

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
April 25, 2018
Meeting begins 9:00 a.m.
Administration Building Conference Room A

1. CALL TO ORDER – BOARD ROOM DECORUM
2. SHAREHOLDER COMMENTS (2-3 minutes per shareholder)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

Ms. Winkler, GRF Representative
Ms. Hopkins, Mutual Administration Director
Mr. Black, Building Inspector
Ms. Pandit, Recording Secretary
5. APPROVAL OF MINUTES:
Regular Meeting Minutes of March 28, 2018
Special Board Meeting Minutes of April 16, 2018 (p. 5)
6. GRF REPRESENTATIVE Ms. Winkler
7. BUILDING INSPECTOR'S REPORT Mr. Black
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 7-8)
8. **UNFINISHED BUSINESS**
 - a. Waterline Project - Update
 - b. Roofing Project – Update
 - i. Buildings 240 and 241 (p. 9)
 - ii. Asphalt Shingles (p. 11)
 - iii. Radiant Barrier OSB Sheathing (p. 13)
 - iv. Gutters and Downspouts (p. 15)
 - v. Stove Vents (p. 17)
 - vi. Custom Skylight Work (p. 19)
 - vii. Skylights (p. 21)
 - c. BrightView Landscape Services – Update
 - d. Discuss amending Policy 7502. 10 – Carport Regulations (p. 23-25)
 - e. Discuss adopting Policy 7502.10.1 – Adoption of GRF Policy 1927 – 37 Parking Rules (p. 27-41)
 - f. Discuss rescinding Policy 7582 – Towing Vehicles and adopting Policy 7582.10 – Towing Vehicles (p. 43-47)
 - g. Loading Zone – Update

(Friday, April 20, 2018 sp)

UNFINISHED BUSINESS (continued)

- h. Garden Inspection – Update (p. 49)
- i. Emergency Information Council (p. 51)
- j. Discuss Annual Meeting Refreshments (p. 53)
- 9. **NEW BUSINESS**
 - a. Bulk Cable Service Agreement – Superwire (p. 55-56)
 - b. Bid Proposal for Painting Buildings (p. 57)
 - c. Carport and Laundry Room Light Fixtures (p. 59)
 - d. Discuss Special Meeting Dates in May
 - e. Discuss adopting Policy 7585.10 – Governing Document Compliance Corrective Measures and Fines (p. 61-64)

STAFF SECRETARY BREAK 11:00 a.m.

- 10. SECRETARY / CORRESPONDENCE Mr. Stipcich
- 11. CHIEF FINANCIAL OFFICERS REPORT Mr. Giles
 - a. Sale of Investments (Bonds) (p. 65)
 - b. Transfer of \$650,000 from the Roofing Reserve to the Infrastructure Reserve (p. 67)
- 12. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
- 13. ANNOUNCEMENTS
 - a. CFO Council: Wednesday, May 2, 2018, at 10:00 a.m. [B]
 - b. Presidents' Council: Thursday, May 3, 2018, at 9:00 a.m. [Ch 4]
 - c. Emergency Information Council: Friday, May 4, 2018, at 10:00 a.m. [B]
 - d. SPECIAL MEETING: Wednesday, May 23, 2018, at 9:00 a.m. [B]
 - e. Landscape Council: Friday, May 18, 2018, at 10:00 a.m. [B]
 - f. Roundtable: Friday, May 18, 2018 at 1:00 p.m. [A]
 - g. Physical Property Council: Thursday, July 5, 2018, at 1:30 p.m. [B]
 - h. **ANNUAL MEETING**, Wednesday, May 16, 2018, at 10:00 a.m. [Ch 4]
- 14. COMMITTEE REPORTS (as time permits)
 - a. President Ms. Arlart
 - b. Vice President Ms. Cummings
 - c. Emergency Information Council
 - d. Finance/ Budget Committee Mr. Giles
 - e. Landscape Committee Ms. Atkinson
 - f. Physical Properties Committee Ms. Cummings
 - g. Other Committees
 - Draft Parking Policy Committee
 - Social Event Committee
- 15. DIRECTORS' COMMENTS
- 16. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)

(Friday, April 20, 2018 sp)

17. ADJOURNMENT
18. EXECUTIVE SESSION

STAFF SECRETARY WILL LEAVE THE MEETING BY 12:10 p.m.

**NEXT MEETING:
Wednesday, June 27, 2018 at 9:00 a.m.
Administration Building Conference Room A**

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**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
April 16, 2018**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Monday, April 16, 2018, at 1:30 p.m. in Building 5 Conference Room B.

ROLL CALL:

Present: President Arlart, Vice President Cummings, Secretary Stipcich, CFO Giles, Directors Dr. Newman and Atkinson (1:34pm)

Staff: Building Inspector, Kevin Black

Guests: BrightView Staff - Lisa Kohlenberger and Shannon Speratos

No Shareholder present.

LANDSCAPE SERVICE

The Board discussed the landscape maintenance service with the BrightView representatives.

BUILDING INSPECTOR REPORT

Building Inspector Black updated the Board on Mutual activity.

ADJOURNMENT

President Arlart adjourned the meeting at 3:49 p.m.

Attest

John Stipcich, Secretary
SEAL BEACH MUTUAL TEN
Ra: 04/16/18

(These are tentative minutes, subject to approval by the Board of Directors at the next Regular Board of Directors' Meeting.)

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INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (10) TEN

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **APRIL 25TH 2018**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER yes change	RECENT INSPECTION	CONTRACTOR / COMMENTS
10-244E	oven micro, stove top	both	11/15/17	01/25/18		no final 7/17/17/ no final y	Lw décor
10-245A	remodel w/repipe	both	09/25/17	02/28/18	no	rooting/underground 12/8/17 - rough 12/8/17 -	kang
10-239E	new kit. Washer/dryer/showe					under ground & rough 2/1	BJ and Co.
10-250B	room addition	both	01/15/18	03/24/18	no	underground 1/26/18-rough	ogan
10-255I	kit/bath counters/ fan	both	01/29/18	03/29/18	no		pena
10-251F	remodel	both	03/05/18	05/18/18	no	foundation 2/25/18- underground plumb	Bergkvist'
10-254B	entry door and windows	both	03/19/18	04/19/18	no		seaport sash and door
10-255I	bath/kitchen remodel no repipe	both	03/02/18	05/31/18	no		Los Al builders
10-250B	flooring	grf	03/05/18	03/12/18	no		cornerstone floors
10-248I	skylight den	both	02/15/18	04/30/18	no		M & M
10-260K	shower cut down w/enclosure	both	04/23/18	05/23/18	no		Nu Kote
10-241I	remodel shower	both	05/21/18	06/22/18	no		Los Al builders
10-254I	conertops @kit/bath/microwav	both	04/12/18	06/30/18	no		mamuscia conts.
10-255C	repl. Outlets/switches/paint	both	05/18/18	05/29/18	no		Los Al builders
10-253C	drywall panel wall/ skylight	both	05/01/18	08/31/18	no		mamuscia conts.
10-246B	windows retro	both	04/25/18	05/25/18	no		ace maintenance
ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
10-260C		11/07/17					
10-257C		11/07/17	02/07/18	02/14/18	02/22/18		
10-256H		12/20/17					
10-250G		02/08/18	03/06/18	03/07/18	03/19/18		
10-250K		02/08/18	03/07/18	03/14/18	03/22/18		
10-248C	2/12/2018						
10-257D		03/19/18	04/16/18				
10-244J		03/21/18					
10-250F		04/04/18					
10-258B		04/04/18	04/12/18	04/17/18			
10-257J	4/6/2018						
10-241C		04/06/18					
10-243G			04/11/18	04/12/16	04/24/18		

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

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(10) TEN**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **APRIL 25TH 2018**

CONTRACTS and PROJECTS

CONTRACTOR		PROJECT
Brightview	Lawns:	Mutual gardening and lawns - on going,
Brightview	Landscape:	turf renovations - pending Bod approval - on hold
	Rain Gutters:	complete
	Tree removals:	(3) white Alders - (1) Silk Oak
	Tree Trimming:	complete
Fenn Pest and Termite		contract - on going, Monday and Wednesday service for pest, Wednesday is for termite treatment and pest, no termite treatment on Mondays
ERC Abatement	abatement:	completed on all buildings on current contract
John Nelson Plumbing	Re-piping:	working on building 254 as of now
kres const.	Re-pipe painting:	
Dry rot / Termite / Paint lists		list to be made prior to painting, plan on one month head start prior to paint
Roofing		contracted for bldg. 241 / separate contract for 240 different spec's

SHAREHOLER and MUTUAL REQUESTS

3/28/18 BOD meeting	
259 chk sprink valve	
251 -3/30/18 abatement	
252 - 4/6/18 abatement	
251G - 4/10/18 chk on water heater alarm	
246/245 sprinklers running	
254C - chk wall paneling	
252K - 4/10/18 chk water heater	
4/25/18 BOD meeting	
bright view meeting 4/16/18	

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: ROOFING PROJECT – UPDATE (UNFINISHED BUSINESS ITEM B – i)
DATE: APRIL 25, 2018
CC: MUTUAL FILE

I move to approve / deny Buildings 240 and 241 for re-roofing.

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Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: ROOFING PROJECT – UPDATE (UNFINISHED BUSINESS ITEM B – ii)
DATE: APRIL 25, 2018
CC: MUTUAL FILE

I move to approve / deny the color of the Asphalt Shingles be Aspen Grey.

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Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: ROOFING PROJECT – UPDATE (UNFINISHED BUSINESS ITEM B – iii)
DATE: APRIL 25, 2018
CC: MUTUAL FILE

I move to approve / deny the use of new 3/4 inch Radiant Barrier OSB Sheathing.

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Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: ROOFING PROJECT – UPDATE (UNFINISHED BUSINESS ITEM B – iv)
DATE: APRIL 25, 2018
CC: MUTUAL FILE

I move to approve / deny that the color of the new gutters and downspouts be white.

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Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: ROOFING PROJECT – UPDATE (UNFINISHED BUSINESS ITEM B – v)
DATE: APRIL 25, 2018
CC: MUTUAL FILE

At the April 25, 2018, Mutual Ten Board Meeting, the Directors will discuss installing new vent hoods with motors in units that do not have exhaust systems.

I move to approve / deny that the existing stove – vents be removed and replaced with 4 inch or 7 inch galvanized T-tops.

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Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: ROOFING PROJECT – UPDATE (UNFINISHED BUSINESS ITEM B – vi)
DATE: APRIL 25, 2018
CC: MUTUAL FILE

I move to approve / deny that all custom skylight work must be removed and reinstalled at the shareholders expense.

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Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: ROOFING PROJECT – UPDATE (UNFINISHED BUSINESS ITEM B – vii)
DATE: APRIL 25, 2018
CC: MUTUAL FILE

I move to approve / deny that custom skylight work (tubular, motorized, other) will be billed to the shareholder at a cost of \$55 per hour.

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Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AMENDING POLICY 7502. 10 – CARPORT REGULATIONS
(UNFINISHED BUSINESS ITEM D)
DATE: APRIL 25, 2018
CC: MUTUAL FILE

On September 26, 1991, the Mutual Ten Board of Directors adopted Policy 7502.10 – Carport Regulations.

I move to amend Policy 7502.10 – Carport Regulations on a preliminary basis until the 30 – day posting period is completed.

MUTUAL OPERATIONS**AMEND DRAFT****SHAREHOLDER REGULATIONS****Carport Regulations – Mutual Ten****A. Carport Use**

1. Carports are to be used for parking of self-propelled land vehicles in operating condition. Any stored items in the carports must be completely contained in the carport cabinets **with the following exceptions:**
 - a. A hung ladder (length not to exceed eight feet), and/or a two-wheeled bicycle, and/or a collapsible ~~two-wheeled~~ grocery cart may be stored on the raised platform under the cabinet. If a ladder is not stored, two two-wheeled bicycles may be stored. No other storage is allowed on the platform.
 - b. Two-wheeled bicycles **or Board approved recreation equipment** may be hung over the car from the rafters using bicycle hooks **or straps at the owners risk**
2. Current fire regulations prohibit the storage of fuel oil or any combustible material in the carport areas.
3. All vehicles when parked in the carports must be headed in **unless a Board approved permit has been issued**
4. At each inspection of the carports by the staff of the Physical Property Department, notice will also be given to each shareholder found in violation that the improperly stored material must be removed within ten (10) days or the material will be removed at the shareholder's expense.
5. Any damage sustained to the carport is the responsibility of the assigned shareholder.

B. Carport Assignments

1. Carport assignments are controlled by the Mutual Corporation and a record of assignments is kept in the Stock Transfer Office of the Golden Rain Foundation.
 - a. Any vehicle in a carport must bear a current vehicle decal issued by the Seal Beach Leisure World Security Department (except as stated in d.). Golf carts must be registered with Leisure World Security.
 - b. All vehicles in the carport must have license plate registration that is current
 - c. Vehicles shall not be parked in a vacant carport without permission from the Mutual Board of Directors.

MUTUAL OPERATIONS**AMEND DRAFT****SHAREHOLDER REGULATIONS****Carport Regulations – Mutual Ten**

- d. Carport space may not be rented to or used by anyone who is not a shareholder/member of Mutual Ten, except the carport assignee may allow short-term parking of a vehicle used by a houseguest or caregiver **with a permit.** Permits are available from the Mutual President
 - e. **Carport space may be rented to Mutual 10 residents with Board approval on completion of required forms to be filed with the Stock Transfer Office.**
2. Shareholders wishing to change carport assignments must obtain approval of the Mutual Board of Directors so the change can be properly recorded in the Stock Transfer Office.
 3. The request for carport re-assignment, if approved, is only temporary and is valid only so long as both participating parties agree to the temporary change. One party determining to withdraw from the agreement may do so as may the successor owner of that party's apartment. The Mutual Corporation retains, at all times, the authority to revoke and cancel this temporary change of carport assignment, at its discretion. The re-assignment of carport spaces, herein provided, will automatically become null and void in the event of a sale of the stock representing either apartment, with absolutely no exceptions to the rules herein provided.

MUTUAL ADOPTION:**AMENDMENTS**

TEN: 09-26-91

11-29-73, 12-16-81, 09-26-90, 08-28-91, 02-24-93, 12-12-93,
 06-26-02, 04-28-04, 08-26-09, 09-22-10, 10-24-12, 01-23-13
 08-24-17

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Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS ADOPTING POLICY 7502.10.1– ADOPTION OF GRF POLICY 1927-37 – FINES FOR PARKED VEHICLES (UNFINISHED BUSINESS ITEM E)
DATE: APRIL 25, 2018
CC: MUTUAL FILE

On April 25, 2018, Mutual Ten Board of Directors will vote to adopt Policy 7502.10.1 – Adoption of GRF Policy 1927–37 – Fines for Parked Vehicles (attached).

I move to adopt Policy 7502.10.1 – Adoption of GRF Policy 1927–37 – Fines for Parked Vehicles on a preliminary basis until the 30–day posting period is completed.

COMMUNITY OPERATIONS**ADOPT DRAFT****RESIDENT REGULATIONS**

The following Parking Rules are strictly enforced and are applicable to all persons controlling or operating vehicles on any PROPERTY regulated by Mutual Ten. 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**ADOPT DRAFT****RESIDENT REGULATIONS**

- 2.5.1.** Larger than one (1) ton carry weight;
- 2.5.2.** Bears 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 having a maximum speed capability of 20 mph.

2.8. GOLF CART

A motor vehicle having not less than three wheels in contact with the ground, having an unladed weight of less than 1,300 pounds, which is designated to be and is operated at no more than 20 mph, and has a maximum width of 48".

2.9. INTERNAL DISPUTE RESOLUTION (IDR)

An internal due process procedure offering an opportunity for both sides to meet and confer in good faith in an effort to resolve a dispute and reach a resolution of alleged violations of community rules.

2.10. LOW-SPEED VEHICLE (LSV)

A motor vehicle which is designed to travel in excess of 20 MPH with a maximum speed of 25 MPH. LSV's less than 48" in width shall be driven in accordance with the rules and regulations established for Golf Carts. LSV's that are more than 48" in width are prohibited from all walkways and sidewalks.

2.11. MOBILITY SCOOTER

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

COMMUNITY OPERATIONS**ADOPT DRAFT****RESIDENT REGULATIONS****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 Ten Board of Directors (BOD) has established a committee consisting of a facilitator, three (3) Mutual Ten directors, 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, or 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 3.10 – 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**ADOPT DRAFT****RESIDENT REGULATIONS**

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 Ten;

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 Ten 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 Mutual 10 Property.

2.26. VEHICLE USED FOR RECREATION (VUFR)

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

COMMUNITY OPERATIONS**ADOPT DRAFT****RESIDENT REGULATIONS****3. RULES FOR PARKING****3.1. PROHIBITED VEHICLES**

- 3.1.1. No PROHIBITED VEHICLE shall be parked on Mutual Ten PROPERTY.
- 3.1.2. At no time, shall any vehicle be parked on Mutual Ten Property if it is leaking any fluids. EXCEPTION: Clear Water

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 Ten 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 the owner's expense. (See Policy 7582.10 – 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.

COMMUNITY OPERATIONS**ADOPT DRAFT****RESIDENT REGULATIONS**

- 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 may not be parked on Mutual Ten 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 Ten Property.
- 3.3.6.5.** Trailers not connected to a vehicle are not permitted to be parked on Mutual Ten 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 Ten Property without Security Department authorization.
- 3.3.6.7.** Vehicles in violation are subject to immediate tow away at owner's expense. (See Policy 7582.10 – 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 7582.10 – 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**ADOPT DRAFT****RESIDENT REGULATIONS**

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 the red zone 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. Yellow Zone: Commercial vehicle loading and unloading only: 30 (thirty) minutes.

3.4.5. 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).

COMMUNITY OPERATIONS**ADOPT DRAFT****RESIDENT REGULATIONS****3.7. CAREGIVER PARKING**

A CAREGIVER may park on Mutual Ten 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.

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 Ten 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. An overnight parking permit for a resident may be issued only when a decal issue is pending.

3.9.2. COMMERCIAL VEHICLES, equipment, and materials utilized in authorized activities conducted for the Mutual, or its RESIDENTS overnight parking are not permitted without an Overnight Parking Permit issued by the Security Department.

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 Mutual Ten Streets at any time between the hours of 11:00 p.m. and 6:00 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.

COMMUNITY OPERATIONS**ADOPT DRAFT****RESIDENT REGULATIONS****3.10. RECREATIONAL VEHICLES (RV) or VEHICLE USED FOR RECREATION (VUFR) RESTRICTIONS**

An RV or VUFR may be parked on Mutual Ten Property only when meeting all of the following conditions:

- 3.10.1.** RV parked at any Mutual Ten 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 Ten 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 Ten 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 Ten Property.

COMMUNITY OPERATIONS**ADOPT DRAFT****RESIDENT REGULATIONS****4. TRUST PROPERTY PARKING AREAS**

See Policy 1927-37– Parking Rules

5. BICYCLES/TRICYCLES

5.1 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 Ten is not liable for damaged, lost or stolen property.

5.2 Attended BICYCLES or TRICYCLES may be parked off pavement, but only in such a manner as not to damage landscaping.

5.3 Parking on a sidewalk is prohibited.

6. TOWING

See Mutual 10 Policy 7582.10 Towing Vehicles.

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 Ten.

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:

COMMUNITY OPERATIONS**ADOPT DRAFT****RESIDENT REGULATIONS**

- 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;
- 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).)

COMMUNITY OPERATIONS**ADOPT DRAFT****RESIDENT REGULATIONS**

- 7.5.2. Attorneys - The Shareholders/Member has a "right" to bring an attorney to represent them in a PRV or 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.
 - 7.7.2. Panel will meet on a to-be-arranged basis.
 - 7.7.3. A second meeting will be scheduled if the volume of hearing requests is too large.
 - 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**ADOPT DRAFT****RESIDENT REGULATIONS****7.8 The IDR**

7.8.1 The Violator has the right to contest the “rules violation” decision by the PRV by requesting an IDR with the entire Mutual 10 Board of Directors

7.8.2 The IDR process will follow the same procedure used for the PRV.

FEES (FINES) FOR PARKING RULES VIOLATIONS

The following Parking Rules are strictly enforced and are applicable to all persons controlling or operating vehicles on any PROPERTY regulated by Mutual Ten.

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 verbal warning from a Director, 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**ADOPT DRAFT****RESIDENT REGULATIONS**

Violation	1st	2nd and Subsequent
1. Assigned Parking Space or restricted parking Space	25.00	25.00
2. Blocking Crosswalk (not applicable to Mutual Ten)	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 (not applicable to Mutual Ten)	25.00	25.00
15. RV or VUFR - Generator Running 8pm – 8am	Warning	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
TEN:

ADOPTION

AMENDMENTS

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Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS RESCINDING POLICY 7582 – TOWING VEHICLES AND ADOPTING
POLICY 7582.10 – TOWING VEHICLES (UNFINISHED BUSINESS ITEM F)
DATE: APRIL 25, 2018
CC: MUTUAL FILE

On July 16, 1987, Policy 7582 – Towing Vehicles was adopted by the Mutual Board of Directors.

At the April 25, 2018, the Board of Directors will rescind Policy 7582 – Towing Vehicles and adopt Policy 7582.10 – Towing Vehicles.

I move to rescind Policy 7582 – Towing Vehicles and adopt Policy 7582.10 – Towing Vehicles on a preliminary basis until the 30-day posting period is completed.

MUTUAL OPERATIONS**RESCIND MUTUAL TEN****SHAREHOLDER REGULATIONS****Towing Vehicles – Except Mutuals Two, Three, Five, Nine, Eleven, 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.

MUTUAL OPERATIONS**RESCIND MUTUAL TEN****SHAREHOLDER REGULATIONS****Towing Vehicles – Except Mutuals Two, Three, Five, Nine, Eleven, Twelve, Fourteen, and Seventeen****B. Other Vehicles**

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

<u>MUTUAL</u>	<u>ADOPTION</u>	<u>AMENDED</u>	<u>RESCINDED</u>
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		
TEN:	06-24-87		Rescinded on 09-12-16
ELEVEN:	06-18-87 (See Policy 7582.11)-Aug 2017		
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		

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

A towing program is hereby established which permits Mutual 10 to remove and store vehicles parked on Mutual 10 property that are inoperable, abandoned, blocking a fire lane or are parked in such a manner as to constitute a hazard that are in violation of Mutual 10 Policy. The authority for this action is contained in Section 22658(a) of the California Vehicle Code (CVC) – Authority to Remove Vehicles.

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

A. Tow Procedure – Immediate Action

Security Department will advise the Mutual 10 Board when vehicles are in violation and may require immediate action/removal:

1. Violation of Mutual 10 Policy 7502.10.1 related to safety/access/flammable materials;
2. Violation of the Fire Lane Regulation CVC 22953 (b);
3. Violation of the Fire Hydrant Regulation (Mutual Policy)

If approval is received from Mutual 10, Security Department will notify the towing company to respond and meet the designated Mutual 10 Representatives. A private property towing form will need to be signed by a Mutual 10 Representative authorizing the towing company to remove and/or store vehicle.

B. Tow Procedure –

1. Attach a 96-hour warning notice to the vehicle, informing the vehicle owner of the violation and intent to tow upon non-compliance. A copy of the 96-hour warning notice will be provided to the Mutual Administration Department for processing;
2. A registered letter will be sent by the Mutual Administration Department informing the registered owner (per GRF Records) of the intent to tow the vehicle away after the receipt of the letter if the vehicle is not moved. The registered letter signed receipt will be returned to the Mutual Administration Department by mail. It serves as confirmation of the vehicle owners receipt of the letter and initiated the period to comply. The violator has ten (10) days to comply.

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

3. After the 96-hour period, Security Department will check for compliance and report their findings back to the Mutual Administration Department;
4. If the Mutual approval to remove the vehicle is received upon confirming non-compliance to the 96-hour tow notice and/or receipt of the registered letter, a tow truck will be appointed to remove and store the vehicle.
5. Security Department will maintain a current log of all towing transactions to direct vehicle owners to the appropriate towing company.
6. This policy applies to all vehicles – automobiles, motorcycles, Vespa-type scooters, golf carts, scooters – any motor operated vehicle – whether parked in carports, on Mutual 10 streets and/or in marked parking areas.

MUTUAL**ADOPTION**

TEN:

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Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: GARDEN INSPECTION – UPDATE (UNFINISHED BUSINESS ITEM H)
DATE: APRIL 25, 2018
CC: MUTUAL FILE

I move to approve / deny that the Mutual Administration be authorized to send out the 43 garden violation letters based on the data collected by the Mutual Directors.

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Meeting Report

Emergency Information Council (EIC)

formerly (EPIC) Emergency Preparedness Information Council

Fri. April 6, 2018

A meeting of the EIC was held on Fri. 4/6/18 at 10 a.m. in bldg. 5, rm. B. John Stipcich, Mu-10 was present. Approximately 16 other Mutual representatives were present along with Eloy Gomez, GRF representative.

- Subjects discussed were:
1. Files of life.
 2. Disaster inspection reports
 3. Emergency response forms
 4. Water storage barrels
 5. Use of 911 for emergencies

All discussions were very general attempting to show the complexities of emergency situations in general. Files of life were discussed and all were reminded that residents should have them posted on refrigerators. Mutuals should write their own Disaster Inspection reports and Emergency response forms and bring those forms to the next EIC mtg. Water stored in the blue storage barrels was said to be unsafe for drinking and should be labeled as such. It was said that reporting of emergencies is best done by using 911 first and calling security second.

The next EIC mtg. will be on Fri. May 4, at 10 a.m. in conference rm. B.

John Stipcich

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Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS ANNUAL MEETING REFRESHMENT (UNFINISHED BUSINESS
ITEM J)
DATE: APRIL 25, 2018
CC: MUTUAL FILE

I move to approve / deny that refreshments be purchased for the Annual Meeting at a cost not to exceed \$100.

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Mutual Corporation No. Two

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: BULK CABLE SERVICE AGREEMENT – SUPERWIRE (NEW BUSINESS ITEM A)
DATE: APRIL 25, 2018
CC: MUTUAL FILE

At the April 5, 2018, Presidents Council, Executive Director Randy Ankeny, discussed the Bulk Cable Service Agreement with Superwire. Mr. Ankeny has respectfully requested that each Mutual Board authorize GRF to seek and negotiate as directed and on behalf of the combined Mutuels a new bulk cable agreement. Of note: such action by the Mutuels require unanimous consent, as preliminary research on cable providers, note exclusive rights.

Please be advised, on February 18, 2019, the agreement between GRF and Superwire will terminate and action is requested by each Mutual Board as follows.

Resolution to authorize GRF to negotiate a mutually beneficial bulk cable service agreement:

WHEREAS, GOLDEN RAIN FOUNDATION (hereinafter "GRF") through its volunteer Board of Directors, is responsible for management, control and administration of a residential common interest development (the "Project"), under the Declaration of Trust ("Trust"), which grants the Foundation the authority to manage and govern trust property and community facilities, all within what is known as Seal Beach Leisure World, consisting of sixteen (16) Mutuels (hereinafter the "Mutuels");

WHEREAS, notwithstanding the foregoing, GRF is not a housing provider, and neither owns or operates any housing for the residents in the Project;

WHEREAS, each Mutual in Seal Beach Leisure World, is its own fully-functioning association with its own Occupancy Agreements, Bylaws, Rules, Resolutions and Policies. Mutual Boards direct GRF to take action on their behalf pursuant to the Management Agreements between GRF and each Mutual, and pursuant to applicable law;

WHEREAS, the Management Agreements between GRF and each Mutual state that GRF has the duty to "operate and maintain the Project according to the highest standards achievable consistent with the overall plan of the [Mutual] and the interests of the consenting parties...GRF shall be expected to perform such other acts and deeds as are reasonable, necessary and proper in the discharge of its duties under this Agreement." (Management Agreement, FOURTH, Section (m) (Mutuels 1-11; 14-15; 17); FOURTH (o) (Mutual 12); FOURTH (n) (Mutual 16));

Resolution to authorize GRF to negotiate a mutually beneficial bulk cable service agreement (continued):

WHEREAS, the Management Agreements between GRF and each Mutual state that GRF has a duty to "Take such action as may be necessary to comply promptly with any and all orders or requirements affecting the premises placed thereon by any federal, state, county, or municipal authority having jurisdiction thereover." (Management Agreement, FOURTH, Section (f) (Mutuals 1-11; 14-15; 17); FOURTH, Section (g) (Mutuals 12, 16));

WHEREAS, the agreement between GRF and Superwire Telecom, Inc, shall expire on February 18, 2019;

WHEREAS, negotiations for any bulk cable services will require the joint and unanimous consent of all Mutuals to authorize GRF to negotiate a bulk cable service agreement for a period not to exceed five (5) years;

NOW, THEREFORE, be resolved that the following Resolution is adopted by the Board of Directors:

The officers and staff of GRF are hereby authorized on behalf of the Mutual to negotiate a mutually beneficial bulk cable service agreement for a period not to exceed (5) years. Such authorization is contingent upon the collective approval of all Mutual Boards.

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: BID PROPOSAL FOR PAINTING BUILDINGS (NEW BUSINESS ITEM B)
DATE: APRIL 25, 2018
CC: MUTUAL FILE

I move that Physical Property be authorized to prepare and send out bids for the painting of all Mutual Ten buildings.

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Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: CARPORT AND LAUNDRY ROOM LIGHT FIXTURES (NEW BUSINESS ITEM C)
DATE: APRIL 25, 2018
CC: MUTUAL FILE

I move that the broken lenses in the 40 exterior light fixtures at the Laundry Rooms and Carports be replaced by Service Maintenance at a cost not to exceed \$850, and with the replacement lenses being supplied by the manufactuer at no cost to the Mutual.

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Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS ADOPTING POLICY 7585.10 – GOVERNING DOCUMENT COMPLIANCE CORRECTIVE MEASURES AND FINES (NEW BUSINESS ITEM E)
DATE: APRIL 25, 2018
CC: MUTUAL FILE

On April 25, 2018, the Mutual Ten Board of Directors will discuss adopting Policy 7585.10 – Governing Document Compliance Corrective Measures and Fines (attached).

I move to adopt Policy 7585.10 – Governing Document Compliance Corrective Measures and Fines on a preliminary basis until the 30-day posting period is completed.

MUTUAL OPERATIONS**ADOPT DRAFT****RESIDENT REGULATIONS****GOVERNING DOCUMENT COMPLIANCE**
CORRECTIVE MEASURES AND FINES – MUTUAL TEN**Basic Compliance Policy:**

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

Reporting Violations:

Any resident shareholder, including any shareholder serving on the Board, may report violations. Contact Security, Community Administration, or the Board of Directors.

Such reports shall constitute a complaint and will be documented in writing to include the time, date, nature of violation, circumstances, and location and address of person or persons responsible. The complaint will be provided to the Mutual for review and, if necessary, enforcement action.

Enforcement Procedures:

The Mutual may, in the Board's discretion, enforce any violation of the "Governing Documents" by pursuing, without limitation any one, or combination of, the remedies described below in paragraphs, One, Two, or Three (1, 2, or 3). Notices described in One and Two below shall include a statement inviting the shareholder to a hearing or their right to request a hearing.

1. Send an initial notice of violation letter to the resident shareholder stating the nature of the alleged violation. In the event that the shareholder does not take corrective action and continues to be non-compliant, the notice will include a reasonable date within which to voluntarily comply.
2. Send a notice of violation and intent to impose a fine. Fines will be imposed in accordance with the Mutual's Violation Fine Schedule.
3. An action in law or in equity to recover the sums due for damages injunctive relief or any other appropriate legal or equitable relief that may be available to the Mutual.

MUTUAL OPERATIONS**ADOPT DRAFT****RESIDENT REGULATIONS****GOVERNING DOCUMENT COMPLIANCE
CORRECTIVE MEASURES AND FINES – MUTUAL TEN****FINE SCHEDULE:**

The Fine Schedule may be imposed after or concurrent with notice and opportunity for hearing, and the Board of Directors, or committee appointed by the Board, in its discretion, has determined that a resident shareholder is non-compliant with or has violated the "Governing Documents".

FINE SCHEDULE

Notice of Violation: Warning or Fine of \$25.00

Continuing non-compliance will result in further fines of \$25.00 for each day the violation continues.

Invoices for fines are due and payable immediately.

MUTUAL**ADOPTION****AMENDMENT(S)**

TEN:

MUTUAL OPERATIONS**ADOPT DRAFT****RESIDENT REGULATIONS****GOVERNING DOCUMENT COMPLIANCE
CORRECTIVE MEASURES AND FINES – MUTUAL TEN****FINE SCHEDULE**

	1st Offense	2nd and each subsequent and/or continuation of offense
Residency/Occupancy Violations:(e.g. unauthorized occupants, guests residing longer than permitted)	Notice to Comply in 48 hours	\$25.00
Violation of Mutual Occupancy Agreement & all other Policies	Written warning	\$25.00
Trash Area	\$25.00	\$25.00
Laundry Room Area	\$25.00	\$25.00

Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: SALE OF INVESTMENTS (BONDS) (CHIEF FINANCIAL OFFICER'S REPORT ITEM A)
DATE: APRIL 25, 2018
CC: MUTUAL FILE

At the March 28, 2018, Regular Board Meeting it was approved to re-pipe the remaining Mutual Ten Buildings at a cost of \$719,000. To cover full costs of the re-pipe project, \$650,000 worth in bonds must be sold. Due to having the Bonds not yet being fully mature, a loss of \$1,255 is estimated. The estimated loss will be offset by the income of \$20,000 from LA Seismic.

I move to approve / deny selling \$650,000 Investments (Bonds) to cover re-piping of the remaining Mutual Ten Buildings.

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Mutual Corporation No. Ten

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: TRANSFER OF \$650,000 FROM THE ROOFING RESERVE TO THE INFRASTRUCTURE RESERVE (CHIEF FINANCIAL OFFICER'S REPORT ITEM B)
DATE: APRIL 25, 2018
CC: MUTUAL FILE

At the March 28, 2018, Regular Board Meeting, it was approved to re-pipe the remaining Mutual Ten buildings at a cost of \$719,000. However, the Infrastructure Reserve does not have sufficient funds to cover the costs of the Mutual Ten re-pipe project. However, as of March 31, 2018, the Roofing Reserve has a balance of \$1,645,570. A total of \$650,000 transfer is needed from the Roofing Reserve into the Infrastructure Reserve..

I move to approve / deny the transfer of \$650,000 from the Roofing Reserve to the Infrastructure Reserve.