

A G E N D A
REGULAR MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL ELEVEN
November 17, 2016
1:30 p.m.

1. CALL TO ORDER, *PLEDGE OF ALLEGIANCE*
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, GUEST(S) AND STAFF:
 Ms. Greer, GRF Representative
 Ms. Hopkins, Mutual Administration Director
 Mr. Salazar, Building Inspector
 Ms. Day, Recording Secretary
4. APPROVAL OF MINUTES – **Regular Meeting of October 20, 2016**
5. BUILDING INSPECTOR'S REPORT Mr. Salazar
6. UNFINISHED BUSINESS –
 - a. Amend Policy 7582 – Towing Vehicles
7. NEW BUSINESS –
 - a. Approve garden landscaping plans for Unit 279-H
 - b. Approve garden landscaping plans for Unit 281-C
 - c. Screens for laundry room windows
 - d. Purchase two stoves for Emergency's, not to exceed \$500
 - e. Move \$45,000 from Infrastructure Reserves to Landscaping Reserves
 - f. Donation of bench from Unit 265-A by Laundry Room 265
 - g. Total Landscaping
 - h. Discuss 2017 Guest Passes – Board Resolution
 - i. Cancel December 15 Regular Board Meeting?
8. CHIEF FINANCIAL OFFICER'S REPORT Mrs. Baker
9. GRF REPRESENTATIVE Ms. Greer
10. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
11. DIRECTOR(S)' COMMENTS
12. ANNOUNCEMENTS
13. SHAREHOLDER(S)' COMMENTS (2-3 minutes)
14. ADJOURNMENT
15. EXECUTIVE SESSION (legal, member issues)

STAFF SECRETARY WILL LEAVE THE MEETING AT 4:00 P.M.

NEXT MEETING: DECEMBER 15, 2016, at 1:30 p.m.
CLUBHOUSE THREE, ROOM 9

cd: 11/10/16

MUTUAL OPERATIONS**AMENDMENT DRAFT POLICY****RESIDENT SHAREHOLDER REGULATIONS****Towing Vehicles – All Mutuals Except Twelve**

A towing program is hereby established which permits the Security Department **Mutual** 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 **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 CVC **Vehicle Code**, an appropriate sign **signage** will be posted at both entrance gates warning all **community entrance gates advising 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. **per California Vehicle Code Section 22658(a). The phone numbers to the Seal Beach Police Department and towing company are also listed on the signage.**

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.

(Draft created 09-12-16 Jaime)
(Updated on 9/29/16 Jaime/jl)

MUTUAL OPERATIONS

AMENDMENT DRAFT POLICY

RESIDENT SHAREHOLDER REGULATIONS

Towing Vehicles – All Mutuals Except Twelve

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, the Security Department will notify the tow 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 tow towing company to remove and store the vehicle.

B. Other Vehicles

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

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

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

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

MUTUAL OPERATIONS**AMENDMENT DRAFT POLICY**RESIDENT SHAREHOLDER REGULATIONSTowing Vehicles – All Mutuals Except Twelve**B. Tow Procedure:**

1. Attach a 96-hour warning notice to the vehicle, informing the vehicle owner of the violation and intent to tow upon non-compliance. A copy of the 96-hour warning notice will be provided to the Mutual Administration Department for processing.
2. If required by Mutual Policy, a registered letter will be sent advising informing the registered owner (per GRF Records) of the intent to tow the vehicle away after receipt of the letter if 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' receipt of the letter and initiates the period to comply. The Mutual Policy will determine how many days after receipt of the letter the violator has to comply.
3. After the 96-hour period, the Security Department will check for compliance and report their findings back to the Mutual Administration Department.
4. If the Mutual approval to remove the vehicle is received after upon confirming non-compliance to the 96-hour tow notice and/or receipt of the registered letter, a tow truck will be called appointed to remove and store the vehicle.
5. The Security Department will maintain a current log of all towing transactions in order to direct vehicle owners to the appropriate tow towing company.

MUTUAL OPERATIONS

AMENDMENT DRAFT POLICY

RESIDENT SHAREHOLDER REGULATIONS

Towing Vehicles – All Mutuals Except Twelve

MUTUAL ADOPTION

AMENDED

RESCINDED

ONE: 07-23-87
TWO: 07-16-87
THREE: 07-10-87
FOUR: 07-06-87
FIVE: 05-20-87
SIX: 07-24-87
SEVEN: 07-17-87
EIGHT: 06-22-87
NINE: 07-13-87
TEN: 06-24-87
ELEVEN: 06-18-87
TWELVE: 07-09-87
FOURTEEN: 07-24-87
FIFTEEN: 05-18-87
SIXTEEN: 06-15-87
SEVENTEEN: 06-02-87

05-30-14

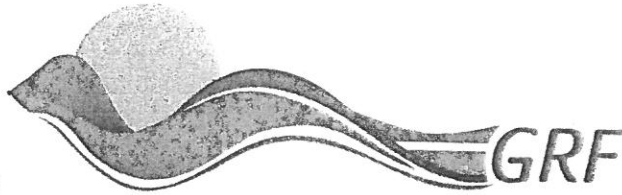
(See Policy 7582.2)-Feb 2016

Rescinded on 09-12-16

(See Policy 7582.12)-May 2016



(Draft created 09-12-16 Jaime)
(Updated on 9/29/16 Jaime/jl)



MUTUAL BOARD ACTION REQUEST

TO: MUTUAL BOARD OF DIRECTORS
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: 2017 GUEST PASSES
DATE: NOVEMBER 1, 2016
CC: FILE

2017 is less than 55 days away and we are preparing to print the 2017 guest passes. In accordance with policy 5536.1-33, four (4) guest passes will be sent to each unit. These passes will clearly indicate the unit address that the passes were supplied to for tracking of responsible party and guest verification. Per policy, four (4) additional guest passes may be issued per stipulations on Policy 5536.1-33.

As the policy is clear that the Executive Director or Mutual Administration Director is authorized to provide the additional passes, I respectfully seek action from each Mutual as follows;

On or before December 16, 2016, please provide a Board resolution (attached) providing direction on your Board approval to issue up to four (4) guest passes, or a lesser amount, as stipulated by your Board.

Of note:

- Each additional guest pass sold will be tracked with a monthly report provided to the Boards, noting the pass numbers and Shareholder/Member Guest Pass was issued to.
- For clear transparency and community notification, I will run an article in the news the week of December 19th, on the Guest Pass policy and note by Mutual the number of additional Guest Passes allowed.

Board Resolution

In accordance with GRF Policy 5536.1-33, up to four (4) additional guest passes may be issued to a Shareholder/Member per Policy terms and conditions. The GRF Executive Director and Mutual Administration Director, as agents for the Mutual Board, does hereby see approval to issue up to four (4) Guest Passes or a lesser number of Guest Passes, as duly approved by the Board.

I move to authorize the GRF Executive Director Mutual Administration Director to issue _____ **additional** Guest Passes, in accordance with GRF Policy 5536.1-33. Each Guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of Guest Passes issued noting the Shareholder/Member name as responsible party for the Guest.

Date Board Approved: _____, 2016

Signed: _____, Print Name: _____

Board President or Secretary