homeowner may be liable for the Mutual's legal costs and fees.

5. Other:

- a. Collections of fines will be handled in accordance with Mutual Seventeen's collection process. Failure to pay a special assessment can result in a formal lien being placed on the unit and recorded with the County of Orange.
- b. All actions taken by Mutual 17 shall be documented by unit number and be retained in the event legal action is required. Whenever possible pictures will be taken to support the reason for the fine.
- c. Fine Notice will be sent to the listed Owner, Co-Owner, Trustee, an estate listed Heir or Executor of the offending unit.
- d. In the event the unit is leased, the appropriate owner will be notified of the fine.
- e. The Owner, Co-Owner, Trustee, an estate listed Heir or Executor is the party to ensure fines are paid in a timely manner.

See Next Page for Fine Schedule

SEAL BEACH MUTUAL NO. SEVENTEEN**RESIDENT REGULATIONS****GOVERNING DOCUMENT COMPLIANCE CORRECTIVE MEASURES AND FINES****Fine definitions, fine amounts, and related polices:**

No.	Reference Policy Number	Policy Topic	Violation	Fine Amount Per Occurrence	Remedial Action
1	7401.1.17	Physical Property Contractors	Failure to comply with outside contractor rules for remodels	\$1,000	Immediate compliance required. Future failure to comply will result in additional fines.
2	7402.17	Physical Property Contractors	Failure to comply with listed Contractor work days and hours.	\$200	Immediate compliance required. Future failure to comply will result in additional fines.
3	7402.17	Physical Property Contractors	Failure to comply with rules pertaining to entryway of a unit.	\$200	Immediate compliance required by resident.
4	7402.17	Physical Property Contractors	Use of hallway for any non-transit purposes.	\$200	Owner or lessee will have contractor remove all materials immediately.
5	7402.17	Physical Property Moving of Large Items	Failure to request the installation of elevator pads for in and out moves without 48-hour advance notice.	\$200	In addition to the fine the owner/resident will be required to promptly repair damages.
6	7403.17	Physical Property Flooring	Failure to comply with hard surface flooring rules on floors 2 and 3.	\$2,000	In addition to the fines the flooring will need to be removed at the owner's expense within 30 days.
7	7403.17	Physical Property Flooring	Failure to install suitable sound-absorbent material.	\$2,000	In addition to the fines the owner will have to install a sound-absorbent layer within 30 days.

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No.	Reference Policy Number	Policy Topic	Violation	Fine Amount Per Occurrence	Remedial Action
8	7408.17	Physical Property Liability	Damage to mutual or third-party property.	\$1,000	In addition to the fine the owner/resident will be required to promptly repair damages and be approved by Physical Properties
9	7408.17	Physical Property Debris Clean up	Failure to remove all materials, boxes, appliances, and debris from site on a daily basis and restoring the premises to its original condition	\$200	In addition to the fine the owner/resident will ensure the items left behind be removed promptly. Failure to comply will result in additional daily fines.
10	7410.17	Physical Property Balcony Safety	Failure to maintain a balcony in a safe and sanitary condition. Use of the balcony as a storage location is prohibited	\$1,000	The owner/resident shall rectify the matter within 30 days.
11	7410.17	Physical Property Annual Inspection	Refusal to allow the annual safety inspection to take place in a unit on the date scheduled.	\$1,000	Inspection refusal will result in a fine and the owner/resident shall have the required inspector(s) return and complete the annual inspection within 30 days. (Approximate cost is \$3000 plus)
12	7410.17	Physical Property Annual Inspection	Damage to the sprinkler heads in a unit. Liability is determined by maintenance inspector	\$1,000	Repairs shall be made at the Maintenance Inspector's direction to insure certification.

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No.	Reference Policy Number	Policy Topic	Violation	Fine Amount	Remedial Action
13	7410.17	Physical Property Improper Storage	Use of ovens and/ or stove tops for storage	\$1,000	Immediate compliance required by resident reinspection shall occur within 30 days.
14	7412	Physical Property Waterbed Liability	Installation of a waterbed in a unit	\$1,000	In addition, to the fine the owner/resident shall remove the waterbed within 10 days
15	7413.17	Physical Property Water Appliances	Installation or use of any type of Jacuzzi tub or device that circulates water through hoses and/or jets by the means of a pump.	\$1,000	In addition to the fine the removal of the equipment is required.
16	7501.17	Resident Regulations - Pets	Failure to comply with defined "pet" descriptions per Article 1, Sections A and B of the policy.	\$200	Immediate removal of the non-compliant pet.
17	7501.17	Resident Regulations - Pets	Failure to immediately clean up pet waste in any common area.	\$ 200	Fine is per occurrence.
18	7501.17	Resident Regulations - Pets	Failure to control pet noise.	\$200	Fine is per occurrence.

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No.	Reference Policy Number	Policy Topic	Violation	Fine Amount	Remedial Action
19	7501.17	Resident Regulations - Pets	Failure to control pet from interfering with other residents or pets.	\$200	Fine is per occurrence.
20	7501.17	Resident Regulations - Pets	Leaving any animal locked in a vehicle	\$1,000	Besides a fine the owner may be reported to security and animal control. Fine is per occurrence
21	7501.17	Resident Regulations - Pets	Failure to provide all required paperwork to support the "service " status of an animal.	\$200	Fine is per animal. Additional fines may be imposed every 15 days.
22	7501.17	Resident Regulations - Pets	Failure to eliminate pet odors	\$200	Owner shall eliminate odors and maintain pet hygiene.
23	7502.17	Resident Regulations - Parking	Storage of combustible materials in the garage area	\$2,000	Fine plus immediate removal
24	7502.17	Resident Regulations - Parking	Failure to comply with the "warning citation" from the Mutual Board due to the vehicle not having Leisure World decals affixed to the windshield per GRF policy.	\$500	If the vehicle with a "warning citation" is not removed within 24 hours a "Notice of Vehicle Removal from Private Property" will be placed on the vehicle. After that the vehicle can be towed.

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No.	Reference Policy Number	Policy Topic	Violation	Fine Amount	Remedial Action
25	7504.17	Resident Regulations - locks	Failure to supply a functioning door key in the lockbox	\$500	Any door damage due to emergency entrance will be at the owner's expense.
26	7532.17	Resident Regulations - Smoking	Failure to comply with the Policy against smoking of any kind per the policy	\$500	The owner and or resident is responsible to ensure that all guests, visitors, caregivers, house cleaners, family and contractors comply.
27	7555	Resident Regulations - Excessive Noise	Failure to comply with sound level requirements. These are patterns of loud conversations, televisions, music, amplified sound, altercations, slamming doors, parties after 10pm, children and animals.	\$500	Fine is per occurrence.
28	7555	Resident Regulations - Entry of Visitors/Guest	Failure to have visitors, family, guests, contractors enter the building other than through the lobby.	\$200	Fine is per occurrence
29	7574.17	Resident Regulations - Physical Properties	Failure to comply with Satellite Dish installation and removal policies.	\$500	Non-compliance will result in fines and fees and will be reported to GRF for corrective actions.

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No.	Reference Policy Number	Policy Topic	Violation	Fine Amount	Remedial Action
30	7575.17	Resident Regulations - Laundry	Residents, caregivers, or guests allowing others to do their personal laundry on site.	\$500	Fine is per occurrence. Laundry is under camera surveillance
31	7575.17	Resident Regulations - Laundry	Damage to the laundry facilities, machinery, wash basins, or other contents by either the resident or a caregiver or guest.	\$500	Fine is per occurrence, in addition to the cost of the repair or replacement. Laundry is under camera surveillance
32	7575.17	Resident Regulations - Laundry	Failure to comply with laundry hours.	\$100	Fine is per occurrence. Laundry is under camera surveillance
33	7575.17	Resident Regulations - Laundry	Failure to keep the laundry room door closed, propping the door open, or tampering with the door closer.	\$500	Fine is per occurrence. Laundry is under camera surveillance
34	7575.17	Resident Regulations - Laundry	Failure to comply with any other clause of this policy not set forth in the fine schedule above. Failure to clean wash tubs and dryers from lint, sand, feces, pet hair, insects (bed bugs) etc.	\$500	Fine is per occurrence. Laundry is under camera surveillance

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No.	Reference Policy Number	Policy Topic	Violation	Fine Amount	Remedial Action
35	7551.G	Resident Regulations - Unsanitary and Fire Conditions	Failure to comply with safety, fire regulations and sanitary living conditions such as large collections of combustibles, undisposed trash, blockage of exits, hoarding which causes unsanitary conditions including odors and infestation of rodents or insects	\$2,000	Failure to comply immediately will be reported to GRF.
36	7590.G	Resident Regulations - Wildlife	Feeding, wildlife directly or leaving food and pet foods etc., out.	\$200	Fine is per occurrence.
37	17-7553-1	Resident Regulations - Trash	The disposal of furniture, appliances, large volumes of packing material/ boxes, lamps, books, clothing, home goods and metal items in the trash room area.	\$1,000	Fine is per occurrence plus the cost of disposal. The trash area is under camera surveillance
38	17-7553-1	Resident Regulations - Trash	Failure to prevent trash bags leaking when leaving a unit.	\$500	Fine is per occurrence plus the cost of spot cleaning the carpets. The trash area is under camera surveillance.
39	17-7553-1	Resident Regulations Disposal of Estate Property	Disposal of estate property is prohibited on Mutual 17 grounds.	\$500	Fine is per occurrence. Any cost for removal or disposal shall be the responsibility of the executor/trustee. The trash area is under camera surveillance.

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No.	Reference Policy Number	Policy Topic	Violation	Fine Amount	Remedial Action
40	17-7552-1	Resident Regulations - Fire Safety	The placement of any furniture, artwork, plants, trees, or bookshelves in any portion of a fire exit stairwell.	\$1,000	Fine is per occurrence plus cost of removal. Fire exits must remain clear at all times.
41	17-7552-1	Resident Regulations - Fire Safety	Failure to comply with the policies regarding personal items in the allotted use area or cove.	\$500	Immediate action is required. If action is not taken within 10 days, an additional fine will be imposed every 10 days thereafter.
42	17-7571-1	Resident Regulations	The hanging of artwork, postings, placement of furniture and/or the removal of artwork, postings, furniture. The addition or removal of artwork, postings, furniture from the common area of Mutual 17 without first getting the written permission of the Architectural committee.	\$500	Immediate compliance is required. If action is not taken within 10 days, an additional fine will be imposed every 10 days thereafter.
43			All Other Violations		