

MUTUAL OPERATIONS

SHAREHOLDER REGULATIONS

Towing Vehicles – Mutual Five

A towing procedure is hereby established which permits Mutual Five to remove and store vehicles 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 California Vehicle Code, appropriate signage will be posted at all community entrance streets advising all who enter 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).

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 the Fire Lane Regulation CVC 22953(b).
2. Violation of the Fire Hydrant Regulation (Mutual Policy).
3. Any vehicle deemed hazardous.

If approval is received from the Mutual, the Security Department will notify the tow company to respond and meet the designated Mutual representatives. A private property tow form will need to be signed by a Mutual officer authorizing the tow company to remove the vehicle.

B. Tow Procedure: Non-Immediate Action

1. Attach a 96-hour warning notice to the vehicle advising of the violation and intent to tow. A copy of the 96-hour warning notice will be provided to the Mutual Administration Department for processing.
2. A registered letter shall be sent informing the registered owner of the intent to tow the vehicle, if it 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.
3. After the 96-hour period, the Security Department will check for compliance and report their findings back to the Mutual Administration Department and a representative of Mutual Five.

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4. If 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 the vehicle 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 towing company.

MUTUAL ADOPTION

AMENDED

FIVE: 03-15-17

(Mar 17)