

Security receives many questions in regard to parking citations and appeals, hopefully the following will help explain the process, if you need further information please call parking enforcement (562) 431-6586 ext. 362 or email at patrol15@lwsb.com.

If you have received a citation you must pay the specified fine or contest it within **10 days** of the violation.

Payments should be mailed to:
Golden Rain Foundation
Finance Department
Attention: CASHIER
PO Box 2069
Seal Beach, Ca 90740

OR

Paid in person at:
13531 St. Andrews Dr.
Administration Building Cashier
Seal Beach, CA 90740
(Inside Leisure World)

Payments accepted by personal check, cashier's check or money order in the green envelope which was attached to the citation in question

Appeals

If you would like to appeal your citation, the requirements are as follows:

Please compose a letter explaining why you would like to appeal the citation and note whether you wish to attend the panel in person. Additionally, please provide the required documentation (see below) and mail to the Golden Rain Foundation with **your** address included.

PLEASE NOTE: THE CASHIER CANNOT IMMEDIATELY ASSIST IN THE APPEALS PROCESS, YOU MUST FOLLOW THE STEPS AS OUTLINED.

Photographs are taken at the time of the offense, these will be forwarded to the Parking Rules and Violations Panel together with your appeal information.

REMINDER: Make a COPY of your orange citation (if you have it) to include with your letter. PLEASE KEEP THE ORANGE COPY, DO NOT DISCARD. Include any and all additional documents that you would like to provide for your appeal.

For Expired Registration: If you feel you have received this citation in error, please provide a copy of your current DMV Registration along with a letter and your citation inside of the envelope provided.

For Disabled Parking: If you feel you have received the citation in error, please provide a copy of your current handicap/disabled placard or plate along with a letter and your citation inside of the envelope provided.

Once you have assembled the necessary documentation, send your appeal file to the following address utilizing US Mail or the white mailboxes located within Leisure World.

Golden Rain Foundation
Security Department
Attention: Parking Enforcement
PO Box 2069
Seal Beach, CA 90740

OR

Email:Patrol15@lwsb.com