

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL FOURTEEN**  
**December 15, 2016**  
**1:00 p.m. in Building 5, Room B**

1. CALL TO ORDER & *PLEDGE OF ALLEGIANCE*
2. ROLL CALL
3. SHAREHOLDER COMMENTS
4. INTRODUCTION OF GRF REPRESENTATIVE AND STAFF:  
    Mr. Lukoff, GRF Representative  
    Mrs. Dailey, Office Secretary  
    Mr. Black, Building Inspector  
    Ms. Day, Recording Secretary
5. APPROVAL OF MINUTES:
  - a. Regular Meeting November 15, 2016
6. WELCOME
7. PRESIDENT'S REPORT Mr. Melody
  - a. Accept the resignation of Sue Worthington
  - b. Mutual 14 Board to appoint new Director to fill a  
    vacancy for the remainder of the 2016/2017 term of office
  - c. Mutual 14 Board to elect replacement of Board Secretary
8. BUILDING INSPECTOR'S REPORT Mr. Black
9. PHYSICAL PROPERTY COMMITTEE REPORT Mr. Stefun
  - a. Update on Roofing
10. GRF REPRESENTATIVE'S REPORT Mr. Lukoff
11. MUTUAL ADMINISTRATION REPORT Mrs. Dailey
12. UNFINISHED BUSINESS – NONE

13. NEW BUSINESS

Mr. Melody

- a. Discuss toilet stoppages and vote to bill shareholders for clogged toilets
- b. Discuss late fees and Occupancy agreement
- c. Amend Policy 7557.14 – Caregivers (pages 3-4)
  - i. Section 4.a – Doctor’s note must be on Doctor’s letterhead
  - ii. If fulltime 24/7 care is needed, it must be included in the Doctor’s note

**STAFF SECRETARY BREAK TIME (TIME TO BE DETERMINED BY PRESIDENT)**

14. CFO/FINANCIAL REVIEW/BUDGET REPORT

Mr. Faucett

- a. Discuss and Vote on California Property Tax Postponement Program

15. VICE PRESIDENT’S REPORT

Mrs. Jorgenson

16. SECRETARY’S REPORT

Ms. Worthington

17. COMMITTEE REPORTS:

- a. Landscape Committee Mr. Faucett
- b. Emergency Preparedness Mrs. Jorgenson
- c. SmartBurner/FireAvert Mr. Bourhenne
- d. Pets/Caregivers Mrs. Simon
- e. Parking and Towing Policy Mr. Stefun
  - i. Amend Policy 7582.14 – Towing Vehicles (pages 5-6)
  - ii. Rescind Policy 7582 – Towing Vehicles (pages 7-8)
  - iii. Amend Policy 7502.14 – Carport Regulations (pages 9-13)

18. SHAREHOLDER COMMENTS (Agenda Items Only)

19. ADJOURNMENT

20. EXECUTIVE SESSION (Legal, member issues)

**STAFF WILL LEAVE THE MEETING BY 4:10 P.M.**

**NEXT MEETING: Tuesday January 17, 2017, at 1 p.m.**  
**Building 5 – Conference Room B**

**MUTUAL OPERATIONS****RESIDENT SHAREHOLDER REGULATIONS****DRAFT POLICY WITH AMENDMENTS****Caregivers - Mutual Fourteen****1. Licensing Requirements**

- a. In order to work as a caregiver in Mutual Fourteen, caregiver should have a valid Seal Beach Business License or work for an agency with a valid Seal Beach Business License, per Seal Beach City Ordinance 1435. A copy of the license must be in the possession of caregiver at all times.

Exception: A family member (of a shareholder) who is acting in the capacity of a caregiver is exempt from possessing a business license, but must apply and receive a caregiver's pass and badge.

- b. A caregiver working in Mutual Fourteen must have a valid driver's license if driving a vehicle into Leisure World.

**2. Pass and Badge Requirements**

- a. All caregivers, whether working as a family member, as an individual, or through an agency, must apply and receive a caregiver's pass and clear badge holder through the Golden Rain Stock Transfer Office.

- 1) The pass must be renewed six months.
- 2) The pass must be worn in clear sight at all times.
- 3) Passes or badge holders may not be transferred or lent to anyone.

**3. Use of Laundry Facilities**

- a. Part-time caregivers may use laundry facilities for shareholder's laundry only. Part-time caregivers who use Mutual laundry facilities for their personal or family use will be permanently barred from the Mutual.
- b. Caregivers who are 24-hour live-ins may use washers and dryers for their personal use, but may not use the washers and dryers for other family members or friends.
- c. Washers and dryers are to be cleaned after every use.
- d. Only two washers and dryers may be used at a time.
- e. Washed items are not allowed to be hung on patios.

(\*date\*)

MUTUAL OPERATIONSRESIDENT SHAREHOLDER REGULATIONS**DRAFT POLICY WITH AMENDMENTS**Caregivers - Mutual Fourteen

4. General Requirements
  - a. A Doctor's note stating that a full or part-time caregiver is needed. **The note must be on the Doctor's letterhead. If fulltime 24/7 care is needed, that must be included in the Doctor's note.**
  - b. Caregiver must cease any noise that could be considered disruptive after 10 p.m., i.e., no loud televisions, radios, or talking, so as not to disturb the quiet enjoyment of neighbors.
  - c. Caregivers are not allowed to bring family members or friends to the apartment.
  - d. Caregivers are not allowed to bring pets into Leisure World.
  - e. Caregivers are not allowed to use community facilities.
5. Parking Regulations
  - a. If shareholder does not have a vehicle, caregiver may use the carport space for their own vehicle after obtaining a temporary parking pass through the Stock Transfer Office.
    - 1) The temporary parking pass must be clearly displayed on dashboard of caregiver's vehicle at all times.

MUTUAL ADOPTION

FOURTEEN: 18 Nov 08

AMENDMENTS08-19-14, 07-21-15, \*date\*(\*date\*)

## MUTUAL 14 - DRAFT

### SHAREHOLDER REGULATIONS

#### Towing Vehicles – Mutual Fourteen

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

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

#### A. Abandoned or Inoperable Vehicles

Prior to removing an abandoned or inoperable vehicle, the Security Department will:

1. Attach a 72-hour warning notice to the vehicle advising of the violation and intent to tow.
2. After a 72-hour follow-up is made, a registered letter will be sent advising the registered and legal owner of the intent to tow the vehicle away in 10 days if not moved. (See attached form letter.)
3. Before any vehicle is towed, Security personnel will contact the Seal Beach Police Department advising them of intention to tow. They will describe the circumstances and the vehicle, including license plate number, the towing company and at which location the vehicle will be stored.
4. A California Highway Patrol Form 180, Storage Report, will be completed by Security personnel at that time.
5. A tow truck will be called to remove the vehicle and store it at the designated tow storage facility.
6. The Security Department will maintain a current log of all towing transactions in order to provide registered owners information concerning stored vehicles.

#### B. General Parking Rules

1. Any vehicle without proof of current valid State registration may not be parked in Mutual Fourteen at any time.

**MUTUAL 14 - DRAFT**

**SHAREHOLDER REGULATIONS**

**Towing Vehicles – Mutual Fourteen**

2. Any vehicles without a Seal Beach Leisure World decal on windshield or pass displayed may not be parked on Mutual Fourteen property.

**C. Temporary Parking Permits**

1. All Parking Permits must be displayed on dashboard of vehicle identifying Mutual Fourteen building and unit number.
2. Vehicles in violation are subject to immediate tow away at owner's expense.

The Golden Rain Foundation and Mutual No. Fourteen liability ceases when the towing service removes the vehicle from Leisure World property.

**MUTUAL ADOPTION**

**AMENDED**

FOURTEEN:

MUTUAL OPERATIONS**RESCIND MUTUAL 14****SHAREHOLDER REGULATIONS****Towing Vehicles – Except Mutual Two, Nine, Twelve, Fourteen, and Seventeen**

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

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

**A. Abandoned or Inoperable Vehicles**

Prior to removing an abandoned or inoperable vehicle, the Security Department will:

1. Attach a 72-hour warning notice to the vehicle advising of the violation and intent to tow.
2. After a 72-hour follow-up is made, a registered letter will be sent advising the registered and legal owner of the intent to tow the vehicle away in 10 days if not moved. (See attached form letter.)
3. Before any vehicle is towed, Security personnel will contact the Seal Beach Police Department advising them of intention to tow. They will describe the circumstances and the vehicle, including license plate number, the towing company and at which location the vehicle will be stored.
4. A California Highway Patrol Form 180, Storage Report, will be completed by Security personnel at that time.
5. A tow truck will be called to remove the vehicle and store it at the designated tow storage facility.
6. The Security Department will maintain a current log of all towing transactions in order to provide registered owners information concerning stored vehicles.

**B. Other Vehicles**

(Mutual Six only – Vehicles not belonging to Mutual Six residents or Mutual Six visitors will get a Notice to Tow in 96 hours when parked on Mutual Six property.)

**MUTUAL OPERATIONS**

**RESCIND MUTUAL 14**

**SHAREHOLDER REGULATIONS**

**Towing Vehicles – Except Mutual Two, Nine, Twelve, Fourteen, and Seventeen**

Immediate action will be taken to tow vehicles when they are:

1. Parked in such a manner as to constitute a hazard.
2. Blocking a fire lane.

The Golden Rain Foundation and Mutual No. \_\_\_\_\_ liability ceases when the towing service removes the vehicle from Leisure World property.

**MUTUAL ADOPTION**

**AMENDED**

**RESCINDED**

ONE:	07-23-87		
TWO:	07-16-87		
THREE:	07-10-87		(See Policy 7582.2)-Feb 2016
FOUR:	07-06-87		
FIVE:	05-20-87		
SIX:	07-24-87	05-30-14	
SEVEN:	07-17-87		
EIGHT:	06-22-87		
NINE:	07-13-87		Rescinded on 09-12-16
TEN:	06-24-87		
ELEVEN:	06-18-87		
TWELVE:	07-09-87		(See Policy 7582.12)-May 2016
FOURTEEN:	07-24-87		(See Policy 7582.14) - <b>Date</b>
FIFTEEN:	05-18-87		
SIXTEEN:	06-15-87		
SEVENTEEN:	06-02-87		(See Policy 7502.17)-Nov. 2016



MUTUAL OPERATIONS**DRAFT****RESIDENT REGULATIONS****Carport Regulations – Mutual Fourteen****A. Carport Use**

1. Carports are to be used for parking of self-propelled land vehicles in operating condition; e.g., car, truck, motorcycle, scooters, golf carts, and a power wheel chair may occupy your carport but not in addition to a car. Stored items may include 2 bicycles, 2 tricycles, 1 broom, 1 ladder, 1 step stool, 1 shopping cart or wagon, and 1 dolly or hand truck. Vehicles and stored items belonging to a shareholder must not infringe upon another shareholder's space.
  - a. **Any vehicle without proof of current valid State registration may not be parked in Mutual Fourteen at any time.**
  - b. **Any vehicles without a Seal Beach Leisure World decal on windshield or pass displayed may not be parked on Mutual Fourteen property.**
  - c. **All parking permits must be displayed on dashboard of vehicle identifying Mutual Fourteen building and unit number.**
  - d. **Vehicles in violation are subject to immediate tow away at owner's expense.**
2. Current fire regulations prohibit the storage of fuel, oil or any combustible materials in the carport areas.
3. All vehicles when parked in the carports must be headed in and must not protrude outward beyond drip line.
4. Mechanical repairs on vehicles are not permitted to be performed in a carport, except for simple flat tire repair or jumping of a battery.
5. In accordance with Seal Beach Municipal Code 9.20.010, any vehicle leaking oil, antifreeze, or any other hazardous material is prohibited from parking in a Mutual carport or on a Mutual street or driveway.
6. In the absence of an authorized vehicle for parking, the carport floor space may NOT be used as a storage area, whether free-standing or in a container. Boats or trailers of any size or kind may not be parked in the carport.

**MUTUAL OPERATIONS****DRAFT****RESIDENT REGULATIONS****Carport Regulations – Mutual Fourteen**

7. If a carport is found to be in violation by the Director, a notice will be given to the shareholder to seek compliance. The material(s) stored in violation must be removed within ten days of a verbal and/or written notice to the shareholder. If the shareholder fails to cure the regulation violation(s) the board will have service maintenance remove and/or correct the items in violation and charge the expense to the shareholder. All items removed will be considered to have been abandoned and therefore will not be returnable at a later date.
  
- B. Carport Assignments
  
1. Carport assignments are controlled by the Mutual Corporation and a record of assignments is kept in the Stock Transfer Office of the Golden Rain Foundation.
  - a. Any vehicle parked in a carport must bear a current vehicle decal issued by the Golden Rain Foundation Security Department, except as stated in Section 2 a. and 2 b. 2.
  
2. Carport space may not be rented to or used by anyone who is not a shareholder of Mutual Fourteen and a member of the Golden Rain Foundation.
  - a. The carport assignee may allow temporary, short-term parking of a vehicle used by a house guest. A temporary parking permit must be filled out and signed by a Director and placed on the vehicle's dashboard lower left corner (permits available at Stock Transfer).
  - b. A shareholder temporarily using the assigned carport of another shareholder for less than one month must obtain a temporary parking permit to be filled out and signed by a Director and placed on the vehicle's dashboard lower left corner (permits available at Stock Transfer).
    - 1) Rentals intended for longer than a month shall be registered with Golden Rain Foundation by the completion of a Rental Form filed with the GRF Stock Transfer Office, with copies to the Mutual Corporation and to Security.
    - 2) A shareholder temporarily using the assigned carport of another shareholder for less than one month need only notify the President and have a note containing the date, shareholder's name and unit number on the dashboard or in a location visible from the outside.

MUTUAL OPERATIONS**DRAFT****RESIDENT REGULATIONS****Carport Regulations – Mutual Fourteen**

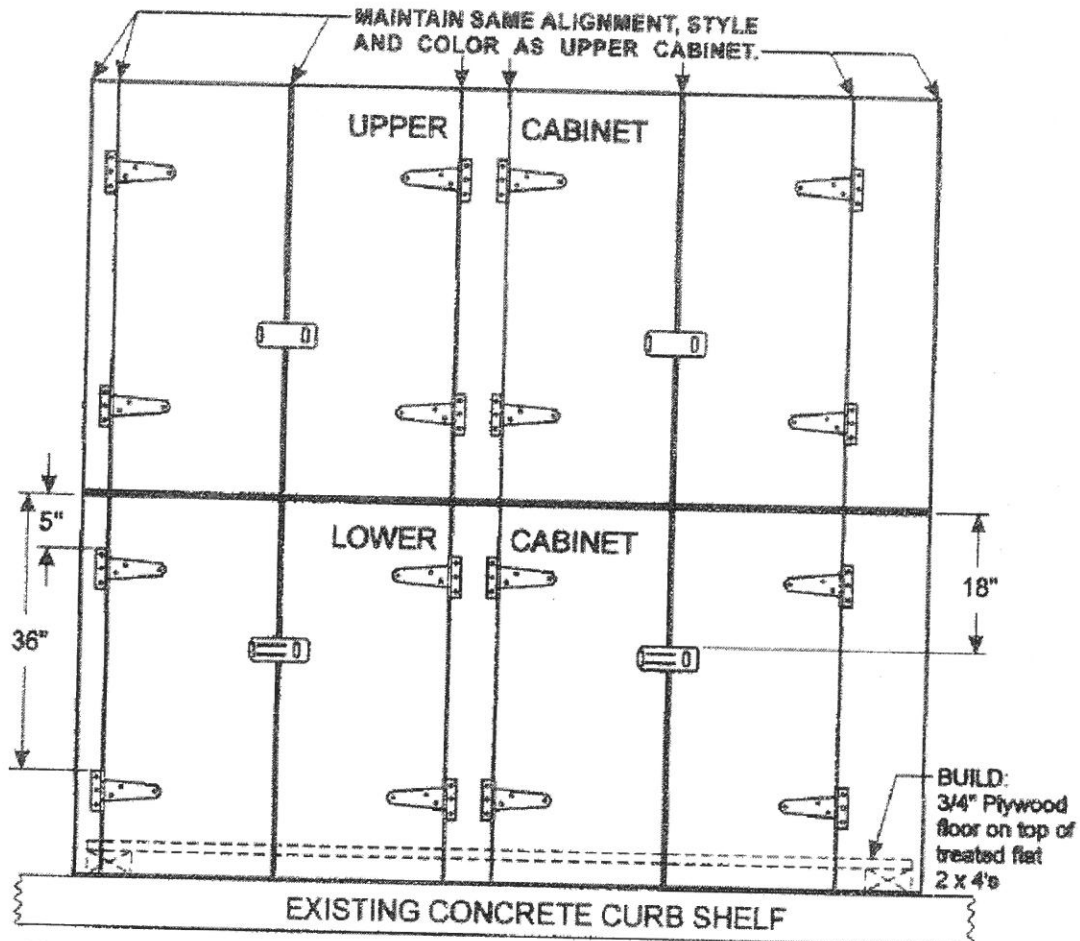
- 3) The rental is only temporary and is valid only so long as both participating parties agree.
  - 4) The rental is automatically terminated by the transfer of ownership of either party's unit.
  - 5) At all times, the Mutual Corporation retains the authority to revoke and cancel a carport rental agreement at its discretion.
3. Cars or self-propelled land vehicles parked in a carport in violation of the carport policy herein stated may be towed without further notice in accordance with Policy 7582, Towing, provided that two directors sign the directive for towing.
- C. Carport Maintenance
1. Shareholders may take reasonable steps to protect their vehicles from damage caused by birds or wild animals.
    - a. Wildlife-friendly methods of discouraging bird nesting and droppings, including hanging of CD or DVD discs, metal or wooden slants to block perches, wire, fishing line or store-bought deterrents are allowed.
  2. Carports shall be maintained by the Shareholder by removing unsightly oil, anti-freeze coolant, grease, and emission spots.
    - a. Shareholders shall remove all oil spots upon discovery. If shareholder fails to remove the spot(s), the shareholder shall be notified of the spill and be given ten business days to have the spot(s) cleaned up. If the shareholder does not remove the spot(s), the Mutual Corporation shall have them removed at the expense of the shareholder.
    - b. Shareholders may request or use any professional spot and oil removal group of their own or may request that Mutual Fourteen commission the removal and authorize charging the fees to their unit at any time, with or without notification to remove.
- D. Secondary Carport Storage Cabinets
1. Shareholders are permitted to have a secondary carport storage cabinet installed beneath the existing cabinet with the approval of the Board of Directors and a permit from the GRF Physical Property Department. A licensed contractor or handyman\* shall

**MUTUAL OPERATIONS****DRAFT****RESIDENT REGULATIONS****Carport Regulations – Mutual Fourteen**

build the cabinet per the dimensions and specifications shown on page 5. Paint and hardware must match the existing cabinet. Shareholders are responsible for maintaining and repairing any damage to the carport cabinets.

\*Policy 7401, Contractor License, states that the Mutual will not permit an unlicensed individual to perform work in the Mutual that costs more than \$500.

2. Shareholders that install a secondary carport storage cabinet without the prior written approval of the Board of Directors and a permit from the GRF Physical Property Department will be subject to the Fine Schedule. If a shareholder installs or constructs a secondary carport storage cabinet that is not in compliance with the specifications shown on page 5, the Mutual Board of Directors may issue written notice of the violation and the shareholder shall have ten days to “cure” the violation (the “Cure Period”). If shareholder fails to cure the violation within the Cure Period, the Mutual Board of Directors may fine the shareholder pursuant to the Fine Schedule shown below.
3. Any vehicle parked in a carport with secondary cabinets installed must not extend beyond the carport drip line. Secondary cabinets are non-standard items and may need to be removed at the seller’s expense upon the sale or transfer of the unit.

MUTUAL OPERATIONS**DRAFT****RESIDENT REGULATIONS**Carport Regulations – Mutual Fourteen**NOTES:**

1. Lower cabinet will vary from 46 1/2" TO 48" in height. Build accordingly.
2. Lower cabinet front must be flush with existing concrete curb shelf.
3. Block all areas between upper and lower cabinet to prevent rodent intrusion.
4. Install 4" long standard size wheel stop and secure with two 5/8" Zinc plated Hex head bolts and Zinc plated Fender washers, use appropriate concrete anchors. (Solid plastic stops are preferable) Adjust distance for specific vehicle.

**MATERIALS:**

1. HASP = Masterlock No. 704DPF - Big Paint Store - \$6.50 ea.
2. HINGES = Stanley, SKU-218272 Heavy Duty Gate Hinge - Hardware Source - \$2.49 ea.
3. Use quality 3/4" exterior plywood on front, doors and sides with the same or better finish as the top cabinets and caulk where needed.
4. Prime and paint all visible surfaces, inside and out.

**MUTUAL ADOPTION**

FOURTEEN: 02-11-72

**AMENDMENTS**09-23-88, 11-10-99, 12-08-99, 08-23-11, 09-27-11,  
04-24-12, 11-27-12, 04-23-13, 08-16-16

(Draft created 12-08-16 cd)