

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SIXTEEN
February 6, 2018
Meeting begins 9:30 a.m.
Administration Building Conference Room A

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. SHAREHOLDER COMMENTS (2-3 minutes per shareholder. Agenda items only.)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

Ms. Fekjar, GRF Representative
Ms. Hopkins, Mutual Administration Director
Mr. Antisdell, Building Inspector
Mrs. Aquino, Recording Secretary
5. APPROVAL OF MINUTES:
Regular Meeting Minutes of January 2, 2018
6. BUILDING INSPECTOR'S REPORT Mr. Antisdell
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (**handout**)
7. GRF Representative Ms. Fekjar
8. **UNFINISHED BUSINESS**
 - a. Ratify phone poll vote taken for Sole Source Tree trimming (p. 3)
 - b. Ratify phone poll vote taken to purchase a new Maytag Dryer (p. 5)
 - c. Ratify amended/posted Policy 7701.16 – Personal Property Insurance (p. 7-8)
 - d. Ratify adopted/posted Policy 7502.16.1 – Adoption of GRF Policy 1927-37 – Parking Rules (p. 9-28)
9. **NEW BUSINESS**
 - a. Discussion Fire Safety Inspections – April 2018
 - b. Resolution for Assembly Bill 634, Senate Bill 407 and Proposition 64 (p. 29)
 - c. Resolution for Incident Report handling (p. 31)
 - d. Resolution for Orange County Fire Authority – Master Lock Box Keys (p. 33)

STAFF SECRETARY BREAK 11:00 a.m.

(Friday, February 02, 2018 ka)

- | | | |
|-----|--|----------------|
| 10. | SECRETARY / CORRESPONDENCE | Ms. Clawson |
| 11. | CHIEF FINANCIAL OFFICERS REPORT | Mr. Grenrock |
| 12. | MUTUAL ADMINISTRATION DIRECTOR | Ms. Hopkins |
| 13. | ANNOUNCEMENTS | |
| 14. | COMMITTEE REPORTS | |
| 15. | DIRECTORS' COMMENTS | |
| | a. President's Report | Mr. Grenrock |
| | b. Vice President / Grounds Report | Ms. Merrifield |
| 16. | SHAREHOLDER(S') COMMENTS (2-3 MINUTES) | |
| 17. | ADJOURNMENT | |
| 18. | EXECUTIVE SESSION | |

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

**NEXT MEETING TUESDAY, March 6, 2018, in the Administration Building,
Conference Room A, at 9:30 a.m.**

(Friday, February 02, 2018 cp)

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL SIXTEEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RATIFY THE PHONE POLL TAKEN FOR SOLE SOURCE TREE TRIMMING
(UNFINISHED BUSINESS ITEM A)
DATE: FEBRUARY 6, 2018
CC: MUTUAL FILE

I move to ratify the phone poll vote taken on January 19, 2018, to approve the tree trimming proposal from Johns Landscaping, as a sole source bid, at a cost not to exceed \$1,280, and authorize the President to sign the contract.

**THIS PAGE LEFT
INTENTIONALLY
BLANK**

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL SIXTEEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RATIFY THE PHONE POLL TAKEN TO PURCHASE A NEW MAYTAG DRYER
(UNFINISHED BUSINESS ITEM B)
DATE: FEBRUARY 6, 2018
CC: MUTUAL FILE

I move to ratify the phone poll vote taken from January 12, 2018, through January 17, 2018, to approve the purchase of a new Maytag dryer, at a cost not to exceed \$777.31.

**THIS PAGE LEFT
INTENTIONALLY
BLANK**

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL SIXTEEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RATIFY AMENDED/POSTED POLICY 7701.16 – PERSONAL PROPERTY INSURANCE (UNFINISHED BUSINESS ITEM C)
DATE: FEBRUARY 6, 2018
CC: MUTUAL FILE

On September 17, 2012, Mutual Sixteen adopted Policy 7701.16 – Personal Property Insurance.

At the January 2, 2018, Board meeting Policy 7701.16 – Personal Property Insurance (attached) was amended and the 30-day posting requirement has been met.

I move to ratify amended/posted Policy 7701.16 – Personal Property Insurance.

MUTUAL OPERATIONS**AMEND****PHYSICAL PROPERTY****Personal Property Insurance - Mutual Sixteen**

Effective October 4, 2016, Mutual Sixteen shareholders, whether residing in their apartment or not, are required to carry personal property insurance to cover the personal contents of their apartment, to cover any damage to their apartment for which they are responsible, and to cover any damage, for which they are responsible, to adjacent apartments.

The Golden Rain Foundation and Mutual Corporation are not responsible for personal property, or damage to personal property stored or parked on the street or in the carport, such as vehicles and other property stored in or under the storage cabinets.

Shareholder shall obtain sufficient coverage for additional living expenses should the shareholder be unable to occupy their apartment while repairs are made to their apartment.

Shareholder shall obtain personal liability insurance in an amount sufficient for the indemnification of other persons who may be injured on their property. If shareholder owns a pet, \$300,000 in personal liability coverage is recommended. If shareholder does not own a pet, it is recommended that the personal liability coverage be \$200,000.

Shareholder should consider obtaining sufficient coverage to insure the value of any artwork, jewelry, antiques or other items that would not normally be covered by an average policy for personal property.

~~Upon obtaining personal property insurance, and upon annual renewal of the policy, Shareholder shall provide proof of insurance to the Stock Transfer Office in the form of the policy declarations page.~~

MUTUAL ADOPTION

SIXTEEN: 09-17-12

AMENDMENTS

10-04-16

(draft created on 12-27-17 ka)

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL SIXTEEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RATIFY ADOPTED/POSTED POLICY 7502.16.1 – ADOPTION OF GRF POLICY 1927-37 – PARKING RULES (UNFINISHED BUSINESS ITEM D)
DATE: FEBRUARY 6, 2018
CC: MUTUAL FILE

At the January 2, 2018, Board Meeting Policy 7502.16.1 – Adoption of GRF Policy 1927-37 – Parking Rules was adopted and the 30-day posting requirement has been met.

I move to ratify adopted/posted Policy 7502.16.1 – Adoption of GRF Policy 1927-37 – Parking Rules (attached).

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 Sixteen. This also refers to the streets, sidewalks, parking areas, clubhouses, grounds, and other amenities overseen by GRF.

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

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

1. PREFACE

In order to promote safety, all drivers and pedestrians shall follow the same parking rules as are required on public streets, unless otherwise specified herein.

2. DEFINITIONS

Words appearing in ALL CAPITAL LETTERS are defined in this section.

2.1. ALTERNATIVE DISPUTE RESOLUTIONS (ADR)

A method of resolving disputes other than by litigation involving a neutral third party pursuant to Civil Code Sections 5925-5965.

2.2. ASSIGNED PARKING

A defined parking location that has been designated for the use of a specific individual or group by the GRF.

2.3. BICYCLE/TRICYCLE

A device with 2 or 3 wheels, respectively, upon which any person can ride propelled exclusively by human power through a belt, chain or gears.

2.4. CAREGIVER

A non-shareholder/member hired or identified by a Shareholder/Member as providing part-time or full-time care. This person must be registered with Stock Transfer.

2.5. COMMERCIAL VEHICLES

A motor vehicle of a type required to be registered and used or maintained for the transportation of persons for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property. A COMMERCIAL VEHICLE shall also mean any type of vehicle, which includes without limitation,

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

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 unladed weight of less than 1,300 pounds, which is designated to be and is operated at no more than 20 mph, and has a maximum width of 48".

2.9. INTERNAL DISPUTE RESOLUTION (IDR)

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

2.10. LOW-SPEED VEHICLE (LSV)

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

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS****Adoption of GRF Policy 1927-37 – Parking Rules****2.11. MOBILITY SCOOTER**

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

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 Sixteen Board of Directors (BOD) has established a committee consisting of a facilitator, three (3) Mutual Sixteen 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;

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

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 Sixteen;

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 Sixteen President.

2.22. TRUST PROPERTY

All land operated by the GRF on behalf of the Mutuels.

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 SIXTEEN 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 – 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 SIXTEEN 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 – Towing Vehicles).

3.3.4. Sidewalk – No vehicle may be parked with any portion of it on a sidewalk.

3.3.5. Off Pavement – At no time may a vehicle be parked with any portion of it off pavement.

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

- 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 SIXTEEN 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 SIXTEEN PROPERTY.
- 3.3.6.5.** Trailers not connected to a vehicle are not permitted to be parked on MUTUAL SIXTEEN 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 SIXTEEN 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 – 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 – Towing Vehicles).
- 3.4.1.1.** Fire Hydrant or Fire Lane: No person shall park or leave standing any vehicle within 15 (fifteen) feet of a fire hydrant even if the curb is unpainted.
- 3.4.1.2.** Non-Fire Lanes: A vehicle may not be left unattended.

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

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 – Towing Vehicles).

3.7. CAREGIVER PARKING

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.

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

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

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

- 3.10.1. RV parked at any MUTUAL SIXTEEN PROPERTY facility **MUST** have Security Department issued decal or a Parking Permit.

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

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 SIXTEEN 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 SIXTEEN 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 SIXTEEN PROPERTY.

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).

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

- 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:

COMMUNITY OPERATIONS**ADOPT DRAFT POLICY****RESIDENT REGULATIONS****Adoption of GRF Policy 1927-37 – Parking Rules****4.3.3.3. Maximum Consecutive Nights**

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.**

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

- 4.3.4.2. No animal or child shall be left alone in a vehicle at any time.
- 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 Sixteen 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 Sixteen 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) business days of the date of the violation,
- 7.1.3. A hearing will be scheduled by the PRV of Mutual Sixteen.

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

- 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.

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;

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

- 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.
- 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.

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

- 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 Sixteen. 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.

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

| 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** **AMENDMENTS**

SIXTEEN:

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL SIXTEEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RESOLUTION FOR ASSEMBLY BILL 634, SENATE BILL 407 AND PROPOSITION 64 (NEW BUSINESS ITEM B)
DATE: FEBRUARY 6, 2018
CC: MUTUAL FILE

At the January 4, 2018, Presidents' Council, Executive Director Ankeny has respectfully requested and recommended that each Mutual Board contact respective legal counsel to protect the best interests of the Mutual in this important matter for possible drafting of Policy.

I move to request legal counsel opinion regarding Assembly Bill (AB) 634 Senat Bill (SB) 407 and Proposition 64.

Assembly Bill 634 (AB 634) Solar Energy Installation – Beginning January 1, 2018, Civil Code §714.1 no restricts associations from establishing a general policy that prohibits or requires membership approval of the installation or use of a rooftop solar energy system for household purposes on the roof of the building in which the owner resides, or a garage or carport adjacent to the building that has been assigned to the owner for exclusive use.

Senate Bill 407 (SB 407) Non-Commercial Solicitation – SB407 added new Civil Code §4515, which takes effect January 1, 2018. The new rule prohibits the governing documents of an association from prohibiting members or residents of a common interest development from engaging in certain activities. Those activities include:

(1) Peacefully meeting with members, guests and their invitees during reasonable hours and in a reasonable manner for purposes related to common interest development living, association elections, legislation, election to public office, or the initiative, referendum or recall processes; (2) Inviting public officials, candidates for public office, or representatives of homeowner organizations to meet with members, residents, or their invitees or guests and speak on matters of public interest; (3) Using the common area, or the area of a separate interest (with the consent of the member) for these meetings; (4) Canvassing and petitioning the members, association board of directors, and residents for these meetings at reasonable hours and in a reasonable manner; and (5) Distributing or circulating, without prior permission, information about common interest development living, association elections, legislation, election to public office, or the initiative, referendum, or recall processes, or other issues of concern to members and residents at reasonable hours and in a reasonable manner. In addition, a member shall not be required to, pay a fee, make a deposit, obtain liability insurance, or pay the premium or deductible on the association's insurance policy, in order to use the common area for the described activities.

Proposition 64 Adult Use of Marijuana Act – Cultivate up to six plants per residence and possess the marijuana produced by these plants. All plants and harvest in excess of one ounce must be kept in a locked space not in public view at one's residence. Local governments may still forbid cultivation outdoors, but will allow it inside a private residence or accessory structure that is "fully enclosed and secure." Possess, transport, obtain or give away to other adults 21 or older up to one ounce of marijuana or 8 grams of concentrated marijuana.

**THIS PAGE LEFT
INTENTIONALLY
BLANK**

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL SIXTEEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RESOLUTION FOR INCIDENT REPORT HANDLING (NEW BUSINESS ITEM C)
DATE: FEBRUARY 6, 2018
CC: MUTUAL FILE

At the January 4, 2018, Presidents' Council, Executive Director Ankeny has respectfully requested the directive of each Mutual Board should a Shareholder(s) deem the need to contact GRF Security Services to take an Incident Report relative to actions imposed by the Mutual Boards and/or Director.

I move to approve / deny that should a Shareholder(s) request an Incident Report relative to actions of a Mutual Board or a Mutual Board member, that GRF Security Services is to direct the Shareholder to draft correspondence to the attention of the Mutual Board.

**THIS PAGE LEFT
INTENTIONALLY
BLANK**

Mutual Corporation No. Sixteen

MEMO

TO: MUTUAL SIXTEEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RESOLUTION FOR ORANGE COUNTY FIRE AUTHORITY – MASTER LOCK BOX KEYS (NEW BUSINESS ITEM D)
DATE: FEBRUARY 6, 2018
CC: MUTUAL FILE

At the January 4, 2018, Presidents' Council, Executive Director Ankeny has respectfully requested the directive of each Mutual Board to provide the Orange County Fire Authority with Master Lock Box Keys.

I move to approve / deny the GRF (Golden Rain Foundation) to provide Orange County Fire authority with four (4) master lock box keys to be used in any and all emergency situations that may arise within the Mutual.