

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIFTEEN
March 20, 2017 – Mutual Administration Conference Room
1:00 p.m.

SHAREHOLDER(S)' COMMENTS – Agenda items only (limited to 3 minutes per person)

CALL TO ORDER / ROLL CALL

INTRODUCTION OF GUESTS AND STAFF:

Mrs. Tran, GRF Representative
Ms. Hopkins, Mutual Administration Director
Ms. Miller, Director of Finance
Mr. Antisdell, Building Inspector

APPROVAL OF MINUTES: **Regular Meeting of February 21, 2017**

BUILDING INSPECTOR'S REPORT (pages 3-4) Mr. Antisdell
a. Report on progress of rain gutter maintenance

GUEST SPEAKER – 2016 Financial Statements Presentation **Ms. Miller**

MUTUAL ADMINISTRATION DIRECTOR'S REPORT Ms. Hopkins

GRF REPRESENTATIVE'S REPORT Mrs. Tran

STAFF SECRETARY BREAK (TIME TO BE DETERMINED BY PRESIDENT)

PRESIDENT'S REPORT Mr. Friedman

VICE PRESIDENT'S REPORT Mrs. Obenauer

SECRETARY/CORRESPONDENCE Mrs. Reed

CHIEF FINANCIAL OFFICER'S REPORT Ms. Dunagan

BOARD REPORTS

- a. Laundry Rooms/Carports/Walkway & Breezeway Lighting Mr. Anderson
 - 1. Report on progress of modifying laundry dryers to limit them to 45 minutes
- b. Landscaping Mrs. Reed
- c. Buildings 1 – 24 Mrs. Obenauer
- d. Buildings 25 – 48 Ms. Rhodes
- e. Emergency Preparation Awareness Ms. Rhodes
- f. Trees Mr. Webster

OLD BUSINESS –

- a. Report on status of Doctor's letter for new buyers
- b. Amend Policy 7508.15 – Patio/Carport/Estate Sales (pages 5-9)
- c. Amend Policy 7502.15 – Carport Regulations (pages 10-12)
- d. SCE transformer beautification – decorating transformer pads with shrubbery
- e. New sidewalk at Unit 2-A – approval granted

NEW BUSINESS –

- a. Discuss adopting Policy 7502.15.1 – Vehicle Parking Rules (GRF 1927.37) (pages 13-25)
- b. Discuss adopting Policy 7504.G – Lock Resolution (page 26)
- c. Discuss adopting Policy 7549 – Lockout Procedure (pages 27-28)
- d. Rescind Policy 7512 – Guarantor Agreement Form (pages 29-30)

SHAREHOLDER(S') COMMENTS – On any topic related to Mutual Fifteen business

ADJOURNMENT

EXECUTIVE SESSION (legal, member issues, if required)

**NEXT MEETING: April 17, 2017, at 1:00 p.m.
Administration Building Conference Room A**

cd:3/14/17

INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: Jerry Antisdell

MUTUAL BOARD MEETING DATE: March 20, 2017

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
2-A	REMODEL	BOTH	05/15/16	12/15/16	YES	NONE	KRESS
2-A	REMODEL	BOTH	05/15/16	12/15/16	YES	10/06/16 FOOTING	KRESS
2-C	HEAT PUMP	BOTH	01/19/17	02/19/17	NO	01/27/17 FINAL	ALPINE
3-B	COUNTER TOPS	GRF	02/10/17	03/28/17	NO	FINAL	NATIONWIDE
3-J	SHOWER CUT	BOTH	08/22/16	09/22/16	NO	FINAL	NU-KOTE
3-Q	KITCHEN REMODEL	BOTH	10/01/16	01/31/17	NO	NONE	LOS AL BLDRS
3-Q	KITCHEN/REMODEL	BOTH	10/01/16	01/31/17	NO	11/08/16 PLUMB/ELEC/FRAM	LOS AL BLDRS
3-Q	KITCHEN/REMODEL	BOTH	10/01/16	01/13/17	NO	11/15/16 DRYWALL	LOS AL BLDRS
3-Q	KITCHEN/REMODEL	BOTH	10/01/16	01/13/17	NO	01/05/17 FINAL	LOS AL BLDRS
5-A	ROOM ADDITION	BOTH	07/20/16	10/15/16	YES	NONE	KBI CONSTRUCTION
5-A	ROOM ADDITION	BOTH	07/20/16	10/15/16	YES	09/20/16 FOOTINGS	KBI CONSTRUCTION
5-A	ROOM ADDITION	BOTH	07/02/16	10/15/16	YES	12/16/16 FRAM/SHEAR/ELEC	KBI CONSTRUCTION
5-A	ROOM ADDITION	BOTH	07/02/16	10/15/16	YES	01/13/17 DRYWALL	KBI CONSTRUCTION
5-A	ROOM ADDITION	BOTH	07/02/16	10/15/16	YES	01/19/17 SCRATCH COAT	KBI CONSTRUCTION
8-D	HEAT PUMP	BOTH	01/18/17	02/18/17	NO	FINAL	ALPINE
9-H	WINDOWS	BOTH	11/17/16	12/30/16	NO	FRAMING/ELECT 12/13/16	LOS AL BLDRS
9-H	WINDOWS	BOTH	11/17/16	12/30/16	NO	02/06/17 FINAL	LOS AL BLDRS
14-C	COUNTER TOPS/ LIGHTS	BOTH	09/12/16	10/10/16	YES	11/21/16 FINAL	BERGKVIST
15-H	KITCHEN/HEAT PUMP	BOTH	06/30/16	09/24/16	YES	NONE	LOS AL BLDRS
15-H	KITCHEN/HEAT PUMP	BOTH	06/30/16	09/24/16	YES	07/26/16 UNDERGROND PLUMB	LOS AL BLDRS
15-H	KITCHEN/HEAT PUMP	BOTH	06/30/16	09/24/16	YES	08/15/16 FRAM/ELEC/PLUMB	LOS AL BLDRS
15-H	BLOCK WALL	BOTH	06/30/16	09/24/16	YES	09/26/16 WALL FOOTINGS	LOS AL BLDRS
15-H	BLOCK WALL	BOTH	06/30/16	09/24/16	YES	10/06/16 REBAR	LOS AL BLDRS
15-H	BLOCK WALL	BOTH	06/30/16	09/24/16	YES	03/01/17 FINAL	LOS AL BLDRS
16-A	DISHWASHER	BOTH	04/03/17	05/05/17	NO	NONE	BERGKVIST
17-K	HEATING/AIR/HEAT PUMP	BOTH	11/14/16	02/14/17	NO	NONE	GREENWOOD
17-M	COUNTER TOPS/ LIGHTS	BOTH	02/27/17	08/27/17	NO	NONE	ALPHA MASTER
18-B	SHOWER	BOTH	10/06/16	11/10/16	NO	NONE	LOS AL BLDRS
18-B	SHOWER	BOTH	10/06/16	11/10/16	NO	11/02/16 PLUMBING	LOS AL BLDRS
18-B	SHOWER	BOTH	10/06/16	11/10/16	NO	11/4/2016 HOT MOP SHOWER	LOS AL BLDRS
18-B	SHOWER	BOTH	10/06/16	11/10/16	NO	11/07/16 LATHING	LOS AL BLDRS
18-B	SHOWER	BOTH	10/06/16	11/10/16	YES	FINAL	LOS AL BLDRS
21-P	BATH FAN /LIGHTS	BOTH	02/11/17	02/24/17	NO	02/14/17 ELECTRICAL/FRAMING	ESOTERIC WOODCRAFT
21-P	BATH FAN/LIGHTS	BOTH	02/11/17	02/24/17	NO	FINAL	ESOTERIC WOODCRAFT
23-R	REMODEL	BOTH	02/01/17	05/15/17	NO	NONE	GRECO DESIGN
25-F	HEAT PUMP	BOTH	03/15/17	03/20/17	NO	NONE	YES
31-D	ROOM ADDITION	BOTH	11/01/16	12/06/17	NO	NONE	CGR
32-M	WINDOWS	BOTH	06/27/16	07/08/16	NO	02/09/17 FINAL	BODIES GLASS
42-I	FLOORING/MICROWAVE	BOTH	01/06/17	02/20/17	NO	01/27/17 FINAL	NATIONWIDE PAINTING
43-B	HEATING/AIR/HEAT PUMP	BOTH	11/28/16	12/28/16	NO	FINAL	ALPINE
43-H	PATIO/BLOCK WALL	BOTH	08/29/16	10/03/16	NO	NONE	BERGKVIST
43-H	PATIO/BLOCK WALL	BOTH	08/29/16	10/03/16	NO	09/12/16 FRAM/PLUMB/ELECT	BERGKVIST
43-H	PATIO/BLOCK WALL	BOTH	08/29/16	10/03/16	YES	09/19/16 FOOTING	BERGKVIST
43-H	PATIO/BLOCK WALL	BOTH	08/29/17	10/03/17	YES	02/09/17 FINAL	BERGKVIST
44-G	ROOM ADDITION/REMODEL	BOTH	03/30/17	09/30/17	NO	NONE	ALPHA MASTER
46-B	BATH REMODEL	BOTH	11/10/16	12/30/16	NO	02/27/17 FINAL	A.C.R. CONSTRUCTION
47-G	KITCHEN REMODEL	BOTH	01/05/17	03/20/17	NO	NONE	A.C.R. CONSTRUCTION
48-B	SKYLIGHT	GRF	01/28/17	02/28/17	YES	NONE	KRESS
47-G	SKYLIGHTS	BOTH	07/25/16	08/08/16	YES	NONE	BERGKVIST

ALL SHADED AREAS HAVE BEEN SIGNED OFF

INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: Jerry Antisdel

MUTUAL BOARD MEETING DATE: **March 20, 2017**

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
1-H		01/16/15					
3-B		09/30/16					
7-D		08/01/16					
15-B		12/16/15	03/03/16	03/10/16	03/22/16		
17-E		09/30/16					
20-G		08/11/16	11/23/16	12/13/16	12/28/16	01/03/17	
22-D		04/01/16					
23-L		10/08/14					
23-R		09/21/16					
27-F		10/21/16	11/16/16	11/18/16	12/05/16		
28-D		12/13/16					
29-F		10/21/16					
29-M		08/25/16					
30-A		09/16/16					
32-D		09/21/16					
32-N		06/30/16	02/15/17				
33-A		11/02/16	01/30/17				
41-A		12/11/15					
41-R		11/01/16					
42-K		05/20/14					
44-G		09/16/16					
46--F		02/01/17	02/14/17				
46-K		11/14/16					

ALL SHADED AREAS HAVE BEEN SIGNED OFF

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

CONTRACTS/PROJECTS

PROJECTS	PROJECT
JOHNS LANDSCAPE CLEANING OF GUTTERS IS DONE	
JOHNS LANDSCAPE CAN NOT DO REPAIRS ON GUTTERS WITH OUT RENTAL OF LIFT GETTING PRICE FROM ROOFERS	
15-21-F REPLACEMENT OF HEAT PUMP DUE TO INCORRECT WIRING COST \$3500.00	
ALL SHADED AREAS HAVE BEEN SIGNED OFF	
CALLS ON LIFTS 9	
CALLS AND VISITS TO UNIT	35

MUTUAL OPERATIONS**DRAFT POLICY****RESIDENT REGULATIONS****Patio/Carport/Estate Sales – Mutual Fifteen**

THAT NOTWITHSTANDING previous action by this Board, Mutual No. Fifteen will permit estate sales only.

Estate sales will be conducted in accordance with the “Request for Permission to Conduct Patio/Estate Sales” hereby adopted. Authorization to approve such sale(s) is given to the President- **Physical Property Director of that building** of the Mutual Corporation or, in the absence of the President **that Director**, any other officer so long as **go to** the President is notified of the sale **for approval of the sale.**

Annual carport sales are permitted, also.

FURTHER, that Policy 7508, “Instructions for Requesting an Estate Sale” be adhered to.

The following instructions must be followed when requesting to conduct an Estate Sale:

1. **Complete four (4) copies of the “Request for Permission to Conduct Estate Sale” (page 2 of this policy) and three copies of “Estate Sale Inventory” (pages 3 and 4 of this policy):**
 - a) **Give one copy of each form to Mutual President at time of approval.**
 - b) **Give one copy of “Request for Permission to Conduct Estate Sale” to the Golden Rain News, if advertising the sale in the News.**
 - c) **Give one copy of “Request for Permission to Conduct Estate Sale” to Security Dept.**
 - d) **Post copy of “Estate Sale Inventory” at place of sale.**
2. **No more than one sale on the same premises in any calendar year.**
3. **No new merchandise acquired solely for the purpose of resale may be sold at the patio sale.**
4. **Sales may last no more than two consecutive days (Thursday and Friday only) between the hours of 9:00 a.m. and 3:00 p.m.**
5. **One sign advertising the sale is allowed on the shareholder premises only. All other signs, either on or off the premises is prohibited.**

MUTUAL OPERATIONS

DRAFT POLICY

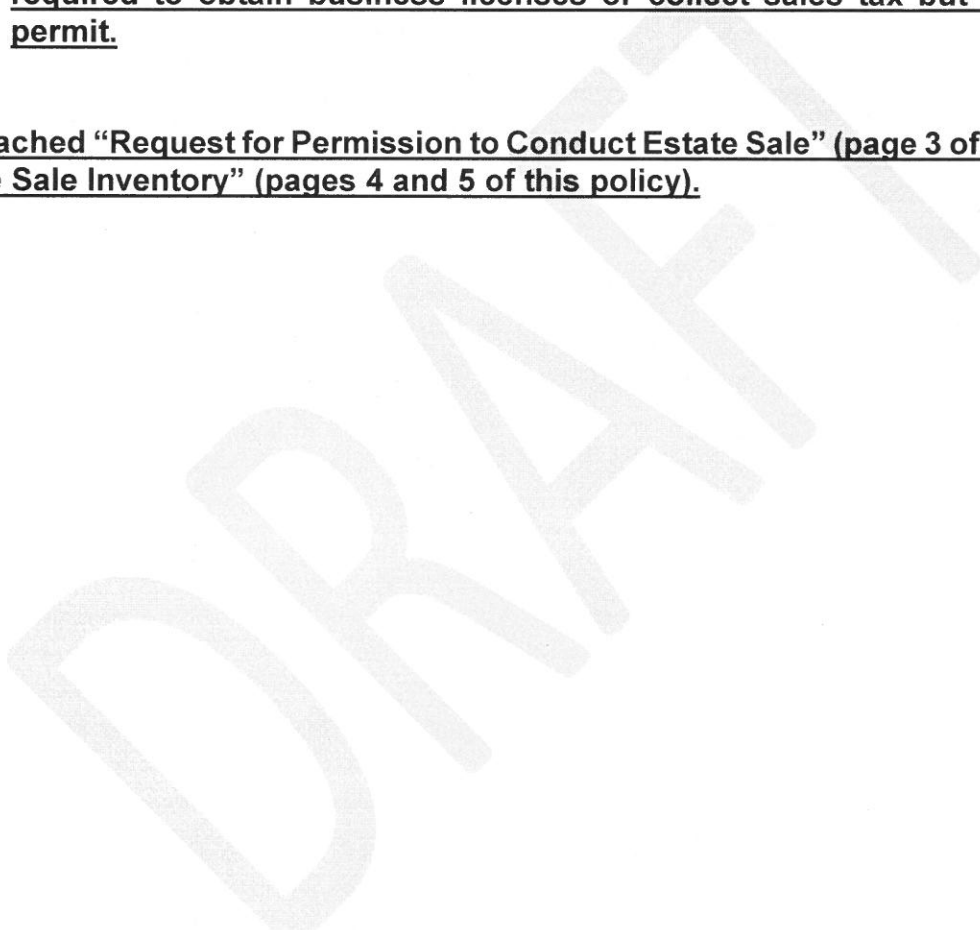
RESIDENT REGULATIONS

Patio/Carport/Estate Sales – Mutual Fifteen

6. Definitions (Wikipedia):

- a. Estate sale (liquidation): A sale to dispose of a substantial portion of the materials owned by a person who is recently deceased or who must dispose of his or her personal property to facilitate a move.
- b. Patio sale: Sale of used goods by private individuals in which sellers are not required to obtain business licenses or collect sales tax but does require a permit.

See attached “Request for Permission to Conduct Estate Sale” (page 3 of this policy) and “Estate Sale Inventory” (pages 4 and 5 of this policy).



MUTUAL ADOPTION

AMENDMENTS

FIFTEEN 07-16-90

06-17-96, 05-21-01, 11-18-10

MUTUAL OPERATIONS

DRAFT POLICY

RESIDENT REGULATIONS

Patio/Carport/Estate Sales – Mutual Fifteen

REQUEST FOR PERMISSION TO CONDUCT AN ESTATE SALE

TO: BOARD OF DIRECTORS, SEAL BEACH MUTUAL _____

FROM: _____ (Person Conducting Sale)

SUBJECT: REQUEST TO HOLD AN ESTATE SALE

At Address _____ Apt. # _____

Date(s) _____ between 9 a.m. and 3 p.m.

I am (check one): () Resident Shareholder (at above address) () Executor () Nonres.Co-Owner
() Other (please explain) _____

Upon approval, I agree to:

- a) See the Mutual Representative after completing this page and the inventory form.
- b) Provide an approved copy of this form to the Golden Rain News, if placing an ad with them.
- c) Provide nonresident shoppers' full names, vehicle make and license number along with an approved copy of this form, to the Security Department and to accept the responsibility, as my personal guests, anyone admitted to Leisure World for the purpose of attending the sale.
- d) Be responsible for damage or liability as a result of the sale activities.
- e) Minimize inconvenience or disturbances to neighboring residents.
- f) Complete the attached brief inventory of the "major" items to be sold.
- g) Provide a signed copy of the inventory to the Mutual Representative and post a copy of inventory at the sale site.

I am aware that the purpose of this sale is to assist in vacating an apartment and that NO merchandise or personal items may be added to the possessions of the owner/former owner or made a part of this sale. ***I understand that a representative of the Mutual may inspect the sale and that the sale can be stopped immediately if there is deviation from this agreement.*** I agree not to add or bring any goods or merchandise to this sale. I understand that I can be barred from holding any sales in Leisure World for a period of one year if I deviate from this agreement.

Date _____ Signature _____

+++++

Mutual Approval – To be completed by Mutual Director

Director's Name _____ () Approved () Disapproved

Date _____ Signature _____

cc: () Mutual () Responsible Party () Golden Rain News () Security Department

MUTUAL OPERATIONS

DRAFT POLICY

RESIDENT REGULATIONS

Patio/Carport/Estate Sales – Mutual Fifteen

Mutual _____ Apt. # _____

ESTATE SALE INVENTORY

Name _____ Address _____

Living Room Area:

Description (color, type of wood, size, make, etc.)

- # _____ Couch(es) / Sofa(s) _____
- # _____ Chair(s) _____
- # _____ Table(s) _____
- # _____ Cabinet(s) _____
- # _____ Lamp(s) _____
- # _____ Television(s) / Radio(s) _____
- # _____ Picture(s) / Mirror(s) _____
- # _____ Clock(s) _____
- # _____ Other _____
- # _____ Other _____

Bedroom(s): # of Bedrooms: Circle One: One Two

- # _____ Beds _____
- # _____ Dresser(s)/High-Boy(s) _____
- # _____ Bookcase(s)/Cabinet(s) _____
- # _____ Chair(s) _____
- # _____ Secretary / Desk(s) _____
- # _____ Nightstand(s) / Table(s) _____
- # _____ Lamp(s) _____
- # _____ Picture(s) / Mirror(s) _____
- # _____ Bed Linens _____
- # _____ Jewelry _____
- # _____ Other _____
- # _____ Other _____

MUTUAL OPERATIONS

DRAFT POLICY

RESIDENT REGULATIONS

Patio/Carport/Estate Sales – Mutual Fifteen

Mutual _____ Apt. # _____

Kitchen:

- # _____ Table with _____ Chairs _____
- # _____ Microwave or Toaster Oven _____
- # _____ Small Appliances, i.e. blender _____
- # _____ Dishes _____
- # _____ Flatware _____
- # _____ Pots and Pans _____
- # _____ Other _____
- # _____ Other _____

Bathroom:

- # _____ Linens _____
- # _____ Picture(s) / Mirror(s) _____
- # _____ Other _____
- # _____ Other _____

Miscellaneous:

Signed: _____ Date _____ Phone _____
Owner/Executor Signature

MUTUAL OPERATIONS**AMENDED POLICY****RESIDENT REGULATIONS****Carport Regulations – Mutual Fifteen**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.
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 exception is granted by a permission from the Board Director assigned to monitor carports. This permission shall be requested, in writing on the appropriate form, and signed by that Board member. The permit shall be displayed in the vehicle in such a manner as to be visible for inspection, preferably through the vehicle windshield.**
4. At each inspection of the carports by the staff of the Physical Property Department, **or the assigned member of the Board of Directors,** notice will also be given to each resident **shareholder** found in violation that the improperly stored material must be removed within ten (10) days or the material will be removed at the resident's **shareholder's** expense.
5. Bicycles, tricycles, carts (if stored properly), and a ladder may be stored under the cabinets in the owner's assigned or rented space. Other vehicles in operating condition, including motorcycles, mopeds, electric carts, bicycles and tricycles, must not be parked between self-propelled land vehicles because that would infringe upon another occupant's vehicle space.
6. Metal or vinyl (no wood) portable storage boxes, approximately 2 feet high by 5 feet in length, are allowed in the carport; not to exceed 30 inches in depth, which is the raised step; the parked vehicle may not extend beyond the drip line of the carport; the boxes may not extend into the neighboring carport; and there is a two-box limit.
7. No items are to be left or placed on the top of the portable storage boxes or behind the boxes, such as a car seat, ice coolers, folding chairs, etc.
8. Cars cannot extend beyond the drip line.
9. Convertible hardtops, canoes, and kayaks may be hung from the rafter over the center of the car (limited to a weight of 145 pounds). You must bolt into the rafters and not the plywood ceiling using a Harken 4-Point Hoister Storage System, or comparable, that has been approved by the Mutual.

If any items fall on another vehicle or person, the shareholder is responsible. The hoister must be removed upon resale or membership transfer, unless the purchasing party agrees to keep it.

(Mar 15)

MUTUAL OPERATIONS**AMENDED POLICY****RESIDENT REGULATIONS****Carport Regulations – Mutual Fifteen****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 parked in a carport must bear a current vehicle decal issued by the Seal Beach Leisure World Security Dept. (except as stated in 4, a.).
 - b. No person shall park any vehicle in any carport not assigned to him/her without permission from the Mutual Board of Directors.
2. Residents **Shareholders** desiring to change carport assignments must obtain approval of the Mutual Board of Directors so that 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.
4. Carport space may not be rented to or used by anyone who is not a resident **shareholder** of Mutual Fifteen, except:
 - a. The carport assignee may allow temporary, short-term parking of a vehicle used by a houseguest.
5. Electric carts will no longer be allowed to be charged in carport spaces. Installing, maintaining, and paying for an electrical outlet in the carport for the purpose of charging electric carts is terminated and all existing outlets will be capped upon the sale of the unit.
6. Car washing is not allowed in Mutual Fifteen. You are to use the GRF car wash by Clubhouse Two.

MUTUAL ADOPTION

FIFTEEN: 01-18-71

AMENDMENTS10-03-92, 05-21-01, 09-18-06, 11-19-12, 02-15-13
03-16-15

(Mar 15)

MUTUAL 15 BACK-IN PARKING APPLICATION

Applicant's Name _____

Address _____

Assigned parking:

Carport _____

Space _____

Vehicle make _____

Model _____

License plate _____

Approval: _____ Director, Mutual 15

Date: _____

Upon receipt of Board approval, please display this form on your dashboard in a manner so that it will be clearly visible to GRF Security personnel. This will advise them not to issue a parking citation.

Caution must be exercised when backing up, to avoid contact with the carport wall. Any damage caused will be repaired by the Mutual and billed to the shareholder. Typical cost \$1,000.00.

MUTUAL OPERATIONS**DRAFT POLICY**

RESIDENT REGULATIONS

VEHICLE PARKING POLICY PARKING RULES FOR MUTUAL FIFTEEN PROPERTY

The following Parking Rules are applicable to all persons controlling or operating vehicles on any MUTUAL FIFTEEN PROPERTY.

Shareholder/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 rules when appropriate, such as maintenance or security vehicles assisting first responders or providing services to a shareholder/member unit.

1 PREFACE

1.1 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)**

2.1.1 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

2.2.1 A defined parking location that has been designated for the use of a specific individual.

2.3 BICYCLE/TRICYCLE

2.3.1 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.

MUTUAL OPERATIONS**DRAFT POLICY**

RESIDENT REGULATIONS

VEHICLE PARKING POLICY PARKING RULES FOR MUTUAL FIFTEEN PROPERTY**2.4 CAREGIVER**

2.4.1 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

2.5.1 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:

2.5.1.1 Larger than one (1) ton carry weight;

2.5.1.2 Bares a prominent business name or advertisement. If the graphic medium is removable, such as a magnetically attached sign, this element does not apply when all such signage is removed and stored out of view;

2.5.1.3 Normally employed or designed for commercial business use, whether or not a business name or advertisement is displayed.

2.5.1.4 Racks, materials, ladders, tool boxes and/or tools are visible on the exterior of the vehicle;

2.5.1.5 Used to haul any hazardous materials;

2.5.1.6 Designed to carry more than 15 passengers.

2.6 DUE PROCESS

2.6.1 An established course for judicial proceedings or other governmental activities designed to safeguard the legal rights of the individual.

MUTUAL OPERATIONS**DRAFT POLICY**

RESIDENT REGULATIONS

VEHICLE PARKING POLICY PARKING RULES FOR MUTUAL FIFTEEN PROPERTY**2.7 ELECTRIC BICYCLE**

2.7.1 Two-wheeled vehicle supplemented with an electric motor. It may not be driven on sidewalks.

2.8 GOLF CART

2.8.1 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)

2.9.1 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 VECHICLE

2.10.1 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

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

2.12 MOTORCYCLE

2.12.1 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

(Draft created 03-14-17)

MUTUAL OPERATIONS**DRAFT POLICY**

RESIDENT REGULATIONS

VEHICLE PARKING POLICY PARKING RULES FOR MUTUAL FIFTEEN PROPERTY

2.13.1 A motor-driven cycle has 149cc or less engine size (CVC §405) and has to be registered with the Department of Motor Vehicles (DMV).

2.14 NON-RESIDENT

2.14.1 A person without the right under the governing documents and applicable law to occupy a dwelling within a Mutual.

2.15 PEDESTRIAN

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

2.16 PROHIBITED VEHICLES

2.16.1 Aircraft;

2.16.2 Boats, personal watercraft, and their trailers;

2.16.3 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;

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

2.16.5 UNAUTHORIZED VEHICLE: Use or parking of a motor vehicle in MUTUAL 15 without consent;

2.16.6 UNREGISTERED VEHICLE: no current valid State registration;
or

2.16.7 Vehicle with no current GRF decal issued by the Security Department.

MUTUAL OPERATIONS**DRAFT POLICY**

RESIDENT REGULATIONS

VEHICLE PARKING POLICY PARKING RULES FOR MUTUAL FIFTEEN PROPERTY**2.17 RESERVED PARKING**

2.17.1 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).

2.18 RULES VIOLATION NOTICE (CITATION) . A written notification of a violation of MUTUAL 15 parking policies placed on the violating vehicle.

2.19 UNASSIGNED PARKING . Not an ASSIGNED PARKING space.

2.20 UNAUTHORIZED VEHICLE. A vehicle not permitted to be on MUTUAL 15 . PROPERTY.

3 RULES FOR PARKING**3.1 PROHIBITED VEHICLES**

3.1.1 No PROHIBITED VEHICLE shall be parked on MUTUAL 15 PROPERTY.

3.1.2 At no time, shall any vehicle be parked on MUTUAL 15 PROPERTY if it is leaking any fluids. EXCEPTION: Clear Water

3.1.3 Any of these types of vehicles are subject to immediate towing at the owner's expense. See MUTUAL 15 – 7582.15 Towing Policy .

3.2 TEMPORARY PARKING PERMITS

3.2.1 All Parking Permits must be displayed on the dashboard of the vehicle.

3.2.2 The following Parking Permits are issued by Security Department;

3.2.2.1 Shareholder/member for use on rental or new vehicle;

3.2.2.2 Guest or employee of Shareholder/Member;

MUTUAL OPERATIONS**DRAFT POLICY**

RESIDENT REGULATIONS

VEHICLE PARKING POLICY PARKING RULES FOR MUTUAL FIFTEEN PROPERTY3.2.2.3 Overnight Parking Permit at request of Shareholder/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 15 PROPERTY. Animal Control or Seal Beach Police will be called in either circumstance.**
- 3.3.3 Fire Hydrant – At no time may a vehicle be parked within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner’s expense. See MUTUAL 15 – 7582.15 Towing Policy.**
- 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.**
- 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.**
- 3.3.6.1 Vehicles on a two-way travel roadway must be parked with the passenger side wheels within 18 inches of the curb or sidewalk.**
- 3.3.6.2 Vehicle must be parked completely within the marked boundaries of a parking space**
- 3.3.6.3 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.**

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- 3.3.6.4 Any vehicle without proof of current valid State registration may not be parked on MUTUAL 15 PROPERTY at any time.
- 3.3.6.5 Any vehicles without a Seal Beach Leisure World decal on windshield or a pass may not be parked on MUTUAL 15 PROPERTY.
- 3.3.6.6 Trailers not connected to a vehicle are not permitted to be parked on MUTUAL 15 PROPERTY.
- 3.3.6.7 Such trailers may be parked in the Permit section at Clubhouse 4 only with a permit issued by the Security Department.
- 3.3.6.8 Pods, moving trailers or similar portable storage units are not permitted on MUTUAL 15 PROPERTY without Mutual 15 and Security Department authorization.
- 3.3.6.9 Vehicles in violation are subject to immediate tow away at owner's expense. See MUTUAL 15 – 7582.15 Towing Policy.

3.4 PARKING ZONES

- 3.4.1 Red Zones – Vehicles in violation are subject to immediate tow away at owner's expense. See MUTUAL 15 – 7582.15 Towing Policy.
- 3.4.1.1 Fire Hydrant or Fire Lane: No person shall park or leave standing any vehicle within 15 feet of a fire hydrant even if the curb is unpainted.
- 3.4.1.2 Non-Fire Lanes: A vehicle may not be left unattended.
- 3.4.1.3 Bus Stops: No person shall park or leave standing any vehicle within 30 feet on bus stop side of the street the red zone marked to provide for loading and unloading of buses.

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3.4.1.4 Drive-up Mail Boxes: No person shall park or leave unattended any vehicle within 15 feet of the mail box. (not applicable to Mutual Twelve)

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 White Zone: Passenger loading and unloading only. Time limit: 30 minutes.

3.4.5 Yellow Zone: Commercial vehicle loading and unloading only: 30 minutes. (not applicable to Mutual Twelve)

3.4.6 Unpainted: Parking is permitted up to 96 hours, unless otherwise restricted.

3.5 RESIDENT'S PARKING

3.5.1 A RESIDENT'S vehicle (not RV or VUFR) may be parked for no more than 96 hours in one location, without first notifying the Security Department.

3.6 NON-RESIDENT PARKING

3.6.1 NON-RESIDENT vehicles are not eligible for extended parking privileges without permit issued by the Security Department.

3.6.2 Any violation of this section may result in vehicle being towed at the owner's expense. (See MUTUAL 15 – 7582.15 Towing Policy)

3.7 CAREGIVER PARKING

3.7.1 A CAREGIVER may park on MUTUAL 15 PROPERTY only when

MUTUAL OPERATIONS**DRAFT POLICY****RESIDENT REGULATIONS**VEHICLE PARKING POLICY PARKING RULES FOR MUTUAL FIFTEEN PROPERTY

a copy of the CAREGIVER parking pass is displayed on the dashboard of the vehicle.

3.7.2 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 or grass.

3.8.2 Contractor and service vehicles, including personal vehicles driven by workers shall not be parked on MUTUAL 15 PROPERTY overnight without a permit. Personal vehicles driven by workers are not eligible for overnight passes.

3.9 OVERNIGHT PARKING PERMITS

3.9.1 RESIDENT overnight parking is prohibited without a Security Department issued vehicle decal. An Overnight Parking Permit may be issued only when decal issue is pending o.

3.9.2 Overnight parking of COMMERCIAL VEHICLES, equipment, and materials utilized in authorized activities conducted for the Mutual, 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 15 PROPOERTY 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.

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3.9.4.2 Recreational Vehicle – except as provided below in Section 3.10 – “Recreational Vehicles Restrictions.”

3.9.4.3 COMMERCIAL VEHICLE, construction/ maintenance equipment, storage and disposal units, building materials.

3.10 RECREATIONAL VEHICLES (RV) or VEHICLE USED FOR RECREATION (VUFR) RESTRICTIONS

3.10.1 An RV or VUFR may be parked on MUTUAL 15 PROPERTY only when meeting all of the following conditions:

3.10.2 RV parked on MUTUAL 15 PROPERTY MUST have Security Department issued decal or a Parking Permit.

3.10.3 RV or VUFR is parked up to 48 hours for the purpose of loading or unloading.

3.10.4 Other activities, such as sleeping or resting in the RV or VUFR, and vehicle maintenance are not allowed.

3.10.5 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.

3.10.6 Extensions such as slide-outs, tilt-outs, and awnings must be closed. Steps must not block the sidewalk.

3.10.7 RV or VUFR may not be attached to any external power supply.

3.10.8 Leveling jacks, if used, must include a base plate sufficient to prevent damage to pavement.

3.10.9 No animals or children are to be left unattended on or within any RV or VUFR at any time.

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VEHICLE PARKING POLICY PARKING RULES FOR MUTUAL FIFTEEN PROPERTY

3.11 "FOR SALE" SIGNS

3.11.1 "For Sale" signage shall not be displayed on any vehicle on MUTUAL 15 PROPERTY.

3.12 REPAIRS

3.12.1 Vehicles may not be rebuilt or rehabilitated, major service may not be performed, and fluids may not be changed on any MUTUAL 15 PROPERTY.

3.13 WASHING

3.13.1 All washing of vehicles must be done at the car and RV washing areas behind Clubhouse 2. Vehicles must have a GRF decal.

3.14 NON-RESIDENTS shall not be permitted to wash their vehicle anywhere on MUTUAL 15 or TRUST PROPERTY.

4 TRUST PROPERTY PARKING AREAS (not applicable to Mutual Twelve)

5 BICYCLES/TRICYCLES

5.1 BICYCLES or TRICYCLES may not be parked in any manner interfering with foot or vehicle traffic. MUTUAL 15 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.

MUTUAL OPERATIONS**DRAFT POLICY****RESIDENT REGULATIONS****VEHICLE PARKING POLICY PARKING RULES FOR MUTUAL FIFTEEN PROPERTY****FINES FOR GRF PARKING RULES VIOLATIONS ON MUTUALPROPERTY**

Violation	1st	2nd and Subsequent
1. Assigned Parking Space	Warning	20.00
2. Blocking Crosswalk (not applicable to Mutual Twelve)	20.00	25.00
3. Expired or Invalid State Vehicle Registration	Fix-It	50.00
4. Flat Tires	Fix-It	25.00
5. "For Sale" sign on Vehicle	Warning	20.00
6. Handicapped Parking without Placard or Handicap I.D. Displayed	100.00*	200.00
7. Hazardous Materials Leaking	50.00	50.00
8. Limited Time Parking	Warning	20.00
9. Maintenance or Repair	Warning	25.00
10. No Valid GRF Vehicle Decal or Parking Permit Displayed	Warning	20.00
11. Parked on Sidewalk or Grass (EXCEPTION: Day guests' bikes, trikes, golf carts and scooters may park on the grass during the day except on mow day or when other turf maintenance is performed.)	20.00	25.00
12. RED ZONE: Bus Stop	20.00	25.00
13. RED ZONE: Fire Hydrant	Towed	Towed
14. RED ZONE: Mail Box (not applicable to Mutual Twelve)	20.00	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

(Draft created 03-14-17)

MUTUAL OPERATIONS**DRAFT POLICY****RESIDENT REGULATIONS****VEHICLE PARKING POLICY PARKING RULES FOR MUTUAL FIFTEEN PROPERTY**

17. RV or VUFR Parked Over 48 Hours in Mutual	Warning	40.00
18. Washing any vehicle on Mutual Property (use GRF Car Wash areas)	Warning	20.00
19. Washing a Non-resident Vehicle at Car Wash	Warning	20.00

*** Fine will be waived on first offense if placard and paperwork is presented that was current at time of Citation.**

Fines will be imposed by the Golden Rain Foundation with proceeds going to Mutual 12.

To request a hearing for GRF NOTICE OF PARKING VIOLATION on Mutual 12 property that includes a fine, contact Mutual Administration (562) 431-6586 Ext. 374. Hearings will be scheduled and conducted per Mutual 12 Policy 7585.12 Governing Documents Compliance, Corrective Measures and Fines.

Should a shareholder fined per Policy 7585.12 have a GRF fine citation placed on that vehicle for the same offense on the same day, the Mutual fine will be waived for that day only.

Any violation of Mutual 12 Policy 7502.12 Carport Regulations and Common Area Traffic Policy-Mutual Twelve not covered by this policy will be handled by Mutual 12 according to Policy 7585.12 with notification assistance from Mutual Administration. Resident shareholders, including Directors may report violations to Security, Mutual Administration or the Board.

MUTUAL ADOPTION

FIFTEEN:

MUTUAL OPERATIONS**ADOPT MUTUAL FIFTEEN****RESIDENT REGULATIONS****Lock Resolution – All Mutuals except Mutual Seventeen**

WHEREAS, emergencies do arise when it is necessary for employees and agents of the Corporation to enter apartments in the absence of the resident in order to protect the property from further damage or to render emergency service to the resident, and

WHEREAS, the lock system authorized by this Corporation requires that exterior doors be master-keyed to the lock system originally installed,

NOW THEREFORE BE IT RESOLVED,

- 1) All locking devices on any original entrance door shall be master-keyed to the original keying system.
- 2) Locking devices that have been installed which do not comply must be removed at the expense of the resident or as an alternative, a GRF lockbox with an approved red reflector strip attached containing the apartment key may be attached to a highly visible nearby location near the entry door, at a distance of no higher than six feet from the ground.
- 3) In the event that a locking device does not meet the Mutual standard and the nature of the emergency makes it necessary to enter the apartment, agents and employees of this Corporation are authorized to obtain entrance by any reasonable means and the expense of repair, if any, shall be a resident charge.

<u>MUTUAL ADOPTION</u>	<u>AMENDMENT</u>	<u>MUTUAL ADOPTION</u>	<u>AMENDMENT</u>
ONE: 12-04-14		NINE: 01-12-15	
TWO: 03-19-15		TEN: 12-02-15	
THREE: 12-12-14		ELEVEN: 11-20-14	
FOUR: 12-10-14		TWELVE: 11-23-14	
FIVE: 02-18-15		FOURTEEN: 03-17-15	
SIX: 11-25-14		FIFTEEN:	
SEVEN: 03-01-15		SIXTEEN: 01-19-15	
EIGHT: 01-26-15		SEVENTEEN: (See Policy 7504.17)-Apr. 2001	

(Draft created 03-14-17)

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(10/07/16 jl-Corrections made regarding MU 17 exclusion & when MU 17 rescinded)

MUTUAL OPERATIONS**DRAFT 2-25-17****RESIDENT REGULATIONS****Lockout Procedures**

The following will be in effect for units after the death of a shareholder/owner:

1. Death with Surviving Shareholder/Owner Living in the Unit

If the death of the shareholder/owner occurred at the unit and a surviving shareholder/owner is living in the unit at the time, a Bereavement Book will be left at the unit by Security.

If the death of the shareholder/owner occurred outside the unit and a surviving shareholder/owner is living in the unit at the time, a Bereavement Book will be provided by Foundation personnel at the time the death is reported.

2. Death of Sole Owner

a. Unattended Death

If death is unattended and the unit is sealed per law enforcement or coroner's order, then no one may access the unit until official next-of-kin determination is made by the coroner's office. Security will leave a Bereavement Book at the unit and place a knoblock on the door. If the door cannot accommodate a knoblock, a plywood sheet shall be affixed over the door. If someone comes forward as Trustee, non-resident co-owner or with other legal authority, Foundation personnel must check with the coroner's office before permitting access to the unit.

b. Attended Death

Security will identify on the DOA report those present at the time of death, including family members, hospice workers, caregivers, and other individuals. A Bereavement Book will be left at the unit. If someone present is identified as legal authority of the unit and can provide evidence of same, Security will instruct them to visit the Stock Transfer Office as soon as possible. Security will inform all persons present that no one may stay in the unit overnight without Mutual permission, unless they are a registered caregiver or co-occupant.

If legal authority is not established at the unit via documentary evidence, all persons present will be asked to leave the unit until legal authority is established at the Stock Transfer Office. From there, the unit will be knoblocked or a plywood sheet shall be affixed to the door. The exception to this is if a registered co-occupant or caregiver lives at the unit, or if Mutual permission is obtained.

MUTUAL OPERATIONS**DRAFT 2-25-17****RESIDENT REGULATIONS****Lockout Procedures**3. Reporting of Death to Mutual President

Shareholder/owner deaths shall be reported to the Mutual President within one (1) to two (2) business days with the following information:

- a. Name of decedent
- b. Date and location of death
- c. Identification of persons present at unit (if any)
- d. Name, relationship and contact information of surviving shareholder/owner (if any)
- e. Name, relationship and contact information of decedent's emergency contacts (if no surviving shareholder/owner is present at the unit)
- f. If legal authority has been established
- g. If/how the unit was secured
- h. If there are any registered co-occupants, caregivers or pets at the unit

MUTUAL ADOPTION**Mutual: date**

MUTUAL OPERATIONS

RESCIND ALL MUTUALS

RESIDENT REGULATIONS

Guarantor Agreement Form

GOLDEN RAIN FOUNDATION
a corporation

By _____

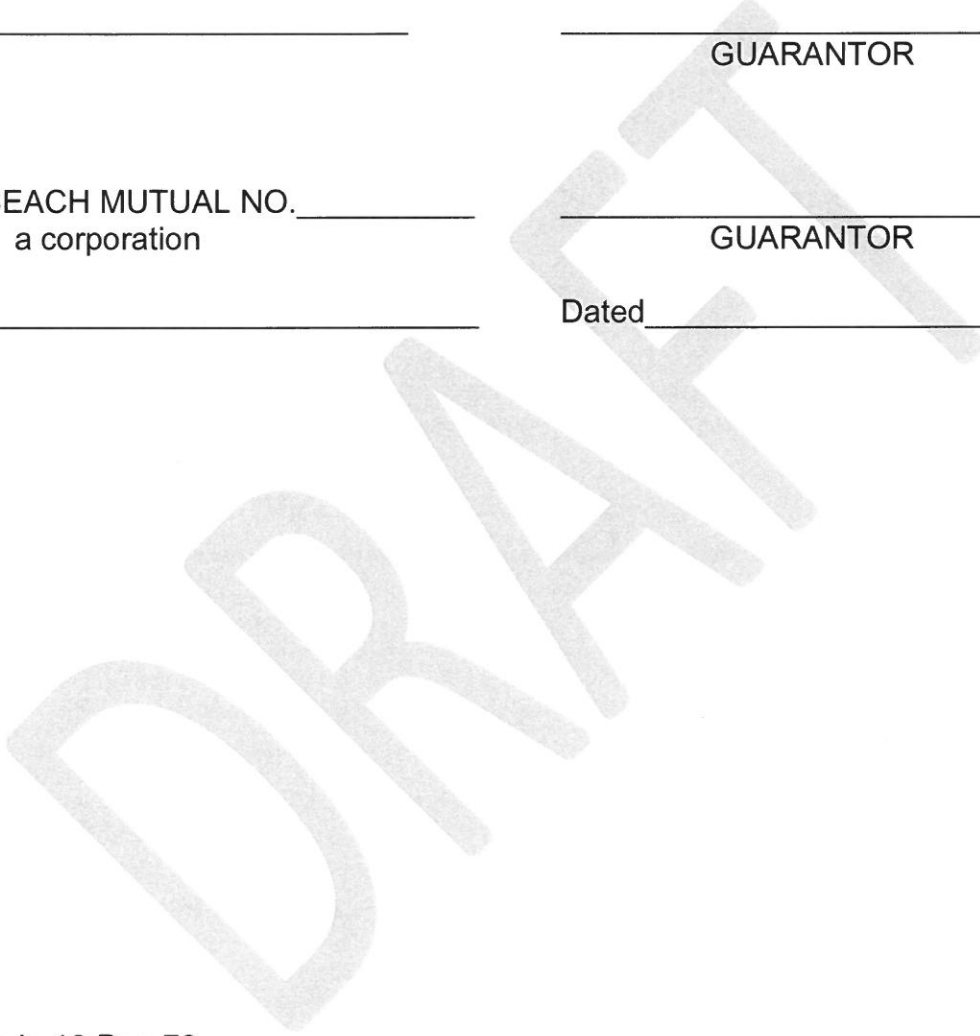
GUARANTOR

SEAL BEACH MUTUAL NO. _____
a corporation

GUARANTOR

By _____

Dated _____



GRB
Approved: 18 Dec 73