MUTUAL OPERATIONS

SHAREHOLDER REGULATIONS

Towing Vehicles – Mutual Twelve

A towing program is hereby established which permits the Mutual 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 Vehicle Code, appropriate signage will be posted at all community entrance gates 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). The phone numbers to the Seal Beach Police Department and towing company are also listed on the signage.

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.

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~~ 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.

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3. After the 96-hour period, 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 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 in order to direct vehicle owners to the appropriate towing company.

MUTUAL ADOPTION **AMENDED**

ELEVEN: 08-17-17

(Aug 17)