

12. DIRECTOR(S) COMMENTS
13. ADJOURNMENT
14. EXECUTIVE SESSION (legal, member, shareholder issues as required)

Board

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

NEXT MEETING: December 21, 2017 ????

cd:11/0817

MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWO
11/6/2017


In accordance with the Corporation Bylaws, and pursuant to posted due notice to the Directors, a special Meeting of the Board of Directors of Seal Beach Mutual Two was called to order by President Baker at 9:05 a.m. in Board Room B Meeting Room.

Those Directors present were: President Baker, VP Esslinger, Secretary Knebel, CFO Brooks, Directors Naret, Keller, Moore, and Sporcich. Director MacLaren was absent.

The purpose of the meeting was to prepare the agenda for the November 16, 2017 regular monthly meeting.

No votes were taken at this meeting.

The meeting was adjourned at 11:10 a.m.


Attest Ken Knebel, Secretary
SEAL BEACH MUTUAL TWO

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL (02) TWO

INSPECTOR: **BRUNO ALVAREZ**

DATE: **NOVEMBER 16 2017**

Print Date: 11/08/17

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
1-E	CARPET INSTALL	NO	09/19/17	11/28/17	NO	NONE	BIXBY PLAZA CARPETS
2-J	WINDOWS	BOTH	09/05/17	10/20/17	NO	NONE	AMERICAN VISION WIND.
2-L	WINDO/COUNTER TOPS	BOTH	10/30/17	12/06/17	NO	NONE	SWENMAN
5-A	INSTALL CARPET	GRF	10/16/17	11/30/17	NO	NONE	KARIS CARPETS
6-L	CARPORT CABINET	GRF	10/17/17	12/25/17	NO	NONE	LOS AL BLDRS
15-I	EZ ACCESS TUBE	BOTH	09/07/17	10/27/17	NO	NONE	NUKOTE
17-D	FRONT DOOR	BOTH	10/02/17	11/10/17	NO	FINAL 10/31/17	SWENMAN
17-E	EZ ACCESS TUBE	BOTH	08/31/17	10/07/17	NO	FINAL 10/31/17	NUKOTE
20-D	HEAT PUMP	BOTH	06/12/17	09/30/17	NO	NONE	GREENWOOD
24-F	REMODEL	BOTH	08/21/17	03/12/18	NO	ROUGH 09/29/17	JC KRESS
24-J	REPLACE WASH/DRY	BOTH	08/10/17	09/10/17	NO	NONE	NORWALK/LM PLUMBING
24-K	COUNTER TOP	BOTH	10/09/17	11/22/17	NO	NONE	OGAN
27-K	CARPET INSTALL	GRF	10/26/17	12/06/17	NO	NONE	KARYS CARPETS
29-G	REPL.HEAT PUMP	BOTH	11/08/17	02/16/18	NO	NONE	GREENWOOD
30-K	CARPORT CABINET	GRF	09/13/17	10/20/17	NO	FINAL 10/10/17	HANDIMAN
30-L	HEAT PUMP	BOTH	11/07/17	12/20/17	NO	NONE	ALPINE
31-I	HEAT PUMP	BOTH	08/10/17	10/12/17	NO	FINAL 09/11/17	GREENWOOD
32-E	REMODEL	BOTH	06/12/17	09/30/17	NO	NONE	BJ+CO
35-B	PATIO CARPET	GRF	10/13/17	11/20/17	NO	NONE	BIXBY PLAZA FLOORING
35-H	FLOORING	GRF	10/18/17	11/25/17	NO	NONE	KARYS CARPETS
35-H	SK.LT/KIT.RM./W&D	BOTH	10/26/17	12/20/17	NO	NONE	M&M CONST
37-G	REMODEL	BOTH	03/20/17	11/30/17	NO	09/13/17 DRYWALL NAIL	ALPHA MASTER BLDRS
38-E	WINDOW/PATIO	BOTH	08/21/17	10/30/17	NO	FINAL 10/31/17	KANGS CONST
39-G	FLOORING ENTIRE/UNIT	BOTH	08/24/17	10/15/17	NO	FINAL 09/20/17	NATIONWIDE PAINT
40-F	WINDOW REPLACEM.	BOTH	10/10/17	11/20/17	NO	NONE	BODIES GLASS
40-F	FLOORING	GRF	10/02/17	11/09/17	NO	NONE	BIXBY PLAZA FLOORING
45-I	KITCH. REMD.ADD BAT	BOTH	08/14/17	11/03/17	YES	ROUGH 8/28/17	PENA CONSTRUCTION
46-E	HEAT PUMP	BOTH	10/11/17	02/28/18	NO	NONE	GREENWOOD
46-G	HEAT PUMP	BOTH	08/14/17	10/20/17	NO	FINAL 09/11/17	GREENWOOD
47-B	WASHER/DRYER	BOTH	10/10/17	11/20/17	NO	NONE	JC KRESS
48-A	WINDOW REPLACEM.	BOTH	09/28/17	12/09/17	NO	NONE	BODIES GLASS
48-F	HEAT PUMP	BOTH	09/13/17	11/11/17	NO	NONE	ALPINE
49-I	RESURFACE PATIO	GRF	10/30/17	03/01/18	NO	NONE	STONEWAYS
49-H	HEAT PUMP	BOTH	09/11/17	12/28/17	NO	FINAL 10/17/2017	GREENWOOD
49-K	OUTDOOR CARPET	GRF	11/08/17	12/15/17	NO	NONE	KARYS CARPETS
51-F	HEAT PUMP	BOTH	09/28/17	12/05/17	NO	NONE	GREENLEAF HEAT&AIR
52-K	IN/OUTDOOR CARPET	GRF	10/31/17	12/15/17	NO	NONE	KARYS CARPETS
57-A	CUONTER TOP KIT.	BOTH	10/10/17	12/05/17	NO	NONE	WESTBY4HOMES
59-L	REMODEL	BOTH	07/12/17	11/10/17	NO	ROUGH 9/29/17	LOS AL
60-A	FLOORING	GRF	09/11/17	10/20/17	NO	FINAL 10/31/17	KARYS CARPETS
60-J	HVAC	BOTH	09/05/17	12/18/17	NO	FINAL 10/31/17	GREENWOOD
61-D	BATH REMODEL	BOTH	09/19/17	12/30/17	NO	NONE	ALPHA MASTER BLDRS
62-A	HEAT PUMP	BOTH	10/10/17	12/30/17	NO	NONE	YES REMODELING
62-A	REMODEL	BOTH	07/28/17	02/02/18	NO	ROUGH PLM 09/19/17	ALPHA MASTER
64-B	HEAT PUMP	BOTH	06/12/17	09/30/17	NO	NONE	GREENWOOD
64-D	EZ ACCESS TUBE	BOTH	08/16/17	09/16/17	NO	NONE	NUKOTE
65-K	INST. GATE	GRF	10/31/17	12/09/17	NO	NONE	HANDIMAN
65-K	CARPORT CABINET	GRF	10/31/17	12/09/17	NO	NONE	HANDIMAN
67-B	WINDOW REPLACEM.	BOTH	09/25/17	12/06/17	NO	NONE	BODIES GLASS
67-B	INSTALL TMP. GLASS	GRF	10/13/17	11/25/17	NO	NONE	BODIES GLASS
69-E	SOLATUBE	BOTH	11/01/17	12/30/17	NO	NONE	BRIGHTER CONCEPTS

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL (02) TWO

INSPECTOR: **BRUNO ALVAREZ**

DATE: **NOVEMBER 16 2017**

Print Date: 11/08/17

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
1-D		05/09/17	06/22/17	06/22/17	07/07/17	08/21/17	
2-G		10/05/17					
2-L		07/03/17	07/03/17	08/09/17	08/23/17	10/20/17	
3-D		03/28/16	08/10/17	08/14/17	08/28/17	09/21/17	
6-H		07/17/17	09/01/17	09/01/17	09/18/17	10/24/17	
10-B		10/05/17					
10-I		10/01/15					
12-F		01/23/17	08/04/17	08/07/17	08/21/17	08/21/17	
13-F		09/03/15					
15-E		07/13/17	09/28/17	09/28/17	10/12/17	11/03/17	
15-F		09/21/17	11/03/17	11/03/17	11/20/17		
17-D			05/23/17	05/25/17	06/09/17		
20-B		05/12/17		07/06/17	07/20/17		
20-D		10/05/17					
24-F		06/19/17		08/02/17	08/16/17		
26-J		08/31/17					
27-J		07/03/17		07/06/17	07/20/17	08/25/17	
31-G		07/18/17	07/03/17	08/01/17	08/15/17	10/02/17	
33-E		07/19/17					
34-G		07/03/17	09/08/17	09/20/17	10/04/17		
35-A		10/05/17	10/23/17	10/25/17	11/08/17		
36-C		07/17/17	07/28/17	08/04/17	08/18/17	10/02/17	
36-J		07/17/17	07/28/17	08/01/17	08/15/17	10/20/17	
38-L		04/06/17	07/12/17	07/12/17	07/21/17	10/20/17	
41-L		07/03/17	09/20/17	09/25/17	10/09/17		
43-B		04/29/17	07/05/17	07/14/17	07/28/17		
43-F			05/22/17	05/23/17	06/07/17		
44-H	8/21/2017						
46-B		10/05/17	10/20/17	10/27/17	11/13/17		
54-K		07/03/17	07/24/17	07/24/17	08/04/17	08/29/17	
57-A		07/25/17	08/31/17	09/05/17	09/19/17		
59-K			08/02/17	08/02/17	08/16/17	09/27/17	
60-A		07/18/17	08/17/17	08/21/17	09/05/17	09/07/17	
60-G		03/29/17	09/06/17	09/13/17	09/27/17	10/18/17	
61-I		08/31/17					
62-A		04/14/17		06/30/17	07/17/17		
63-I		02/27/17	03/23/17	03/29/17			
67-G		08/31/17					
70-F		05/26/16					

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

CONTRACTS	
CONTRACTOR	PROJECT
ANDRE LANDSCAPING 05/31/2018	
FENN CONTRACT	TERMITES, PEST, AND BAIT STATIONS
BERGKVIST GOOD UNTIL 12/31/18	TERMITE AND DRYROT REPAIRS

SPECIAL PROJECTS	
CONTRACTOR	PROJECT
ROOFING STANDARDS	COMPLETED 62,44,45 -2017 CONTRACT COMPLETED
KRESS	COMPLETED 62,44,45 -2017 CONTRACT COMPLETED
GRECO	ATTIC DOORS COMPLETED
HUTTON	PAINTING IS AT BLDG. 56
MJ JURADO	SIDEWALKS BLDG. 4 TO 14 (ON GOING)

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: STANDARD OPERATING PROTOCOL
DATE: NOVEMBER 8, 2017

I move that the Board adopt and agree to Mutual Two Operating Protocols for the 2017-2018 Board term with the recommended changes.

MUTUAL TWO BOARD OF DIRECTORS

STANDARD OPERATING PROTOCOLS - 2017- 2018 TERM

Whereas Director and Officer responsibilities are defined in the Bylaws of Mutual Two Seal Beach;

Whereas the Board of Directors wishes to adopt the general guidelines laid out in the Mutual Corporation Board of Directors Reference Guidelines as revised August 8, 2016 and presented to President's Council on July 6, 2017.

Whereas the President appoints advisory only committees from among the membership of Mutual Two. (By-Law Article VI Section 4).

And,

Whereas the Board of Directors seeks to set defined processes and standards for conducting certain Mutual Two Board of Directors business,

It is hereby resolved:

For the board term _____ 1, 2017 through June 30, 2018, the following procedures and processes shall apply.

Board Committees

Committees of the Board may be appointed by resolution passed by a majority of the whole Board..

Board committees are established by resolution of the Board. (By-Law Article V Section 14.) Committees shall be composed of two or more members of the Board, and shall have such powers of the Board as may be expressly delegated to it by resolution of the Board of Director.

The Board President recommends members and leaders for Board committees. The President, as ex officio member, may choose whether to participate in committee proceedings and, if the Board so resolves, in committee leadership.

Membership Committees

The President has the power to appoint committees from among the membership at his/her discretion to assist in the conduct of the affairs of the corporation. (By-Law Article VI, Section 4)

Physical Property and Landscape Committee Authority and Responsibility

The Board maintains authority and responsibility for decisions on the merits of any Physical Property or Landscape work beyond the basic or routine.

1. The committee's job is to gather facts and advise the Board.

2. The Board's job is to make informed decisions.

3. The President's job is to formalize the actions for Board's agenda and consideration.

Committee members as well as other Board members monitor contractors, both Mutual and shareholder. All potential policy violations are reported to the Mutual's Building Inspector and President for assessment. The President will maintain a list of such issues and report to the Board in Executive Session. Attorney referral and enforcement issues are decided at the board level in Executive Session.

The Landscape Committee and the Building Inspector may coordinate directly with the Landscape Supervisor on routine care, repairs and special projects.

Spending Authorizations.

All expenditures are normally approved by the board through the annual budget. Budget changes and contracts for execution of budgeted projects must also be approved by a majority vote of the full Board, except for emergencies within the limits set below.

Emergency contracts and expenditures may be approved up the following limits¹:

- President: \$10,000
- Vice-President: \$ 5,000
- Other Directors: \$ 500

The President or the President's designee and the Physical Property Inspector determine what work needs to be done on apartments in escrow, inside and garden - whether at seller's expense or Mutual expense. Only unusual cases need to come to the full Board.

No Director is authorized to form or amend a contract with an outside vendor, order non-emergency services from Service Maintenance other than minor standard repairs and replacements, change a Board approved contract or place Purchasing orders.

Contracts and Payments

Prior to CFO approval for payment:

- All invoices are processed by accounting.
- Landscaping invoices are approved by the Landscape Committee Chair.
- Service repair orders and project work activity are approved by the Mutual Inspector and Maintenance Supervisor.
- Board member expenditures are to be approved by the President or CFO in advance. Reimbursement requests must include original receipts and be approved by the President or CFO.

¹ Emergency authorization limits were set by resolution of the Board of Directors on August 21, 2014.

To ensure timely payment of vendors, invoices are approved at least twice a week. Checks are typically issued twice a week.

Legal Opinions

Referral of any matter involving policy enforcement or property transfer requires Board approval.

Shareholder Concerns

For consistency, all board members will handle shareholder concerns as follows:

- Routine Landscaping service and service-maintenance issues are handled by the parcel directors, the Board President and the Landscape Committee.
- Shareholders having a landscape, financial or service dispute over mutual policy or action should be instructed to submit their concern in writing for board consideration in executive session. Board members should not offer any opinion or suggest a particular outcome.

Board Meeting Agenda Items

Any board member may submit an item for board consideration. Items may also be developed in committee and placed on the board agenda by vote of the committee.

All items submitted to the board for action must include a brief written summary of the item, reason the item is being brought forward and a draft motion for the board to consider. The draft motion will be included in the agenda and any supporting documentation will be attached to the board member agenda packet.

To ensure all agenda items are adequately thought out in advance and incorporate a variety of perspectives, referral by committee to the board is preferred over individual submission.

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RATIFY POLICY 7585.02 – GOVERNING DOCUMENT COMPLIANCE
CORRECTIVE MEASURERS AND FINES
DATE: NOVEMBER 8, 2017

I move to ratify adopted/posted Policy 7585.02 – Governing Document Compliance Corrective Measurers and Fines.

ADOPT DRAFT

SHAREHOLDER REGULATIONS

**GOVERNING DOCUMENT COMPLIANCE CORRECTIVE
MEASURES AND FINES – Mutual Two**

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. Two Occupancy Agreement, Bylaws, 7000 Series Policies, and Rules and Regulations, all as amended and supplemented.

Reporting Violations:

Any resident shareholder, including any shareholder serving on the Board, may report violations. Contact Security 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 "Policies Rules & Regulations" 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.

ADOPT DRAFT

SHAREHOLDER REGULATIONS

GOVERNING DOCUMENT COMPLIANCE CORRECTIVE MEASURES AND FINES – Mutual Two

Fine Schedule:

A monetary fine in accordance with 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 “Policies Rules & Regulations”.

FINE SCHEDULE

	1st Offense	2nd and each subsequent and/or continuation of offense
Residency/occupancy violations (e.g. unauthorized occupants, guests residing longer than permitted)	Notice to Comply in 48 hours	Up to \$500 and up to \$100 per/day for each additional day of non-compliance
Violation of Policy 7491.02 Roof & Attic Access	Up to \$1000 and removal of unauthorized installation if non-compliant equipment if applicable	
Violation of Mutual Occupancy Agreement & all other Policies	Written warning	Up to \$100 and up to \$100 per/day for each additional day of non-compliance

MUTUAL

ADOPTION

TWO:

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RATIFY POLICY 7582.02 – TOWING VEHICLES
DATE: NOVEMBER 8, 2017

I move to ratify amended/posted Policy 7582.02 – Towing Vehicles.

MUTUAL OPERATIONS**AMENDED DRAFT****SHAREHOLDER REGULATIONS****Towing Vehicles – Mutual Two**

A towing program is hereby established which permits the Mutual to remove 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 that are in violation of Mutual 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 Vehicle Code, an appropriate signage 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. Tow Procedure – Immediate Action

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

1. Violation of Mutual Policy 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 the Mutual, Security Department will notify the towing company to respond and meet the designated Mutual Representatives. A private property towing form will need to be signed by a Mutual representative authorizing the towing company to remove and store the 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. **The exception to this rule is the Authorized Extended Period Parking Permit in Mutual Two Resident & Visitor Parking Areas, dated and approved by a Mutual Two Director, only when the shareholder has a Leisure World registered vehicle parked in their assigned carport space and their second vehicle requires a parking space while the shareholder(s) is away from their unit for no more than three months. The Parking Permit is attached.**

MUTUAL OPERATIONS**AMENDED DRAFT****SHAREHOLDER REGULATIONS****Towing Vehicles – Mutual Two**

2. If required by Mutual Policy, a registered letter will be sent informing the registered owner (per GRF Records) of the intent to tow the vehicle away after 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 owner's receipt of the letter and initiates the period to comply. The Mutual Policy will determine that the violator has ten (10) days to comply;
3. After the 96-hour period, Security Department will check for compliance and report their findings back to 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 vehicle motor operated – whether parked in carports, on Mutual streets and/or in marked parking areas.

MUTUAL ADOPTION

TWO: 2-18-16

AMENDMENT(S)

01-19-17

(draft created on 9-12-17 ka)

MUTUAL OPERATIONS

AMENDED DRAFT

SHAREHOLDER REGULATIONS

Towing Vehicles – Mutual Two

**PARKING PERMIT
AUTHORIZATION FOR EXTENDED PERIOD PARKING
IN MUTUAL 2 RESIDENT & VISITOR PARKING AREAS**

This permit allows shareholders who will be away from their unit for no more than three months to park their second vehicle in those parking areas designated for residents and their guests. They must have a vehicle parked in their carport space.

The following information must be provided to get approval from the Mutual 2 Board of Directors:

Shareholder Name: _____

Address & Unit#: _____

Date Departing: _____

Date Returning: _____

Vehicle Description: _____

Vehicle License #: _____

Carport & Space #s: _____

Shareholder signature: _____

Mutual 2 Director Signature: _____

Date Authorized by Mutual: _____

(draft created on 9-12-17 ka)

Mutual Corporation No. Ten

MEMO

TO: MUTUAL TEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVE PROPOSAL FROM M. J. JURADO TO DEMO THREE WALLS
DATE: NOVEMBER 8, 2017

I move to approve the proposal from M. J. Jurado to demolish three walls at Building 67, at a cost of \$2,400.



Ph: (714) 397-0143
 Fax: (714) 827-2110

Lic.# 987670

Proposal

Date	Estimate #
10/19/2017	17-0336

ATTN:

Leisure World/Mutual 2
 Att: Bruno
 P.O. Box 2069
 Seal Beach, CA 90740

Project			
Demo Blockwalls Mutual 2			
Description	Qty	Rate	Total
Demo existing Wall Located Through out Mutual 2 , Demo existing Wall & Footing and Haul Offsite , Backfill With Soil Mix & reseed . Each Location \$800.00	1	800.00	800.00
$800 \times 3 = \$2400$			
<p>*Exclusions: Demo grading, water, permits, surveys, approved plans, soils tech, inspections, underground utilities that may be damaged during excavation, all work or items furnished by others.</p> <p>We can schedule this work to meet your production requirements. Thank you for your consideration. We trust we can be of service. Michael J. Jurado</p>			<p>Total \$800.00</p>

Approved By: _____

Date: _____

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: ADOPT POLICY 7502.02.1 – ADOPTION OF GRF POLICY 1927-37 – PARKING RULES
DATE: NOVEMBER 8, 2017

I move to adopt Policy 7502.02.1 – Adoption of Policy 1927-37 – Parking Rules on a preliminary basis until the 30-day posting period is completed.

COMMUNITY OPERATIONS

ADOPT DRAFT POLICY

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 Two. 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

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

without limitation, 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. Bares a prominent business name or advertisement. If the graphic medium is removable, such as a magnetically attached sign, this element does not apply when all such signage is removed and stored out of view;
- 2.5.3. Normally employed or designed for commercial business use, whether or not a business name or advertisement is displayed.
- 2.5.4. Racks, materials, ladders, tool boxes and/or tools are visible on the exterior of the vehicle;
- 2.5.5. Used to haul any hazardous materials;
- 2.5.6. Designed to carry more than 15 (fifteen) passengers.

2.6. DUE PROCESS

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

2.7. ELECTRIC BICYCLE

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

2.8. GOLF CART

A motor vehicle having not less than three wheels in contact with the ground, having an unladen 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

(Draft created 11-06-17 ka)

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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 Two Board of Directors (BOD) has established a committee consisting of a facilitator, three (3) Mutual Two directors and an alternate as may be designated from time to time by the BOD and assigned to meet on a rotating schedule to hear Shareholder/Member disputes regarding Parking RULES VIOLATIONS NOTICES issued by Security Department.

2.17. PEDESTRIAN

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

2.18. PROHIBITED VEHICLES

2.18.1. Aircraft;

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

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

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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 Two;
- 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 Two President.
- 2.22. TRUST PROPERTY**
All land operated by the GRF on behalf of the Mutuals.
- 2.23. TRUST STREETS**
Streets with names.
- 2.24. UNASSIGNED PARKING**
Not an ASSIGNED PARKING space.
- 2.25. UNAUTHORIZED VEHICLE**
A vehicle not permitted to be on TRUST PROPERTY.
- 2.26. VEHICLE USED FOR RECREATION (VUFR)**
Boats, boat trailers, all-terrain vehicles (ATVs), trailers used to transport ATVs.

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

- 3.1.1. No PROHIBITED VEHICLE shall be parked on TRUST PROPERTY.
- 3.1.2. At no time, shall any vehicle be parked on MUTUAL TWO PROPERTY if it is leaking any fluids.
EXCEPTION:
Clear Water
- 3.1.3. Any of these types of vehicles are subject to immediate towing at the owner's expense. (See Policy 7582.02 – Towing Vehicles).

3.2. TEMPORARY PARKING PERMITS

- 3.2.1. The following Parking Permits are issued by Security Department
- 3.2.2. All Parking Permits must be displayed on dashboard of vehicle or on the king pin of a fifth wheel or the tongue of a trailer:
 - 3.2.2.1. Shareholders/Member for use on rental or new vehicle;
 - 3.2.2.2. Guest of Shareholders/Member;
 - 3.2.2.3. Overnight Parking Permit at request of Shareholders/Member for Guest.

3.3. GENERAL PARKING RULES

- 3.3.1. Park Safely – At no time may a vehicle be parked in a manner creating a traffic hazard.
- 3.3.2. No animal or child is allowed to be left alone in any parked vehicle on MUTUAL TWO PROPERTY. Animal Control or Seal Beach Police will be called immediately in either circumstance.
- 3.3.3. Fire Hydrant – At no time may a vehicle be parked within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner's expense. (See Policy 7582.02 – 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.

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- 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 TWO 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 TWO PROPERTY.

- 3.3.6.5.** Trailers not connected to a vehicle are not permitted to be parked on MUTUAL TWO 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 TWO PROPERTY without Security Department authorization.

- 3.3.6.7.** Vehicles in violation are subject to immediate tow away at owner's expense. (See Policy 7582.02 – 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 7582.02 – 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

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

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 (thirty) feet on bus stop side of the street to provide for loading and unloading of buses.

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

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

3.4.3. Green Zone: Parking may not exceed time limit posted by sign or curb marking.

EXCEPTION:

Unlimited time parking in a Green Zone is permitted only when the vehicle is displaying a valid government-issued disabled (handicapped) license or placard.

3.4.4. White Zone: Passenger loading and unloading only. Time limit: 30 (thirty) minutes.

3.4.5. Yellow Zone: Commercial vehicle loading and unloading only: 30 (thirty) minutes.

3.4.6. Unpainted: Parking is permitted up to 72 (seventy-two) hours, unless otherwise restricted.

3.5. RESIDENT'S PARKING

A RESIDENT'S vehicle (not RV or VUFR) may be parked for no more than 72 (seventy-two) hours in one location without first notifying the Security Department.

3.6. NON-RESIDENT PARKING

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

3.6.1. Any violation of this section may result in vehicle being towed at the owner's expense. (See Policy 7582.02 – Towing Vehicles).

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A CAREGIVER may park on TRUST PROPERTY only when a CAREGIVER parking pass is displayed on the dashboard of the vehicle.

For Caregiver parking rights, the person must be registered with the GRF Stock Transfer office.

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 TWO PROPERTY (TRUST STREETS included) overnight without a permit.

3.9. OVERNIGHT PARKING PERMITS

3.9.1. RESIDENT overnight parking is prohibited without a Security Department issued vehicle decal or Overnight Parking Permit.

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

EXCEPTION:

COMMERCIAL VEHICLES parked in assigned rental spaces in Allen's Alley by Clubhouse 2 (Two).

3.9.3. The Overnight Parking Permit must be displayed face-up on the driver side dashboard of the MOTOR VEHICLE, or prominently affixed to the front of trailers or equipment.

3.9.4. The following vehicles and equipment are prohibited from parking on TRUST STREETS at any time between the hours of 12:00 a.m. and 7:00 a.m. unless otherwise addressed in this policy.

3.9.4.1. Vehicle not displaying a valid GRF decal or Overnight Parking Permit.

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

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

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS**Adoption of GRF Policy 1927-37 – Parking Rules**3.10. RECREATIONAL VEHICLES (RV) or VEHICLE USED FOR RECREATION (VUFR) RESTRICTIONS**

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

- 3.10.1.** RV parked at any MUTUAL TWO 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 TWO 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 TWO 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 TWO PROPERTY.

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS**Adoption of GRF Policy 1927-37 – Parking Rules**4. TRUST PROPERTY PARKING AREAS****4.1. CLUBHOUSE ONE**

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

4.2. CLUBHOUSE TWO

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

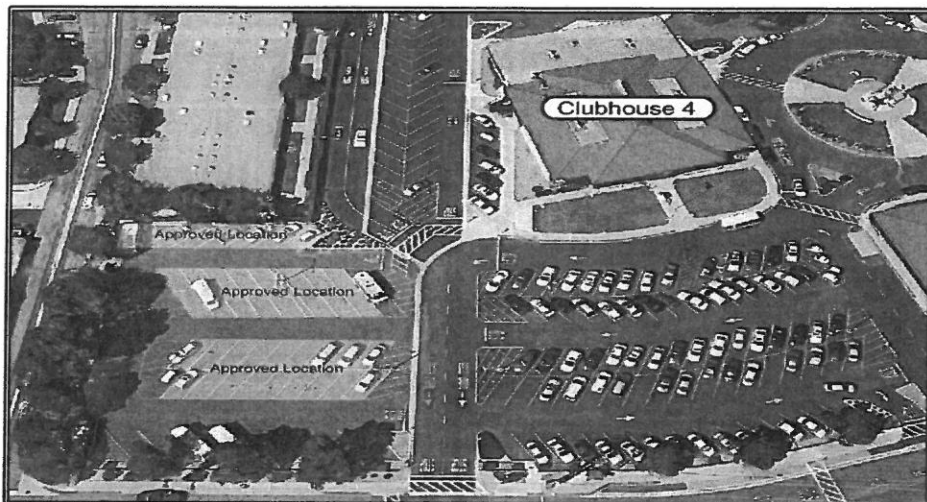
4.3. CLUBHOUSE THREE & FOUR**4.3.1. Permit Parking**

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

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

EXCEPTION:

The Radio Club Yellow Emergency Van
Innovative Cleaning Service Vehicles

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS**Adoption of GRF Policy 1927-37 – Parking Rules**4.3.2. Identification**

All RVs and VUFRs must be registered with the Security Department and display the Parking Permit in order to park in the noted locations. If the RV or VUFR does not have a windshield, the identification must be placed on the king pin of a fifth wheel or the tongue of a trailer.

4.3.3. RVs and VUFRs

4.3.3.1. Shareholders/Members and Guests may park a RV or VUFR temporarily in the noted locations for the purpose of loading and unloading, and preparing the vehicle for travel or storage subject to these Rules and Regulations of the GRF.

4.3.3.2. Notification – Shareholders/Members and Guests must notify Security Department immediately when entering the community with their RV or VUFR. This notification is required in order to park temporarily for a term as follows:

4.3.3.3. Maximum Consecutive Nights

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Shareholders/Members may park one (1) RV (and boat or trailer) or VUFR at a time temporarily in the approved location within the Clubhouse 4 (four) parking lot for a maximum of 21 (twenty-one) days at no charge. A second term will be allowed within twelve calendar months provided that the RV or VUFR has been out of the community for no less than one hundred eighty (180) days.

Guests may park one (1) RV (and boat or trailer) or VUFR at a time temporarily in the approved location within the Clubhouse 4 (four) parking lot for a maximum of 14 (fourteen) days at no charge. An additional 7 (seven) days are available with a fee. See section below. A second term will be allowed within twelve calendar months provided that the RV or VUFR has been out of the community for no less than one hundred eighty (180) days.

- 4.3.3.4.** In the event of an unexpected medical and or mechanical emergency the Security Chief, Deputy Security Chief or the Executive Director may grant a limited extension not to exceed 72 (seventy-two) hours.

EXCEPTION:

Watch Commander or Deputy Chief may grant extension until return of the Security Chief or Executive Director.

- 4.3.3.5.** The Security Chief must make a monthly report of all permitted vehicles to the Security Bus and Traffic Committee (SBT).

- 4.3.3.6.** Failure to comply may result in towing of the vehicle at the owner's expense.

4.3.4. Use of an RV or VUFR

- 4.3.4.1.** ShareholderS/Members and Guests may live in a RV or VUFR parked in the community for a maximum of seven (7) days. This includes sleeping, cooking or any other activities not associated with preparation of the vehicle for travel or storage.

- 4.3.4.2.** No animal or child shall be left alone in a vehicle at any time.

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- 4.3.5. Safety Requirements – All sections of the California Vehicle Code that are applicable to RVs and VUFRs shall be adhered to while parked in community.
- 4.3.6. Parking Fees for RV or VUFR
- 4.3.6.1. Shareholder/Member: Twenty-one (21) days – No Charge.
- 4.3.6.2. Guest of Shareholders/Member:
There is no charge for the first fourteen (14) days.
The following seven (7) days will be charged at rate of \$20.00 per day.
- 4.3.6.3. Payment will be collected by the Security Department at the time the Parking Permit is issued. Checks only. All other types of payments will be made at the Finance Department.
- 4.3.6.4. A second term will be allowed within twelve calendar months provided that the RV or VUFR has been out of the community for no less than one hundred eighty (180) days.

4.4. BUILDING FIVE, CLUBHOUSE SIX, HEALTHCARE CENTER, ADMINISTRATION AND ALLEY

No overnight parking is permitted.

EXCEPTIONS:

Security Vehicles;
CARE ambulances;
Pharmacy delivery vehicles; and
Two (2) Healthcare Vehicles;
24 Hour Nurse;
HCC Golf Cart;
GRF Vehicles; and
Innovative cleaning service vehicles.

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS**Adoption of GRF Policy 1927-37 – Parking Rules**4.5. AMPHITHEATER**

- 4.5.1.** No Shareholder/member may park in any space marked for "Staff" or HCC between the hours of 7am to 6pm, Monday to Friday.
- 4.5.2.** The parking space designated for the HCC 24-Hour Nurse may never be used by anyone else except that employee and the HCC Golf Cart.

5. BICYCLES/TRICYCLES

BICYCLES or TRICYCLES may not be parked in any manner interfering with foot or vehicle traffic. Bicycles must be parked utilizing parking racks where provided. Mutual Two is not liable for damaged, lost or stolen property.

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

Parking on a sidewalk is prohibited.

6. TOWING

The Security Department will take steps to identify the owner and make contact. Failure to contact the vehicle owner shall not affect the ability of Mutual Two to tow any vehicle in violation of these rules or posted signage.

6.1. Immediate Towing Situation

A vehicle parked in either Red Zone "Fire Lane" or "Fire Hydrant."

6.2. Red Ticket Towing Notice

The vehicle has been issued a notice of parking violation, and 96 hours have elapsed since the issuance of that notice.

7. DUE PROCESS

Due Process is a set of procedures of increasing stages of formality and associated additional costs to both parties.

7.1. Internal Dispute Resolution (IDR) Process

- 7.1.1.** Person charged with the violation (Violator) can pay the fine. The citation has the fines for parking violations on the reverse side of the form.
- 7.1.2.** The Violator has the right to contest the "rules violation" in writing to the Parking Rules and Violations Panel (PRV) within ten (10)

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business days of the date of the violation,

- 7.1.3. A hearing will be scheduled by the PRV of Mutual Two.
- 7.1.4. Violator may submit a response in writing within ten (10) business days of the violation to the PRV, if they are unable to attend the hearing.
- 7.1.5. The PRV must be notified ten (10) business days prior to the hearing if interpreter's services are needed and the language required.
- 7.1.6. Shareholders/Members will be notified in writing of the results of the hearing within 15 business days.

7.2. Notice of Hearing

The written RULES VIOLATION NOTICE (Citation) serves as written notice of the violation and hearing (Civ. Code §5855). The following items will be set forth in the written Violation of Rules:

- 7.2.1. Description of violation, including time of violation and location and possible penalties (including possible monetary penalties); and
- 7.2.2. Hearing date, time, and location of Hearing.

7.3. Notice Handout

This document supplements the Citation and must contain the following:

- 7.3.1. The date, time, and place of the hearing;
- 7.3.2. The nature of the alleged violation (including the date/time and location) for which a member may be disciplined;
- 7.3.3. A statement that the member has a right to attend the hearing and present evidence. (Civ. Code §5855(b).);
- 7.3.4. Notification that a "Failure to Respond" will acknowledge acceptance of the violation and the corresponding fine may be imposed; and
- 7.3.5. A section to indicate the need for an interpreter and the language requested. The PRV must be notified at least ten (10) business days prior to the hearing if the Shareholder/member will bring an interpreter.

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS****Adoption of GRF Policy 1927-37 – Parking Rules****7.4. Extensions**

The Shareholders/Member may request one extension of the panel hearing under these following circumstances:

- 7.4.1. An extension of Hearing date at least 48 (forty-eight) hours prior to the scheduled PRV hearing with no explanation;
- 7.4.2. An extension for medical, health or family issues;
- 7.4.3. The written notification to the PRV panel that the Violator is bringing a lawyer. This will require a minimum 30-day extension to insure PRV attorney will be present, or
- 7.4.4. A second extension may be granted by the PRV.

7.5. PRV Hearing

- 7.5.1. Defense - The Shareholders/Member has the right to examine and refute evidence. The photos may be viewed in the Security Office by appointment. The Security Department will have a representative present to explain all relevant information and evidence. This may include questions during the hearing. Members also have the right to submit their defense in writing rather than make an appearance before the PRV. (Corp. Code §7341(c)(3).)
- 7.5.2. Lawyers - The Shareholders/Member has a "right" to bring a lawyer to represent them in an IDR hearing. The Shareholder/Member must provide a 30-day written notification to the Panel. The Shareholder/Member may bring an Observer or interpreter.
- 7.5.3. The Panel Session is a closed meeting. Hearings will be held in executive session. The Shareholder/Member may request an open hearing.
- 7.5.4. If the Shareholders/Member does not appear at the scheduled meeting without prior notification to the Panel, this will be accepted as agreement by the Shareholders/Member of the validity of the violation and the appropriate fine may be assessed.

7.6. Post-Hearing Due Process

- 7.6.1. Findings - The PRV panel shall make "findings" to support the panel's decision regarding the alleged violation. Findings may allow for vacating the citation.
- 7.6.2. The fine is reasonable and rationally related to the operations of the association. The session will include violation number and results of hearing.

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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 the 4th Monday of each month at 9:00 a.m. in Administration Conference Room A.

7.7.3. A second meeting will be scheduled if the volume of hearing requests is too large; it will meet on the 4th Wednesday at 1:00 p.m. in Conference Room B.

EXCEPTION:

7.7.3.1. Contractors will be adjudicated by the Facilities Director.

7.7.3.2. Health Care Center (HCC) employees will be adjudicated by HCC management.

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

COMMUNITY OPERATIONS

ADOPT DRAFT POLICY

RESIDENT REGULATIONS

Adoption of GRF Policy 1927-37 – Parking Rules

FEES (FINES) FOR PARKING RULES VIOLATIONS ON TRUST PROPERTY

The following Parking Rules are strictly enforced and are applicable to all persons controlling or operating vehicles on any PROPERTY regulated by Mutual Two. This also refers to the streets, sidewalks, parking areas, clubhouses, grounds, and other amenities overseen by GRF.

Per the Occupancy Agreements all Shareholders/Members are solely responsible for the actions of their guests and employees; therefore they are solely responsible for the fines and penalties incurred by their guests or employees.

GRF vehicles are exempted from these policies when appropriate, such as maintenance or security vehicles assisting first responders or providing emergency services to a Shareholders/Member unit.

1. FINES FOR PARKING VIOLATIONS

Fee explanations for Fine table below:

- 1.1 Any animal or child left unattended in a vehicle will be reported immediately to Animal Control or Seal Beach Police.
- 1.2 **First Offense**
The first offense may result in either a Fix-It citation, a Warning, a Fine or the vehicle being towed. See table below.
A Fix-It citation allows 30 days for resolving the problem.
The fine may be waived by the PRV Panel.
- 1.3 Additional citations may be issued after each 24-hour period.
- 1.4 After the fourth RV or VUFR violation all RV or VUFR parking privileges are suspended for twelve (12) months beginning with the date of the fourth infraction.

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

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

MUTUAL ADOPTION

TWO:

AMENDMENTS

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVE A-1 TOTAL SERVICE CONSTRUCTION ESTIMATE FOR SEWER SLEEVE AT BUILDING 32
DATE: NOVEMBER 8, 2017

I move to approve the estimate from A-1 Total Service Construction for the sewer sleeve at Building 32, at a cost of \$9,463.45.



A-1 Total Service Construction
6424 Whittier Blvd
Los Angeles, CA 90022
(323) 726-3021
CA Lic# 906351

Estimate 10610452
Job 10610441
Estimate Date 11/2/2017
Completed Date
Customer PO

Billing Address
Golden Rain Foundation or Seal Beach Mutu
PO Bo3519 #Accounts Payable
Seal Beach, CA 90740 USA

Job Address
Liesure World/ Golden Rain
Foundation
13533 Seal Beach Boulevard
Seal Beach, CA 90740 USA

Estimate Details

ray. Contractor to excavate a 3x2x5ft deep area in the flower bed to access the sewer main. Clean descale and remove all roots and debris from the line and prep for install of up to 80ft of 4.5mm Perma Liner Lateral lining to terminate at the sewer main connection in the street across from the car ports. Upon completion of sewer lining a video will be taken and submitted showing proper repair of the sewer. At completion new clean out will be installed the Trench to be backfilled, compacted and leveled. Complete work area to be cleaned. Not responsible for removal or replacement of shrubs, plants, or plant life of any kind. We recommend to have Gardner remove all plants prior to the beginning of repairs. Contract price Includes labor, tax, material and a 25 year manufacture applied warranty against defects and 10 year labor warranty.

Sub-Total	\$9,463.45
Tax	\$0.00
Total	\$9,463.45

Thank you for your business!

A1 Total Service quote

Cost		Feet	Cost per foot
\$	38,844	175	\$ 222
			M2 Sewer
			90
Total to line 90 Feet			\$ 19,977

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVE HOLIDAY POTLUCK MEAT COST BY MUTUAL
DATE: NOVEMBER 8, 2017

I move to approve the cost of meats for the Holiday Poluck, at a cost of \$ _____ to be paid for by the Mutual.

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: LA SEISMIC SURVEY 2017
DATE: NOVEMBER 8, 2017

I move that Mutual Two will **OR** will not permit LA Seismic to place the nodes in Mutual Two common areas.



**Seismic Survey 2017
Leisure World
Project Description**

General Overview

Geologic mapping is a highly-interpretive, scientific process which produces a range of map products for many different uses. A key component in the construction of geologic maps is the acquisition of seismic data. Data created by this project will allow for scientific studies on the behavior of geological strata in the area. This data plays an important role in creating a clear picture of the subsurface. The density of sensors (nodes) will also allow us to look at the microseismicity on how deformation is taking place on a small-scale and how it changes with time.

This particular project, 'Seismic Survey 2017' is being performed over a larger area than any previous subsurface geological surveys in the LA Basin. The Survey Area will encompass a large portion of Long Beach, Seal Beach, Rossmoor, Los Alamitos and the Seal Beach Naval Weapons Station.

Breakthroughs in technology have revolutionized the analysis of the data to make this map the clearest picture ever made in this very important area of the LA Basin.

How is the Survey Performed?

Imaging of subsurface strata is accomplished by using state of the art technology to input acoustical energy into the ground by using specialized trucks and very sensitive passive wireless GPS listening devices called nodes. Nodes record the reflections of sound bouncing off layers of rock strata. The recorded data is downloaded and processed by highly-dimensional image of the earth's layers.

Small holes about 8 inches in diameter by 11 inches in depth are dug, in which the nodes are buried to record data; in fact, they cannot be seen at all during operations. The nodes are completely passive and emit no energy. They strictly record and store data. Upon project completion, the nodes are removed, and any disturbed areas will be restored to their previous condition or better. Survey trucks are used during this project to create a minor surface vibration which will emit acoustical energy into the ground. The energy levels are very similar to recycling trucks. Technicians monitor surface ground vibration levels with digital recording meters at every location. Survey trucks will be at any one location between 3 and 5 minutes.

Leisure World Request

LA Seismic is requesting permission from the Leisure World Master Association and the 16 Mutuels to place the nodes in Leisure World common areas. More detailed information will be presented by LA Seismic at the September 7, 2017 meeting



ACCESS PERMIT

Property Owner or Authorized Representative ("Grantor") hereby grants to LA Seismic and its contracted crew ("Operator") the temporary right to enter upon the property within the address below and install geophysical recording devices as generally depicted on the project map. The devices will be installed as follows: i) a pin flag survey nail will be placed at each proposed Device location; ii) Dig Alert will be notified by Operator; iii) a small hole (approximately six inches wide by ten inches deep) will be dug and a PVC sleeve with a cap will be placed in the hole and the hole covered up; iv) after all holes are drilled and sleeved for the Project, the Devices will be deployed by uncovering the hole, removing the sleeve, placing the Device in the hole and covering the hole back up. Upon completion of the Project, the Device(s) will be removed and the disturbed area will be returned to its original condition or better.

All operations hereunder will be conducted at Operator's sole risk and expense. Operator hereby indemnifies Grantor and holds Grantor harmless from all liability to, or claims from others which may result from Operator's operations on the Property, including any damage to recording devices, should they occur.

Please provide any information you feel will be necessary for us to perform our work within your property with a minimum of disturbance to your operations. In particular, we would like to have contact information for your landscaping company if you have one.

The undersigned ("Grantor") acknowledges receipt of this information and will allow LA Seismic contracted crew ("Operator") to enter and conduct seismograph field operations.

Address _____

Signature _____ Date _____

Printed Name _____

Phone Number _____

Acknowledged: _____ Date _____

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVE SEWER CLEANING CONTRACT
DATE: NOVEMBER 8, 2017

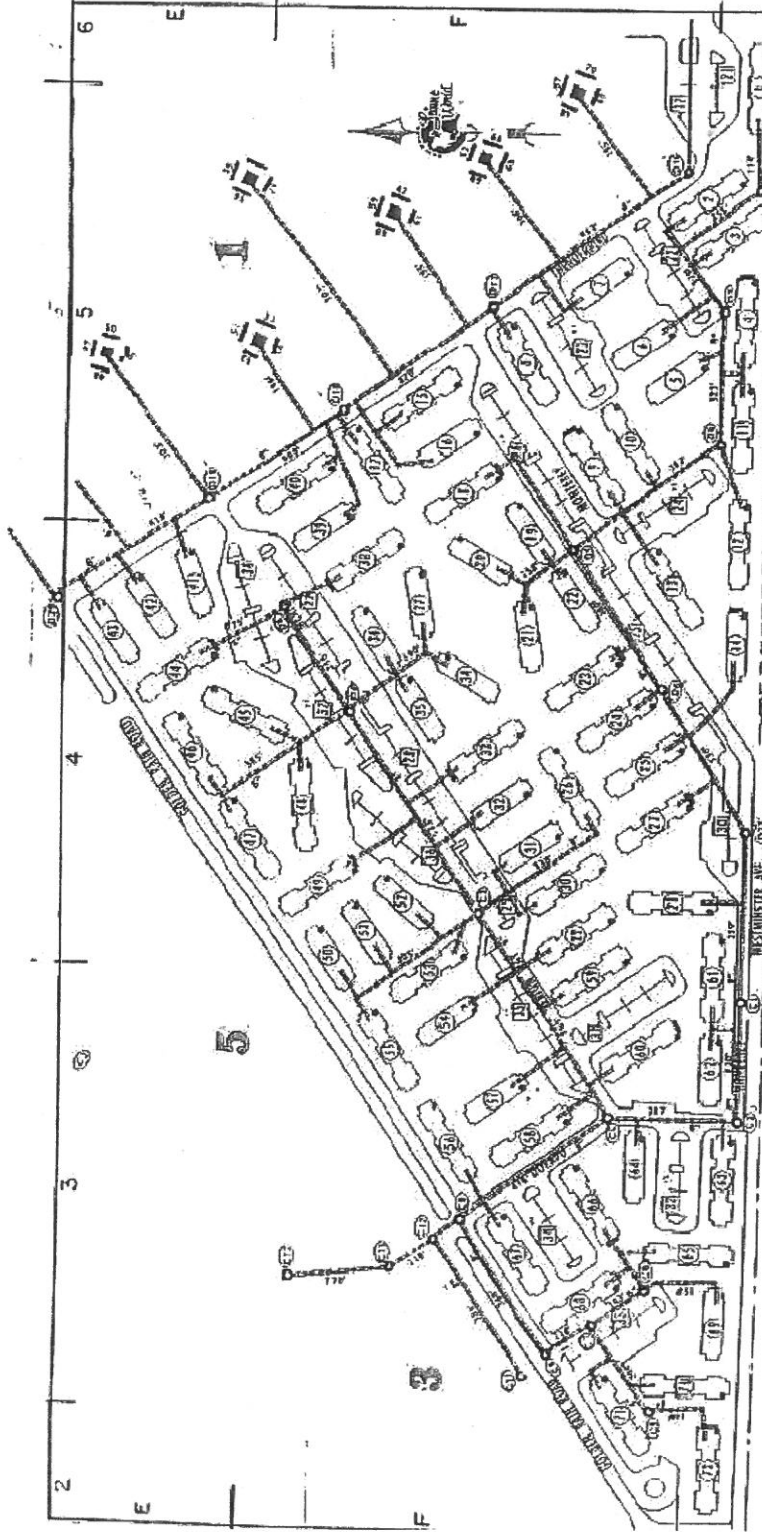
I move to approve a three-year contract for sewer cleaning in Mutual Two by
_____ starting _____ and ending _____,
(Company) (Date) (Date)

and authorize the President to sign the contract.

Nov Agenda

sewer clean bids comparison 2017-2020 dr. 10_23_17

MUTUAL	2017-2018		2018-2019		2019-2020		3 yr. total					
	EMPIRE	2017-2018	EMPIRE	2018-2019	EMPIRE	2019-2020	EMPIRE	3 yr. total				
2	\$ 4,256.00	\$ 7,092.00	\$ 4,665.00	\$ 4,804.80	\$ 10,620.00	\$ 4,804.00	\$ 4,511.36	\$ 7,092.00	\$ 4,945.00	\$ 13,572.16	\$ 24,804.00	\$ 14,414.00



LEISURE WORLD
SEWERS
Mutual 2

NOTES
MAIN AND LATERALS:
ft. Primary 12", 16", 18"
ft. Main 8"
ft. Secondary 6"

TOTAL AREA _____ **SQUARE FEET**

EMPIRE
MUTUAL 2
SANITARY SEWERS INST
DATE: 10/23/17

MAN HOLES

ZONES	A	B	C	D
11 NW				
26 N-E				
61 SW				
66 S-E				

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVE ANDRE PROPOSAL FOR RAIN GUTTER CLEANING
DATE: NOVEMBER 8, 2017

I move to approve the cleaning of the rain gutters by Andre Landscape, at \$6.00 per unit, for a total cost of \$5,184.00.



Andre Landscape Service, Inc.
 P.O. Box 1333
 Azusa CA 91702
 626-339-8003

Authorization Request

Auth#: 164217

Date: 11/06/2017

License: 724002

Mailed To: Golden Rain Foundation
 P.O. Box 2069
 Seal Beach CA 90740

Billed To: MUTUAL NO. 2 CORPORATION
 1661 C. Golden Rain Road
 Seal Beach CA 90740

PLEASE FAX OVER APPROVED AUTHORIZATION FORM TO: (626) 915-7262

Scheduled: 11/06/2017
Time:

Employee: 58
 Joseph Andre

Order#:

Description	Quantity	Price	Ext Price	Sales Tax
Gutter Cleaning 864 Units	864.00	6.00	5,184.00	

Notes:

Authorization Signature: _____ Purchase Order: _____ Date: _____

Thank you for your Business !

Not To Exceed	5,184.00
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Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVE \$1,000 TO FIX UP LAUNDRY ROOMS
DATE: NOVEMBER 8, 2017

I move to approve funds not to exceed \$1,000 for fixing up all Mutual laundry rooms, by adding new bulletin boards, with plastic sleeves for the minutes and other Mutual documents, and push pins.

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: REQUEST QUOTE FOR IRRIGATION AT BUILDINGS 4 TO 14
DATE: NOVEMBER 8, 2017

I move to direct the Building Inspector to obtain prices for installing a bubbler irrigation system along the Westminster Wall from Buildings 4 to 14, the length approximately 1,224 feet.

Bldg 14
F E D C B A

Bldg 12
F E D C B A

Bldg 11
F E D C B A

Bldg 4
F E D C B A

Side walk

5' 10"

1354'

wall

about 4 1/2'

Sidewalk 1224' from 4 to 14
Approx 130' more from bldg 4 to area toward bldg 3

e. Area for quote for irrigation B. 4 to 14

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVE A HOTLINE FOR GARDENING CALLS
DATE: NOVEMBER 8, 2017

I move to establish a HOTLINE for all gardening calls in Mutual Two.

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVE TRANSFER OF FUNDS
DATE: NOVEMBER 8, 2017

I move to transfer \$17,500 from the Contingency Fund to the Appliance Reserve Fund.

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: ADOPT NEW MEETING SIGN-IN SHEET
DATE: NOVEMBER 8, 2017

I move to adopt the new Meeting Sign-In Sheet for Mutual Two.

MUTUAL _____

Date: _____

Sign-In Sheet

Speakers must observe rules of decorum. Shareholder/members may observe the meeting but do not have the right to participate in the committee's deliberations or votes. Shareholders/members may address issues during the comment portion of the meeting. Shareholders, members and attendees may not engage in obscene gestures, shouting, profanity or other disruptive behavior. If a shareholder, member or attendee becomes disruptive, they may be expelled from the meeting. Shareholders/Members of the community are allowed to speak during the proscribed comment period for a time not to exceed TWO (2) minutes. This reasonable time period has been established to allow all attending shareholders/members the opportunity to address the committee.

	PRINT NAME	UNIT #	Would you like to speak	
1			Yes	No
2			Yes	No
3			Yes	No
4			Yes	No
5			Yes	No
6			Yes	No
7			Yes	No
8			Yes	No
9			Yes	No
10			Yes	No
11			Yes	No
12			Yes	No
13			Yes	No
14			Yes	No
15			Yes	No

MUTUAL _____

	PRINT NAME	UNIT #	Would you like to speak	
16			Yes	No
17			Yes	No
18			Yes	No
19			Yes	No
20			Yes	No
21			Yes	No
22			Yes	No
23			Yes	No
24			Yes	No
25			Yes	No
26			Yes	No
27			Yes	No
28			Yes	No
29			Yes	No
30			Yes	No
31			Yes	No
32			Yes	No
33			Yes	No
34			Yes	No
35			Yes	No
36			Yes	No
37			Yes	No
38			Yes	No

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVE SPENDING \$400 FOR BUILDING CAPTAINS' SEMINAR AND LUNCHEON
DATE: NOVEMBER 8, 2017

I move to approve spending \$400 for the Building Captains' Seminar and Luncheon scheduled for Wednesday, November 29, 2017, at Clubhouse 2, from 10:00 a.m. to 1:00 p.m.

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF FOUR COLORS TO PAINT EXTERIOR DOORS AND
WROUGHT IRON
DATE: NOVEMBER 8, 2017

I move to approve the Architectural Committee resolution to accept only these colors for painting exterior doors and wrought iron:

White: Vista Paint 000
0562 Sultry Castle 4-26-3 Color Guild
0450 River God Dieu de La Riviere Abedul Color Guild
0185 Nobel Crown Toninas Vista Paint

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF TREES AT CARPORT 24
DATE: NOVEMBER 8, 2017

I move to approve the purchase of 20 potocorpus trees for area at Carport 24, at a cost of \$_____.

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RATIFY PHONE POLL TO INSTALL CAMERA IN LAUNDRY ROOM
DATE: NOVEMBER 8, 2017

I move to ratify phone poll of _____ to place a camera in a laundry room.

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RATIFY PHONE POLL TO AUTHORIZE ATTORNEY VISIT
DATE: NOVEMBER 8, 2017

I move to ratify phone poll of _____ to authorize the Mutual attorney visit.

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVE TO CANCEL DECEMBER 21, 2017, REGULAR BOARD MEETING
DATE: NOVEMBER 8, 2017

I move to cancel the December 21, 2017, Regular Monthly Board Meeting.

Mutual Corporation No. Two

MEMO

TO: MUTUAL TWO BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: ACCEPT RESIGNATION OF KEN KNEBEL
DATE: NOVEMBER 8, 2017

I move to regretfully accept the resignation of Ken Knebel from the Mutual Two Board of Directors, effective November 30, 2017.