SECURITY, BUS & TRAFFIC COMMITTEE

Agenda
Administration Conference Room
Wednesday, October 9, 2019
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
      Linda Stone, GRF President
      Randy Ankeny, Executive Director
      Victor Rocha, Security Services Director
      Ginni Houck, Security Services Manager
      Grant Winford, Fleet Manager
      Corina Mancilla, Recording Secretary
   b. Rules of Order
   c. Chairs Report
4. Shareholder/Member Comments (Limited to 3 minutes per person)
5. Approval of Minutes
   a. Minutes of Regular Meeting, September 11, 2019 (pp. 1-5)
6. Correspondence
   a. LW Traffic Laws – One Item (pp. 6-7)
   b. SB Police – One Item (pp. 8-9)
7. Staff Reports
   a. Security Services Director (pp. 10-12)
   b. Fleet Manager (pp. 13-14)
   c. Executive Director
8. Subcommittee Reports (N/A)
9. Unfinished Business
   a. Gate Access System – Update
   b. Off Property Bus Service – Update
   c. Lock Out Procedures - Update
   d. GRF Board Goals (pp. 15-16)

10. New Business
   a. Cushman – Update
   b. Town Hall – Recap
   c. Trust Property Disaster Plan – Discussion (pp. 17-34)
   d. Training Manual
   e. Fleet Assessment (pp. 35-37)

11. Governing Documents
   a. Adopt
   b. Amend
      i. 80-1920-1, Traffic Rules and Regulations (pp. 38-49)
      ii. 80-1925-1, Traffic Rules and Regulations – Enforcement on Trust
           Property (pp. 50-52)
      iii. 80-1927-1, Parking Rules for Trust Property (pp. 53-67)
   c. Rescind
   d. Review
      i. Security Draft (pp. 68-72)

12. Future agenda items

13. President’s Comments

14. Next Meeting
   Wednesday, November 13, 2019 – 1:00 p.m.
   Administration Conference Room

15. Adjournment
SECURITY, BUS AND TRAFFIC COMMITTEE MINUTES
September 11, 2019

The meeting of the Security, Bus and Traffic Committee was held on Wednesday, September 11, 2019 and was called to order at 1:00 p.m. by Chair Pratt, in the Administration Conference Room, followed by the Pledge of Allegiance.

Present: Mr. P. Pratt, Chair  Ms. J. Isom
Ms. M. Gerber, Vice-Chair  Mr. N. Massetti
Mr. T. Dodero  Mr. W. Thompson
Ms. L. Findlay  Ms. L. Stone, Ex-Officio

Staff and Guests: Mr. R. Ankeny, Executive Director
Mr. V. Rocha, Security Services Director
Mr. G. Winford, Fleet Manager
Mrs. C. Mancilla, Recording Secretary
Ms. S. Massa-Lavitt, City Council
Mrs. L. Perrotti, GRF Representative, Mutual One
Mr. B. Lukoff, GRF Representative, Mutual Fourteen
Six Shareholders/Members

Chair Pratt 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 October 2019.
CHAIR’S ANNOUNCEMENTS

Chair Pratt welcomed the Committee members, guests and staff, including GRF President, Linda Stone; Executive Director, Randy Ankeny; Security Services Director, Victor Rocha; Fleet Manager, Grant Winford and Recording Secretary, Corina Mancilla.

SHAREHOLDER COMMENTS

Three Shareholders/Members spoke at the time of the meeting.

APPROVAL OF MINUTES

The minutes of the August 14, 2019, regular meeting, were approved, as presented.

CORRESPONDENCE

The Committee reviewed five pieces of correspondence as presented.

STAFF REPORTS

Security Services Director

The Security Services Director provided the July Security Report.

Fleet Manager

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

Executive Director

The Executive Director provided information and updates throughout the meeting.

SUBCOMMITTEE REPORTS (N/A)

PRESIDENT’S COMMENTS

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

UNFINISHED BUSINESS

Gate Access System – Update

The Security Services Director provided updated information on the Gate Access System.
Off Property Bus Service

The Fleet Manager provided updated information on the off property bus service.

GRF Goals

The Committee discussed the GRF Goals, no action was taken.

Trust Property Parking Fees - Discussion

The Committee discussed this agenda item. No action was taken.

Citation Services Vendor

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

TO recommend the GRF Board award contract to Complus Data Innovations, Inc. (COMPLUS).

NEW BUSINESS

Animal Control

The Committee discussed this agenda item. No action was taken.

Towing - Discussion

The Committee discussed this agenda item. No action was taken.

Future Vision

Following a brief discussion, the Committee concurred to forward the below listed items to the Strategic Planning Ad Hoc Committee:

- Biometrics for Access Control
- Solar/Charging Stations
- Cover the Channel and using it for other purposes
- Electrical Underground
- Hi-tech Inter Connectivity, Hot Spots
- Community Wi-Fi
- Teleportation
- Guided highways
- The way animals are monitored (animal placard)
- Event Entry for Clubhouses (daily facility fees)
- Lost Shareholders (lanyard system and/or wrist)
- Transportation (Flying cars, self-driving cars)
- Eliminate buses and use people movers
• Wind turbulence for Mutuals
• Making a change to Clubhouse Three – Multi level
• Look for grants to assist and/or cover expenses in Leisure World
• Change Leisure World’s name
• Move bus station
• Move On-site Sales Office to outside of the gate

NEAR TO INTERMEDIATE TERM

• Convenient individualized bus service on and off Leisure World property;

INTERMEDIATE TO LONG TERM

• Cover 300-foot pilot section of channel, using precast box culvert sections from Clubhouse Six to intersection, to add 40 parking spaces and learn about covering entire channel with a walking park;
• Single lane roundabout at Golden Rain and St. Andrews to calm traffic and improve pedestrian safety;
• Every vehicle inside Leisure World is identified and wirelessly reports its location and motion to master security map;
• All GRF vehicles are electric vehicles.

LONGER TERM

• Cover rest of the channel using Box Culvert preformed concrete sections. A landscaped walking path/park on top. Maybe a dog park on a portion;
• Roving driverless buses;
• Continue to oversee provision of optimal service toward the safety, welfare and mobility of the Shareholders/Members and all qualified residents of the Seal Beach Leisure World Community.

GOVERNING DOCUMENTS

Amend 80-5145-3, Security Committee Charter

After a brief discussion, Mr. Dodero MOTIONED, seconded by Ms. Isom and carried unanimously by the Committee members—

TO amend 80-5145-3, Security Committee Charter, by implementing the revisions (in parenthesis, add the cost center name after the cost center number wherever it appears in the document), as requested by the action of the GRF Board of Directors, at its meeting on August 27, 2019.

FUTURE AGENDA ITEMS

The Committee concurred to not add future agenda items.
ADJOURNMENT

Chair Pratt adjourned the meeting at 2:36 p.m.

__________________________
Paul Pratt, Chair
SECURITY, BUS AND TRAFFIC

cm 09.11.19
Dear Mr. Rocha:

This note is long overdue. I have been observing the lack of adherence to our traffic laws since I moved into LW. It has gotten significantly worse. The introduction of the SB PD to our community plus an incident I observed, which is described later, has prompted me to finally write this letter.

I applaud the approval of using the SB PD to police our roads. It is a good first step to getting our drivers serious about obeying our traffic laws. With your publicity efforts and the SB PD, I believe that the residents will do a better job of adhering to the traffic rules and regulation. But I also believe that 50% of the major violations (stop signs, crosswalks, speed, etc.) are perpetrated by family visitors, contractors, service providers and our food/package delivery drivers. These individuals do not read your editorials or our community newspaper and are usually on deadlines.

I say this because I observe dozens of violations each day and I’m only on our roads for 15-20 minutes most days. Examples: The lunacy that goes on at the Golden Rain Road exit to Seal Beach Blvd leaves me speechless. Every third vehicle disregards the Stop signs, sometimes completely - most times partially. When the Stop Light on Seal Beach Blvd turns green many drivers fly the Stop signs and the exit lanes turn into a National Hot Road Association drag race. That no one is frequently injured there can only be attributed to Angels watching over people. Add to that the buses turning left onto the exit and there is a built-in recipe for disaster which, sadly, has occurred more than a few times.

I have lived here for over 8 years. In that time I have: a) witnessed 8 people driving the wrong way on Golden Rain Road, b) hundreds of people driving the wrong way in our one way lanes of parking lots, c) 5 people driving the wrong way on the one way road behind the Medical Center (last time on Sunday 9/22 – and there was a Security vehicle watching the individual back up), d) twice I watched the EMT vehicles (without red lights or sirens) exit the wrong way down the one way road behind Clubhouse 6, and e) 10 people make an illegal right turn off Burning Tree Lane onto Golden Rain Road to try to enter the small CH 1 parking lot. Additionally, when major construction was being done to Golden Rain Road some years back, I witnessed and reported 2 cars driving in the 8-10 inch excavations alongside Clubhouse 6, that were dug out awaiting new concrete, even though the entrances to the road were all blocked physically by tape or barricades.

The SB police, however, will rarely be positioned to catch the wrong way drivers. But – and a BIG BUT - a method exists to help with that. Consider the installation of spike strips or some other immobilizing instrument that will 1) disable the vehicle, 2) then allow identification of the offender, and 3) also allow action to be taken to either get these drivers off our roads and/or out of our community. Additional “GOING THE WRONG WAY”/ “DO NOT ENTER” signage on Golden Rain Road might be helpful as well.
At the very least, consider adjusting the exit from Golden Rain Road to Seal Beach Blvd to help prevent disregarding of the Stop signs and the racing to catch the light. A minimum suggestion is the introduction of speed bumps or washboard strips. But perhaps making the left exit lane at the Stop sign a left turn only, then reducing the lanes through the overhang to 2 lanes and putting a bump or a strip just before the bus lane enters the exit. The pedestrian walkways there seem to complicate the issue. Maybe just allowing pedestrian crossing from the security office to the realty side should only be allowed by the gate guards at the entrance.

Prohibiting U-turns from the short road that runs in front of the realty office should also be considered. You personally -should observe the intersection for a period of time. Observing the cars, trucks and 18 wheelers trying to negotiate a U-turn there is a comedy at a high level.

I am sure there must be other solutions to these issues beside the SB PD. You are in a far better position to find and institute them than I am. I just hope you can do something quickly before another serious accident takes place. As you must know we have a few fatalities on our roads due to alcohol and inattentive driving. Also, more than a few cars have driven into the Golden Rain Road ditch for reasons never made public. We have had cars turn over, run into parked cars, even hit our buildings. I know of one individual who fell asleep between Stop signs on Golden Rain Road and while going nearly 50 mph hit a car stopped at the next Stop sign. There was an injury in this case. Hopefully, these issues have been addressed.

Thank you for attention to this letter. I appreciate your time.

Sincerely,
David LaCascia
Mutual 4 Unit 89I
801-674-5975
Dear Sir:

I had no success using your email address.

I am thrilled to learn the Seal Beach police are coming into Leisure World. Those opposed to this probably shouldn't be driving.

I would like to see our streets cleaned. There is a rumor we have a street sweeper. I certainly have seen no evidence of such.

How can the streets be swept when cars are allowed to park on the trust streets? Every city gives out tickets for this violation, why not us?

This would be a win win:
1. Clean streets
2. Money maker
Those opposed don't live in the real world.

Sincerely,

Geraldine Wright
1561 Northwood Rd
217 5
September 25, 2019

Security Department Staff Report to the
Security, Bus, and Traffic Committee

Report Completed by: Victor Rocha, Security Services Director
***********************************************************************

Visitor Vehicle Access Control

Daniel from I/T has been working closely with the vendor to ensure the downloading of information into the new system runs smoothly. While this process is taking place, I was informed by the vendor that some equipment has been backordered. This has delayed the installation and ‘dry run’ of the system until the last week of October.

Parking Enforcement

I am awaiting and updated contract from Complus Data Innovations, Inc. If the company does not agree to the modifications of the contract that we have asked for, I will immediately engage other vendors to put forth proposals regarding parking enforcement.

Security Department Statistics

Below is a recap of the latest statistics regarding Security Department operations for the month of August, 2019. I have also included statistics for the previous two months to give the monthly August numbers some context.

Death Investigations

<table>
<thead>
<tr>
<th>June 2019</th>
<th>July 2019</th>
<th>August 2019</th>
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<tr>
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Paramedic Calls

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</tr>
</thead>
<tbody>
<tr>
<td>135</td>
<td>155</td>
<td>151</td>
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Fires

<table>
<thead>
<tr>
<th></th>
<th>June 2019</th>
<th>July 2019</th>
<th>August 2019</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>4</td>
<td>2</td>
<td>2</td>
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</table>

Theft

<table>
<thead>
<tr>
<th></th>
<th>June 2019</th>
<th>July 2019</th>
<th>August 2019</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>11</td>
<td>4</td>
<td>8</td>
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Vandalism

<table>
<thead>
<tr>
<th></th>
<th>June 2019</th>
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<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>4</td>
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Traffic Collisions

<table>
<thead>
<tr>
<th></th>
<th>June 2019</th>
<th>July 2019</th>
<th>August 2019</th>
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<tr>
<td></td>
<td>6</td>
<td>9</td>
<td>9</td>
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Lockouts

<table>
<thead>
<tr>
<th></th>
<th>June 2019</th>
<th>July 2019</th>
<th>August 2019</th>
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<tbody>
<tr>
<td></td>
<td>78</td>
<td>79</td>
<td>81</td>
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Lost Residents

<table>
<thead>
<tr>
<th></th>
<th>June 2019</th>
<th>July 2019</th>
<th>August 2019</th>
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<tbody>
<tr>
<td></td>
<td>7</td>
<td>3</td>
<td>3</td>
</tr>
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**August Budget Variance Report**

With 8 full months complete, the Security Department continues to have a positive budget variance of just over $7,740.
## Budget Variance Report - August, 2019
### Security - CC 837

<table>
<thead>
<tr>
<th>GL Code</th>
<th>Account Description</th>
<th>Variance</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>61000000</td>
<td>Salaries &amp; Wages</td>
<td>(26,368)</td>
<td><strong>Unfavorable</strong>: Overtime hours due to vacations, significant increase in hours due to Amphitheater shows.</td>
</tr>
<tr>
<td>61430000</td>
<td>Group Insurance</td>
<td>13,493</td>
<td><strong>Favorable</strong>: due to low participation at present</td>
</tr>
<tr>
<td>6410015</td>
<td>Computer Supplies</td>
<td>2,190</td>
<td><strong>Favorable</strong>: Minimum purchases</td>
</tr>
<tr>
<td>61440000</td>
<td>401K Match</td>
<td>4,060</td>
<td><strong>Favorable</strong>: due to low participation at present</td>
</tr>
<tr>
<td>62170000</td>
<td>Uniforms and Laundry</td>
<td>2,915</td>
<td><strong>Unfavorable</strong>: Extra charges due to changeover to new company.</td>
</tr>
<tr>
<td>64820000</td>
<td>Dues &amp; Memberships</td>
<td>3,695</td>
<td><strong>Favorable</strong>: Limiting expenses in this area</td>
</tr>
</tbody>
</table>

**Total Explained Variances**: $	ext{\$ (15.00)}$ of $\text{\$7,740.00}$
MEMO

TO: SECURITY BUS AND TRAFFIC COMMITTEE
FROM: GRANT WINFORD, FLEET MANAGER
SUBJECT: MINIBUS MONTHLY REPORT AUGUST 2019
DATE: SEPTEMBER 3, 2019
CC: FILE

AUG. 2019 TOTAL PASSENGERS: 5956
2019 CALENDAR YEAR TO DATE: 43731
AUG. 2018 TOTAL PASSENGERS: 6637

<table>
<thead>
<tr>
<th>PASSENGER TOTALS FOR WEEKDAY ROUTES FOR THE MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-BUS</td>
</tr>
<tr>
<td>-------</td>
</tr>
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<td>899</td>
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<table>
<thead>
<tr>
<th>PASSENGER AVERAGE FOR WEEKDAY ROUTES FOR THE MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-BUS</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>41</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PASSENGER TOTALS/AVERAGE FOR WEEKEND ROUTES FOR THE MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>D-BUS</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>378 / 42</td>
</tr>
</tbody>
</table>

THE ACCESS W/C BUS MADE 472 ONE WAY TRIPS FOR A DAILY AVERAGE OF 16 TRIPS PER DAY. THE ACCESS BUS PICKED UP 658 PASSENGERS IN THE MONTH OF AUGUST.

THE THURSDAY EVENING AMPHITHEATER BUS AND ACCESS AMPHITHEATER BUS PROVIDED RIDES FOR 682 PASSENGERS FROM 5 SHOWS IN THE MONTH OF AUGUST.

63 PASSENGERS RODE THE BUS TO THE 5 FRIDAY NIGHT MOVIES IN AUGUST.
Budget Variance Report - August 2019
Security Bus & Traffic - CC ## 838

For Cost Center 838 there is a favorable variance of $58,130 through the month of August 2019. The major variance is due to the following:

<table>
<thead>
<tr>
<th>GL Code</th>
<th>Account Description</th>
<th>Variance</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>6100000</td>
<td>Salaries &amp; Wages</td>
<td>10,192</td>
<td>Favorable-Hours used less than budgeted due to outside bus routes</td>
</tr>
<tr>
<td>6140000</td>
<td>Employment Taxes</td>
<td>3,000</td>
<td>Favorable-Hours used less than budgeted</td>
</tr>
<tr>
<td>6142000</td>
<td>Workers Compensation-Medical</td>
<td>2,133</td>
<td>Favorable-Cost less than budget</td>
</tr>
<tr>
<td>6143000</td>
<td>Group Insurance-Medical</td>
<td>2,650</td>
<td>Favorable-Cost less than budget</td>
</tr>
<tr>
<td>6144000</td>
<td>401(k) Match</td>
<td>1,558</td>
<td>Favorable-Cost less than budget</td>
</tr>
<tr>
<td>6211000</td>
<td>Continuing Education</td>
<td>1,575</td>
<td>Favorable-Events scheduled at the end of the year</td>
</tr>
<tr>
<td>6472000</td>
<td>Equipment Repair &amp; Maintenance Transpo</td>
<td>2,608</td>
<td>Favorable-Repairs less than expected</td>
</tr>
<tr>
<td>6472100</td>
<td>Equipment Repair &amp; Maintenance Bus</td>
<td>26,348</td>
<td>Favorable-Repairs to buses less than expected</td>
</tr>
<tr>
<td>6478000</td>
<td>Service Contracts</td>
<td>1,486</td>
<td>Favorable-Parts cleaning not billed</td>
</tr>
<tr>
<td>6483100</td>
<td>Propane-Bus</td>
<td>4,425</td>
<td>Unfavorable-Greater than expected cost</td>
</tr>
<tr>
<td>6491000</td>
<td>Miscellaneous Writeoffs</td>
<td>4,303</td>
<td>Unfavorable-Damage to property</td>
</tr>
<tr>
<td>6911500</td>
<td>Inventory Over/Short</td>
<td>5,889</td>
<td>Favorable-Adjustment to inventory</td>
</tr>
</tbody>
</table>

Total Explained Variances 54,739 of $58,130

<table>
<thead>
<tr>
<th>Acct #</th>
<th>Description</th>
<th>Y-T-D Actual</th>
<th>Y-T-D Budget</th>
<th>Budget Variance</th>
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<tr>
<td>6100000</td>
<td>Salaries &amp; Wages - Transportation</td>
<td>271,283</td>
<td>261,455</td>
<td>10,192</td>
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<td>6142000</td>
<td>Workers Compensation - Transportation</td>
<td>16,315</td>
<td>18,446</td>
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<td>6143000</td>
<td>Group Insurance - Medical</td>
<td>9,125</td>
<td>11,776</td>
<td>2,650</td>
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<tr>
<td>6143000</td>
<td>Group Insurance - Dental</td>
<td>723</td>
<td>400</td>
<td>(323)</td>
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<tr>
<td>6145000</td>
<td>Group Insurance - Vision</td>
<td>274</td>
<td>264</td>
<td>(10)</td>
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<td>6144000</td>
<td>401(k) Match - Transportation</td>
<td>3,030</td>
<td>4,556</td>
<td>1,556</td>
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<td>6145000</td>
<td>Group Insurance - Life</td>
<td>685</td>
<td>640</td>
<td>(45)</td>
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<td>6146000</td>
<td>Long Term Disability Insurance - Transpo</td>
<td>547</td>
<td>752</td>
<td>205</td>
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<td>Continuing Education - Transportation</td>
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<td>1,575</td>
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<td>6212000</td>
<td>Employee Exams - Transportation</td>
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<td>2,030</td>
<td>940</td>
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<tr>
<td>6214000</td>
<td>Meals &amp; Special Events - Transportation</td>
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<td>80</td>
<td>80</td>
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<tr>
<td>6215000</td>
<td>Mileage - Transportation</td>
<td>0</td>
<td>80</td>
<td>80</td>
</tr>
<tr>
<td>6217000</td>
<td>Uniforms &amp; Laundry - Transportation</td>
<td>3,384</td>
<td>4,200</td>
<td>816</td>
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<tr>
<td>6410000</td>
<td>Office Supplies - Transportation</td>
<td>6,131</td>
<td>4,336</td>
<td>(756)</td>
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<td>Building Supplies - Transportation</td>
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<td>80</td>
<td>(35)</td>
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<td>6410000</td>
<td>Hospitality - Transportation</td>
<td>256</td>
<td>320</td>
<td>64</td>
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<tr>
<td>6410100</td>
<td>Computer Supplies - Transportation</td>
<td>0</td>
<td>80</td>
<td>80</td>
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<tr>
<td>6410200</td>
<td>Tool Expense - Transportation</td>
<td>665</td>
<td>1,000</td>
<td>335</td>
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<tr>
<td>6410300</td>
<td>Coper Supplies - Transportation</td>
<td>774</td>
<td>80</td>
<td>774</td>
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<tr>
<td>6472000</td>
<td>Equipment Repair &amp; Maintenance - Transpo</td>
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<td>4,654</td>
<td>2,608</td>
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<tr>
<td>6472100</td>
<td>Equipment Repair &amp; Maint - Minibus - Tram</td>
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<td>Service Contracts - Transportation</td>
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<td>Dues, Memberships &amp; Books - Transpo</td>
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<td>Inventory Over/ Short - Transpo</td>
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Total Expenses 408,260 466,390 58,130

5330000 838 Income / Refund from Mutualls - Transport 458,872 458,872 0
Total Cost Recovery 458,872 458,872 0
Off Budget Items
Net Income / (Expense) 50,612 (7,518) 58,130
At the June 21, 2019 Board retreat, general goals and projects originating from 2028/2019 committee term were presented to the 2019/2020 term Board. This exercise was to seek unofficial direction on priority setting. Of the eleven (11) general project/goals presented falling under the general oversite of the Security Bus and Traffic Committee, the following listed in order of ranking:

<table>
<thead>
<tr>
<th>GROUP</th>
<th>GROUP RANKING</th>
<th>BOD Ranking (Gold)</th>
<th>% of Gold</th>
<th>#1</th>
<th>#2</th>
<th>#3</th>
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<tbody>
<tr>
<td><strong>Security/Fleet</strong></td>
<td></td>
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<tr>
<td>Identify alternative off-site transportation</td>
<td>1</td>
<td>6%</td>
<td></td>
<td>1</td>
<td>6</td>
<td>2</td>
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<tr>
<td>Improve Visitor Vehicle Access at all Gates</td>
<td>0</td>
<td>n/a</td>
<td></td>
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<tr>
<td>Implement Fee-based Trust St. Parking Pass</td>
<td>0</td>
<td>n/a</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Select Vendor for Citation Process</td>
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<td>n/a</td>
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<td>Review All Fleet Vehicles for a Condition Rpt.</td>
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<td>n/a</td>
<td></td>
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<tr>
<td>Review/Establish Formal Trust Property Emergency/Disaster Plan</td>
<td>0</td>
<td>n/a</td>
<td></td>
<td></td>
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<tr>
<td>Create Security Training Manual</td>
<td>0</td>
<td>n/a</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improve Access to Security Office, Improve Space/Office Design for Better Service &amp; Efficiency</td>
<td>0</td>
<td>n/a</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Make Recommendation re: Lockout Procedures to Committee</td>
<td>0</td>
<td>n/a</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consider Need for Security Check Points</td>
<td>0</td>
<td>n/a</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td><strong>Identify Future Needs for Buses, Vans, etc; Consults Traffic Management Firm</strong></td>
<td>0</td>
<td>n/a</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Actions as of September 12, 2019 on the above projects/goals listed in order of ranking:

- Identify alternative off-site transportation
  - Under committee review
- Improve Visitors Vehicle access at all gates
  - Project in process, estimated completion November 2019
• Implement Fee Based Trust property parking pass
  o Under committee review
• Review all fleet vehicles for a condition report
  o Report to be provided at the October 2019 meeting
• Review Establish formal Trust Property disaster plan
  o Project in process
  o Initial report to be provided at the October meeting
  o Final report due before January 2020
• Create Security Training manual
  o Project in process
  o Initial report to be provided at the October meeting
  o Final report due before January 2020
• Improve Access to Security Office, Improve Space for better efficiency
  o Funding allocated in the 2020 Reserves
  o Initial scope of work to SBTC, November 2019
• Make recommendation re: Lock out procedures to committee
  o Pending final committee review
• Consider need for Security check points
  o Project to be present to committee in November
• Identify future needs for buses, Vans etc.: Consult with Traffic Management Firm
  o Project to be presented to committee in November

Action Requested

1. Review of the listed projects/goals.
2. Additions/deletion and or amendment of the projects/goals.
4. Committee recommendation to the Board to approve the 2019/2020 term
   Communication. and IT Committee projects/goals.
5. Provide final approve to close all projects listed as complete.
Employee Emergency Preparedness and Safety Guidebook

DRAFT COPY—DO NOT COPY OR DISTRIBUTE
# Emergency Preparedness and Safety Guidebook

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<td>Pages 4-5</td>
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### Safety Information

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<th>Pages</th>
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</tr>
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<td>Pages 16-17</td>
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<td>Workers Compensation Injury and Investigation</td>
<td>Page 18</td>
</tr>
</tbody>
</table>
# Emergency Contact List

## Emergency – Dial 911

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Services Director</td>
<td>Victor Rocha</td>
<td>(562) 431-6586 X377</td>
</tr>
<tr>
<td>Security Watch Commander</td>
<td>-----------</td>
<td>(562) 431-6586 X375</td>
</tr>
<tr>
<td>Seal Beach Police Department</td>
<td>City of Seal Beach</td>
<td>(562) 799-4100</td>
</tr>
<tr>
<td>Orange County Fire Authority</td>
<td>Fire Station #44</td>
<td>(562) 431-0648</td>
</tr>
<tr>
<td>Orange County Fire Authority</td>
<td>Fire Station #48</td>
<td>(714) 952-9438</td>
</tr>
<tr>
<td>Orange County Fire Authority</td>
<td>Switchboard</td>
<td>(714) 744-0400</td>
</tr>
</tbody>
</table>
Leisure World Seal Beach (LWSB) has an extensive security and emergency preparedness program to ensure the safety and security of its employees during an emergency. This guidebook provides necessary information for employees to handle emergency situations.

**Bomb Threat Procedure**

In the event a bomb threat is received:

1. Immediately call 911 for police assistance.
3. Keep the caller on the line as long as possible.
4. Write down or remember anything describing the call or caller, including background noise, any accent of the caller, etc.
5. **DO NOT** SEARCH FOR THE BOMB YOURSELF.

In the event of a sudden explosion without warning, employees will take shelter and follow the earthquake procedures for safety.

**Civil Disturbance Procedure**

In the event of civil unrest, the Security Services Director will determine the proximity of the unrest to the community.

If a state of civil unrest exists near the community, the north and south resident entry lanes will be closed. All vehicle traffic must stop at the main gate house entrance.

**Earthquake Procedure**

IN AN EVENT OF AN EARTHQUAKE, AT THE FIRST SIGN OF SHAKING:

*If employees are indoors:*

- Drop to your knees with your back to any windows or mirrors.
- Get under a desk or table.
- Stay clear of computers, televisions, stacks of books, file cabinets, and other heavy objects.
- Clasp one hand behind your head and cover neck.
- Wrap your other arm around a table leg or chair leg.
- Bury your face in your arm and protect your head.
- Close your eyes tightly.

Remain in this position until the earthquake is over.
If employees are outdoors:

- Stay clear of buildings, trees, poles and wires.
- Sit down, protect your head and neck and close your eyes tightly.

**Hazardous Material Spills Procedure**

If a hazardous material spill occurs:

- Evacuate the hazard area. Move cross wind, never upwind.
- Close all windows and doors. Seal gaps under doorways and windows with wet cloths (when possible).
- Close as many interior doors as possible.
- If a hazardous material spill occurs in the community, you should immediately use the respirators available in the emergency supply bin.
- Immediately evacuate if instructed by emergency personnel to do so.

You will be advised by fire department personnel when the threat has passed.

**Power Failure**

If there is a power outage that affects LWSB:

- Security will call Southern California Edison (SCE) to report the outage and receive a status update.
- The community patrol security officer will drive the security vehicle throughout the community to monitor the effects of the outage.

There is a generator that will safely operate the guardhouse during a power outage.

**Structure Fire Procedure**

**IN A REAL EVENT, DO NOT HESITATE – IMMEDIATELY CALL 911. A SMALL FIRE CAN QUICKLY BURN OUT OF CONTROL. DO NOT ASSUME SOMEONE HAS ALREADY CALLED EMERGENCY SERVICES.**

After emergency notifications:

- Evacuate the building according to the evacuation procedures.
- If there is smoke in the immediate vicinity, stay low and crawl to avoid breathing fumes.

If you cannot escape your room:

- Close as many doors as possible between you and the fire.
- Stuff cracks and openings with wet cloths (when possible).
• Lay on the floor to minimize the effect of smoke.
• Always feel the door before opening to ensure the door is not warm as there maybe fire on the other side. If the door is warm or hot, **DO NOT OPEN** the door.

**Wildfires**

**IN A REAL EVENT, DO NOT HESITATE – IMMEDIATELY CALL 911. A SMALL WILDFIRE CAN QUICKLY BURN OUT OF CONTROL. DO NOT ASSUME SOMEONE HAS ALREADY CALLED EMERGENCY SERVICES.**

Wildfires are unpredictable and can change direction and speed suddenly. A minor threat can quickly escalate to a major threat.

When a wildfire is close to LWSB:

• If necessary, use the respirator masks found in the emergency preparedness container.
• Have vehicles close by and facing the direction of escape.
• If given the directive from police or fire authorities to evacuate, security will close the guardhouse doors (**but do not lock them**) and evacuate to a safe area as directed by emergency personnel.

**Fire Extinguisher Information**

**When responding to a fire and using a fire extinguisher:**

• First, dial 911 for fire department assistance.
• Identify a safe evacuation path before approaching the fire. Do not allow the fire, heat, or smoke to come between you and your evacuation path.
• Discharge the extinguisher using the **P.A.S.S.** technique (pull, aim, squeeze, sweep).
• Back away from an extinguished fire in case it flames up again.
• Evacuate immediately if the extinguisher is empty and the fire is not out.

**Operate the fire extinguisher by using the following P.A.S.S. technique:**

• **PULL...** Pull the pin. This will also break the tamper seal.
• **AIM...** Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.
• **SQUEEZE...** Squeeze the handle to release the extinguishing agent.
• **SWEEP...** Sweep from side to side at the base of the fire until it appears to be out.

*Evacuate immediately if you have any doubts or concerns about your ability to fight a fire.*
Coyote Safety

Coyotes are sometimes spotted crossing yards and streets inside the community. Coyotes are timid and usually flee at the sight of a human. However, if a coyote does approach you, attempt to scare them away by:

- Being as big and loud as possible (wave your arms, clap your hands, and shout in a loud voice.)
- Do not run or turn your back.
- Throw small stones, sticks, tennis balls, etc. (remember, your intent is to scare the coyote, not injury them.)

Mountain Lion Safety

If you see a mountain lion:

- Stay calm. Hold your ground or back away slowly. Face the lion and stand upright.
- Do not approach a lion. Most mountain lions will try to avoid a confrontation. Give them a way to escape.
- Do not run from a lion.
- Do not crouch down or bend over.

If the mountain lion moves in your direction or acts aggressively:

- Do all you can to appear intimidating by raising your arms speak firmly in a loud voice.
- Throw stones, branches, or whatever you can reach in its direction (not directly at the lion) without crouching or turning your back.

If the mountain lion continues to move in your direction:

- Begin to throw things directly at the lion.

Active Shooter

All cases of active shooter are unique, however if you hear gunfire, you must quickly determine your course of action. There are three important actions to consider:

1. **RUN**
   
   *If there is an accessible escape path, the best option during an active shooter incident is to attempt to evacuate the premises.*
   - Have an escape route and plan in mind
   - Leave your belongings behind
   - Follow the instructions of any police officer
2. HIDE
If evacuation is not possible, find a place to hide. Your hiding place should:
• Be out of the active shooter’s view
• Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
• Lock the door, if possible
• Blockade the door with heavy furniture
• Silence your cell phone
• Turn off any source of noise

3. FIGHT
As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
• Acting as aggressively as possible against him/her
• Throwing items and improvising weapons
• Yelling

Lockdown Procedure
A lockdown is implemented as a response to any number of possible emergencies.

If inside an office:
• Employees should immediately lock all doors and windows, and drop window blinds and coverings.

If during lunch or break:
• Employees should go to the closest secure room and lock all doors and windows.
Emergency Operations Center

Command Post

The command post is the central point of all activity in an emergency. The command post will be at ______________________________. If this area cannot be used, the command post will be located at ______________________________.

The Security Services Director or Watch Commander on duty will organize the command post and give direction in completing tasks, such as first aid and search and rescue.

Equipment required at the Command Post:

- Emergency Preparedness and Safety Guidebook
- Two-way Radios (to be distributed to teams)
- Flashlights
- Cell Phone Chargers
- Pens and Markers

The command post organizes the team leaders to give direction in completing their tasks, including set-up teams, first aid, and search and rescue.

Evacuation Shelter Area Set-Up Team

The set-up team will coordinate:

- Removing all necessary equipment from the supply bin and placing all items in their designated areas in the evacuation area.
- Assembly of canopies, tent set up, and table set up throughout the evacuation area.
- Distribution of Mylar blankets (if necessary) in case of inclement weather.

Search and Rescue

The search and rescue team leader will conduct two types of searches in this order:

- **Targeted Search**: The team will specifically target areas where missing persons were last seen.
- **General Sweep** – The team will conduct a general sweep in search of missing persons.

Equipment required for each search team:

- Two-way Radios
- Crowbars
- Hard Hats
- Knee Pads
• Gloves
• Flashlight
• First Aid Kit

**First Aid Station**

The first aid station will be located in a designated area of the evacuation area. This area will have the necessary emergency supplies to render first aid.

Equipment required at the First Aid Station:

• First Aid Emergency Manual
• Two-way Radio
• Knee Pads
• First Aid Supplies
• Cots, Blankets and Pillows

This team leader coordinates the first aid team in setting up the first aid tent, and retrieving necessary first aid supplies for the injured.

**Sanitation**

The Sanitation Team is in charge of disposing of all trash throughout the evacuation area during an incident. In addition, the team is in charge of directing employees where dispose of human waste in a proper manner.

**Sanitation Team Leader Responsibilities**

The Sanitation Team leader will set up ‘port-a-potty’ areas with an enclosed privacy curtains. After the bag is filled with waste, the employee will tie the bag tightly and dispose of the waste in a proper receptacle. There will be waterless soap available for employee use.

Equipment required for the Sanitation Team:

• Two Way Radio
• Waste Disposal Bags and ties
• Toilet paper
• Waterless soap
• Disinfectant spray

**Food and Water Distribution**

The food and water distribution team will coordinate the orderly process of giving employees food and water.
**Reporting Safety Issues**

Employees are expected to assist LWSB in maintaining safe working conditions. If you observe any unsafe conditions in the workplace, immediately report your findings to the Security Services Director.

Be assured there are laws protecting employees who disclose unsafe working conditions. Employees are *never* penalized or retaliated against in any way for reporting unsafe conditions, workplace accidents, injuries or illnesses.

**Bloodborne Pathogens**

Bloodborne Pathogens means infectious pathogenic microorganisms that are present in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV).

Needle sticks and other sharps-related injuries may expose employees to bloodborne pathogens.

Wearing of the appropriate personal protective equipment (PPE) such as gloves and eye protection can minimize injuries and the amount of exposure. These items can be found in the first aid kits provided.

If any employee suffers an injury resulting in release of blood or other body fluids which could contain pathogens, you should immediately:

- Ensure injured employee receives medical attention.
- Notify the Security Services Director.

**Spill Clean-Up Procedure:**

Spilled body fluids should not be cleaned up without materials specifically designated for such fluids.

**Portable Ladder Safety**

A ladder may seem like a basic piece of equipment and easy to use, but falls from all types of portable ladders are one of the leading causes of fatalities and injuries in the workplace.

**Before using a ladder:**

- Inspect the ladder. If the ladder is damaged, advise your supervisor and the supervisor will tag the ladder to ensure no further use.
- Read and follow all the labels and markings on the ladder.
- Do not exceed the maximum load rating of a ladder. Be aware of the ladder’s load rating and of the weight it is supporting, including the weight of any tools or equipment.
While using the ladder:

Remember the “Three Point Rule” - always maintain three limbs on the ladder (two hands and one foot, or two feet and one hand.)

- Do not use the top step/rung of a ladder.
- Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
- Do not move or shift a ladder while a person or equipment is on the ladder.
- Only one person should be on a ladder at any one time.

Lifting Safely

Before lifting, examine the object for sharp corners, slippery spots and/or other potential hazards. Know your limit and do not try to exceed it. Always ask for help if needed, and divide the load to make it lighter. Know where you are going to set the item down and make sure the destination and your path are free of obstructions. Then follow these steps:

1. Stand close to the load with your feet spread shoulder width apart. One foot should be slightly in front of the other for balance.

2. Squat down, bending at the knees (not your waist). Tuck your chin while keeping your back as vertical as possible.
3. Get a firm grasp of the object before beginning the lift.

4. Slowly begin straightening your legs, lifting slowly. *Never twist your body during this step.*
5. Once the lift is complete, keep the object as close to the body as possible. If the load’s center of gravity moves away from your body, there is a dramatic increase in stress to the lumbar region of the back.

If you must turn while carrying the load, turn using your feet, not your torso. To place the object below the level of your waist, follow the same procedures in reverse order. Remember to keep your back as vertical as possible, and bend at the knees.

**Heat Illness Program**

LWSB provides a heat illness prevention program that is designed to enhance the safety and health of all employees.

**Water**

An important part of the heat illness prevention program is ensuring all employees frequently drink water. In regards to employees access to water:

- LWSB will ensure that all employees have access to drinking water that is fresh, pure, suitably cool, and provided to employees free of charge (water fountain, bottled water, etc.).

- The water shall be located as close as practicable to the areas where employees are working.

- Where drinking water is not plumbed or otherwise continuously supplied, it will be provided in sufficient quantity at the beginning of the work shift to provide one (1) quart per employee per hour for drinking for the entire shift.
Shade

Shade will be present when the temperature exceeds 80 degrees Fahrenheit.

- LWSB will provide and maintain one or more areas with shade at all times while employees are present that are either open to the air or provided with ventilation or cooling.
- The amount of shade present will be enough to accommodate the number of employees on recovery or rest periods.
- The shade shall be located as close as practicable to the areas where employees are working.

Rest Periods

Employees will be allowed to take a preventative cool-down rest in the shade when they feel the need to do so to protect themselves from overheating. Such access to shade shall be permitted at all times.

An employee who takes a preventative cool-down rest:

- will be monitored and asked if he or she is experiencing symptoms of heat illness
- will be encouraged to remain in the shade

An employee will not be ordered back to work until any signs or symptoms of heat illness have gone away, but the break will be no less than a 5 minutes (in addition to the time needed to access the shade.)

If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, the employer shall provide appropriate first aid or emergency response.
Types of Heat Illnesses

Heat Cramps

Heat cramps are muscle spasms which usually affect the arms, legs, or stomach. Frequently they do not occur until sometime later after work, at night, or when relaxing. Heat cramps are caused by heavy sweating, especially when water is not replaced quickly enough.

First aid / emergency response procedures for heat cramps:

• Rest in shady cool area
• Drink water or other cool beverages (clear juice or electrolyte sports drink)
• Wait a few hours before returning to strenuous work
• Seek medical attention if cramps don’t go away

Heat Exhaustion

Heat exhaustion is a condition whose symptoms may include heavy sweating and a rapid pulse, a result of your body overheating.

Symptoms of heat exhaustion include:

• Cool moist skin
• Heavy sweating
• Headache
• Nausea or vomiting
• Dizziness
• Light headedness
• Weakness
• Thirst
• Irritability
• Fast heart beat
First aid/emergency response procedures for heat exhaustion:

- Call 911 immediately.
- Immediately sit or lie down in a cool shady area
- Drink plenty of water or other cool beverages (clear juice of electrolyte sports drink.)
- Cool down with cold compresses/ice packs

Heat Stroke

Heat stroke is a life threatening illness. It occurs when the body has depleted its supply of water and salt, and the victim’s core body temperature rises to unsafe levels.

A heat stroke victim may first suffer heat cramps and/or heat exhaustion before progressing into the heat stroke stage, but this is not always the case. It should be noted that, on the job, heat stroke is sometimes mistaken for a heart attack. It is therefore very important to be able to recognize the signs and symptoms of heat stroke.

Heatstroke symptoms include:

- Confusion
- Fainting
- Seizures
- Excessive sweating or red, hot, dry skin
- Very high body temperature

First aid/emergency response procedures for heat stroke:

If you suspect heatstroke, call 911 immediately.

Move the person out of the heat and cool him or her by:

- Loosen clothing, remove outer clothing
- Fan air on employee and place cold packs in armpits
- Apply ice packs, cool compresses, or ice if available
- Provide fluids (preferably water) as soon as possible
- Stay with worker until help arrives
Workers Compensation Injury and Investigation

All injuries, regardless of the severity of the injury, must be reported to the Human Resources Department and the Security Department immediately. If after normal business hours, contact the security office at the main gate, extension 377.

When a workers compensation injury occurs in your work area:

- Do not move an injured worker unless it is dangerous to stay in the area.
- Assist the injured worker by administering first aid if required. If you have any doubt regarding an injury, always call 911.
- For a thorough investigation to take place, the area where the injury occurred needs to be secured as quickly as possible. Limit all foot traffic in the area and do not move or take items away from the scene.
- Gather all names of witnesses and give this information to the investigators when they arrive at the scene.

Every workers compensation injury is investigated by the Security Department.
<table>
<thead>
<tr>
<th>Unit</th>
<th>Make</th>
<th>Model</th>
<th>D I S</th>
<th>Hours</th>
<th>CC</th>
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The following Traffic Rules and Regulations are strictly enforced and are applicable to all PEDESTRIANS and persons operating MOTOR VEHICLES or BICYCLES on any property managed by the Golden Rain Foundation or owned by the Mutual Corporations.

1. DEFINITIONS:

1.1. The term “MOTOR VEHICLE” as used herein is a vehicle that is self-propelled, including Segway human-transporter-type vehicles.

1.2. The term “IN LEISURE WORLD” as used herein means on any property managed by the Golden Rain Foundation or owned by the Mutual Corporations.

1.3. The term “RESIDENT” as used herein means any owner or shareholder or legal occupant such as qualified permanent resident under the age of 55, a co-occupant (a residing non-owner), a caregiver, or a non-resident co-owner, joint tenant living IN LEISURE WORLD.

1.4. The term “VISITOR” as used herein means any person who is not an owner, shareholder or legal occupant as described above living IN LEISURE WORLD.

1.5. The term “EMPLOYEE” means a person who is employed by the Golden Rain Foundation, either on a full-time, part-time or temporary basis, and employees of the contract companies doing business IN LEISURE WORLD.

1.6. The term “GOLF CART” means a MOTOR VEHICLE having not less than three wheels in contact with the ground, having an unloaded 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”.

1.7. The term “LSV (LOW SPEED VEHICLE)” 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.

1.8. 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, tricycle or quadricycle, and by reason of physical disability, is otherwise unable to move about as a person who is afoot.
1.9. 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.

1.10. Roller skates, roller blades, skateboards, razor-type scooters, and similar items may not be used IN LEISURE WORLD.

2. APPLICABILITY OF REGULATIONS:

2.1. 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 LEISURE WORLD to all PEDESTRIANS and persons operating MOTOR VEHICLES or BICYCLES.

2.2. The exception to Section 2.1 is that a RESIDENT is not required to have a driver's license to operate a GOLF CART IN LEISURE WORLD.

2.3. Registration is not required for GRF service vehicles.

2.4. VISITORS are required to observe all regulations regarding the operation of MOTOR VEHICLES and parking within LEISURE WORLD.

2.4.1. Commercial vehicles belonging to VISITORS 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.

2.5. Commercial vehicles must be driven in such a manner as to conform to all regulations with respect to operation of vehicles and parking. Persistent violators of the LEISURE WORLD TRAFFIC RULES AND REGULATIONS may be denied entrance into LEISURE WORLD by management.

2.6. RESIDENTS, EMPLOYEES, and VISITORS may not use a handheld cell phone while operating a MOTOR VEHICLE, GOLF CART, or BICYCLE within LEISURE WORLD as consistent with California state law (effective July 1, 2008).
2.6.1. RESIDENTS, EMPLOYEES, AND VISITORS may not wear any headset covering, or any earplugs, in both ears while driving IN LEISURE WORLD. There are exceptions for persons operating authorized emergency vehicles, special construction or maintenance equipment and refuse collection equipment, and for any person wearing personal hearing protectors designed to attenuate injurious noise levels and which do not inhibit the wearer’s ability to hear a siren or horn from an emergency vehicle or horn from another MOTOR VEHICLE, and for any person using a prosthetic device which aids the hard of hearing.

3. LICENSING, PASSES AND DECAL REQUIREMENTS

3.1. Any person operating a MOTOR VEHICLE IN LEISURE WORLD shall be required to have a valid Driver’s License in their possession when operating said MOTOR VEHICLE and is further required to present such license to any member of the Security Department upon request.

3.2. VEHICLES including golf carts and LSVs owned by a RESIDENT or GRF or Los Alamitos Medical Center (LAMC) EMPLOYEE must have a valid decal issued by the Security Department displayed on the windshield.

3.3. Issuance of a RESIDENT, EMPLOYEE or clergy decal by Security Department personnel will be contingent upon presentation of the following:

3.3.1. Current vehicle registration listing the Leisure World RESIDENT or EMPLOYEE as owner.

3.3.2. Current RESIDENT or EMPLOYEE identification card.

3.3.3. Clergy must show Driver’s license, current vehicle registration, and car license number.

3.4. Decals must show a month and year of expiration in order to be valid.

3.5. Any applicant for a business, domestic (caregiver) or clergy pass who intends on operating a MOTOR VEHICLE IN LEISURE WORLD shall be required to present a valid Driver’s License and current registration.
4. **AREAS OF AUTHORIZED USE FOR MOTOR VEHICLES:**

4.1. Except as provided in Sections 8.2, 8.3, 8.4, and 8.5, no MOTOR VEHICLE shall be operated IN LEISURE WORLD except on streets, driveways, and designated parking areas designed for such use.

5. **SPEED LIMITS:**

5.1. Drivers of all MOTOR VEHICLES, including bicycles, golf carts, LSVs, etc. shall not exceed 25 miles per hour (MPH) or the posted speed limit.

6. **USE OF DIRECTIONAL SIGNALS AND HEADLIGHTS:**

6.1. Drivers of all MOTOR VEHICLES, including bicycles, golf carts, LSVs, etc., must signal intent of directional change (including emerging onto roadway from parked position) by use of electric or approved hand signal.

6.2. All MOTOR VEHICLES driven on roadways at night must have headlights on.

6.2.1. All MOTOR VEHICLES must have headlights on when windshield wipers are in operation.

6.3. All MOTOR VEHICLE drivers approaching and/or entering any Leisure World gate are asked to place their vehicle’s headlights in the parking light position in order to provide better visibility for the gate guard.

6.4. All MOTOR VEHICLE drivers attempting to make a U-turn IN LEISURE WORLD shall have an unobstructed view for 200 feet in both directions.

7. **PARKING:**

7.1. MOTOR VEHICLES may be parked against a curb or sidewalk so designated as a parking area in Section 7.2. At no time may a MOTOR VEHICLE be parked with any portion of the MOTOR VEHICLE on a sidewalk.

7.2. For the purpose of identifying parking limitations, the following curb markings shall be applicable:

7.2.1. **Red Curb:** No Parking

7.2.2. **Green Curb:** Not to exceed 15 or 30 minutes (unlimited parking in green zone with handicapped placard). Green zones are conveniently located in areas where short parking intervals are help to RESIDENTS, such as the Pharmacy and Health Care Center. Usually these are 15- or 30-minutes zones but vary as marked.
7.2.3. **Yellow Curb**: Loading and unloading only.

7.2.4. **Blue Curb**: Disabled persons parking only.

7.2.5. **Unpainted**: Parking permitted unless posted.

7.2.6. **Fire Hydrants**: Red curbing for a maximum of 15 feet on both sides of the fire hydrant.

7.2.7. **Mailboxes**: Red curbing for a maximum of 15 feet on both sides of the mailbox.

7.2.8. **Bus Stops**: Red curbing for a maximum of 60 feet to provide for loading and unloading of buses.

7.2.9. **Intersections**: On request, the curbing on Trust street intersections may be painted red for a distance of 30 feet away from the intersection. Street intersections include intersections between Trust streets and carport driveways, parking lots and other vehicular entrance points.

7.2.10. **Emergency and Service Access**: On request, areas on Trust streets may be painted red for a distance of 10 feet in front of a walkway area to allow emergency vehicle access where structures restrict turning radius.

7.2.11. **Narrow Traffic Lanes**: Parking shall not be permitted on roadway sections where traffic lanes are less than 16 feet from curbing to lane marking. The curbing in these areas shall be painted red.

7.3. **MOTOR VEHICLES** shall be parked as close to the curb as is practical in a parallel position, but in no event further than 12 inches from said curb (unless otherwise directed in the case of diagonal or other parking as indicated by painting striping).

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

7.4. Parking areas on the west and east sides of the Amphitheater are designated EMPLOYEE parking spaces during business hours. RESIDENTS are prohibited from using the EMPLOYEE spaces during business hours.

7.4.1. Certain parking spaces in the north and east areas of the lot are painted green to indicate a limited parking time for MOTOR VEHICLES belonging to RESIDENTS and business VISITORS or left unpainted to indicate availability to non-employees for a longer time frame. Non-resident parking is allowed at the green-curbed, 20-minute parking slots only. MOTOR VEHICLES belonging to non-residents may not be parked in the Amphitheater parking lot. The northwest corner of the...
Amphitheater parking lot is a “no parking” area. The first two spaces due east are green-striped, limited time parking spaces.

7.4.2. Parking spaces in the Health Care Center parking lot, unless otherwise marked, will be for RESIDENTS of Seal Beach Leisure World during business hours.

7.5. Overnight parking is not allowed by RESIDENTS or guests in the Health Care Center, Clubhouse Five, or Clubhouse Six parking lots. Parking is permitted for up to 72 hours in the parking lots of Clubhouse One, Two, Three, and Four, and the Amphitheater (except the RV area – see Section 7.13).

7.6. Parking on the curb or sidewalk by any MOTOR VEHICLE or trailer other than certain EMPLOYEE vehicles is prohibited at all times.

7.7. Washing vehicles on the streets IN LEISURE WORLD is prohibited at all times.

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

7.9. Any vehicle without proof of registration or with an expired registration may not be parked on Trust Streets.

7.10. RESIDENTS’ vehicles without a Seal Beach Leisure World decal may not be parked on Trust Streets.

7.11. Trailers not connected to a vehicle may not be parked on Trust Streets (RV – See Section 7.13).

7.12. 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. Mutual Seventeen Only: Mutual Seventeen 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.

7.12.1. VISITORS may park their RV in front of their RESIDENT host’s apartment, or as near as is safely possible, for up to 7 days PROVIDED the host notifies the Security Department AND posts the host RESIDENT’S name and telephone number in a conspicuous place in the right front window, or windshield in the case of a MOTOR VEHICLE.

7.12.2. For the purpose of providing additional room for VISITORS,
RESIDENT owners may park their RV in front of their apartment, or as near as is safely possible, for up to 7 days PROVIDED the RESIDENT notifies the Security Department AND posts their name and telephone number in a conspicuous space in the right window of the vehicle.

7.12.3. RVs may not be parked on any curb or walk, or any place that any other vehicle may not legally park. 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.

7.13. 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 or definite inconvenience to neighbors.

7.14. RESIDENT owners or visitors may park their RV or detached RV in the parking lot west of Clubhouse Four for up to 14 days PROVIDED that the name of the owner of the vehicle and the telephone number of the RESIDENT host, in case of visitors, is posted conspicuously in the right front window of the trailer or in the windshield of the RV. In all cases, the Security Department must be notified immediately of such parking. Extensions may be granted by the Security and Transportation Manager for humanitarian purposes.

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

7.14.2. RVs that are equipped with generators must park along the south wall or in the center of the lot.

7.14.3. Generators shall not be operated before 8:00 a.m. or after 9:00 p.m.

7.15. Making non-emergency repairs to any MOTOR VEHICLE IN LEISURE WORLD is not permitted.

8. GOLF CARTS AND LSVs (Low-Speed Vehicles):

8.1. LSVs shall follow all the provisions of the California Vehicle Code and the regulations listed in the Leisure World Seal Beach Traffic Rules and Regulations and the policies of the Mutual Corporations. A Leisure World vehicle decal is required on all GOLF CARTS and LSVs.
8.1.1. LSVs must meet federal Motor Vehicle Safety Standards, Title 49, Part 571 Subpart B, Section 571.500, S1 through S5 (a), S5 (b) 1 through 10.

8.1.2. GOLF CARTS or LSVs used during night operations must have headlights, brake lights, and directional signals.

8.2. Driving a GOLF CART or LSV less than 48” in width on a sidewalk shall be permissible only from the point of origin to the nearest driveway or place of exit to the street.

8.2.1. Driving a LSV more than 48” in width is prohibited on all walkways and sidewalks.

8.3. While driving a GOLF CART or LSV less than 48” in width on a Trust street, walkway, or sidewalk, the driver of the GOLF CART or LSV less than 48” in width shall yield the right of way to all PEDESTRIANS and shall not, under any circumstances, travel at a speed greater than is reasonable and prudent, having due regard for the safety of all PEDESTRIANS on the sidewalk.

8.4. Maintenance MOTOR VEHICLES, when utilized by EMPLOYEES for the purpose of providing maintenance service to Leisure World Mutual Corporations, shall be permitted to travel on sidewalks, lawns, and walkways as necessary to efficiently provide such maintenance services. Maintenance MOTOR VEHICLES shall not be operated at such a speed as to pose a hazard to PEDESTRIANS and, unless unavoidable due to emergency maintenance, said MOTOR VEHICLES shall not be parked so as to block any normal PEDESTRIAN right of way, i.e., sidewalk, walkway or carport.

8.4.1. Gasoline-powered vehicles are prohibited from using sidewalks adjacent to Trust streets. EXCEPTION: golf carts, medical emergency vehicles belonging to the Health Care Center; service vehicles belonging to the Golden Rain Foundation; and service vehicles belonging to contractors or vendors that are designed for sidewalk use and are doing business with RESIDENTS or Mutual Corporations.

8.5. ANY VISITOR driving a GOLF CART or LSV must have a valid driver’s license and be accompanied by a RESIDENT.
9. **BICYCLES (NON-MOTORIZED):**

9.1. While riding a BICYCLE on a street or sidewalk, the rider has the responsibility of following the safety rules listed herein.

9.2. While riding a BICYCLE on a sidewalk, the rider shall yield the right of way to all PEDESTRIANS and shall not, under any circumstances, travel at a speed greater than is reasonable and prudent, having due regard for the safety of all PEDESTRIANS on the sidewalk.

9.3. Any BICYCLE owned by a Leisure World RESIDENT may be registered with the Security Department.

9.4. BICYCLES may not be ridden within the confines of Clubhouses. BICYCLES must be walked in internal corridors, under roof overhangs, and in breezeways.

9.5. The following equipment is required while riding a BICYCLE on a street or sidewalk IN LEISURE WORLD:

9.5.1. A brake which enables the operator to make one braked wheel skid on dry, level, and clean pavement.

9.5.2. Handlebars that are not raised so high that the operator must elevate their hands above the level of their shoulders in order to grasp the normal steering grip area.

9.6. BICYCLES shall not be of a size as to prevent the operator from safely stopping the BICYCLE, supporting it in an upright position with at least one foot on the ground, and restarting it in a safe manner.

9.7. BICYCLES operated during darkness shall be equipped with the following:

9.7.1. A lamp emitting a white light that illuminates the street or sidewalk and is visible from a distance of 300 feet to the front and sides of the bicycle.

9.7.2. A red reflector mounted on the rear of the BICYCLE which is visible from a distance of 500 feet to the rear of the vehicle.

9.7.3. A white or yellow reflector mounted on each pedal which is visible from 200 feet to the front and rear of the BICYCLE, except BICYCLES which are equipped with reflectorized tires on the front and rear need not be equipped with side reflectors. All reflectorized tires must meet DMV requirements.

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9.7.4. A lamp or lamp combination, emitting a white light attached to the operator and visible from a distance of 300 feet in front and from the sides of the BICYCLE, may be used in place of the lamp attached to the BICYCLE.

9.8. When operating a BICYCLE at a speed less than the normal speed of traffic moving in the same direction at such time, the rider shall ride as close as practicable to the right-hand curb or edge of the roadway except under any of the following situations:

9.8.1. When overtaking and passing another BICYCLE or MOTOR VEHICLE proceeding in the same direction.

9.8.2. When preparing for a left turn at an intersection or into a driveway.

9.8.3. When reasonably necessary to avoid conditions (including, but not limited to, fixed or moving objects, bicycles, pedestrians, animals, surface hazards, or substandard width lanes) that make it unsafe to continue along the right-hand curb or edge. For purposes of this section, a “substandard width lane” is a lane that is too narrow for a bicycle and a vehicle to travel safely side by side within the lane.

9.9. Any person operating a BICYCLE on a one-way street with two or more marked traffic lanes may ride as near the left-hand curb or edge of the roadway as practicable.

9.10. Signals by hand and arm shall be given in the following manner:

9.10.1. **Left turn** – Left hand and arm extended horizontally beyond the side of the BICYCLE.

9.10.2. **Right turn** – Left hand and arm extended upward beyond the side of the BICYCLE or right hand and arm extended horizontally to the right side of the BICYCLE.

10. **PEDESTRIANS IN ROADWAYS:**

10.1. Every PEDESTRIAN upon a roadway shall yield the right-of-way to all vehicles upon the roadway so near as to constitute an immediate hazard.

10.1.1. The driver of a MOTOR VEHICLE shall yield the right-of-way to a PEDESTRIAN crossing the roadway within any marked crosswalk or within any unmarked crosswalk at an intersection, except as otherwise provided in these rules and regulations.
10.1.2. This section does not relieve a PEDESTRIAN from the duty of using due care for his or her safety. A PEDESTRIAN may not suddenly leave a curb or other place of safety and walk or run into the path of a MOTOR VEHICLE that is so close as to constitute an immediate hazard. A PEDESTRIAN may not unnecessarily stop or delay traffic while in a marked or unmarked crosswalk.

10.1.3. The driver of a MOTOR VEHICLE approaching a PEDESTRIAN within any marked or unmarked crosswalk shall exercise all due care and shall reduce the speed of the vehicle or take any other action relating to the operation of the MOTOR VEHICLE as necessary to safeguard the safety of the PEDESTRIAN.

10.1.4. Section 10.1.2 does not relieve a driver of a MOTOR VEHICLE from the duty of exercising due care for the safety of any PEDESTRIAN within any marked or unmarked crosswalk or within any unmarked crosswalk at an intersection.

10.2. Whenever any MOTOR VEHICLE has stopped at a marked or unmarked crosswalk at an intersection to permit a PEDESTRIAN to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass the stopped vehicle.

10.3. A PEDESTRIAN may not walk upon any roadway if a sidewalk is available.

10.4. A totally or partially blind PEDESTRIAN who is carrying a predominantly white cane (with or without a red tip), or using a guide dog, shall have the right-of-way.

11. REPORTING ACCIDENTS:

11.1. The driver of any MOTOR VEHICLE or BICYCLE involved in any accident resulting in death or injury to any person shall immediately stop and notify the Seal Beach Police Department and the Security Department of their identity and the particulars of the accident.

11.2. The driver of any MOTOR VEHICLE or BICYCLE involved in any accident resulting in damage to property, including a MOTOR VEHICLE, shall identify themselves to the owner or individual in control of said property, if present, within twelve (12) hours, and they shall notify the Leisure World Security Department of their identity and the particulars of the accident within twelve (12) hours. This shall be in addition to any laws established by the State of California.
12. **TOWING POLICY**

12.1. 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 twenty-one (21) days after Security Department issues a citation.

12.2. 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.

12.3. MOTOR VEHICLES leaking gasoline, oil, or any other hazardous fluid may be towed, at owner’s expense, if owner cannot be found.

Also see Policies 1909, 1909.1, 1909.2, 1911, and 1914 which relate to speed limits, one-way streets and handicap parking

**MUTUAL CONCURRENCE**

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**Document History**
Adopted: 15 Apr 08 Amended: 23 Jul 19

**Keywords:**

(Golden Rain Foundation Seal Beach, California)
1. **ENFORCEMENT:**

1.1 Except as otherwise stated herein, select provisions of the most current California Vehicle Code, and all amendments or revisions apply IN LEISURE WORLD to all PEDESTRIANS and persons operating MOTORIZED VEHICLES or BICYCLES.

1.2 Enforcement of these Traffic Rules and Regulations shall be the responsibility of the Security Department. Security Officers shall issue a Notice of Violation ("Citation") for violations of rules and regulations.

1.3 Any person in violation of the rules and regulations set forth above, including, without limitation, a RESIDENT, SHAREHOLDER, MEMBER, CAREGIVER, VENDOR, CONTRACTOR, VISITOR or EMPLOYEE, shall be subject to the provisions set forth herein ("VIOLATOR").

2. **NOTICES OF VIOLATIONS:**

2.1 Citations for moving violations, when possible, will be handed to the VIOLATOR in person by the citing Security Officer. Citations for parking violations, when VIOLATOR is unknown, will be attached to the vehicle in an appropriate and secure manner.

2.1.1 A copy of a Citation issued to an EMPLOYEE shall be forwarded to the Human Resources Manager and the Executive Director.

2.1.2 All EMPLOYEES, either of the Foundation or the Health Care Center, whose work assignment requires them to bring personal MOTOR VEHICLES IN LEISURE WORLD, shall have their MOTOR VEHICLE registered in the same manner as MEMBER/RESIDENT MOTOR VEHICLES. EMPLOYEE vehicles shall display an appropriate parking pass at all times while on the property.

2.1.3 The Security Department or Health Care Center Administrator is responsible for removing the decal from a terminated EMPLOYEE’S vehicle.

2.2 Handicapped person placard display violations may be dismissed if a Handicapped person placard identification valid at the time of the citation is presented to the Security Department.
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3. PENALTIES

3.1 The Security Department shall issue citations and keep records of the number
and type of violations in any rolling six (6) month period. If two (2) violations
have been issued to the same driver in a six (6) month period, notification shall
be sent to the appropriate department with the required method of compliance
as outlined below.

SHAREHOLDERS and MEMBERS have the right to contest within thirty (30)
days of the date of the violation. A hearing will be scheduled, with the
SHAREHOLDER receiving at least ten (10) days prior written notice, at which
the Shareholder may contest before penalties are imposed.

3.2 For SHAREHOLDERS, MEMBERS, AND RESIDENTS, Security will issue the
appropriate correspondence after two (2) violations. This first notification letter
shall require completion of the AARP Safe Driver Class or other equivalent
driver education training offered. Certificate of completion will be submitted to
the Security Department.

If there is no compliance within sixty (60) calendar days, or if the violator
deemed a repeat offender (defined as three (3) or more violations within a
consecutive twelve (12) month period) or possible risk to the community, a
second letter will be sent by first class mail to the SHAREHOLDER, MEMBER,
OR RESIDENT calling the SHAREHOLDER OR MEMBER to a hearing. The
Hearing Panel may determine, in its discretion, to impose one or more of the
following disciplinary measures and shall provide the member with written
notice of its decision within fifteen (15) days following the action:

3.2.1 The resident decal may be revoked and removed unless and
until proof of compliance is presented to the Security
Department.

3.2.2 The Department of Motor Vehicles may be notified of the
series of violations on the DS699, Request for Drivers Re-
examination.

3.2.3 The Mutual President will be notified.

3.3 For VENDORS and CONTRACTORS, the notice will be forwarded to the
Physical Property Office to issue the appropriate letter. Entry pass shall be
revoked and SHAREHOLDER or department that provided the pass shall be
notified. The Mutual President will be notified.

3.4 For CAREGIVERS, the entry pass shall be revoked and the SHAREHOLDER
that provided the pass shall be notified. The Mutual President will be notified.

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3.5 For VISITORS, the entry pass shall be revoked and the SHAREHOLDER that provided the pass shall be notified. The Mutual President will be notified.

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

3.7 Revocation of the resident decal is not a denial of entry into the community.

Document History
Adopted: 25 Nov 15       Amended: 23 Jul 19

Keywords:
Security

Parking Rules for Trust Property

The following Parking Rules 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 Mutuals 1-12, 14-16 and Mutual 17 CCRs: all Shareholder/Members are solely responsible for the actions of their guests and employees, therefore they are solely responsible for the fines and penalties incurred by their guests or employees.

GRF vehicles are exempted from these policies when appropriate, such as maintenance or security vehicles assisting first responders or providing emergency services to a Shareholder/member unit or GRF TRUST PROPERTY.

1. PREFACE
In order to promote safety, all drivers and pedestrians shall follow the same parking rules as are required on public streets, unless otherwise specified herein.

2. DEFINITIONS
Words appearing in ALL CAPITAL LETTERS are defined in this section.

2.1. 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.

2.2. ASSIGNED PARKING
A defined parking location that has been designated for the use of a specific individual or group by the GRF.

2.3. BICYCLE/TRICYCLE
A device with 2 or 3 wheels, respectively, upon which any person can ride propelled exclusively by human power through a belt, chain or gears.

2.4. CAREGIVER
A non-shareholder/member hired or identified by a Shareholder/ Member as providing part-time or full-time care. This person must be registered with Stock Transfer.

2.5. 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. A COMMERCIAL VEHICLE shall also mean any type of vehicle, which includes without limitation,
a truck, van or trailer that has one or more of the following traits:

2.5.1. Larger than one (1) ton carry weight;

2.5.2. Bares a prominent business name or advertisement. If the graphic medium is removable, such as a magnetically attached sign, this element does not apply when all such signage is removed and stored out of view;

2.5.3. Normally employed or designed for commercial business use, whether or not a business name or advertisement is displayed.

2.5.4. Racks, materials, ladders, tool boxes and/or tools are visible on the exterior of the vehicle;

2.5.5. Used to haul any hazardous materials;

2.5.6. Designed to carry more than 15 (fifteen) passengers.

2.6. DUE PROCESS

An established course for judicial proceedings or other governmental activities designed to safeguard the legal rights of the individual.

2.7. ELECTRIC BICYCLE

Two-wheeled vehicle supplemented with an electric motor. It may not be driven on sidewalks.

2.8. GOLF CART

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 designated to be and is operated at no more than 20 mph, and has a maximum width of 48".

2.9. INTERNAL DISPUTE RESOLUTION (IDR)

An internal due process 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.

2.10. LOW-SPEED VEHICLE (LSV)

A motor vehicle which is designed to travel in excess of 20 MPH with a maximum speed of 25 MPH. LSV’s less than 48” in width shall be driven in accordance with the rules and regulations established for Golf Carts. LSV’s that are more than 48” in width are prohibited from all walkways and sidewalks.

2.11. MOBILITY SCOOTER

A vehicle that is propelled by an electric motor with a battery pack on the vehicle. This vehicle is self-propelled.

2.12. MOTORCYCLE

A motorcycle has more than a 150cc engine size, and no more than three
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Parking Rules for Trust Property

79 wheels and has to be registered with the Department of Motor Vehicles (DMV).
80

2.13. MOTOR-DRIVEN CYCLE
81 A motor-driven cycle has 149cc or less engine size (CVC §405) and has to be
82 registered.
83

2.14. NON-RESIDENT
84 A person without the right under the governing documents and applicable law
85 to occupy a dwelling within a Mutual.
86

2.15. PARKING PERMIT BINDER
87 A register maintained by the Security Department to document vehicles granted
88 a limited exception to certain parking rules.
89 Examples: Extended RESIDENT’S absence, overnight RV parking, late night
90 calls for overnight guests without a parking permit.
91

2.16. PARKING RULES VIOLATION PANEL (PRV)
92 The GRF Board of Directors (BOD) has established a committee consisting of
93 a facilitator (the GRF Vice President), three (3) GRF directors and an alternate
94 as may be designated from time to time by the BOD and assigned to meet on
95 a rotating schedule to hear Shareholder/Member disputes regarding Parking
96 RULES VIOLATIONS NOTICES issued by Security Department.
97

2.17. PEDESTRIAN
98 Any person who is afoot or who is using a means of conveyance propelled by
99 human power other than a bicycle. This also includes any person operating a
100 self-propelled wheelchair, motorized scooter, tricycle or quadricycle.
101

2.18. PROHIBITED VEHICLES
102
103 2.18.1. Aircraft;
104
105 2.18.2. Boats, personal watercraft, and their trailers, except as allowed
106 in Section 3.8 – Recreational Vehicles Restricted;
107
108 2.18.3. INOPERABLE VEHICLE: a vehicle that lacks a functioning
109 engine or transmission, or non-functioning wheels, tires, doors,
110 windshield, or any other major part or equipment necessary to
111 operate safely on the highways;
112
113 2.18.4. Off-road vehicle (not street licensed) other than GOLF CART or
114 GOLF CAR;
115
116 2.18.5. UNAUTHORIZED VEHICLE: Use of a motor vehicle in the
117 community without consent of GRF or at least one of the Mutuals;
118
119 2.18.6. UNREGISTERED VEHICLE: no current valid State registration;
120 or
121
122 2.18.7. Vehicle designed to carry 12 (twelve) or more passengers.
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EXCEPTION:

Buses or limousines to load or offload passengers with approval from the Security Department or Recreation Departments.

2.19. 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.

2.20. RESERVED PARKING

A parking location that is marked as such by a sign, or curb or pavement marking is set-aside for use only by the designated user(s).

2.21. RULES VIOLATION NOTICE (CITATION)

A written notification of a violation of GRF parking policies placed on the violating vehicle. This information is forwarded to the related mutual president.

2.22. TRUST PROPERTY

All land operated by the GRF on behalf of the Mutuals.

2.23. TRUST STREETS

Streets with names.

2.24. UNASSIGNED PARKING

Not an ASSIGNED PARKING space.

2.25. UNAUTHORIZED VEHICLE

A vehicle not permitted to be on TRUST PROPERTY.

2.26. VEHICLE USED FOR RECREATION (VUFR)

Boats, boat trailers, all-terrain vehicles (ATVs), trailers used to transport ATVs.

3. RULES FOR PARKING

3.1. PROHIBITED VEHICLES

3.1.1. No PROHIBITED VEHICLE shall be parked on TRUST PROPERTY.

3.1.2. At no time, shall any vehicle be parked on TRUST PROPERTY if it is leaking any fluids.

EXCEPTION:

Clear Water

3.1.3. Any of these types of vehicles are subject to immediate towing at

(Golden Rain Foundation Seal Beach, California)
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3.2. TEMPORARY PARKING PERMITS

3.2.1. The following Parking Permits are issued by Security Department

3.2.2. All Parking Permits must be displayed on dashboard of vehicle or on the king pin of a fifth wheel or the tongue of a trailer:

3.2.2.1. Shareholder/member for use on rental or new vehicle;

3.2.2.2. Guest of Shareholder/Member;

3.2.2.3. Overnight Parking Permit at request of Shareholder/Member for Guest.

3.3. GENERAL PARKING RULES

3.3.1. Park Safely – At no time may a vehicle be parked in a manner creating a traffic hazard.

3.3.2. No animal or child is allowed to be left alone in any parked vehicle on TRUST PROPERTY. Animal Control or Seal Beach Police will be called immediately in either circumstance.

3.3.3. Fire Hydrant – At no time may a vehicle be parked within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner’s expense. See Section 6 – Towing Policy.

3.3.4. Sidewalk – No vehicle may be parked with any portion of it on a sidewalk.

3.3.5. Off Pavement – At no time may a vehicle be parked with any portion of it off pavement.

3.3.6. Curb or Parking Stall – Vehicles may park in a designated parking stall or along a curb or sidewalk, unless otherwise provided herein.

Vehicles on a two-way travel roadway must be parked with the passenger side wheels within 18 (eighteen) inches of the curb or sidewalk.

3.3.6.1. Vehicle must be parked completely within the marked boundaries of a parking space

3.3.6.2. A vehicle may be parked in a location that is not a marked stall; however, at no time may it be parked in a manner that creates a traffic hazard, interferes with other vehicle access, PEDESTRIAN traffic, or access to facilities or equipment.

3.3.6.3. Any vehicle without proof of current valid State...
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registration may not be parked on TRUST PROPERTY at any time.

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

3.3.6.5. Trailers not connected to a vehicle are not permitted to be parked on TRUST STREETS.

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

3.3.6.6. Pods, moving trailers or similar portable storage units are not permitted on TRUST PROPERTY without Security Department authorization.

3.3.6.7. Vehicles in violation are subject to immediate tow away at owner’s expense. See Section 6 – Towing Policy.

3.4. PARKING ZONES

3.4.1. Red Zones – Vehicles in violation are subject to immediate tow away at owner’s expense. See Section 6 – Towing Policy.

3.4.1.1. Fire Hydrant or Fire Lane: No person shall park or leave standing any vehicle within 15 (fifteen) feet of a fire hydrant even if the curb is unpainted.

3.4.1.2. Non-Fire Lanes: A vehicle may not be left unattended.

3.4.1.3. Bus Stops: No person shall park or leave standing any vehicle within 30 (thirty) feet on bus stop side of the street to provide for loading and unloading of buses.

3.4.1.4. Drive-up Mail Boxes: No person shall park or leave unattended any vehicle within 15 (fifteen) feet of the mail box.

3.4.2. Blue Zone (Handicapped): Vehicles must display a valid, government-issued disabled (handicapped) license plate or placard.

3.4.3. Green Zone: Parking may not exceed time limit posted by sign or curb marking.

EXCEPTION:

Unlimited time parking in a Green Zone is permitted only when the vehicle is displaying a valid government-issued disabled (handicapped) license or placard.
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3.4.4. White Zone: Passenger loading and unloading only. Time limit: 30 (thirty) minutes.

3.4.5. Yellow Zone: Commercial vehicle loading and unloading only: 30 (thirty) minutes.

3.4.6. Unpainted: Parking is permitted up to 72 (seventy-two) hours, unless otherwise restricted.

3.5. RESIDENT’S PARKING

A RESIDENT’S vehicle (not RV or VUFR) may be parked for no more than 72 (seventy-two) hours in one location without first notifying the Security Department.

3.6. NON-RESIDENT PARKING

NON-RESIDENT vehicles are not eligible for extended parking privileges without permit issued by the Security Department.

3.6.1. Any violation of this section may result in vehicle being towed at the owner’s expense. (see Section 6 - Towing Policy)

3.7. CAREGIVER PARKING

A CAREGIVER may park on TRUST PROPERTY only when a CAREGIVER parking pass is displayed on the dashboard of the vehicle.

For Caregiver parking rights, the person must be registered with the GRF Stock Transfer office.

3.8. CONTRACTOR AND SERVICE VEHICLE PARKING

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

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

3.9. OVERNIGHT PARKING PERMITS

3.9.1. RESIDENT overnight parking is prohibited without a Security Department issued vehicle decal or Overnight Parking Permit.

3.9.2. COMMERCIAL VEHICLES, equipment, and materials utilized in authorized activities conducted for the Mutual, or its RESIDENTS overnight parking is not permitted without an Overnight Parking Permit issued by the Security Department.

EXCEPTION:

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

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3.9.3. 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.

3.9.4. The following vehicles and equipment are prohibited from parking on TRUST STREETS at any time between the hours of 12:00 a.m. and 7:00 a.m. unless otherwise addressed in this policy:

3.9.4.1. Vehicle not displaying a valid GRF decal or Overnight Parking Permit.

3.9.4.2. Recreational Vehicle – except as provided below in Section 3.10 – “Recreational Vehicles Restrictions.”

3.9.4.3. COMMERCIAL VEHICLE, construction/ maintenance equipment, storage and disposal units, building materials.

3.10. RECREATIONAL VEHICLES (RV) or VEHICLE USED FOR RECREATION (VUFR) RESTRICTIONS

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

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

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

3.10.3. Other activities, such as sleeping or resting in the RV or VUFR, and vehicle maintenance are not allowed.

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

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.

3.10.5. Extensions such as slide-outs, tilt-outs, and awnings must be closed. Steps must not block the sidewalk.

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

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

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

3.11. “FOR SALE” SIGNS

"For Sale" signage shall not be displayed on any vehicle on TRUST

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305  PROPERTY.

306  **3.12. REPAIRS**

307  Vehicles may not be rebuilt or rehabilitated, major service may not be
308  performed, and fluids may not be changed on any TRUST PROPERTY.

309  **3.13. WASHING**

310  All washing of vehicles must be done at the car and RV washing areas behind
311  Clubhouse 2 (Two). Vehicles must have a GRF decal.

312  EXCEPTION: NON-RESIDENTS shall not be permitted to wash their vehicle
313  anywhere on TRUST PROPERTY.

4.  **TRUST PROPERTY PARKING AREAS**

4.1.  **CLUBHOUSE ONE**

315  4.1.1. Parking next to the Wood Shop is prohibited between 11:00 p.m.
316  and 7:00 a.m.

318  4.1.2. Parking is prohibited between 11:00 p.m. and 7:00 a.m. in the
319  spaces on the west side of the clubhouse (Burning Tree).

320  4.1.3. Parking is permitted up to 72 (seventy-two) hours in the lot
321  across from the clubhouse next to the golf course.

4.2.  **CLUBHOUSE TWO**

323  4.2.1. Parking next to the Wood Shop and car wash is prohibited
324  between 11:00 p.m. and 7:00 a.m.

325  4.2.2. Parking is prohibited between 11:00 p.m. and 7:00 a.m. in the
326  spaces on the east side of the clubhouse (El Dorado).

327  4.2.3. Parking is permitted up to 72 (seventy-two) hours in the lot
328  between the clubhouse and the RV lot.

4.3.  **CLUBHOUSE THREE & FOUR**

330  4.3.1. Permit Parking

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

334  Available permit parking is limited. Spaces are allotted on a “first
335  come first served” basis.

336  EXCEPTION:

337  The Radio Club Yellow Emergency Van
338  Innovative Cleaning Service Vehicles

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

4.3.3. RVs and VUFRs

4.3.3.1. Shareholders/Members and Guests may park a RV or VUFR temporarily in the noted locations for the purpose of loading and unloading, and preparing the vehicle for travel or storage subject to these Rules and Regulations of the GRF.

4.3.3.2. Notification – Shareholders/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:

4.3.3.3. Maximum Consecutive Nights
Shareholders/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. See section below. 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.

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

EXCEPTION:
Watch Commander or Deputy Chief may grant extension until return of the Security Chief or Executive Director.

4.3.3.5. The Security Chief must make a monthly report of all permitted vehicles to the Security Bus and Traffic Committee (SBT).

4.3.3.6. Failure to comply may result in towing of the vehicle at the owner’s expense.

4.3.4. Use of an RV or VUFR

4.3.4.1. Shareholder/Members and Guests may live in a RV or VUFR parked in the community for a maximum of seven (7) days. This includes sleeping, cooking or any other activities not associated with preparation of the vehicle for travel or storage.

4.3.4.2. No animal or child shall be left alone in a vehicle at any time.

4.3.5. Safety Requirements – All sections of the California Vehicle Code that are applicable to RVs and VUFRs shall be adhered to while parked in community.

4.3.6. Parking Fees for RV or VUFR

4.3.6.1. Shareholder/Member: First Twenty-one (21) days – No Charge.

4.3.6.2. Guest of Shareholder/Member:
There is no charge for the first fourteen (14) days.
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The following seven (7) days will be charged at rate of $20.00 per day.

4.3.6.3. 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.

4.3.6.4. 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.

4.4. 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
- Innovative cleaning service vehicles.

4.5. AMPHITHEATER

4.5.1. No Shareholder/member may park in any space marked for "Staff" or HCC between the hours of 7am to 6pm, Monday to Friday.

4.5.2. The parking space designated for the HCC 24-Hour Nurse may never be used by anyone else except that employee and the HCC Golf Cart.

5. BICYCLES/TRICYCLES

BICYCLES or TRICYCLES may not be parked in any manner interfering with foot or vehicle traffic. Bicycles must be parked utilizing parking racks where provided. GRF is not liable for damaged, lost or stolen property.

Attended BICYCLES or TRICYCLES may be parked off pavement, but only in such a manner as not to damage landscaping.
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Parking Rules for Trust Property

Parking on a sidewalk is prohibited.

6. TOWING

The Security Department will take steps to identify the owner and make contact. Failure to contact the vehicle owner shall not affect GRF’s ability to tow any vehicle in violation of these rules or posted signage.

6.1. Immediate Towing Situation

A vehicle parked in either Red Zone “Fire Lane” or “Fire Hydrant.”

6.2. Red Ticket Towing Notice

The vehicle has been issued a notice of parking violation, and 96 hours have elapsed since the issuance of that notice.

7. DUE PROCESS

Due Process is a set of procedures of increasing stages of formality and associated additional costs to both parties.

7.1. Internal Dispute Resolution (IDR) Process

7.1.1. Person charged with the violation (Violator) can pay the fine. The citation has the fines for parking violations on the reverse side of the form.

7.1.2. The Violator has the right to contest the "rules violation" in writing to the Parking Rules and Violations Panel (PRV) within ten (10) business days of the date of the violation.

7.1.3. A hearing will be scheduled at the next monthly meeting of the PRV. Hearings will be scheduled once a month on the fourth Monday of the month at 9:00 am.

7.1.4. Violator may submit a response in writing within ten (10) business days of the violation to the PRV, if they are unable to attend the hearing.

7.1.5. The PRV must be notified ten (10) business days prior to the hearing if interpreter’s services are needed and the language required.

7.1.6. Shareholder/Members will be notified in writing of the results of the hearing within 15 business days.

7.2. Notice of Hearing

The written RULES VIOLATION NOTICE (Citation) serves as written notice of the violation and hearing (Civ. Code §5855). The following items will be set forth in the written Violation of Rules:

7.2.1. Description of violation, including time of violation and location and possible penalties (including possible monetary penalties); and
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Parking Rules for Trust Property

7.2.2. Hearing date, time, and location of Hearing.

7.3. Notice Handout
This document supplements the Citation and must contain the following:

7.3.1. The date, time, and place of the hearing;
7.3.2. The nature of the alleged violation (including the date/time and location) for which a member may be disciplined;
7.3.3. A statement that the member has a right to attend the hearing and present evidence. (Civ. Code §5855(b).);
7.3.4. Notification that a "Failure to Respond" will acknowledge acceptance of the violation and the corresponding fine may be imposed; and
7.3.5. A section to indicate the need for an interpreter and the language requested. The PRV must be notified at least ten (10) business days prior to the hearing if the Shareholder/member will bring an interpreter.

7.4. Extensions
The Shareholder/Member may request one extension of the panel hearing under these following circumstances:

7.4.1. An extension of Hearing date at least 48 (forty-eight) hours prior to the scheduled PRV hearing with no explanation;
7.4.2. An extension for medical, health or family issues;
7.4.3. The written notification to the PRV panel that the Violator is bringing a lawyer. This will require a minimum 30-day extension to insure PRV attorney will be present, or
7.4.4. A second extension may be granted by the PRV.

7.5. PRV Hearing
7.5.1. Defense - The Shareholder/Member has the right to examine and refute evidence. The photos may be viewed in the Security Office by appointment. The Security Department will have a representative present to explain all relevant information and evidence. This may include questions during the hearing. Members also have the right to submit their defense in writing rather than make an appearance before the PRV. (Corp. Code §7341(c)(3).)

7.5.2. Lawyers - The Shareholder/Member has a "right" to bring a lawyer to represent them in an IDR hearing. The Shareholder/Member must provide a 30-day written notification to the Panel. The Shareholder/Member may bring an Observer or interpreter.

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7.5.3. The Panel Session is a closed meeting. Hearings will be held in executive session. The Shareholder/Member may request an open hearing.

7.5.4. If the Shareholder/Member does not appear at the scheduled meeting without prior notification to the Panel, this will be accepted as agreement by the Shareholder/Member of the validity of the violation and the appropriate fine may be assessed.

7.6. Post-Hearing Due Process

7.6.1. Findings - The PRV panel shall make "findings" to support the panel's decision regarding the alleged violation. Findings may allow for vacating the citation.

7.6.2. The fine is reasonable and rationally related to the operations of the association. The session will include violation number and results of hearing.

7.6.3. Notice of Decision. Notice of the panel's decision must be given by first-class mail within 15 business days following the PRV's decision (Civ. Code §5855(c); Corp. Code §7341(c)(2)). The letter of decision shall include the panel's findings.

7.7. The PRV Panel

7.7.1. GRF must have a published enforcement policy in place as required by law.

7.7.2. Panel will meet on the 4th Monday of each month at 9:00 a.m. in Administration Conference Room A.

7.7.3. A second meeting will be scheduled if the volume of hearing requests is too large; it will meet on the 4th Wednesday at 1:00 p.m. in Conference Room B.

EXCEPTION:

7.7.3.1. Contractors will be adjudicated by the Facilities Director.

7.7.3.2. Health Care Center (HCC) employees will be adjudicated by HCC management.

7.7.3.3. GRF employees will be adjudicated by GRF Human Resources Department.

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GRF Vehicle Policies
ROUGH DRAFT – DO NOT COPY OR DISTRIBUTE

Operating Motor Vehicles Inside the Community
All residents, vendors, employees, and guests operating motor vehicles inside Leisure World Seal Beach must have:

- Valid drivers license (a state issued identification card is not a valid license to drive).
- Valid vehicle registration.
- Valid insurance for the vehicle.

Operating a Golf Cart Inside the Community
All residents and guests operating golf carts inside Leisure World Seal Beach must have valid insurance for the vehicle through their homeowners insurance policy.

Decals for Resident’s Vehicles
All residents that wish to park in a Mutual carport space or on GRF streets for up to 72 hours (also known as ‘Trust’ streets) must have a GRF valid decal affixed to their windshield.

Residents may obtain a decal from the Security Department Decal Office. To obtain a decal, a resident must present:

- Valid drivers license (a state issued identification card is not a valid license to drive).
- Leisure World Identification Card
- Valid vehicle registration.
- Valid insurance for the vehicle.

The decal will be valid for up to two years after the date of issuance.
If a resident’s drivers license expires before the end of the two year period, a decal will expire in the same month the resident’s drivers license expires.

The number of resident vehicle decals issued varies from Mutual to Mutual. Residents should ask their Mutual Directors or the Security Decal Department for their exact policy.

**Decals for Resident’s Golf Carts**

All residents operating a golf cart within the community must have a GRF valid decal affixed to their windshield.

Residents may obtain a golf cart decal from the Security Department Decal Office. To obtain a golf cart decal, a resident must present:

- Leisure World Identification Card
- Valid insurance for the vehicle through their homeowners policy.

The decal will be valid for up to two years after the date of issuance.

**Decals for Resident’s Bicycles**

It is not mandatory for a resident to register their bicycle and receive a decal from the Security Department. However, bicycle decals allow for easy entry at the main gates to the community. In addition, a bicycle with a GRF decal can assist Security and/or the police to track a lost/found bicycle and expedite return of the bicycle to the rightful owner.

Residents may obtain a bicycle decal from the Security Department Decal Office. To obtain a bicycle decal, a resident must present a Leisure World Identification Card.

The decal will be valid for up to two years after the date of issuance.

**Rules of the Road**

**Speed Limit**

The maximum speed limit within Leisure World Seal Beach is 25 miles per hour.

**Motorized Bicycles and Mopeds**

California law prohibits the riding of motorized bicycles and mopeds on sidewalks. All operators of a motorized bicycle or moped must ride on the road with the rest of traffic.
rider must obey all traffic laws, including speed limits, red lights, and other posted signs and signals.

California is one of the few states that mandate all motorized bicycles and moped riders wear a helmet that meets federal safety standards.

**Bicycles**

With few exceptions, bicyclists must travel on the right side of the roadway in the direction of traffic.

When operating a bicycle at night:

- A white headlight visible from the front must be attached to the bicycle or the bicyclist.
- A visible red reflector from the back.
- White or yellow reflectors on each pedal or on the bicyclists shoes or ankles.
- Visible from the side there must be a white or yellow reflector on the front half of the bicycle and a red or white reflector on each side of the back half of the bicycle.

Bicyclists may not leave bicycles on their sides on the sidewalk or park bicycles in a manner which obstructs pedestrians.

**Parking Rules and Enforcement**

**Parking Time Limits for Residents**

There is a **72 hour** parking limit for all residents vehicles displaying a GRF resident decal. Any vehicle that has taken up the same parking space for over 72 hours, the vehicle is subject to a parking fine and immediate tow without notification.

**Parking Time Limits for Guests**

Guests displaying a valid guest entry pass may park on a trust street for a maximum of 72 hours.
Recreational Vehicles

Recreational Vehicle (RV) Defined

An RV is a motor vehicle or trailer for recreational dwelling purposes. It may also be a motor home or other vehicle with a motor home body style which has its own motor power or towed by another vehicle.

Vehicle Used for Recreation (VUFR) Defined

A VUFR is a boat, boat trailer, all-terrain vehicles (ATV’s), and trailers used to transport ATV’s and other equipment.

Resident RV and VUFR Parking on a Permanent Basis

Residents may inquire about a permanent rental space for their RV or VUFR at the Recreation Department office.

Resident RV or VUFR Parking on a Temporary Basis

A resident may park an RV or VUFR on any trust property or street for up to 48 hours maximum for the sole purpose of loading and unloading.

Any other activity in the RV besides loading and unloading (such as sleeping, resting, or vehicle maintenance) is not allowed.

Guest RV Parking

There is no RV parking available inside the community for guests at any time, including overnight parking.

Towing Policy – Trust Property and Streets

GRF follows California laws and regulations regarding the towing of vehicles inside the community (California Vehicle Code 22658).

A vehicle is subject to immediate tow if it:
- Interferes with an entrance or exit to GRF property.
- Is in a handicap / disabled parking space without the required placard or license plate.
- Is in a fire lane.
- Is within 15 feet of a fire hydrant.

A vehicle is subject to tow after 24 hours if:
- The vehicle is missing a windshield, doors, tires, wheels, transmission, engine, etc.
All other vehicles are subject to tow when:

- The vehicle has been issued a parking notice of a 72 hour parking violation

**Tow Procedures**

When a vehicle requires towing on trust property or streets:

- The Security Department will contact the authorized towing service.
- The Security Officer at the scene will document the condition of the exterior and interior vehicle at the time of tow with photographs.
- Security should not enter the vehicle.
- The watch commander on duty will sign the towing company documentation authorizing the tow.
- After the vehicle has been towed from the scene, the Security Department will advise the Seal Beach Police Department with information regarding the towed vehicle.

If a person requests information regarding their towed vehicle, the Security Department will have information regarding contact numbers and other information on how to retrieve their vehicle.