Golden Rain Foundation

SECURITY, BUS & TRAFFIC COMMITTEE

Agenda

Administration Conference Room
Wednesday, November 14, 2018
1:00 p.m.

1. **Call to Order/Pledge of Allegiance**
2. **Roll Call/Notice of Quorum**
3. **Chairs Announcements**
   a. Introduction of Guests and Staff
      i. Linda Stone, GRF President
      ii. Randy Ankeny, Executive Director
      iii. Thomas Fileto, Interim Security Services Director
      iv. Larry Campbell, Security Services Manager
      v. Grant Winford, Fleet Manager
      vi. Corina Mancilla, Recording Secretary
   b. Rules of Order
   c. Chairs Comments
4. **Approval of Minutes**
   a. Minutes of the Meeting, October 10, 2018 (pp. 1-3)
5. **Staff Reports**
   a. Security Services Director (pp. 4-9)
   b. Fleet Manager (pp. 10-12)
   c. Executive Director
6. **Shareholder/Member Comments – Agenda Items Only**
   (Limited to 3 minutes per person)
7. **Correspondence**
   a. One Item (p. 13)
8. **Unfinished Business**
   a. Gate Access System
   b. Resident Security, Citation Issuing – Update (pp. 14-16)
   c. Lock Outs (pp. 17-18)
9. **New Business**
   a. Questionnaire Survey to Mutuals
   b. Parking Enforcement Specialist
   c. Lock Up
   d. Off Property Bus Service
   e. St. Andrews Gate Hours
   f. SBPD Sub-Station

10. **Policies**
    a. Traffic, Parking Rules and Regulations – Draft 05/09/18 (pp. 19-30)
    b. Fine Schedule – Draft (Suggested) (p. 31)
11. **President's Comments**
12. **Shareholder Member Comments**
    (Limited to 3 minutes per person)
13. **Committee Member Comments**
14. **Next Meeting**

    Wednesday, January 9, 2019

    Administration Conference Room – 1:00 p.m.
15. **Adjournment**

SECURITY, BUS AND TRAFFIC COMMITTEE MINUTES
October 10, 2018

The meeting of the Security, Bus and Traffic Committee was held on Wednesday, October 10, 2018 and was called to order at 1:00 p.m. by Chair Gould, in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Mr. W. Gould, Chair	Mr. P. Pratt
	Mrs. L. Perrotti, Vice-Chair	Mr. R. Stone
	Mr. T. Dodero	Ms. L. Stone, Ex-Officio

Staff and Guests:
Mr. R. Ankeny, Executive Director
Mr. P. Bristow, Security Services Director
Mr. G. Winford, Fleet Manager
Mrs. C. Mancilla, Recording Secretary
Ms. S. Massa-Lavitt, City Council
Ms. P. Snowden, GRF Representative, Mutual Two
Ms. S. Hopewell, GRF Representative, Mutual Six
Ms. R. Winkler, GRF Representative, Mutual Ten
Ms. I. Heinrichs, GRF Representative, Mutual Eleven
Ms. L. Findlay, GRF Representative, Mutual Twelve
Mr. B. Lukoff, GRF Representative, Mutual Fourteen
Eight Shareholders/Members

Chair Gould greeted and welcomed everyone to the Security, Bus and Traffic Committee meeting and introduced Foundation members, guests and staff.

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.

In accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the Security, Bus and Traffic Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting and a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member/shareholder comment period, not to exceed three minutes, as set forth in Policy 5610, Participation by Foundation Members/Shareholders. The minutes of today's Committee Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in November 2018.

DRAFT

CHAIR'S ANNOUNCEMENTS

Chair Gould welcomed the Committee members, guests and staff, including GRF President Linda Stone; Executive Director, Randy Ankeny; Security Services Director, Paul Bristow; Security Services Manager, Larry Campbell; Fleet Manager, Grant Winford and Recording Secretary, Corina Mancilla.

APPROVAL OF MINUTES

> The minutes of the September 12, 2018, meeting were approved, as presented.

STAFF REPORTS

Security Services Director

The Security Services Director provided the August Security Report.

Fleet Manager

The Fleet Manager provided the August Transportation and Mini-Bus Report.

Executive Director

The Executive Director provided information and updates throughout the meeting.

CORRESPONDENCE

The Committee reviewed three pieces of correspondence regarding driver's license, response to appeal and traffic (speed).

It was Consensus of the Committee to forward the correspondence regarding traffic (speed), to the Physical Property Committee.

UNFINISHED BUSINESS

RFP for Gate Access System

After a brief discussion, Mrs. Perrotti MOTIONED, seconded by Mr. Dodero and carried unanimously by the Committee members–

> **TO** recommend the GRF BOD the conceptual approval to continue the Gate Access System, in the amount not to exceed $500,000.

Additional Golf Club Parking – CH2, CH5, CH6

The Executive Director provided updated information on additional golf club parking for Clubhouse Two, Five and Six.

DRAFT

Resident Security – Citation Issuing

It was consensus of the Committee to address this agenda item at the next scheduled meeting and requested staff to bring parking statistics.

Lock Outs

The Security Services Director was requested to draft a proposed policy on lock outs and bring back at the next scheduled meeting.

Chair Gould called in for a fifteen-minute break at 2:30 p.m.

POLICIES

It was consensus of the Committee to address all policies at the next scheduled meeting:

- Traffic, Parking Rules and Regulations – Draft 05/09/18
- Fine Schedule – Draft (Suggested)

PRESIDENT'S COMMENTS

The President commented on the items pertaining to the Committee's area of purview throughout the meeting.

SHAREHOLDER/MEMBER COMMENTS

Three shareholders/members spoke on the proceedings of the Committee meeting.

COMMITTEE MEMBERS COMMENTS

Five Committee members spoke on the proceedings of the Committee meeting.

ADJOURNMENT

Chair Gould adjourned the meeting at 3:18 p.m.

_____
Wayne Gould, Chair
SECURITY, BUS AND TRAFFIC

cm 10.10.18

DRAFT

INTERIM SECURITY CHIEF REPORT

TO: SECURITY BUS & TRAFFIC COMMITTEE
FROM: TOMMY FILETO, INTERIM SECURITY SERVICES DIRECTOR
SUBJECT: MONTHLY DEPARTMENT REPORT
DATE: OCTOBER 30, 2018
CC: FILE

Accomplishments / Narrative

- **Staffing Levels** – Three (3) new Security staff members were hired in the month to replace the nine (9) vacant positions currently needing to be filled. Interviews are in process.

- **Employee Hours –** Working to bring security staff hours into compliance with GRF Policy.

Goals and Objectives (for upcoming months):

- **Employee Hours –** Continue to work to lower overtime and over 28 hours. Employee shifts have returned to 16 hours to allow for extra shift coverage and training time allowed.

- **Training & Evaluation Program –** Is continuing and I have added improvements. This program will be evaluated this coming month.

- **Database System –** Working with ITS Department on improvements to the vehicle decal database system.

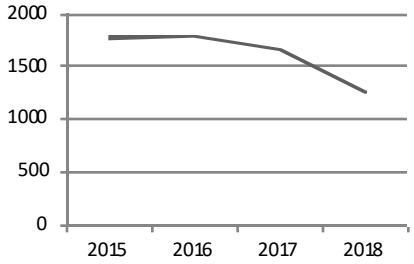
- **Employee Parking Pass –** Additional employee passes were handed out to OptumCare.

- **Safety Training –** Safety Coordinator, Eloy Gomez is working with the Security Department to develop monthly safety training program.

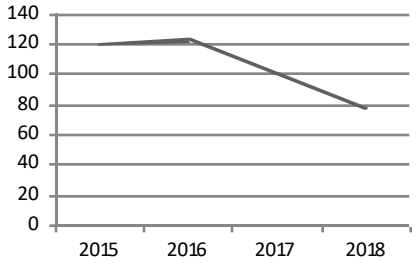
GOLDEN RAIN FOUNDATION SECURITY DEPARTMENT FOUR YEAR COMPARISON REPORT

	PARAMEDICS	TRAFFIC ACCIDENTS	FIRE REPORTS	THEFT REPORTS	DOA REPORTS	DECALS ISSUED	LOCKOUT	INCIDENTS	MEMBER SERV.	INCOMING CARS	LOST	INCOMING CALLS
2015	1783	120	29	129	170	6079	1247	587	21667	892083	97	210879
2016	1782	123	29	92	128	4747	1149	1413	23472	2827088	42	224695
2017	1653	100	27	110	133	5585	1210	454	23475	2698750	32	203434
2018	1261	78	18	92	116	3824	835	518	17141	1943808	38	176344

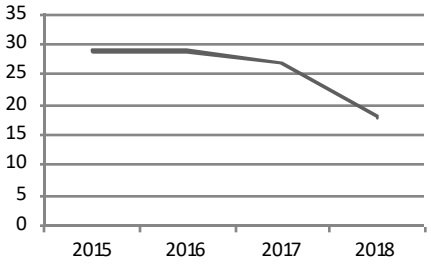
PARAMEDICS



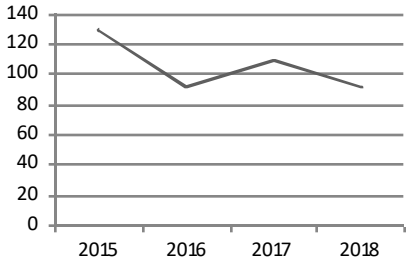
TRAFFIC ACCIDENTS



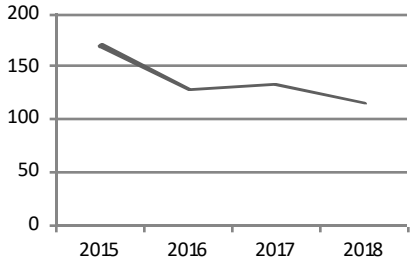
FIRE REPORTS



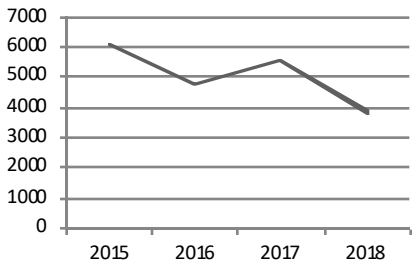
THEFT REPORTS



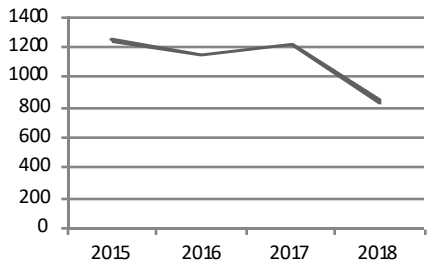
DOA REPORTS



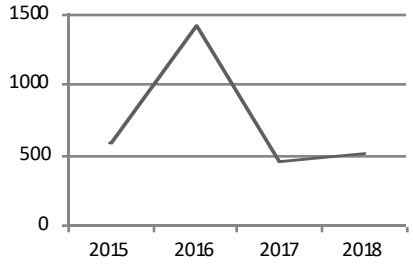
DECALS ISSUED



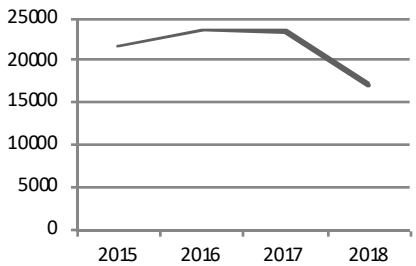
LOCKOUT



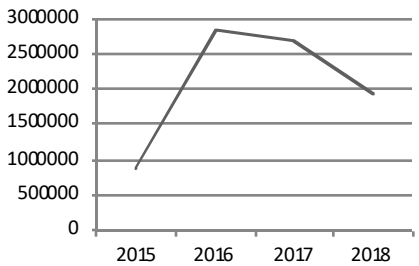
INCIDENTS



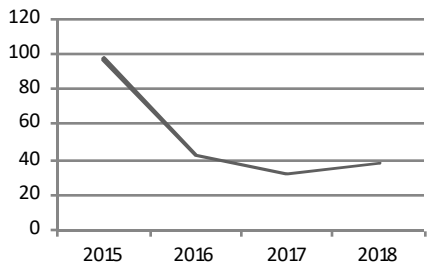
MEMBER SERV.



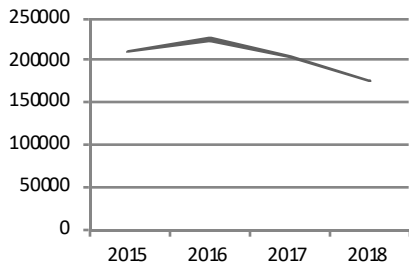
INCOMING CARS



LOST



INCOMING CALLS



Budget Variance Report - September 2018
Security - CC 37

GL Code	Account Description	Variance	Explanation
6100000	Salaries & Wages	-49,842	Unfavorable due to 50 cent raise, coins which was not included in 2018 budget.
6140000	Employment Taxes	7,633	Favorable: due to delay in full time positions
6142000	Workers Compensation	23,078	Favorable lower than anticipated premiums
6143000	Group Insurance	42,747	Favorable due to low participation at present
6211000	Continuing education	2,203	Department changes delayed implementation
6217000	Uniforms and Laundry	(2,890)	Cost of new polo shirts for security and new reflective jackets
6410000	Office supplies	1,788	Cost reduction measures by staff
6410015	Computer Supplies	(1,227)	Replacement of aging equipment
6410020	Equipment	6,876	lower than anticipated purchases
6951000	Non-Bud Exp for Committee	1,000	Favorable - no funds used at this time.
5351100	parking Fines	18,082	Fines
	Total Explained Variances	49,448	of $56,177

P.O. Box 2069
Seal Beach CA 90740

Sep Actuals	Sep Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
				Expenses - Security				
116,632	105,261	(11,371)	6100000 37	Salaries & Wages - Security	1,004,152	954,310	(49,842)	1,274,443
9,104	8,136	(968)	6140000 37	Employment Taxes - Security	91,676	99,309	7,633	124,060
7,360	9,540	2,180	6142000 37	Workers' Compensation - Security	62,782	85,860	23,078	89,317
2,502	6,608	4,106	6143000 37	Group Insurance - Medical - Security	16,725	59,472	42,747	79,296
137	149	12	6143300 37	Group Insurance - Dental - Security	702	1,341	639	1,788
83	100	17	6143500 37	Group Insurance - Vision - Security	421	900	479	1,200
1,283	1,163	(120)	6144000 37	401(k) Match - Security	9,657	10,544	887	14,081
233	255	22	6145000 37	Group Insurance - Life - Security	1,675	2,295	620	3,060
178	298	120	6146000 37	Long Term Disability Insurance - Securit	1,313	2,682	1,369	3,576
220	159	(61)	6211000 37	Continuing Education - Security	220	2,423	2,203	2,900
645	1,010	365	6212000 37	Employee Exams - Security	5,594	9,090	3,496	12,120
0	30	30	6214000 37	Meals & Special Events - Security	85	270	185	360
0	33	33	6215000 37	Mileage - Security	0	297	297	396
647	726	79	6217000 37	Uniforms & Laundry - Security	9,424	6,534	(2,890)	8,712
868	794	(74)	6410000 37	Office Supplies - Security	5,358	7,146	1,788	9,528
11	100	89	6410005 37	Building Supplies - Security	350	900	550	1,200
389	238	(151)	6410010 37	Hospitality - Security	3,032	2,142	(890)	2,856
0	41	41	6410015 37	Computer Supplies - Security	1,596	369	(1,227)	492
624	1,166	542	6410020 37	Equipment Expense - Security	3,618	10,494	6,876	13,992
460	511	51	6410030 37	Printer / Copier Supplies - Security	3,391	4,599	1,208	6,132
1,027	1,102	75	6420100 37	Electricity - Security	8,711	9,058	347	11,801
344	451	107	6422000 37	Telephone - Security	3,563	4,059	496	5,410
53	53	0	6425100 37	Natural Gas - Security	1,130	969	(161)	1,140
226	231	5	6444000 37	Equipment Rental - Security	2,037	2,087	50	2,780
1,432	63	(1,369)	6471000 37	Building Repair & Maintenance - Security	2,467	567	(1,900)	756
1,431	417	(1,014)	6472000 37	Equipment Repair & Maintenance - Securit	8,460	3,749	(4,711)	5,000
35	35	0	6477210 37	Pest Control - Security	315	315	0	420
221	175	(46)	6478000 37	Service Contracts - Security	1,761	1,575	(186)	2,100
113	0	(113)	6481000 37	Computer Maintenance & Software - Securi	113	0	(113)	0
40	500	460	6482000 37	Dues, Memberships & Books - Security	535	4,500	3,965	6,000
0	0	0	6483000 37	Propane - Security	0	320	320	500
0	0	0	6491000 37	Miscellaneous Writeoffs - Security	254	0	(254)	0
0	0	0	6951000 37	Committee Discretionary Expense - Securi	0	1,000	1,000	1,000
146,298	139,345	(6,953)		Total Expenses	1,251,117	1,289,176	38,059	1,686,416
				Other Cost Recovery				
2,805	800	2,005	5351100 37	Parking Fines - Security	25,282	7,200	18,082	9,600
2,805	800	2,005		Total Other Cost Recovery	25,282	7,200	18,082	9,600

P.O. Box 2069
Seal Beach CA 90740

Sep Actuals	Sep Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
139,739	139,735	4	5330000 37	Income / Refund from Mutuals - Security	1,257,651	1,257,615	36	1,676,816
142,544	140,535	2,009		Total Cost Recovery	1,282,933	1,264,815	18,118	1,686,416
				Off Budget Items				
(3,754)	1,190	(4,944)		Net Income / (Expense)	31,816	(24,361)	56,177	0

TO: SECURITY, BUS & TRAFFIC COMMITTEE

FROM: TOMMY FILETO, INTERIM SECURITY SERVICES DIRECTOR

SUBJECT: SECURITY MONTHLY REPORT

DATE: October 31, 2018

SECURITY MONTHLY COMMITTEE REPORT

	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	2018 YTD	2017 YTD
Deaths Reported	18	13	16	17	15	7	11	8	11	116	133
Fires	4	2	1	1	-	4	3	2	1	18	27
Theft	11	9	12	13	11	10	6	11	9	92	110
Vandalism	-	-	5	3	6	3	5	1	2	25	33
Traffic Collisions	7	7	7	9	6	6	15	9	12	78	100
Lost Shareholder	3	-	4	6	2	4	8	9	2	38	32
Incident	48	32	41	58	69	55	70	74	71	518	454
Injury	19	12	8	17	14	11	14	13	8	116	128
Paramedics	180	144	163	131	134	131	133	122	123	1,261	1,653
Care	17	23	18	12	15	12	12	13	14	156	180
Shareholder Services	1,803	1,780	2,028	2,014	2,146	2,284	2,108	2,083	1,895	17,141	23,475
Decals Issued	512	406	458	446	466	427	402	449	358	3,824	5,585
Lock-Outs	109	77	101	93	85	104	98	122	76	835	1,210
Seal Beach Police Department	115	62	81	117	92	78	104	103	101	853	1,247
Citations: Residents, Parking (C1)	114	101	160	153	174	146	134	170	171	899	1,380
Citations: Residents, Moving (C2)	-	-	-	-	-	-	-		-	-	21
Citations: Non-Residents, Parking (C3)	92	50	91	24	105	124	110	79	113	788	1,299
Citations: Non-Residents, Moving (C4)	-	-	-	-	-	-	-	-	-	-	6
Citations: GRF Employee, Parking (C5)	-	-	-	-	-	1	-	-	-	1	1
Citations: GRF Employee, Moving (C6)	-	-	-	-	-	-	-	-		-	-
Citations: LWHCC, Parking (C7)	-	-	-	-	-	-	-	-	-	-	3
Citations: LWHCC, Moving (C8)	-	-	-	-	-	-	-	-	-	-	-
Citations: Contractors, Parking (C9)	-	-	-	-	-	2	-	7	-	9	9
Citations: Contractors, Moving (C10)	-	-	-	-	-	-	-	-	-	-	-
Incoming Calls	21,027	18,083	20,061	19,907	18,752	18,466	20,476	20,618	18,954	176,344	203,434
Incoming Vehicles Screened at Gates	88,033	216,173	229,778	231,348	300,153	296,005	196,394	385,924	150,000	2,093,808	2,698,750

SECURITY, BUS & TRAFFIC COMMITTEE

TO: MARK WEAVER, COMMUNITY FACILITY DIRECTOR

FROM: GRANT WINFORD, FLEET MANAGER

SUBJECT: MINIBUS MONTHLY REPORT SEPTEMBER 2018

DATE: OCTOBER 4, 2018

CC: FILE

TOTAL PASSENGERS:	**5281**	(6642) ACCESS, T.J.'s & EVENT BUS
DAILY AVERAGE MON-FRI:	**264**	
2018 YEAR TO DATE:	**39181**	(54868) ACCESS, T.J.'s & EVENT BUS

PASSENGER TOTALS FOR WEEKDAY ROUTES FOR THE MONTH

AM-BUS	A-BUS	B-BUS	C-BUS	D-BUS	PM-BUS	CALL INS
155	883	1153	874	892	154	91

PASSENGER AVERAGE FOR WEEKDAY ROUTES FOR THE MONTH

AM-BUS	A-BUS	B-BUS	C-BUS	D-BUS	PM-BUS	CALL-INS
11	48	65	47	53	8	5

PASSENGER TOTALS/AVERAGE FOR WEEKEND ROUTES FOR THE MONTH

D-BUS	PM-BUS
490 / 45	493 / 45

THE ACCESS W/C BUS MADE **439** ONE WAY TRIPS FOR A DAILY AVERAGE OF **15** TRIPS PER DAY. THE ACCESS BUS PICKED UP **618** PASSENGERS IN THE MONTH OF SEPTEMBER.

THE MONDAY & WEDNESDAY BUS TO TRADER JOE'S PROVIDED RIDES FOR **324** PASSENGERS ON **3** MONDAYS AND **4** WEDNESDAYS IN THE MONTH OF SEPTEMBER.

THE AMPHITHEATER & MOVIE BUSES (REGULAR & ACCESS) PROVIDED RIDES FOR **279** PASSENGERS IN THE MONTH OF SEPTEMBER

THE EXPO ON SATURDAY SEPTEMBER 15, PROVIDED RIDES FOR **140** PASSENGERS.

Budget Variance Report - September 2018

Security Bus & Traffic - CC ## 38

For Cost Center 38 there is a favorable variance of $40,621 through the month of September 2018 The major variance is due to the following:

CC	GL Code	Account Description	Variance	Explanation
38	6100000	Salaries & Wages	9,853	Favorable- Less labor used than budgeted
38	6140000	Employment Tax's	6,479	Favorable- Cost was less than budgeted
38	6142000	Workers Compensation	7,522	Favorable-Actual premiums are less than planned plus 2017 refund of 1,190
38	6143000	Group Insurance- Medical	6,259	Favorable- Cost was less than budgeted
38	6144000	401(k) match	2,815	Favorable- Actual request less than budgeted
38	6217000	Uniforms& Laundry	(896)	Unfavorable-New Bus driver uniforms
38	6472000	Equipment Repair & Maintenance Transportation	(3,694)	Unfavorable-Un scheduled repairs to fleet
38	6472100	Equipment Repair & Maintenance Bus	16,057	Favorable- Repairs to buses expected late in the year
38	6483105	Propane Minibus	(3,532)	Unfavorable- Early purchase
38	6483105	Gasoline	(3,300)	Unfavorable- Early purchase
		Total Explained Variances	37,563	

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Transportation			
6100000 38	Salaries & Wages - Transportation	304,782	314,635	9,853
6140000 38	Employment Taxes - Transportation	27,862	34,341	6,479
6142000 38	Workers' Compensation - Transportation	20,162	27,684	7,522
6143000 38	Group Insurance - Medical - Transportati	14,666	20,925	6,259
6143300 38	Group Insurance - Dental - Transportatio	721	414	(307)
6143500 38	Group Insurance - Vision - Transportatio	340	261	(79)
6144000 38	401(k) Match - Transportation	3,728	6,543	2,815
6145000 38	Group Insurance - Life - Transportation	783	774	(9)
6146000 38	Long Term Disability Insurance - Transpo	628	900	272
6211000 38	Continuing Education - Transportation	0	1,500	1,500
6212000 38	Employee Exams - Transportation	2,115	2,007	(108)
6214000 38	Meals & Special Events - Transportation	0	90	90
6215000 38	Mileage - Transportation	0	90	90
6217000 38	Uniforms & Laundry - Transportation	7,124	6,228	(896)
6410000 38	Office Supplies - Transportation	4,567	5,301	734
6410005 38	Building Supplies - Transportation	77	90	13
6410010 38	Hospitality - Transportation	801	180	(621)
6410015 38	Computer Supplies - Transportation	441	90	(351)
6410022 38	Tool Expense - Transportation	1,182	1,125	(57)
6410030 38	Printer / Copier Supplies - Transportati	175	90	(85)
6472000 38	Equipment Repair & Maintenance - Transpo	7,132	3,438	(3,694)
6472100 38	Equipment Repair & Maint - Minibus - Tra	10,943	27,000	16,057
6478000 38	Service Contracts - Transportation	615	1,400	785
6482000 38	Dues, Memberships & Books - Transportati	0	90	90
6483000 38	Propane - Transportation	621	1,674	1,053
6483100 38	Propane - Minibus - Transportation	17,779	14,247	(3,532)
6483105 38	Gasoline - Transportation	47,550	44,250	(3,300)
6484000 38	Permits & Licenses - Transportation	1,027	1,075	48
	Total Expenses	475,821	516,442	40,621
5330000 38	Income / Refund from Mutuals - Transport	510,201	510,201	0
	Total Cost Recovery	510,201	510,201	0
	Off Budget Items			
	Net Income / (Expense)	34,380	(6,241)	40,621

Noonan 7 – 164D

COURTESIES and FRIENDLY REMINDERS .... Expired LW Decals

I received a "Parking Violation" with a request for $20 for "No Valid GRF Decal ...." tucked underneath a "**Courtesy** Notice" letting me know my decal had expired. It was placed on my windshield approximately 2 ½ days after the expiration date. Two days later I received a letter with four pictures of my car and a picture of the front of the parking violation notice. Then another letter, dated seven days after the Parking Violation, was a **friendly reminder** that my account "has an outstanding amount."

As a "courtesy" to the Security Department and Accounts Receivable:
On the back of the Parking Violation:

"You must respond to this citation within **TEN (10) business days** of the issue date ...."

On the letter received two days after issuance of the violation:

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

This is conflicting information for the residents, possibly a four or five day difference regarding the payment due date.

HERE ARE TWO SUGGESTIONS TO TRULY EXTEND COURTESIES and FRIENDLY REMINDERS:

1. Involve the security personnel at the gates, at least the North and South gates. I usually use these gates because they are never as busy as the Main Gate. Last year I was fortunate to have the guard stop me and extend a **friendly reminder** that my decal was close to expiration. Would it be possible to have all security guards extend this **courtesy**? Unless I'm mistaken, the decals expire at the first of each month, so this should not be difficult to implement. (I've been behind cars who stop to have a **friendly** "chat" with the guards.)

2. Have the security personnel who drive around "looking for expired" decals place a **"Courtesy Notice"** near the end of the month before the expiration date as the **friendly reminder** to renew instead of after the decal expires.

What is the main objective here: Courtesy towards the residents or collecting money?

Copies emailed to: Kathleen Rapp, Mutual 7 Director
Security Department, "Patrol 15"
Copy delivered: With payment, Accounting Dept. collection box

Golden Rain Foundation Golden Rain Foundation Leisure World, Seal Beach

MEMO

TO: SECURITY BUS AND TRAFFIC COMMITTEE
FROM: PAUL BRISTOW
SUBJECT: CITATIONS BY MUTUAL AND LOCATION
DATE: OCTOBER 15, 2018
CC: FILE

The following information is taken from tickets issued between May 2018 and September 2018.

GRF and Mutual tickets			
	Five Month Period	Approximate Annual	
GRF	1,678	4,027	
Mutuals	546	1,310	

May 2018-Octobe 2018 Ticket Report	May	Jun	Jul	Aug	Sep	Oct	Total
SECTION 1 MUTUAL VIOLATIONS							
Mutual 1	9		30	27	14		80
Mutual 2	36	14	16	7	12	3	88
Mutual 3				1	3	1	5
Mutual 4			1	1			2
Mutual 5	3					1	4
Mutual 6	6	25	3	12	5		51
Mutual 7						12	12
Mutual 8	4	1	8	3	2		18
Mutual 9		10	14		13	4	41
Mutual 10				7	14		21
Mutual 11	1			2	1		4
Mutual 12	17	9	3	11	17	2	59
Mutual 14	10	7	1	8	12	20	58
Mutual 15	48	31	14	16	32		141
Mutual 16	1		1	1	2		5
Mutual 17	3		1				4
Total - Mutual Violations	135	97	91	96	127	43	589

	May	Jun	Jul	Aug	Sep	Oct	Total
SECTION 2 TRUST PROPERTY VIOLATIONS							
HCC/Administration Lot	7	30	5	9	10	4	**65**
Amphitheater Lot	3	19	11	12	12	6	**63**
Clubhouse 1 Lot	5	5		23	3	2	**38**
Clubhouse 2 Lot	4	5	7	13	6	4	**39**
Clubhouse 3/4 Lot	19	12	11	15	14	4	**75**
Clubhouse 5/6 Lot	16	15	19	17	17	7	**91**
RV Lot		1	4		2	2	**9**
1.8 Acres		1		1	1		**3**
Total - Trust Property Violations	**54**	**88**	**57**	**90**	**65**	**29**	**383**

May 2018-Octobe 2018 Ticket Repor	May	Jun	Jul	Aug	Sep	Oct	Total
SECTION 3 TRUST STREETS VIOLATIONS							
Alderwood Ln.	1		1	2	2	2	8
Annandale Dr.	1	3	10	5	11		30
Brookline Rd.					2		2
Burning Tree Ln.	11	6	2	7	5	1	32
Canoe Brook Dr.			1	3	1	2	7
Cedar Crest Ln.		2		3			5
Church Pl.		3	5	1	2		11
Danbury Ln.							0
Del Monte Dr.	10	7	10	9	5	9	50
El Dorado Dr.	12	13	27	6	5	7	70
N. Fairfield Ln.	2		1	1			4
S. Fairfield Ln.				1			1
Foxburg Rd.		1			3		4
Fresh Meadow Ln.			1		1		2
Glen View Rd.		1					1
Golden Rain Rd.	4	2	4		4		14
Homewood Rd.							0
Interlachen Rd.	6			2	1		9
Kenwood Rd.							0
Knollwood Rd.			1				1
Mayfield Rd.							0
Medinac Ln.							0
Merion Way	1		2	1		2	6
Monterey Rd.	6	4	1	2	3	1	17
McKinney Way		2			6	2	10
Nassau Dr.			1		3	7	11
Northwood Rd.	8	1	6	2	5	1	23
Oak Hills Dr.		1			4		5
Oakmont Rd.	1	4	4	4	1	1	15
Pelham Rd.	4	2					6
Prestwick Rd.						6	6
St. Andrews Dr.	8	21	5	14	13		61
St. John Rd.	10	7	1	2	3		23
Scioto Rd.							0
Seaview Ln.							0
Shawnee Ln.							0
Skokie Rd.							0
Southport Ln.			1				1
Sunningdale Rd.		2		1			3
Tam O'Shanter Rd.		1		2			3
Thunderbird Dr.		7	7	2	8	1	25
Twin Hills Dr.							0
Weeburn Rd.							0
Wenthworth Ln.							0
Total - Trust Street Violations	85	90	91	70	88	42	466

Lockouts

Totals per mutual from January through August 2018

	1X	2X	3X	4X	5X	6X	7X	8X	9X	10X	11x	Total
Mutual 1	**92**	**8**	**5**	**1**	**1**	**2**	**0**	**0**	**0**	**0**	**0**	**140**
Mutual 2	**46**	**13**	**1**	**0**	**5**	**0**	**0**	**0**	**0**	**0**	**0**	**100**
Mutual 3	**43**	**8**	**0**	**2**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**75**
Mutual 4	**23**	**7**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**40**
Mutual 5	**24**	**4**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**1**	**50**
Mutual 6	**29**	**5**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**39**
Mutual 7	**25**	**3**	**0**	**0**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**41**
Mutual 8	**11**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**27**
Mutual 9	**32**	**2**	**2**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**42**
Mutual 10	**14**	**2**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**23**
Mutual 11	**22**	**0**	**2**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**36**
Mutual 12	**38**	**2**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**47**
Mutual 14	**14**	**5**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**29**
Mutual 16	**5**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**5**
Mutual 17	**11**	**5**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**24**
TOTALS	**429**	**66**	**13**	**6**	**12**	**2**	**0**	**1**	**0**	**0**	**1**	**718**
Total calls over one time												
		132	39	24	60	12	0	8	0	0	11	286
										Estimated over one year		**434**

The majority of Lockouts take between 10 and 20 minutes of an officer's time, this includes response time, locating unit, and checking ID, etc. This can be compounded if the member has no ID.

Typically the member has simply forgotten to take their key with them, on occasion they have actually lost the key which request further assistance.

To invoice members for the time, Finance has estimated that it will require 15 minutes of the Finance department's time.

With the new incident report software, lockouts can be easily tracked, to give an accurate record of openings over one in a determined period of time.

Lockouts – cost of response – Admin – Per Lockout			
Position / Department	Duration	Cost	Yearly x 434
Dispatch	5 min		
Patrol	20 min		
Finance	25 min		
Total	50 min	$14.00	$6,076.00

Process:

With the dispatch and incident report writing software, tracking of actual time taken and calls, will be made accurate and simple.

The dispatch officer will name the call as a lockout request, this will be in a pull down menu in the system.

Officer will respond, status of call will be added to the system IE, was door opening required?

A monthly report can be run on all lockout request, the names will then have to be run separately as a search, any with over one call in the calendar year will be forwarded to Finance for billing.

Process will need to exclude/delete each lockout that is billed, unless a cumulative process is adopted.

COMMUNITY OPERATIONS

VEHICLE PARKING POLICY

PARKING RULES FOR TRUST PROPERTY

The following Parking Rules and Violations Fees (Fines) are strictly enforced and are applicable to all persons controlling or operating vehicles on any TRUST PROPERTY regulated by the Golden Rain Foundation (GRF) of Seal Beach. This refers to the streets, sidewalks, parking areas, clubhouses, grounds, and other amenities overseen by GRF.

Per the Occupancy Agreements for Mutual 1-12, 14-16 and Mutual 17 CCRs: all LEGAL RESIDENT/Members, co-occupants and qualified permanent residents are solely responsible for the actions of their guests and their employees; therefore, they are solely responsible for the fines and penalties incurred by those guests or employees.

GRF vehicles are exempt from these policies when appropriate.

1. **Definitions**

1.1. **ALTERNATIVE DISPUTE RESOLUTIONS (ADR):** A method of resolving disputes other than by litigation involving a neutral third party pursuant to Civil Code Sections 5925-5965.

1.2. **ASSIGNED PARKING:** A defined parking location that has been designated for the use of a specific individual, or group by the GRF as marked by a sign, curb or pavement marking.

1.3. **BICYCLE:** The term "BICYCLE" means a device upon which any person can ride, propelled exclusively by human power through a belt, chain, or gears, and having one or more wheels, including tricycle and quadricycle.

1.4. **BUSES:** A large motor vehicle, having a long body, equipped with seats or benches for passengers.

1.5. **CAREGIVER:** A person who cares for someone who is sick or disabled. This person must be registered with Stock Transfer.

1.6. **COMMERCIAL VEHICLES:** A motor vehicle of a type required to be registered and used or maintained for the transportation of persons for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property.

1.7. **CONTRACTOR:** A person who contracts to furnish supplies or perform work at a certain price or rate.

1.8. **DECAL:** A GRF produced and applied semi-permanent sticker.

1.9. **EMPLOYEE:** A person working for another person or a business firm for pay.

Draft

1.10. **GOLDEN RAIN FOUNDATION (GRF):** GRF, a not for profit corporation, administers the shared Trust property and facilities owned by the 16 Mutual corporations.

1.11. **GOLF CART:** The term "GOLF CART" used herein means a MOTOR VEHICLE having not less than three wheels in contact with the ground, having an unladen weight of less than 1,300 pounds, which is designed to be and is operated at no more than 20 mph, and has a maximum width of 48".

1.12. **GUEST:** Guest is used herein means any person who is not a "RESIDENT" as listed above.

1.13. **INTERNAL DISPUTE RESOLUTION (IDR):** An internal procedure offering an opportunity for both sides to meet and confer in good faith in an effort to resolve a dispute and reach a resolution of alleged violations of community rules. Davis-Sterling article 2. 5900-5920

1.14. **LOW SPEED VEHICLE (LSV):** The term "LSV (LOW SPEED VEHICLE" used herein means a MOTOR VEHICLE similar to and including a Gem car, which is designed to travel in excess of 20 MPH with a maximum speed of 25 MPH. LSVs less than 48" in width shall be driven in accordance with the rules and regulations established for GOLF CARTS. LSVs more than 48" in width are prohibited from all walkways and sidewalks.

1.15. **MOTOR VEHICLE:** An automobile, truck, bus, or similar motor-driven conveyance.

1.16. **MOTORIZED BICYCLE:** Two-or more wheeled vehicle supplemented with an electric motor that is electric or combustion.

1.17. **MOBILITY SCOOTER:** A vehicle that is propelled by an electric motor.

1.18. **MOTORCYCLE:** A motorcycle has more than a 150-cc engine size, and no more than three wheels and must be registered with the Department of Motor Vehicles (DMV).

1.19. **MOTOR-DRIVEN CYCLE:** A motor-driven cycle has 149 cc or less engine size (CVC §405) and must be registered with The Department of Motor Vehicles (DMV)

1.20. **MUTUAL PROPERTY:** Mutual property as used herein means any property owned by the mutual corporations.

1.21. **PARKING PERMIT BINDER:** A register maintained by the Security Department to document vehicles granted a limited exception to certain parking rules.

Examples: Extended RESIDENT'S absence, overnight RV parking, late night calls for over-night guests without a parking permit.

Draft

1.22. **PEDESTRIAN:** The term "PEDESTRIAN" means any person who is afoot or who is using a means of conveyance propelled by human power other than a bicycle. PEDESTRIAN also includes any person operating a self-propelled wheelchair, or motorized scooter, and by reason of physical disability, is otherwise unable to move about as a person who is afoot.

1.23. **POLICY/ RULES VIOLATION PANEL (PRV):** The GRF Board of Directors (BOD) has established a committee consisting of a facilitator (the GRF Vice President), three (3) GRF directors and an alternate as may be designated from time to time by the BOD and assigned to meet on a rotating schedule to hear disputes.

1.24. **PROHIBITED VEHICLES:** Aircraft, Boats, personal watercraft, and their trailers, except as allowed under Recreational Vehicles.

Inoperable Vehicles, a vehicle that lacks a functioning engine or transmission, or

Non-functioning wheels, tires, doors, windshield, or any other major part or equipment necessary to operate safely on the highways;

Off-road vehicle (not street licensed) other than GOLF CART or GOLF CAR.

1.25. **LEGAL RESIDENT:** The term "RESIDENT" as used herein means any owner or LEGAL RESIDENT or legal occupant such as qualified permanent LEGAL RESIDENT under the age of 55, a co- occupant {a residing non-owner}, a live-in caregiver or Mutual Seventeen renter.

1.26. **RECREATIONAL VEHICLE (RV):** A motor vehicle or trailer for recreational dwelling purposes; a motor home or other vehicle with a motor home body style which has its own motor power or is towed by another vehicle. EXCEPTION: Van camper conversions.

1.27. **RULES VIOLATION NOTICE (CITATION):** A written notification of a violation of parking or traffic policies.

1.28. **SEAL BEACH LEISURE WORLD:** The term "IN LEISURE WORLD" as used herein means on any property managed by the Golden Rain Foundation and/or owned by the Mutual Corporations.

1.29. **SERVICE PROVIDER:** Organization, business or individual which offers service to others in exchange for payment.

1.30. **TRUST PROPERTY:** All properties held in trust and operated by the GRF on behalf of the Mutual.

1.31. **TRUST STREETS:** Streets with names.

1.32. **UNREGISTERED VEHICLE:** No current valid State registration.

Draft

2. APPLICATION OF REGULATIONS

2.1. **CALIFORNIAN VEHICLE CODE:** Except as otherwise stated herein, Division 11, Rules of the Road, and Division 12, Equipment of Vehicles, of the most current California Vehicle Code, and all amendments or revisions apply in SEAL BEACH SEAL BEACH LEISURE WORLD (Trust Property) to all PEDESTRIANS and persons operating MOTOR VEHICLES or BICYCLES.

2.2. **AREAS FOR AUTHORIZED PARKING OF MOTOR VEHICLES:** All motor vehicles on Trust Property shall be parked on designated parking areas only.

2.3. **CITATIONS:** Security Officers shall issue a Notice of Violation ("Citation") for violations of rules and regulations.

Any person in violation of the rules and regulations set forth in this policy, including, without limitation, a LEGAL, RESIDENT, CAREGIVER, CONTRACTOR, GUEST, SERVICE PROVIDER or EMPLOYEE, shall be subject to the provisions set forth herein ("VIOLATOR").

2.4. **APPEALS:** LEGAL RESIDENTS have the right to contest within thirty (30) days of the date of the violation. A hearing will be scheduled, with the LEGAL RESIDENT receiving at least ten (10) days prior written notice, at which the LEGAL RESIDENT may contest before penalties are imposed.

Once thirty (30) days have elapsed from the date of violation, appeal rights will not apply.

2.5. **REPEAT VIOLATIONS**

If the violator is deemed a repeat offender (defined as three (3) or more violations within a consecutive twelve (12) month period, a letter will be sent by first class mail and email to the violator notifying them of a hearing of the policy Review Violations (PRV) Panel. The Panel may impose a revocation of vehicle access into or within Seal Beach Leisure World, and shall provide the LEGAL RESIDENT with written notice of its decision within fifteen (15) days following the action:

In the case of a LEGAL RESIDENT or non-LEGAL RESIDENT caregiver the Mutual LEGAL RESIDENT will be notified.

For EMPLOYEES, the notice shall be forwarded to the Human Resources office to be dealt with per current Employee Handbook.

Handicapped Placards

Handicapped person placard display violations may be dismissed if a Handicapped person placard identification is valid at the time of the citation and is presented to the Security Department (first offense only).

2.6. **DMV VIOLATION DISMISSAL**

DMV registration violations may be dismissed, if registration is valid at the time of the citation and is presented to the security department. (first offense only).

2.7. **RULES FOR PARKING**

Draft

2.8. No PROHIBITED VEHICLE shall be parked on TRUST PROPERTY.
2.9. At no time, shall any vehicle be parked on TRUST PROPERTY if it is leaking any fluids, with the exception of clear water.

2.10. Any of these types of vehicles are subject to immediate towing at the owner's expense. See section – Towing Policy.

2.11. "For Sale" signage shall not be displayed on any vehicle on TRUST PROPERTY, at any time.

3. PARKING PERMITS AND DECALS

3.1. DECAL OR PASS

3.1.1. All VEHICLES owned by a LEGAL RESIDENT in Seal Beach Seal Beach Leisure World must have a valid decal issued by the Security Department.
3.1.2. Decals must be affixed to the front and rear windshield of the LEGAL RESIDENT vehicle (s) and show a month and year of expiration in order to be valid and must be visible at all times.
3.1.3. Legal residents cannot use guest passes on Trust Property to park their vehicles.
3.1.4. All Security issued Parking Permits must be displayed on dashboard of vehicle or on the king pin of a fifth wheel or the tongue of a trailer, with date side facing outward and visible at all times.
3.1.5. Pass or Decal Requirements for issuing (LEGAL RESIDENT/ Employee / HCC / Clergy)
3.1.6. Issuance of a RESIDENT, EMPLOYEE or clergy decal or pass by the Security Department will be contingent upon presentation of the following:
3.1.7. Current vehicle registration listing the Seal Beach Leisure World LEGAL RESIDENT or EMPLOYEE as owner.
3.1.8. Current LEGAL RESIDENT identification card (LEGAL RESIDENT only).
3.1.9. Current driver's license.
3.1.10. Clergy must show Driver's license, current vehicle registration.

3.2. RESIDENTS PARKING

3.2.1. All vehicles (not RV or VUFR) may be parked for no more than 72 (seventy-two) hours in one location without first notifying the Security Department.
3.2.2. Overnight prohibited parking 11pm to 7am
3.2.3. The following vehicles and equipment are prohibited from parking on TRUST STREETS at any time between the hours of 11pm and 7:00 a.m. unless otherwise addressed in this policy:
3.2.4. Vehicle not displaying a valid GRF decal or Overnight Parking Permit. Guest passes are not valid for overnight parking.

Draft

3.2.5. Recreational Vehicle – except as provided under, “Recreational Vehicles Restrictions.”

3.3. **CAREGIVER PARKING**

3.3.1. For Caregiver parking, the caregiver must be registered with the GRF Stock Transfer office.

3.4. **CONTRACTOR AND SERVICE VEHICLE PARKING**

3.4.1. Contractors’ vehicles must comply with all rules set forth herein and must not obstruct or park on the sidewalk.

3.4.2. Contractor and service vehicles, including personal vehicles driven by workers shall not be parked on TRUST PROPERTY (TRUST STREETS included) overnight without a permit.

3.5. **REPEAT VIOLATIONS – SERVICE PROVIDERS**

3.5.1. If the violator is deemed a repeat offender (defined as three (3) or more violations within a consecutive twelve (12) month period, a letter will be sent by first class mail and email to the violator notifying them of a hearing of the policy Review Violations (PRV) Panel. The Panel may impose a revocation of vehicle access into or within Seal Beach Leisure World, of its decision within fifteen (15) days following the action:

3.5.1.1. The notice will be forwarded to the Physical Property Office to issue the appropriate letter. Entry pass shall be revoked and LEGAL RESIDENT or department that provided the pass shall be notified.

3.5.1.2. Any violation of this section may result in vehicle being towed at the owner’s expense. (See Towing Policy)

3.6. **REPAIRING OF VEHICLES**

3.6.1. No vehicle of any kind may be rebuilt, rehabilitated, repaired or have performance of any major service performed thereon, including fluid change on TRUST PROPERTY.

3.7. **WASHING VEHICLES**

3.7.1. All washing of vehicles must be done at the car and RV washing areas behind Clubhouse 2 (Two). Vehicles must have a GRF decal. Washing vehicles on Trust Property is prohibited at all times.

3.7.2. NON-RESIDENTS shall not be permitted to wash their vehicle anywhere on TRUST PROPERTY.

Draft

3.8. **DECALS OR VEHICLE ID / PASSES**

3.8.1. Any vehicles without a valid decal on windshield or pass displayed on the dash may not be parked on TRUST PROPERTY.

3.9. **TRAILERS AND PODS**

3.9.1. Trailers not connected to a vehicle are not permitted to be parked on TRUST STREETS and may be towed away immediately at owner's expense if in violation.

3.9.2. Such trailers may be parked in the Permit section at Clubhouse 4 (four) only with a permit issued by the Security Department.

3.9.3. Pods, moving trailers or similar portable storage units are not permitted on TRUST PROPERTY without Security Department authorization, and may be towed away immediately at owner's expense if in violation.

3.9.4. The Overnight Parking Permit must be displayed face-up on the driver side dashboard of the MOTOR VEHICLE, or prominently affixed to the front of trailers or equipment.

4. **PARKING ZONES, SPACES, AND FIRE LANES**

4.1. **Red Zones:** Vehicles may not stop. Vehicles in violation are subject to immediate tow away at owner's expense. See Towing Policy.

4.2. **FIRE HYDRANT:** No person shall park or leave standing any vehicle within 15 (fifteen) feet of a fire hydrant even if the curb is unpainted.

4.3. **NO STOPPING ZONES:** A vehicle may not stop at any time.

4.4. **BUS STOPS:** No person shall park or leave standing any vehicle within 30 (thirty) feet of a bus stop.

4.5. **DRIVE-UP MAIL BOXES:** No person shall park or leave unattended any vehicle within 15 (fifteen) feet of the mail box.

4.6. **BLUE ZONE** (Handicapped): Vehicles must display a valid, government-issued disabled (handicapped) license plate or placard.

4.7. **GREEN ZONE:** Parking may not exceed 20 minutes or time limit posted by sign or curb marking.

4.8. **WHITE ZONE:** Passenger loading and unloading only. Time limit: 5 (five) minutes.

4.9. **YELLOW ZONE:** Commercial vehicle loading and unloading only: 30 (thirty) minutes.

4.10. **UNPAINTED:** Parking is permitted up to 72 (seventy-two) hours, unless otherwise restricted.

Draft

4.11. **UNSAFE PARKING:** At no time may a vehicle be parked in a manner creating a traffic hazard, interfering with other vehicle access, PEDESTRIAN traffic, or access to facilities or equipment.

4.12. **UNATTENDED CHILD OR ANIMAL:** No child or animal is allowed to be left alone in any parked vehicle on TRUST PROPERTY.

4.13. **OFF PAVEMENT:** At no time may a vehicle be parked with any portion of it off pavement, including but not limited to sidewalk or grass.

4.14. **CURB OR PARKING STALL:** Vehicles may park in a designated parking stall or along a curb or sidewalk, unless otherwise provided herein.

4.15. **DISTANCE FROM CURB:** Vehicles on a two-way travel roadway must be parked with the passenger side wheels within 18 (eighteen) inches of the curb or sidewalk. Unless otherwise directed in the case of a diagonal or other parking as indicated by painting or striping

4.16. **PARKING SPACES:** Vehicle must be parked completely within the marked boundaries of a parking space.

Vehicles in violation are subject to immediate tow away at owner's expense. See Towing Policy.

5. TRUST PROPERTY PARKING AREAS

5.1. **CLUBHOUSE ONE:** Parking is prohibited next to the woodshop and in the spaces on the west side of the clubhouse (Burning Tree) between 11:00 p.m. and 7:00 a.m.

Parking is permitted up to 72 (seventy-two) hours in the lot across from the clubhouse next to the golf course.

5.2. **CLUBHOUSE TWO**

Parking is prohibited next to the Wood Shop and car wash between 11:00p.m and 7:00 a.m.

Parking is prohibited between 11:00 p.m. and 7:00 a.m. in the spaces on the east side of the clubhouse (El Dorado).

Parking is permitted up to 72 (seventy-two) hours in the lot between the clubhouse and the RV lot.

5.3. **CLUBHOUSE THREE AND FOUR**

Permit Parking

The three (3) approved locations within the Clubhouse 4 (four) parking lot are for temporary RV, VUFR and motor vehicle use, subject to the terms and conditions noted in this policy.

Parking is prohibited between 11:00 p.m. and 7:00 a.m. EXCEPTION:

The Radio Club Yellow Emergency Van and Cleaning Service Vehicles

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5.4. **BUILDING FIVE, CLUBHOUSE SIX, HEALTHCARE CENTER, ADMINISTRATION AND ALLEY**

No overnight parking is permitted. EXCEPTIONS:

Security Vehicles;

CARE ambulances;

Pharmacy delivery vehicles; and Two (2) Healthcare Vehicles;

24 Hour Nurse;

HCC Golf Cart;

GRF Vehicles; and

Cleaning Service Vehicles.

5.5. **TRUST STREETS PARKING DIRECTION**

Parking on all Trust Streets (streets having names) shall be in the direction of the flow of traffic in all cases of parallel parking.

5.6. **ASSIGNED SPACE**

No unauthorized vehicle may park in an assigned space.

5.7. **STAFF PARKING**

Parking spaces assigned for staff may be used after business hours (7 am – 6 pm), Monday through Friday.

5.8. **CARPORTS**

Carports are the responsibility of the respective Mutual Corporations. See policy series 7502 for details.

6. **RECREATIONAL VEHICLES OR VEHICLE USED FOR RECREATION (VUFR).**

All rules and regulations as stated for Motor Vehicles apply to RV's or VUFR's.

Failure to comply with the following may result in towing of the vehicle at the owner's expense.

The Security Department reserves the right to have an RV relocated to the west side of the Clubhouse Four parking lot if, in its judgment, the parking of the RV causes a hazard.

6.1. (**RV) OR (VUFR) RESTRICTIONS AND OPERATING CONDITIONS.**

6.1.1. An RV or VUFR may be parked on TRUST STREETS only when meeting all of the following conditions:

6.1.2. RV parked at any TRUST PROPERTY MUST have Security or Recreation Department issued decal or a Parking Permit.

6.1.3. RV or VUFR may be parked up to 48 (forty-eight) hours for the purpose of loading or unloading.

6.1.4. RV or VUFR must be parked with engine and accessory equipment (e.g. exterior lights, air conditioner, audio and video equipment) shut off.

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6.1.5. The generator may ONLY be used between the hours of 8:00 a.m. and 8:00 p.m. while loading or unloading the vehicle. Extensions such as slide-outs, tilt-outs, and awnings must be closed.

6.1.6. Leveling jacks, if used, must include a base plate sufficient to prevent damage to pavement.

6.1.7. All RVs and VUFRs must be registered with the Recreation Department and display the Parking Permit in order to park in the noted locations.

6.1.8. If the RV or VUFR does not have a windshield, the identification must be placed on the king pin of a fifth wheel or the tongue of a trailer.

6.1.9. Residents and Guests may not live in a RV or VUFR parked in the community.

6.1.10. This includes sleeping, cooking or any other activities not associated with preparation of the vehicle for travel or storage.

6.1.11. LEGAL RESIDENT owners may park their RV in front of their apartment, or as near to their apartment as is safely possible, for up to 48 hours for the purpose of loading or unloading.

6.1.12. Mutual Seventeen Only: Mutual Seventeen LEGAL RESIDENT owners/lessees and their guests only may park their RV in front of their condo, or as near to their condo as is safely possible, for up to 72 hours for the purpose of loading and unloading.

6.1.13. GUESTS may park their RV in front of their LEGAL RESIDENT host's apartment, or as near as is safely possible, for up to 72 hours PROVIDED the host notifies the Security Department and obtains parking permit with the host RESIDENT'S name and telephone number shown in a conspicuous place in the right front windshield of the RV.

6.2. **TEMPORARY PARKING OF RV OR VUFR**

LEGAL Residents/Members and Guests must notify Security Department immediately when entering the community with their RV or VUFR. This notification is required in order to park temporarily for a term as follows:

6.3. **MAXIMUM CONSECUTIVE NIGHTS**

LEGAL Residents/Members may park one (1) RV (and boat or trailer) or VUFR at a time temporarily in the approved location within the Clubhouse 4 (four) parking lot for a maximum of 21 (twenty-one) days at no charge. A second term will be allowed within twelve calendar months provided that the RV or VUFR has been out of the community for no less than one hundred eighty (180) days.

Guests may park one (1) RV (and boat or trailer) or VUFR at a time temporarily in the approved location within the Clubhouse 4 (four) parking lot for a maximum of 14 (fourteen) days at no charge. An additional 7 (seven) days are available with a fee.

A second term will be allowed within twelve calendar months provided that the RV or VUFR has been out of the community for no less than one hundred eighty (180) days.

6.4. **PARKING FEES FOR RV OR VUFR**

LEGAL RESIDENT/Member: First Twenty-one (21) days – No Charge.

6.5. **GUEST OF LEGAL RESIDENT/MEMBER:**

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6.5.1. There is no charge for the first fourteen (14) days. The following seven (7) days will be charged at rate of $20.00 per day.

6.5.2. Payment will be collected by the Security Department at the time the Parking Permit is issued. Checks only. All other types of payments will be made at the Finance Department.

6.5.3. A second term will be allowed within twelve calendar months provided that the RV or VUFR has been out of the community for no less than one hundred eighty (180) days.

6.6. **MEDICAL EMERGENCY EXTENSION**

In the event of an unexpected medical and or mechanical emergency the Security Services Director, Security Services Manager, Watch Commander or the Executive Director may grant a limited extension not to exceed 72 (seventy-two) hours.

6.7. **RV / VUFR PROHIBITED ACTIONS**

6.7.1. Excluding the 7-day maximum rule, activities, such as sleeping or resting in the RV or VUFR, and vehicle maintenance are not allowed.

6.7.2. RV or VUFR may not be attached to any external power supply.

6.7.3. Steps must not block the sidewalk.

6.7.4. No children or animals are to be left unattended on or within any RV or VUFR at any time.

6.7.5. Hoses or electric cords may not be passed to such vehicle across any walkway or roadway, nor can anything be discharged from a RV onto the ground, pavement or into any open container. Exterior protruding items, such as steps or louvered windows, are not allowed.

6.7.6. Guests who park their RV in the parking lot west of Clubhouse Four may not house a pet.

7. COMMERCIAL VEHICLES RULES

All rules and policies pertaining to motor vehicles as laid out in the document appertain to commercial vehicles unless otherwise stipulated.

Commercial vehicles belonging to GUESTS of RESIDENTS which are too large to park within a standard parking space, or create a hazard, except when obviously loading and/or unloading items, must be parked in the parking facility located west of Clubhouse Four, space permitting

7.1. Overnight parking is not permitted without an Overnight Parking Permit issued by the Security Department.

EXCEPTION:

7.1.1. COMMERCIAL VEHICLES parked in assigned rental spaces in Allen's Alley by Clubhouse 2 (Two).

7.1.2. Golf Cart and LSV Rules

7.1.3. All rules, policies and fine schedules pertaining to motor vehicles appertain to GOLF CARTS and LSV unless otherwise stipulated.

7.1.4. LSVs must meet federal Motor Vehicle Safety Standards, Title 49, Part 571 Subpart B,

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7.1.5. Section 571.500, S1 through S5 (a), S5, (b) 1 through 10.

8. GOLF CART AND LSV DECAL REQUIREMENTS

All VEHICLES including GOLF CARTS and LSV's must have a valid annual decal issued by the security department displayed on the vehicle.

Residents must be present at the issuance of the decal. The following items must be presented:

1. GRF ID card
2. Insurance Policy.

9. TOWING POLICY

The Security Department has been authorized by the Boards of Directors to enforce the traffic rules of this community in compliance with Vehicle Code Section 22658, which may result in the towing of a vehicle at the vehicle owner's expense. The Security Department is authorized to tow abandoned, stored, and/or inoperable vehicles after requesting compliance to remove the vehicle. If no compliance is made within ten (10) days of written or verbal notification, vehicle will be subject to tow. When impossible to notify owner, MOTOR VEHICLE may be towed three days (3) days after Security Department issues a citation.

MOTOR VEHICLES parked in a no parking zone, in handicapped spaces without a proper placard, in properly-posted construction zones, in front of fire hydrants, or that are blocking entrances and exits, may be towed immediately at the registered owner's expense.

MOTOR VEHICLES leaking gasoline, oil, or any other hazardous fluid may be towed, at owner's expense.

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Draft (suggested) Fine Schedule,

Violation	Original fee	*Suggested fee*	2nd and Subsequent
1. Assigned Parking Space	**25.00**	***30.00***	**30.00**
2. Interferes with Pedestrian Traffic	**25.00**	***30.00***	**30.00**
3. Expired or Invalid State Vehicle Registration*	**50.00**	***50.00***	**50.00**
4. Flat Tires	**Fix-It**	***30.00***	**30.00**
5. Un-connected Trailer	**NO FEE**	***25.00***	**25.00**
6. "For Sale" sign on Vehicle	**20.00**	***25.00***	**25.00**
7. Handicap Parking without Placard or Handicap ID Displayed	**100.00***	***100.00****	**200.00**
8. ALL PROHIBITED VEHICLES	**50.00**	***50.00***	**50.00**
9. Designated Time Parking Violation	**20.00**	***25.00***	**25.00**
10. Maintenance or Repair	**25.00**	***25.00***	**25.00**
11. No Valid GRF Vehicle Decal or Parking Permit Displayed	**20.00**	***25.00***	**25.00**
12. OFF PAVEMENT-CURB, GRASS, ECT	**25.00**	***30.00***	**30.00**
13. RED ZONE			
14. Hydrant	**100.00**	***100.00***	**200.00**
15. No stoping zone	**25.00**	***50.00***	**100.00**
16. Bus stop	**25.00**	***50.00***	**100.00**
17. Mail-box	**25.00**	***50.00***	**100.00**
18. RV or VUFR - Generator Running 8pm – 8am	**50.00**	***50.00***	**50.00**
19. RV or VUFR - Jack Support: None or Inadequate	**50.00**	***50.00***	**50.00**
20. RV or VUFR - Prohibited Actions	**40.00**	***50.00***	**50.00**
21. Washing any vehicle on Trust Property (except Car Wash areas)	**20.00**	***25.00***	**25.00**
22. Washing a Non-resident Vehicle at Car Wash	**20.00**	***25.00***	**25.00**
23. Overnight Parking	**25.00**	***30.00***	**30.00**
24. Park Hazardously	**NO FEE**	***30.00***	**30.00**
25. Unattended Child/Animal	**NO FEE**	***50.00***	**50.00**
26. Parked within a marked space	**NO FEE**	***20.00***	**20.00**
27. Parked in direction of travel	**NO FEE**	***20.00***	**20.00**

Additional fines to mirror parking regulations – currently without fine attached shown as "No Fee".