

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
April 25, 2018**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Wednesday, April 25, 2018, at 9:00 a.m. in the Administration Building, Conference Room A.

SHAREHOLDER(S)' COMMENTS

One shareholder made a comment.

ROLL CALL

Present:	President Arlart, Vice President Cummings, Secretary Stipcich (arrived 9:06 a.m.), Chief Financial Officer Giles, and Directors Atkinson and Newman
GRF Representative:	Ms. Winkler
Guests:	Two Mutual Ten shareholder
Staff:	Ms. Fernandez, Mutual Administration Manager Mr. Black, Building Inspector (arrived at 10:23 a.m.) Ms. Pandit, Recording Secretary

MINUTES

President Arlart asked if there were any corrections to the Regular Monthly Meeting minutes of March 28, 2018. There being no corrections, the minutes were approved as printed.

President Arlart asked if there were any corrections to the Special Meeting minutes of April 16, 2018. There being no corrections, the minutes were approved as written.

GRF REPRESENTATIVE

Ms. Winkler updated the Board on the GRF activity (attached).

BUILDING INSPECTORS REPORT

Inspector Black updated the Board on the Mutual Activity (attached).

Following questions, Inspector Black left the meeting at 11:23 a.m.

UNFINISHED BUSINESS

The Board received updates on the following projects; Waterline Project, BrightView Landscape Services, Loading Zone Proposal, and the Garden Inspection.

(Secretary Pandit took a break from 11:00 a.m. to 11:15 a.m.)

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

RESOLVED, To approve the color of the Owens Corning Asphalt Shingles to be Aspen Gray.

The MOTION passed.

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

RESOLVED, To approve the use of new $\frac{3}{4}$ inch Radiant Barrier OSB Sheathing.

The MOTION passed.

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

RESOLVED, To approve that the color of the new gutters and downspouts be white.

The MOTION passed.

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

RESOLVED, To approve that the existing stove – vents be removed and replaced with 7 inch round galvanized T-tops.
Note: New vent hoods with motors will be installed in units that do not have exhaust systems.

The MOTION passed.

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

RESOLVED, To approve that all skylights must be removed and reinstalled as part of the roofing project. Damaged skylights will be brought to the Shareholder's attention and

UNFINISHED BUSINESS (continued)

repair options will be available at Shareholder's expense. Custom work on tubular, motorized, and other will be billed at a cost of \$55 per hour.

The MOTION passed.

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

RESOLVED, To amend Policy 7502.10 – Carport Regulations on a preliminary basis until the 30 – day posting period is completed.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Vice President Cummings and seconded by CFO Giles, it was

RESOLVED, To adopt and amend Policy 7502.10.1 – Adoption of GRF Policy 1927 – 37 - Parking Rules on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

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

RESOLVED, 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.

The MOTION passed.

Following a discussion, it was the consensus of the Board to approve that the Mutual Administration be authorized to send out the 43 garden violation letters based on the data collected by the Mutual Directors.

Following a discussion, and upon a MOTION duly made by Vice President Cummings and seconded by CFO Giles, it was

RESOLVED, To approve that refreshments be purchased for the Annual Meeting at a cost not to exceed \$100.

The MOTION passed.

NEW BUSINESS

Following a discussion, it was the consensus of the Board to not authorize GRF to negotiate a mutually beneficial bulk cable service agreement.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Vice President Cummings and seconded by CFO Giles, it was

RESOLVED, To approve that Physical Property be authorized to prepare and send out Requests for Proposals (RFP), based on Vista specifications, for the painting of all Mutual Ten buildings.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Vice President Cummings and seconded by CFO Giles, it was

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

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President Arlart and seconded by Director Newman, it was

RESOLVED, To adopt Policy 7585.10 – Governing Document Compliance Corrective Measures and Fines on a preliminary basis until the 30 – day posting period is completed.

The MOTION passed.

SECRETARY / CORRESPONDENCE

Secretary Stipcich received no correspondence.

CHIEF FINANCIAL OFFICERS REPORT

CFO Giles submitted his financial report (attached).

Following a discussion, and upon a MOTION duly made by CFO Giles and seconded by Director Atkinson, it was

RESOLVED, To approve selling \$650,000 Investments (Bonds) to cover re-piping of the remaining Mutual Ten buildings.

**BOARD OF DIRECTORS
MUTUAL TEN**

April 25, 2018

CHIEF FINANCIAL OFFICER'S REPORT (continued)

The MOTION passed.

Following a discussion, and upon a MOTION duly made by CFO Giles and seconded by Vice President Cummings, it was

RESOLVED, To approve the transfer of \$650,000 from the Roofing Reserve to the Infrastructure Reserve.

The MOTION passed.

MUTUAL ADMINISTRATION DIRECTOR

In her absence, Ms. Hopkins' report was submitted (attached).

ANNOUNCEMENTS

President Arlart went over the schedule of Council meetings for the month of April.

CFO Council: Wednesday, May 2, 2018, at 10:00 a.m. [B]

Presidents' Council: Thursday, May 3, 2018, at 9:00 a.m. [Ch 4]

Physical Property Council: Thursday, July 5, 2018, at 1:30 p.m. [B]

Emergency Information Council: Friday, May 4, 2018, at 10:00 a.m. [B]

SPECIAL MEETING: Wednesday, May 23, 2018, at 9:00 a.m. [B]


Landscape Council: Friday, May 18, 2018, at 10:00 a.m. [B]

Roundtable: Friday, April 20, 2018 at 1:00 p.m. [A]

ANNUAL MEETING: Wednesday, May 16, 2018, at 10:00 a.m. [Ch 4]

ADJOURNMENT

President Arlart adjourned the meeting at 12:29 p.m. and announced there would be an Executive Session following the meeting to discuss member issues.


Attest, John Stipcich, Secretary

SEAL BEACH MUTUAL TEN

sp:04/25/18 Attachments

BUILDING CAPTAINS AND SHAREHOLDERS: PLEASE DO NOT LEAVE THE MONTHLY MINUTES AT EMPTY APARTMENTS. THANK YOU.

REMINDER: THE SWEEPING DAY FOR MUTUAL TEN'S TRUST STREETS IS THE 4th WEDNESDAY NIGHT OF EACH MONTH. PLEASE DO NOT PARK ON INTERLACHEN, ST. ANDREWS, OR NORTHWOOD STREETS AT THIS TIME.

**Mutual Ten shareholders can access the monthly minutes on the Mutual website at:
www.lwsb.com – go to "MUTUALS" – CLICK ON "Mutual 10"**

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OF APRIL 25, 2018**

- 04/25/18 RESOLVED, To approve the color of the Owens Corning Asphalt Shingles to be Aspen Gray.
- RESOLVED, To approve the use of new ¾ inch Radiant Barrier OSB Sheathing.
- RESOLVED, To approve that the color of the new gutters and downspouts be white.
- RESOLVED, To approve that the existing stove – vents be removed and replaced with 7 inch round galvanized T-tops. Note: New vent hoods with motors will be installed in units that do not have exhaust systems.
- RESOLVED, To approve that all skylights must be removed and reinstalled as part of the roofing project. Damaged skylights will be brought to the Shareholder's attention and repair options will be available at Shareholder's expense. Custom work on tubular, motorized, and other will be billed at a cost of \$55 per hour.
- RESOLVED, To amend Policy 7502.10 – Carport Regulations on a preliminary basis until the 30 – day posting period is completed.
- RESOLVED, To adopt and amend Policy 7502.10.1 – Adoption of GRF Policy 1927 – 37 - Parking Rules on a preliminary basis until the 30-day posting period is completed.
- RESOLVED, 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.
- RESOLVED, To approve that refreshments be purchased for the Annual Meeting at a cost not to exceed \$100.
- RESOLVED, To approve that Physical Property be authorized to prepare and send out Requests for Proposals (RFP), based on Vista specifications, for the painting of all Mutual Ten buildings.
- RESOLVED, To approve that the broken lenses in the 40 exterior light fixtures at the Laundry Rooms and Carports be replaced by Service Maintenance at a labor cost not to exceed \$850, and with the replacement lenses being supplied by the manufacturer at no cost to the Mutual.

RESOLVED, To adopt Policy 7585.10 – Governing Document Compliance Corrective Measures and Fines on a preliminary basis until the 30 – day posting period is completed.

RESOLVED, To approve selling \$650,000 Investments (Bonds) to cover re-piping of the remaining Mutual Ten buildings.

RESOLVED, To approve the transfer of \$650,000 from the Roofing Reserve to the Infrastructure Reserve.

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	RECENT INSPECTION	CONTRACTOR / COMMENTS
10-244E	oven micro, stove top	both	11/15/17	01/25/18	yes	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	kang
10-239E	new kit. Washer/dryer/showe					12/8/17 - rough 12/8/17	BJ and Co.
10-250B	room addition	both	01/15/18	03/24/18	no	under ground & rough 2/1	logan
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-	Bergkvist'
10-254B	entry door and windows	both	03/19/18	04/19/18	no	underground plumb	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	contertops @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	04/12/18	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	

Physical Property Report – April 25, 2018

The re-piping project is moving right along with the completion of the 13th building and a contract for the remaining 10 buildings in process. We hope to have all our buildings re-piped by the end of 2018. Two more roofs will be done this summer (240 and 241). We also plan to have all of the mutual buildings painted this year. Bid packages for the painting project will be going out soon.

Physical Property Council – April 5, 2018

The Physical Property Council met and discussed the following items:

Sewer Pipe Re-lining – A-1 Plumbing made a presentation on sewer pipe re-lining. We have no plans at the present time to re-line sewers until a problem arises. The new methods are much less invasive and the prices are coming down.

It has been recommended that we install dual sensors next to all our water heaters. One sensor would be in the pan under the water heater and the other outside the pan on the concrete. We will consider this at the time we do our Safety Inspections next year in February. It was also recommended that we have all the electrical panels in the apartments checked at a cost of about \$16,560 for Mutual 10. No plans for this project at this time.

Parking Committee Report

The Parking Committee consisting of Esther Cummings, John Stipcich, Ruthann Arlart, Jill Harding, Cheryl Gibson and Carl Keene met several times and the Parking, Towing and Carport Policies are on the agenda for today. If they pass, they will be in the laundry rooms for review prior to final adoption. Please look them over and give us some feedback.

CFO Report - Mutual 10
March 31, 2018

Account Description	\$ Variance	% Variance	Explanation
Total Other Income	\$ 21,316	197.5%	Total Income is over budget again this month due to the \$20,000 payment from LA Seismic for the Access Permit. Subtracting this payment would make other income over budget \$2,085. The \$2,085 is due primarily to inspection fees being over budget and Tax Exempt Interest Income being under budget. Tax Exempt Income will continue to be under budget for the balance of the year due to cashing in investments to cover re-piping of the buildings.
Utilities	\$ 86	0.4%	Utilities are under budget in all areas except in water. This will be the case off and on during the year due to the change in the weather and use of water.
Professional Fees	\$ (2,017)	-29.0%	Again this month Professional Fees ended the month better than budget primarily because of Legal Expense being under plan. This will change over the year with the Attorney reviewing the Mutual Bylaws and Policies.
Outside Services	\$ (8,001)	-15.8%	Outside Services are better than budget in all areas except Landscape Maintenance Trees which is over budget due to the trimming of the trees being paid in one large sum and not spread over the year. This will correct as the year goes on and the budget amount catches up.
Taxes & Insurance	\$ 268	1.4%	This expense will continually be over budget due to accounting of Property and Liability Insurance which will correct by year-end.

March 31, 2018

[illegible]

SEAL BEACH MUTUAL NO. 10
FINANCIAL STATEMENTS RECAP
For the 3 months ending March 31, 2018

March				YTD		
Actual	Budget	Variance	Account	Actual	Budget	Variance
71,457	71,456	0.0%	Regular Assessment	214,370	214,368	0.0%
29,959	29,959	0.0%	Reserve Funding	89,878	89,877	0.0%
101,416	101,415	0.0%	Total Regular Assessment	304,248	304,245	0.0%
521	582	-10.5%	Service Income	1,611	1,746	-7.7%
1,786	1,991	-10.3%	Financial Income	5,339	5,973	-10.6%
3,390	1,024	231.1%	Other Income	25,157	3,072	718.9%
5,697	3,597	58.4%	Total Other Income	32,107	10,791	197.5%
\$ 107,113	\$ 105,012	2.0%	Total Mutual Income	\$ 336,355	\$ 315,036	6.8%
36,793	42,145	-12.7%	Trust Maintenance Cost	121,083	126,435	-4.2%
7,913	7,479	5.8%	Utilities	22,523	22,437	0.4%
1,522	2,322	-34.5%	Professional Fees	4,949	6,966	-29.0%
19,893	16,916	17.6%	Outside Services	42,747	50,748	-15.8%
6,280	6,191	1.4%	Taxes & Insurance	18,841	18,573	1.4%
29,959	29,959	0.0%	Contributions To Reserves	89,878	89,877	0.0%
\$ 102,360	\$ 105,012	-2.5%	Operating Expenses Before Off-Budget	\$ 300,021	\$ 315,036	-4.8%
\$ 4,753	-		Excess Inc / (Exp) After Off-Bdgt Items	\$ 36,334	-	
			Depreciation (Off-Budget Item)			
			Excess Inc / (Exp) After Off-Bdgt Items	\$ 36,334	\$ -	
			Restricted Reserve			
(69)			Appliance Reserve	11,957		
2,044			Painting Reserve	146,136		
13,478			Roofing Reserve	1,645,570		
-			Emergency Reserve	223,103		
(34,270)			Infrastructure Reserve	33,259		
-				-		
\$ (18,817)			Total Restrictred Reserve	\$ 2,060,025		

Mutual Administration Director's Report

April 2018



If an overabundance of personal belongings gets in the way of living your life comfortably, speak to your healthcare professional. It can be difficult to let go of personal items, but there is help!

You may also contact the Member Resources and Assistance Liaison, Cindy Tostado at (562) 431-6586, extension 317.

Collecting and keeping too many things in your Unit, or on your patio/porch, might present a clear and present danger of rodent and insect infestation, and even the possibility of creating a fire hazard within your Unit.

Please note: It is against the Law to place electronic waste, smoke detectors, batteries, paint cans, sharps, pesticides and herbicides, auto parts and light bulbs, including fluorescent light bulbs, in either the GREEN or the WHITE Waste Containers.

Large items:

Furniture, mattresses, tables, chairs and all other large items must be taken to the North-West corner of Seal Beach Leisure World.

DO NOT leave any large items around the waste bin areas.

An assessment per item may be brought against an individual Unit for leaving these items in or around the waster bin areas.

If you are not sure or have any questions regarding proper disposal of any items, please ask your Building Captain or Mutual Director for clarification.



IT'S AGAINST THE LAW...

To place these items into either the **GREEN** or the **WHITE** Regular Waste Containers:

- Electronic Waste*
- Smoke Detectors
- Household Batteries*
- Paint Cans & All Paint Products
- Sharps
- Pesticides & Herbicides
- Auto Products
- Fluorescent/Light Bulbs*



HOUSEHOLD HAZARDOUS WASTE

The law prohibits putting any hazardous liquids or hazardous waste materials in your regular waste containers. These waste items **MUST** be handled separately and taken to a **Hazardous Waste Collection Center**. Closest centers are: Rainbow Disposal, 714-847-3581 or the O.C. Integrated Waste Management Dept. 714-834-6752.



E-WASTE, HOUSEHOLD BATTERIES & LIGHTING

Instructions for proper disposing of the following items:

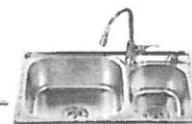
- **E-Waste** Service Maintenance Dept. 562-431-6586, x369
- **Household Batteries** Service Maintenance Dept. 562-431-6586, x369 or News Office
- **Fluorescent/Light Bulbs** Service Maintenance Dept. or Purchasing Office



LARGE ITEMS

Furniture, mattresses, water closets and other large items must be taken to the North-West corner of Leisure World. Travel North on Oak Hills Road, turn **RIGHT** into the Mini-Farm area. Please use the Resident Recycling Containers.

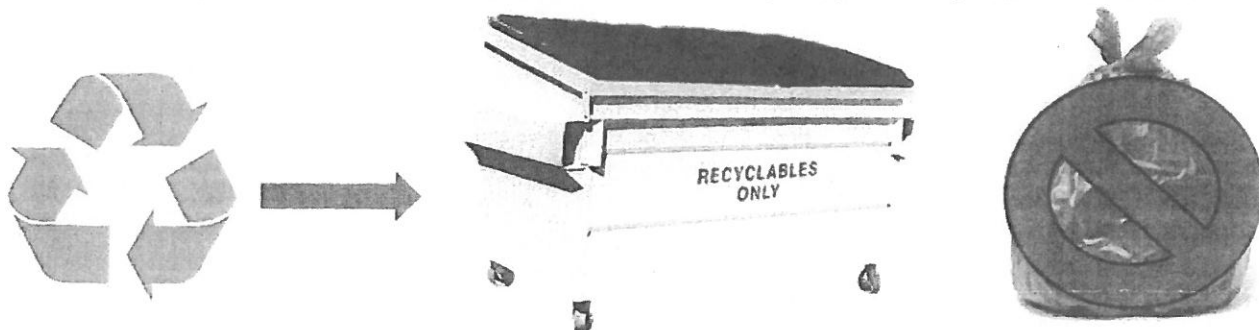
PLEASE NOTE: An assessment of \$30 per item will be brought against an individual or Mutual for leaving these items in or around bin areas. If you are not sure or have questions regarding proper disposal of these items, please ask your Building Captain or Mutual Director for clarification.



GUIDE TO RECYCLING...

SEPARATING RECYCLE PRODUCTS FROM TRASH

CALMET (the waste collection agency serving Leisure World) has provided a S.O.R.T. (Saving Our Resources Together) Guide for the disposal of products from the home. Plastic bags **CANNOT** be recycled. Please be sure to place recyclables from plastic bags into **WHITE** bin and place plastic bags into the **GREEN** trash bin.



RECYCLABLES

GLASS

- Clear
- Brown
- Green
- Liquor
- Soft Drink
- Juice & Food Jars



METAL

- Aluminum Foil
- Aerosol Cans (Empty)
- Food Cans & Lids
- Wire Coat Hangers
- Soda & Juice Cans



PLASTIC

- Milk Jugs
- Soda, Juice & Water
- Soap Bottles
- Containers with Numbers 1-7



PAPER

- Newspaper
- Junk Mail & Magazines
- Envelopes & Paper
- Wrapping Paper (non-metallic)
- Cereal Boxes
- Egg Cartons
- Paper Shopping Bags
- Phone Books
- Cardboard Boxes (flattened)
- Juice Drink Boxes



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,

ADOPT DRAFT**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 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,

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a truck, van or trailer that has one or more of the following traits:

- 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

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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 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;

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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.

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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.

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.

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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: 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).

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.

RESIDENT REGULATIONS

ADOPT DRAFT**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.

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

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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;
- 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

ADOPT DRAFT**RESIDENT REGULATIONS**

submit their defense in writing rather than make an appearance before the PRV. (Corp. Code §7341(c)(3).)

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.

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7.7.3.3. GRF employees will be adjudicated by GRF Human Resources Department.

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.

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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

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
TEN:

ADOPTION

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:**

(draft created on 04-17-18 ka)

MUTUAL OPERATIONS

RESIDENT REGULATIONS

ADOPT DRAFTGOVERNING DOCUMENT COMPLIANCE
CORRECTIVE MEASURES AND FINES – MUTUAL TEN**FINE SCHEDULE**

	1 st Offense	2 nd 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

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
March 19, 2018**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Monday, March 19, 2018, at 2:32 p.m. in Building 5 Conference Room B.

ROLL CALL:

Present: President Arlart, Vice President Cummings, Secretary Stipcich, CFO Giles, Directors Atkinson and Dr. Newman

Staff: Building Inspector, Kevin Black

One Shareholder present.

BUILDING INSPECTOR REPORT

Building Inspector Black updated the Board on Mutual activity.

LANDSCAPE SERVICE

The Board discussed the landscape maintenance service.

Following a discussion, and upon a MOTION duly made by Vice President Cummings and seconded by Director Atkinson, It was

RESOLVED, to accept the BrightView proposal to repair and replace sprinklers not to exceed \$503.24.

The MOTION passed.

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

RESOLVED, to accept the BrightView proposal to replace the sprinkler valve at 241-F/G, not to exceed \$420.

The MOTION passed.

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

RESOLVED, to accept BrightView proposal to remove three (3) White Elder trees and one (1) Silk Oak tree not to exceed \$5500 and authorize the president to sign the contract.

The MOTION passed.

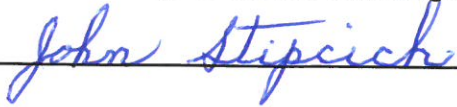
SERVICE MAINTENANCE

The Board discussed the Service Maintenance email procedures.

ADJOURNMENT

President Arlart adjourned the meeting at 3:50 p.m.

Attest



John Stipcich, Secretary

SEAL BEACH MUTUAL TEN

Ra: 03/19/18

**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

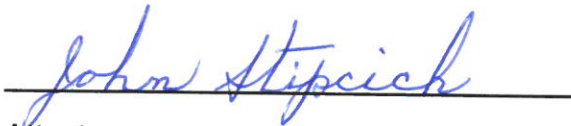
The Board discussed the landscape maintenance service with the BrightView representatives.

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