

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF
LAGUNA WOODS MUTUAL NO. FIFTY
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

January 15, 2015

The Board of Directors of Laguna Woods Mutual No. Fifty, a California non-profit mutual benefit corporation, met at 2:00 P.M. on Thursday, January 15, 2015 at 24055 Paseo del Lago West, Laguna Woods, California.

Directors Present: Ryna Rothberg-Chair; Inesa Nord-Leth, Chace Kendro, John Dalis

Directors Absent: Alice Gokkes

Others Present: Open Session: Katy Howe, Jerry Storage, Christine Polek, Ed Presley, Alex Banegas, Renee Pedrosa
Executive Session: Katy Howe, Jerry Storage, Christine Polek, Cathy Flores of Century 21 Award

CALL TO ORDER

President Ryna Rothberg served as Chair of the meeting and stated that it was a regular meeting held pursuant to notice duly given and that a quorum was present. The meeting was called to order at 2:00 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG

Director Dalis led the membership in the Pledge of Allegiance to the Flag.

APPROVAL OF AGENDA

Without objection, the agenda was approved as written.

APPROVAL OF MINUTES

Without objection, the Board approved the minutes of the Regular Meeting of November 20, 2014 and the Organizational Meeting of December 9, 2014.

PRESIDENT'S COMMENTS

President Rothberg had no comments.

GOLDEN RAIN FOUNDATION REPORT

Mr. Jerry Storage gave the January 6, 2015 Golden Rain Foundation Board Meeting Report and answered questions from the Board.

RESALE AND LEASING REPORTS

Mr. Jerry Storage reported on the resale and leasing activity at The Towers.

ADMINISTRATOR'S REPORT

Ms. Katy Howe provided updates on the Holiday Fund, strategic planning by the Board, building painting progress, LED lighting upgrades, hearing loop installation, kitchen upgrades, and food service contract bids, answered questions from the Board and Members, and presented a report from Guckenheimer regarding food service.

REVIEW PRELIMINARY FINANCIAL STATEMENTS

Director Kendro reviewed the Preliminary Financial Statements and answered questions from the Board and Members.

MEMBERS' COMMENTS

Carole Wright (254) commented on the power outage.

Violet Gati (1163) commented on food service.

Renee Merer (1005) commented on the koi pond upgrades and yoga class.

Ruth Stone (602) commented on the Holiday Fund.

Anne Gilbert (1403) commented on holding an open house.

RESPONSE TO MEMBERS' COMMENTS

The Directors briefly responded to Members' comments.

CONSENT CALENDAR

Without objection, the consent calendar was approved as written, and the Board of Directors took the following actions:

Approved Renewal of CAI Membership for one year.

OLD BUSINESS

Director Nord-Leth read a proposed resolution approving New Rules for Unit Alterations. Director Nord-Leth moved to approve the resolution. Director Kendro seconded the motion and discussion ensued.

By unanimous consensus, the Board added to the policy a requirement of a local owner representative to be involved with any vendors performing work.

By a vote of 3-0-0, the original motion carried and the Board of Directors adopted the following resolution:

RESOLUTION M50-15-01

Rules for Unit Alterations

WHEREAS, the Board of Directors of this Corporation has identified the need for oversight of unit alterations in Mutual No. Fifty; and

WHEREAS, the Board of Directors desires to protect Members, residents, guests, and Staff from risk or nuisance resulting from improper alterations,

and desires to protect the Corporation from damage to Mutual No. Fifty property;

NOW THEREFORE BE IT RESOLVED, January 15, 2015, the Board of Directors of this Corporation hereby approves the Rules for Owners Performing Alterations to Units in The Towers, Construction/Remodeling Notice and Authorization, and Towers Construction Information Packet as attached to the minutes of this meeting; and

RESOLVED FURTHER, that this policy will go into effect on February 1, 2015; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

Director Nord-Leth read a proposed resolution approving the Mutual No. Fifty Traffic and Parking Rules. Director Nord-Leth moved to approve the resolution. Director Kendro seconded the motion and discussion ensued.

Carole Wright (254) and Marion Hamilton (508) commented on the rules.

By a vote of 3-0-0, the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION M50-15-02

Traffic Rules and Regulations

WHEREAS, the Board of Directors of this Corporation has previously adopted standards for traffic enforcement and parking enforcement, and in an effort to provide comprehensive traffic rules and regulations enforceable to the residents of Mutual No. Fifty, both standards have been consolidated to improve consistency within the Community; and

WHEREAS, the Traffic Rules and Regulations are intended to mirror the California Vehicle Code and to adhere to the Davis-Stirling Act;

NOW THEREFORE BE IT RESOLVED, January 15, 2015, that the Board of Directors of this Corporation hereby adopts the revised Laguna Woods Mutual No. Fifty Vehicle, Traffic, and Parking Rules, as attached to the minutes of this meeting; and

RESOLVED FURTHER, that Resolution M50-03-10 adopted April 17, 2003 is hereby superseded and cancelled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

NEW BUSINESS (Items for Discussion and Consideration)

By unanimous consensus, the Board approved creating a Food Service Ad Hoc Committee. Director Nord-Leth read a proposed resolution approving a Food Service Ad Hoc Committee Charter. Director Nord-Leth moved to approve the Resolution. Director Kendro seconded the motion and discussion ensued.

Carole Wright (254), Dolores Hoffman (506), and Renee Merer (1005) commented on the Committee.

By a vote of 3-0-0, the motion carried and the Board of Directors adopted the following resolution:

Resolution M50-15-03

Food Service Ad Hoc Committee Charter

RESOLVED, January 15, 2015, that the Boards of Directors of this Corporation hereby assigns the duties and responsibilities of this Food Service Ad Hoc Committee, as follows:

1. The Food Service Ad Hoc Committee will meet to develop, with Staff, the questions to pose to residents of The Towers, about potential changes to Food Service at The Towers.
2. Once questions are developed, and the Survey is performed, the Committee will present its findings to the Mutual No. Fifty Board of Directors. After the findings are presented, the Committee will be disbanded.

Director Nord-Leth read a proposed resolution approving revisions to the Mutual 50 Committee Appointments. Director Nord-Leth moved to approve the Resolution. Director Dalis seconded the motion.

By a vote of 3-0-0, the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION M50-15-04

Mutual Fifty Committee Appointments

RESOLVED, January 15, 2015, the Board of Directors of this Corporation is hereby authorized on behalf of the Corporation to

establish and appoint members to the following Laguna Woods Mutual No. Fifty committees:

Activities Committee:

Audrey Small - Chair
Lorna Ingram
Alice Gokkes
Sylvia Belzer
Marge Harrison
Roz Kreeger
Vickie Kasselheim
Renee Merer
Estelle Nitikman
Estelle Kravitz
Katie Holgate
Anita Margulis - Advisor

Business Planning:

Chace Kendro

Finance Committee:

Chace Kendro, Chair
~~John Dalis, Vice Chair~~
Alice Gokkes, Vice Chair
Henry Nahoum
Nancy Hou
Timmy Hou

Marketing Committee:

Ryna Rothberg, Chair
Inesa Nord-Leth, Vice Chair
Renee Merer
Herb Harris
Milan Radovic
Norm Stevens
Claire Weisberg

Orientation Committee:

Inesa Nord-Leth – Chair
Chace Kendro – Vice-Chair
~~Marilyn Ruekberg, Chair~~
Alice Gokkes
Bea Gross
Roz Kreeger
Katie Holgate
Claire Weisberg

Idell Holburt
Sally Schwartz
Norma Kosskoff
Vikki Kasselheim
Milan Radovic
Jan Foster
Bryna Kulla

New Resident Welcome Subcommittee:
Marilyn Ruekberg, Chair
Alice Gokkes

Architectural Control Committee (Committee of the Whole)
Inesa Nord-Leth, Chair

Traffic and Parking Rules Ad Hoc Committee:
Chace Kendro, Chair
Inesa Nord-Leth
Lou Parker
TBD

Food Service Ad Hoc Committee:
Renee Merer
Violet Gati
Carole Wright
Ruth Stone

RESOLVED FURTHER, that Resolution M50-14-56 adopted October 16, 2014 is hereby superseded and cancelled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

Director Nord-Leth read a proposed resolution approving revisions to the GRF Committee Appointments. Director Nord-Leth moved to approve the Resolution. Director Dalis seconded the motion.

By a vote of 3-0-0, the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION M50-15-05

GRF Committee Assignments

RESOLVED, January 15, 2015 that the following persons are hereby suggested to serve on the Committees of Golden Rain Foundation:

Business Planning

Chace Kendro

Community Activities

John Dalis

Energy Committee

Alice Gokkes

Finance

Chace Kendro

Landscape

Inesa Nord-Leth

Maintenance & Construction

Ryna Rothberg

Media & Communications

Alice Gokkes

Mobility & Vehicles

John Dalis

Security and Community Access

Representative: Lou Parker

Clubhouse 2 Renovation Ad Hoc Committee

Ryna Rothberg

Financial Reporting Study Group

Chace Kendro

Administrative Process and Procedures Ad-Hoc Committee

Ryna Rothberg

RESOLVED FURTHER, that Resolution M50-14-39 adopted July 17, 2014 is hereby superseded and cancelled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this Resolution.

Director Nord-Leth read a proposed resolution approving the Select Audit Task Force Charter. Director Nord-Leth moved to approve the Resolution. Director Dalis seconded the motion and discussion ensued.

Director Kendro made a motion to amend the resolution, changing “one at-large member, appointed by the Task Force,” to say “one at-large-member, either the GRF Board President or GRF Board Treasurer.” Director Nord-Leth seconded the motion and discussion ensued.

By a vote of 3-0-0, the amendment carried.

By a vote of 3-0-0, the original motion carried and the Board of Directors adopted the following amended resolution:

RESOLUTION 90-15-05 APPROVED JANUARY 6, 2015
RESOLUTION 01-15-04 APPROVED JANUARY 13, 2015
RESOLUTION M50-15-06 APPROVED JANUARY 15, 2015
RESOLUTION 03-15-XX

**LAGUNA WOODS VILLAGE CORPORATIONS
SELECT AUDIT TASK FORCE CHARTER**

RESOLVED, January 15, 2015, that the Boards of Directors of this Corporation hereby assigns the duties and responsibilities of this Task Force, as follows:

MISSION

The purpose of the Select Audit Task Force is to assist the Village corporations' oversight of:

- The independent public accounting firm's qualifications and independence.
- The performance of the independent public accounting firm and its relationship with the managing agent's accounting function.
- The managing agent's responsibilities to assure that there is in place an effective system of controls reasonably designed to:
 - Safeguard the assets and revenues of the corporations.
 - Assure the integrity of the financial statements of the corporations by ensuring all operating and reserve expenditures have been appropriately recorded and effectively presented to the corporate boards.
 - Maintain compliance with the ethical standards, policies, plans, and procedures of the four corporations and with all applicable laws and regulations.

MEMBERSHIP is determined by the Corporate Presidents, subject to approval by the respective boards. The Task Force shall be comprised of one representative from each corporation and one at-large member, ~~appointed by the Task Force,~~ **either the GRF Board President or GRF Board Treasurer**, with audit or financial expertise. The Task Force members shall appoint a chair.

DUTIES AND RESPONSIBILITIES

The Select Audit Task Force shall:

1. Meet as often as it determines is necessary to accomplish its duties and responsibilities.
2. Direct the preparation of Requests for Proposal for the annual audits of the financial statements of the Laguna Woods Village Corporations and determine firm to be engaged.
3. Recommend the scope of any additional audit activities not already provided for in corporations' budgets as deemed necessary and appropriate.
4. Have oversight of the selected accounting firm engaged for the annual audit of the four Laguna Woods Village Corporations and the engaged audit firm shall report directly to the Select Audit Task Force.
5. Ensure the engaged audit firm submits to the Task Force annually a formal written statement delineating all relationships between the audit firm and the managing agent including its subsidiaries.
6. Receive from auditors any concerns regarding accounting, internal controls or audit matters, including the confidential anonymous submission by any managing agent employee regarding questionable accounting or auditing matters.
7. Discuss with the managing agent and the engaged auditor any disagreements regarding the financial reporting, audit problems or difficulties, and the agent's response thereto.
8. Review and discuss with the managing agent and the auditors, the audit reports for each corporation, in respect to any significant accounting financial reporting policies, issues or judgments made in connection with preparation or audit of each of the Village corporation's financial statements and other financial or informational reports provided to the Village corporate boards.
9. Recommend to the Village Corporation Finance Committees any appropriate action in connection with the audit reports received, reviewed and discussed.
10. Annually review the Task Force Charter and propose any changes deemed appropriate by the Task Force to the Village Boards for approval.
11. Perform such other tasks as are assigned by the Laguna Woods Village Boards.

The Board discussed a legal review of creating a Caregiver Agency Registry in The Towers. By unanimous consensus, the Board directed that Legal Counsel look into this possibility.

The Board discussed a security audit of The Towers Buildings. By unanimous consensus, the Board directed staff to coordinate with the Security Division to have a security audit performed.

The Board discussed conducting a Saddleback Emeritus Survey for Summer/Fall courses. By unanimous consensus, the Board directed staff to perform a survey of the membership of The Towers to provide to Emeritus.

The Board discussed the formation of One Traffic Committee for the entire community. By unanimous consensus, the Board agreed to the formation of one traffic committee and appointed Director Dalis to serve on the Committee.

The Board and staff discussed staff nametag use. By unanimous consensus, the Board directed all staff to wear their Laguna Woods Village ID badge as identification at all times beginning February 1st.

The Board discussed the purchase of lapel microphones for Lortscher Hall and the Key Club. By unanimous consensus, the Board directed staff to move forward with researching the cost of lapel microphones. The Board would like 7 microphones for a cost not to exceed \$1500.

The Board discussed the creation of a bi-monthly Building and Grounds Walk-Through. By unanimous consensus, the Board directed staff to move forward with scheduling walk-throughs.

MUTUAL FIFTY COMMITTEE REPORTS

For the sake of time, Mutual Fifty Committee Reports were not discussed.

GRF COMMITTEE REPORTS

For the sake of time, GRF Committee Reports were not discussed.

RECESS

The meeting recessed at 4:05 P.M. and reconvened into Executive Session at 4:15 P.M.

Summary of Previous Closed Session Meetings per Civil Code Section §4935

During its Regular Executive Session meeting of November 20, 2014, the Board approved the October 16, 2014 Regular Executive Session minutes and the October 24, 2014 Special Executive Session minutes; approved 1 notice of default; approved 2 delinquent assessment write-offs; and discussed litigation, contractual, and delinquency matters.

There being no further business to come before the Board, the January 15, 2015 meeting was adjourned at 5:00 P.M.

Inesa Nord-Leth, Secretary

Rules for Owners Performing Alterations to Units in The Towers

1. New owners must meet with Staff (Building Engineer or Towers Administrator) upon close of escrow to be informed of all rules for unit alterations and determine any plans for unit alterations.
2. Unit Owners are required to complete a "Construction/Remodeling Notice and Permit" and execute a "Towers Construction Information Packet and Authorizations" agreement prior to performing any alterations in The Towers.
3. Only the Building Engineer (or assignee) is authorized to issue the documents.
4. For work that requires adherence to code regulations, a City of Laguna Woods permits must be obtained and the appropriate City of Laguna Woods building permit number must be submitted to the Building Engineer.
5. The Unit Owner and Contractor (if any) are required to meet with the Building Engineer to discuss work to ensure the particulars are settled. If the Unit Owner is out of the area, Unit Owner may designate a local representative (family member or friend) to perform these functions and inform the Building Engineer in writing that they have done so.
6. If all documents are in compliance, and it is a Category 2 alteration, the Building Engineer will forward the application to the Board of Directors for consideration. If approved by the Board, work will be allowed to begin.
7. A copy of city permit(s) and The Towers approval must be posted at the entry of the unit at all times during the construction.
8. Maintenance Department Staff and City Inspectors will perform in-progress inspections as needed to ensure compliance
9. If work is found to be out of compliance, stop-work notices shall be issued. Work cannot resume until approved by the Maintenance Department, and the process may include re-application and submittal of all necessary permissions, permits, licenses, abatements, testing, etc.

Please see the following pages for the documentation that would be provided to Residents and Contractors under these rules.

Laguna Woods Mutual No. Fifty (The Towers) Construction/Remodeling Notice and Authorization

ALL vendors, contractors, handymen, tradesmen, etc. must work through the Building Engineer and obtain approval for any and all activities ahead of time

The Mutual No. Fifty Board of Directors requires the following information **prior** to any construction work performed anywhere in The Towers. If this document is not signed by The Towers Building Engineer (and if Category 2 construction approved by the Mutual No. Fifty Board of Directors), it is NOT ALLOWED, and no work will be allowed to be performed.

Owner of Unit (Full Name): _____
Date of Application MM/DD/YYYY: _____
Owner of Unit's Laguna Woods ID#: _____
Towers Unit #: _____

Describe All Work Planned:

General Contractor Full Name: _____
Contractor License #: _____
Contractor's Business Address: _____
Contractor's Phone #: _____
Contractor's Insurance Provider: _____
Insurance Policy #: _____
Insurance Provider Phone #: _____

Subcontractor's Full Name: _____
Subcontractor's Company Name: _____
Subcontractor's Line-of-Work: _____
Subcontractor's License #: _____
Subcontractor's Phone #: _____

Subcontractor's Full Name: _____
Subcontractor's Company Name: _____
Subcontractor's Line-of-Work: _____
Subcontractor's License #: _____
Subcontractor's Phone #: _____

Subcontractor's Full Name: _____
Subcontractor's Company Name: _____
Subcontractor's Line-of-Work: _____
Subcontractor's License #: _____
Subcontractor's Phone #: _____

For Towers Building Engineer's Use Only

What category does the above work fall into? 1 / 2

Permits required from city (based on above information)? Yes / No

Licensed contractor(s) required? Yes / No

Is the above described work in compliance with Towers' Policies?
(According to the details given above) Yes / No

Did the Unit Owner initial, date, and sign the Towers Construction document? Yes / No

Approval to Proceed with City Permit Applications: NA / Yes / No

Final Towers Building Engineer Approval: Yes / No

Board Approval (for Category 2) NA / Yes / No

Date: _____

Building Engineer's Signature: _____

Towers Construction Information Packet and Authorizations

Initial each section. Your initials signify that you have read, understand, and agree to follow all rules stated and implied in the following sections, as well as all sections of the Mutual 50 Contractor' Rules and Regulations document, Mutual 50 CC&R's, and any other applicable city, county, state, and federal regulations.

1.1 Classification of Work:

- a. **Category 1** work consists of only paint, baseboard, crown molding, blinds, furniture repair/delivery (excluding built-in cabinets that have plumbing or electrical work through them), hanging pictures, and installing/removing flooring in bedrooms and living rooms (bathroom flooring involves the removal of the toilet, which would require a licensed plumber).
- b. **Category 1** work does not need any licensed contractors (see exceptions above) or Board approval, and may be done by a handyman. If the work exceeds \$500, the resident and their contractor will have to go to Laguna Woods City and apply for any necessary permits. Category 1 work must still follow all applicable regulations, and must have the Building Engineer's approval to proceed. It is not excluded from oversight, or the need for regulation.
- c. **Category 2** is any work that may involve disturbing, moving, adding, removing, or otherwise modifying drywall, ceiling texture, shower stalls, faucets, drain or supply plumbing, any other plumbing, structural or electrical components anywhere inside the unit. These items involve the need for licensed plumbers, licensed electricians, asbestos abatement certified contractors, plan drawings, submittals, permits, and inspections from the City of Laguna Woods, The Towers Maintenance Staff, and the Mutual No. Fifty Board of Directors. Modification of a unit's HVAC system is not allowed under any circumstances.
- d. If it is determined the work requested is **Category 2**, plans for any remodeling, drywall, electrical, and plumbing modifications must be submitted to the Building Engineer for review and approval. If the work requested involves modifying Common property, as defined by: "anything including, and behind the drywall," then The Towers staff will use a licensed contractor, plumber, or electrician of their choice to make the modifications to Common property, and the resident will be billed by the contractor directly for the costs associated in the work. The Towers only uses a selected few Contractors for work to Common property. There are no exceptions. Any structural or exterior modifications require the review of the Architectural Committee and the Board of Director's final approval. As such, they may be reviewed and approved, at the sole expense of the Unit Owner, by a professional Architect or Engineer of the appropriate field.

Unit Owner's Initials _____
Contractor's Initials _____

1.2 Permit Rules:

- a. By applying for a permit with The Towers, the Unit Owner, and his/her Contractor(s) are agreeing to adhere to all rules and regulations outlined, and that are within the spirit of this document, as well as all Mutual 50's CC&R's, and to allow Towers Maintenance Staff to inspect the work-site for compliance with the approved permit(s) at any time, on any day, during normal business hours.
- b. All city and Towers permits must be signed and posted in the entrance way of the unit where work is taking place.

Unit Owner's Initials _____
Contractor's Initials _____

1.3 Inspections:

- a. Inspections may be unannounced and at will of the Towers Maintenance Staff for the purposes of compliance inspections. City of Laguna Woods inspectors may also inspect the unit and any work being performed for compliance with City, County, State, Federal, and Mutual Fifty codes and regulations.
- b. If the work is found to be out-of-compliance, is deemed dangerous or of inadequate standards of quality, has not undergone testing for hazardous materials, or the work being performed is not listed on the approved and posted permit(s), or is not being performed by a properly licensed and insured contractor, a stop-work notice will be issued.

Unit Owner's Initials _____
Contractor's Initials _____

1.4 Stop-Work Notice:

- a. In the event of a stop-work notice, the Unit Owner and his/her Contractor, will be responsible to get The Towers Building Engineer's approval for the new plans, which must be detailed, and then the Unit Owner or the Unit Owner's Contractor will have to obtain any necessary permits from the City of Laguna Woods, and the Laguna Woods Community Center, as well as have any necessary hazardous materials testing performed by a licensed testing agency, and the abatement performed by a properly licensed abatement contractor. Unit Owner must post all permits and test results at the entryway of the unit. Once all permits, plans, testing, and abatements have been approved by the proper regulating agencies, as well as The Towers Building Engineer, work will be allowed to resume in the unit.

- b. If a Unit Owner or Unit Owner's Contractor is found to have violated a stop-work notice, they may be immediately removed from the property, and/or fined the amount necessary to remedy the work performed to the approval of The Towers Building Engineer.

Unit Owner's Initials _____
Contractor's Initials _____

1.5 Specific Restrictions

- a. **Plumbing:** All plumbing work must be done by a State-licensed, insured, and bonded plumber. All plumbing work and materials will adhere to the most current versions of the California High-Rise Building Codes and Universal Plumbing codes, and Towers policy, whichever is stricter.
 - 1. In the event that a water shut-down is needed, the plumber will have to make arrangements with the Towers Maintenance Department for the shutdown. A date and time will be issued in which the shutdown will take place.
 - 2. All rough-in plumbing must be pre-fabricated to allow for the minimum amount of down-time before the morning of the shut-down.
 - 3. All fixtures, including showers, tubs, and faucets, must have water shut offs or integrated stops installed for servicing purposes.
 - 4. The shut-off valves must be made accessible by Towers Maintenance Staff without the destruction of any property.
 - 5. All stops and shut-off valves must be shown to the Building Engineer and receive his approval. If they are of low-quality, or are non-compliant, they will be rejected.
 - 6. Under no circumstances will freeze-plugs be used.
 - 7. Dishwashers, icemakers, and laundry Washers are prohibited.
- b. **Electrical:** All electrical work must be performed by a State-licensed, insured, and bonded electrician. All work and materials will adhere to ALL applicable city, county, state, and federal regulations, as well as the most current version of the California High-Rise Building Codes, the CEC, and the NFPA 70 NEC.
 - 1. No 220V appliances are allowed.
 - 2. The Towers is only responsible for providing power to the breaker panel. All conduit, switches, plugs, lights, and other electrical appliances past the breaker, are the property and responsibility of the Unit Owner
 - 3. Dryers and ovens are prohibited
- c. **HVAC:** All HVAC equipment is the property of The Towers, and will not be modified by the Unit Owner or his/her Contractor. This includes thermostats, fan controls, coils, plumbing, fittings, and all other plumbing and electrical components related to the HVAC system.

1. If HVAC service or repairs are needed, the Unit Owner must place a work-order at the Reception Desk. Towers Maintenance Staff will handle any repairs necessary, unless the Unit Owner or Unit Owner's Contractor was responsible for the damage, in which case the Unit Owner will be billed for any repairs directly related to unauthorized work.
 2. At all times, access to HVAC components must be available. Cabinets, shelving, furniture, clothing, or any other blockade that restricts operational access in any way to HVAC components is strictly forbidden. In the event that the Unit Owner's property is blocking access to HVAC components, the Unit Owner will be responsible for removing the blockage at their own expense.
 3. In the case of an emergency such as a leak, fire, electrical or plumbing failure, or any event that is resulting in property damage that necessitates immediate access to HVAC components, Maintenance staff may remove or destroy any blockage, and will not be held responsible for any damage to the Unit Owner's property.
- d. **Hazardous Materials:** The Towers is an early 1970's construction, and as such, state and federal laws require asbestos and other hazardous material testing to be performed before any Possible Asbestos Containing Materials (PACM) or other hazardous materials are disturbed in any way.
1. Some PACM's are drywall, wall and ceiling texture, shower stalls, piping and wall insulation, and certain types of tiles. There are many other possible PACM's in The Towers, so testing and abatement must be used on all suspected materials.
 2. All testing must be performed by a licensed asbestos testing agency.
 3. The Unit Owner may assume the PACM does contain asbestos, and may hire a properly licensed asbestos abatement contractor to remove and dispose of the material in a manner that is compliant with all SCAQMD regulations without the need for a test.
 4. If asbestos-containing material is disturbed without proper containment, the SCAQMD may stop all work, and administer fines and fees to the Unit Owner and the Unit Owner's contractor.
- e. **Waste Disposal:** All construction and remodeling waste MUST be disposed of off-site. The use of any drains, sinks, toilets, trash chutes, dumpsters, or any other facility within The Towers is strictly prohibited. Items such as, but not limited to: demolished cabinets, drywall, wood, paint, stains, varnishes, dust, debris, countertops, appliances, carpet, flooring, faucets, valves, drywall mud, tape, empty cans and bottles, empty boxes, epoxies, used tools, hardware, nails, screws, anchors, fasteners, plumbing, and electrical components must all be removed from Towers property and discarded in an appropriate dump-site designated by the City of Laguna Woods.

1. Any hazardous materials must be disposed of in accordance to ALL city, county, state, and federal regulations. Any fines, fees, or damage incurred is the sole responsibility of the Unit Owner.
 2. If any Mutual 50 property is damaged by the disposal of construction waste, the Unit Owner will be responsible for any costs associated with the repairs to Mutual 50 property.
- f. **Loading/Unloading Zones and Work Hours:** All vendor vehicles are prohibited from parking in handicap zones, resident assigned spaces, guest zones, fire lanes, or emergency access roads. Designated Loading zones exist near Tower's tunnel entrance, and it is mandated that all loading and unloading be done from those areas.
1. If a Contractor or Unit Owner is found to be illegally parked in a handicapped parking space, guest space, or fire lane, they may be fined or their vehicle may be towed at the vehicle owner's expense.
 2. Work hours are 8:00AM to 5:00PM, Monday through Friday. No work will be allowed before or after those times unless strictly approved in advance by The Towers Building Engineer.
 3. No work will take place on Holidays or weekends under any circumstances.

Initials for Entire Section 1.5

Unit Owner's Initials _____
Contractor's Initials _____

1.6 Vendor and Visitor Code of Conduct

- a. The Towers is a residential condominium high-rise and expects professional and courteous behavior from its residents, staff, vendors and visitors at all times.
- b. Contractors and vendors must be appropriately dressed. Working without shirts, shoes, and other professional attire is prohibited. Protective equipment should be worn when working with tools or materials that necessitate special handling or may lead to risk of injury.
- c. Drugs, alcohol, children, animals, and loud music are not allowed on a job site.
- d. The Towers is a non-smoking facility, any smoking must take place further than 20 feet away from any Mutual No. Fifty facility structure.
- e. Residents, unit owners, vendors and visitors must conduct themselves respectfully and professionally at all times. Unprofessional and disrespectful behavior such as yelling, shouting, hitting, shoving, attacking, harming, provoking, threatening, or using profane, demeaning, derogatory, or racist language is not allowed.

- f. Any violations of the Vendor and Visitor Code of Conduct will be addressed through the member compliance process.

1.7 Local Owner's Representative (When Applicable)

I _____, the owner of The Towers Unit # _____ designate my family member/friend, _____ as my local representative.

His/her phone number is _____. He/she will be overseeing the work on my unit and I am ultimately responsible for his/her decisions while they are at The Towers.

Unit Owner's Name (Printed) _____ Date: _____

Unit Owner's Signature _____ Date: _____

Final written confirmation that Unit Owner, and Contractor have read, understand, and agree to adhere to all rules and regulations stated and implied by this document, the Mutual 50 CC&R's, Towers Contractor Rules and Regulations document, and all local, state, and federal laws, codes, and regulations. In the case of overlap, the Unit Owner and Contractor agree to conform to the strictest version.

I _____, the owner of The Towers Unit # _____ have read and understand all the information stated in this document. I agree to comply with all applicable City, County, State, and Federal regulations, as well as any regulations and restrictions imposed by Laguna Woods Mutual Fifty's Board of Directors. I will submit to any inspection necessary, and will comply with all applicable rules and regulation, or I will forfeit all construction in my unit, until I can bring it into compliance. I also understand fines and fees may be imposed upon me if the work taking place is found to be out of compliance and is in need of remediation. I agree to pay any fines or fees related to the work taking place in my unit.

Unit Owner's Name (Printed) _____ Date: _____

Unit Owner's Signature _____ Date: _____

Contractor's Name (Printed) _____ Date: _____

Contractor's Signature _____ Date: _____

Laguna Woods Mutual No. Fifty, Laguna Woods, California

**VEHICLE, TRAFFIC, AND PARKING RULES
January 15, 2015, Resolution 50-15-XX**

The following Vehicle, Traffic, and Parking Rules are strictly enforced and are applicable to all pedestrians and persons controlling or operating vehicles on any real property regulated by Laguna Woods Mutual No. Fifty. This generally refers to the cul-de-sacs, parking areas, sidewalks, and grounds regulated by the Mutual.

1 PREFACE

(See Section 2 – Definitions, for words appearing in ALL CAPITAL LETTERS.)

To promote safety, the board requires that all drivers and vehicles IN THE TOWERS follow the same rules for driving and parking as are expected on public streets, unless otherwise specified in herein.

Enforcement is the responsibility of the Laguna Woods Village Security Division, unless otherwise designated by law. All persons must stop when directed or signaled by a member of Security and provide all items of identification as requested, such as GRF identification card, driver's license, vehicle registration, gate pass, etc.

Security Officers will issue Notices of Violation for violation of these rules. Drivers in violation may be subject to a fine and other disciplinary action. Vehicles parked in violation may be subject to a fine, and towed-away at the vehicle owner's expense.

The board kindly reminds everyone that parking space is a valuable and limited resource.

- RESIDENTS are encouraged to limit their number of vehicles kept IN THE TOWERS.
- Please remind your guests to use UNASSIGNED PARKING or your own ASSIGNED PARKING space. Use of another RESIDENT'S ASSIGNED PARKING space without their permission can result in a Notice of Violation, fine, and tow-away at the vehicle owner's expense.
- The use and control of an ASSIGNED PARKING space rests exclusively with the RESIDENTS of the associated UNIT.
- A NON-RESIDENT party to a UNIT such as a MEMBER, owner, leasing agent, power of attorney, successor trustee, conservator, etc. may not keep any vehicle in the Village when the subject UNIT is occupied by a RESIDENT.

The MEMBER is responsible for any violation occurring in their ASSIGNED PARKING.

The MEMBER is responsible for any violation committed by their delegate, invitee, renter or lessee, and any invitee of a delegate, renter or lessee.

2 DEFINITIONS

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

2.1 ABANDONED VEHICLE

A MOTOR VEHICLE having ***either*** of the following attributes:

- Appears deserted, neglected, unsightly, or INOPERABLE.
- If in UNASSIGNED PARKING, has not been moved within a 21 day period unless previously receiving written authorization from the Security Division. (See Section 7.5 - Resident's Extended Parking.)

2.2 ASSIGNED PARKING

A defined parking location in The Towers carport area that is regulated by the Mutual and is allotted as an exclusive use area of a particular UNIT.

2.3 BOARD

The Board of Directors of Laguna Woods Mutual No. Fifty (The Towers).

2.4 BICYCLE

A device, upon which a person can ride, propelled by human power through pedals, a belt, chain, or gears and having one or more wheels.

- A motorized bicycle is classified as a MOTOR VEHICLE, not a BICYCLE.

2.5 COMMERCIAL VEHICLE

A vehicle displaying ***any*** of the following attributes:

- Of a type used or maintained for the transportation of persons for hire, compensation, or profit.
Examples: taxi cab, limousine, any vehicle originally designed to carry 12 or more passengers.
- Designed, used, or maintained primarily for the transportation of property.
 - Includes any vehicle mounted with a utility body/bed, or aftermarket storage chest, or aftermarket equipment carrier. However, a carrier designed for specific sports or athletic equipment (e.g. bicycle or ski rack) is acceptable.
- Used, specially equipped, or advertised for commercial purposes.
 - Examples: MOTOR TRUCK, cargo trailer, PICKUP TRUCK with a ladder rack or utility body or carrying visible tools or merchandise, van with business advertising displayed or carrying visible tools, chests, racks or merchandise.

EXCEPTIONS:

- PICKUP TRUCKS and passenger vehicles (including commuter carpooling vans of up to 11 passenger capacity) are not COMMERCIAL VEHICLES unless used, specially equipped, or advertised for commercial purposes.

2.6 **EMPLOYEE**

A person who is employed by the managing agent.

2.7 **GRF**

The Golden Rain Foundation of Laguna Woods.

2.8 **GOLF CART**

A MOTOR VEHICLE having **all** of the following attributes:

- Having not less than three wheels in contact with the ground.
- Having an unladen weight of less than 1,300 pounds.
- Designed to be operated at no more than 20 mph.
- Designed to carry golf equipment and passengers.
- Is exempt from California Motor Vehicle Registration.

2.9 GOLF CAR

A MOTOR VEHICLE that has ***all*** the attributes of a Low Speed Vehicle (LSV) or Neighborhood Electric Vehicle (NEV):

- Having 4 wheels.
- Having a gross vehicle weight rating of less than 3,000 pounds.
- Designed to attain a speed of more than 20 miles per hour and not more than 25 miles per hour on a paved level surface.
- May legally be driven on public streets with a maximum speed limit of 35 miles per hour.
- Requires government motor vehicle registration on a public street.

2.10 GUEST

A NON-RESIDENT approved for entry into LAGUNA WOODS VILLAGE by an authorized party for a UNIT, or by the managing agent.

2.11 GUEST PARKING

A parking location that is marked as such by a sign, or curb or pavement marking is reserved for GUEST use only.

2.12 LOW SPEED VEHICLE (LSV)

See GOLF CAR.

2.13 IN LAGUNA WOODS VILLAGE

Any real property governed by GRF or a Mutual Corporation IN LAGUNA WOODS VILLAGE.

2.14 IN THE TOWERS

Any real property governed by Laguna Woods Mutual No. Fifty.

2.15 INOPERABLE VEHICLE

A partial or complete vehicle displaying **any** of the following attributes:

- Does not show current, government issued license and registration for on-street operation.
- Is government registered with a classification of non-operational, or for a use other than on-street.

Examples: "Planned Non Operation," "Off Highway Vehicle," and watercraft registrations.

EXCEPTION:

- The above registration provisions do not apply to GOLF CARTS. See Section 5.2 – Vehicle Registration Required.
- Lacks any original and complete design component. (Examples: motor, fender, hood, wheel, light.)
- Appears unable to legally or safely operate on the street in its present condition.
Examples: does not run, significant disassembly or collision damage, leaking fluids, flat tire, tire off ground, vehicle up on blocks.
- Presents a nuisance or hazard as determined by the BOARD.

2.16 MEMBER

The person having legal accountability to GRF or a Mutual Corporation for a Unit.

2.17 MOTOR TRUCK

A MOTOR VEHICLE designed, used, or maintained primarily for the transportation of property.

2.18 MOTOR VEHICLE

A vehicle that is self-propelled.

EXCEPTIONS:

- A self-propelled wheelchair, invalid tricycle, electric personal assistive mobility device (example: Segway) or motorized quadricycle.

2.19 NEIGHBORHOOD ELECTRIC VEHICLE (NEV)

See GOLF CAR.

2.20 NON-RESIDENT

A person who is not a legal occupant of a UNIT IN LAGUNA WOODS VILLAGE.

2.21 NON-RESIDENT VEHICLE

Any vehicle not registered as a RESIDENT VEHICLE with GRF.

2.22 PICKUP TRUCK

A MOTOR TRUCK having ***all*** of the following attributes:

- Is equipped with an open box-type bed not exceeding 9 feet in length.
- Has an overall vehicle length not exceeding 22 feet.
- Has only 2 axles.
- Has an unladen weight of less than 8,001 pounds.
- Has a manufacturer's gross vehicle weight rating of less than 11,500 pounds in single rear wheel configuration, or 14,000 pounds in dual rear wheel configuration.

PICKUP TRUCK does not include a vehicle otherwise meeting the above definition that is equipped with a bed-mounted storage compartment unit commonly called a "utility body" or "utility bed."

A vehicle otherwise meeting the above definition that is mounted with an equipment rack or storage chest, or displays advertising is deemed to be a COMMERCIAL VEHICLE.

A PICKUP TRUCK mounted with a camper unit extending over the cab or equipped with food preparation and sleeping areas is deemed to be a RECREATIONAL VEHICLE. See Section - 7.8 Recreational Vehicles Restricted.

2.23 PEDESTRIAN

A person who is ***either*** of the following:

- On foot or using a means of conveyance propelled by human power other than a BICYCLE.
- Operating a self-propelled or motorized wheelchair, invalid tricycle, electric personal assistive mobility device (example: Segway) or motorized quadricycle.

2.24 RECREATIONAL VEHICLE (RV)

A vehicle so defined in the GRF Recreational Vehicle (RV) Parking Areas Rules and Regulations.

2.25 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 named user(s).

2.26 RESIDENT

A BOARD approved, legal occupant of a UNIT IN LAGUNA WOODS VILLAGE.

2.27 RESIDENT VEHICLE

A vehicle that has ***all*** of the following attributes:

- A RESIDENT has exclusive use thereof.
- Is of a type approved by GRF.
- Is registered with GRF.

2.28 SAFELIST

A register maintained by the Security Division to document vehicles granted a limited exception to certain parking rules. Examples: Extended RESIDENT'S absence, overnight RV parking, late night calls for overnight guests without a parking permit.

2.29 SPONSOR

A RESIDENT, MEMBER or delegate for a UNIT, who approves the admission of any NON-RESIDENT into Laguna Woods Village,

OR,

A person representing an organization or business entity for the purpose of requesting entry for themselves or another into Laguna Woods Village.

2.30 UNASSIGNED PARKING

A proper parking location having ***both*** of the following attributes:

- Not an ASSIGNED PARKING space for a particular UNIT or RESIDENT.
- Not designated as GUEST PARKING or RESERVED PARKING.

2.31 UNAUTHORIZED VEHICLE

A vehicle having ***both*** of the following attributes:

- NON-RESIDENT VEHICLE.
- Parked IN THE TOWERS at any time between the hours of 12:00 a.m. (midnight) and 6:00 a.m. without displaying a valid GRF Overnight Parking Permit.

2.32 UNIT

A dwelling unit IN LAGUNA WOODS VILLAGE.

2.33 VISITOR PARKING

See GUEST PARKING.

3 BOARD AUTHORITY and ENFORCEMENT

3.1 BOARD AUTHORITY

The BOARD establishes and from time to time updates these rules, and decides upon fines and other disciplinary actions for violations.

Fines and other disciplinary actions may be greater for repeated violations within a 3 year period.

The BOARD at its discretion may approve case-by-case exceptions to these rules.

The BOARD endorses the traffic rules of GRF and the other Mutual Corporations. Notices of Violation issued in another Mutual's area to RESIDENTS of Laguna Woods Mutual No. Fifty will be adjudicated as if the violation had occurred IN THE TOWERS.

The BOARD will appoint a Traffic Committee comprised of three (3) BOARD members. The Traffic Committee will schedule Traffic Hearings as necessary to adjudicate Notices of Violation. The Traffic Hearing is a closed meeting that the alleged violator is invited to attend.

Notices of violation, traffic hearings, assessment of fines and other disciplinary actions are administrative processes of GRF and the Mutual Corporations in Laguna Wood Village.

3.1.1 MEMBER

A MEMBER is subject to the payment of a fine and other disciplinary action imposed by the BOARD for any violation committed by the MEMBER, or any delegate, occupant, lessee, renter, invitee or guest of the MEMBER.

3.1.2 RESIDENT

A RESIDENT is subject to the payment of a fine and other disciplinary action imposed by the BOARD for any violation committed by the RESIDENT, or any delegate, occupant, lessee, renter, invitee or guest of the RESIDENT. Responsibility for non-compliance with any such disciplinary action transfers to the applicable MEMBER.

3.1.3 NON-RESIDENT

A NON-RESIDENT is subject to confiscation of their gate pass and other loss of community access privileges as determined by the Community Access Department, and assessment of a fine and other disciplinary action imposed by the BOARD for any violation committed by the NON-RESIDENT.

3.1.4 SPONSOR OF A GUEST

If a GUEST fails to pay a fine or comply with other disciplinary requirements determined by the BOARD, responsibility transfers to the RESIDENT SPONSOR who authorized the violator into Laguna Woods Village. Responsibility for non-compliance with any such disciplinary action by the SPONSOR transfers to the applicable MEMBER.

3.1.5 ON-DUTY EMPLOYEE

An on duty EMPLOYEE of the managing agent is held to the same standard of safe driving as all others.

A violator is subject to disciplinary action, including potential loss of driving privileges, in accordance with the managing agent's Human Resources policy and procedure.

3.1.6 OFF DUTY EMPLOYEE

The Notice of Violation is unrelated to work and adjudicated under BOARD authority as a RESIDENT or NON-RESIDENT.

3.2 SECURITY DIVISION ENFORCEMENT

Enforcement of these rules is the responsibility of the Laguna Woods Village Security Division, unless otherwise designated by law.

Security Officers will issue a Notice of Violation for any violation of these rules.

All persons must stop when directed or signaled by any member of Security, and provide all items of identification as requested, such as GRF identification card, driver's license, vehicle registration, and gate pass.

3.3 NOTICE OF VIOLATION PROCESSING - RESIDENTS, MEMBERS, OWNERS, and NON-RESIDENTS

Except for Notices of Violation issued under GRF authority, Traffic Hearings for RESIDENTS will be held by the Mutual Traffic Committee where the alleged violator resides or is a MEMBER.

Traffic hearings for NON-RESIDENTS will be held by the Mutual Traffic Committee governing the location where the alleged violation occurred. However, if the NON-RESIDENT'S SPONSOR resides in a different Mutual, the traffic hearing will be heard in the SPONSOR'S Mutual.

3.3.1 TRAFFIC HEARING NOTICE

Following a Notice of Violation, the alleged violator will be sent a letter scheduling a Traffic Hearing date and time. This letter will be sent at least 15 days before the hearing.

3.3.2 TRAFFIC HEARING

The Traffic Hearing will be a closed meeting. The Committee will hear testimony and consider evidence from the alleged violator and Security staff.

If an alleged violator chooses not to attend their hearing, the Committee will make its decision based on the Notice of Violation and other evidence presented.

After each hearing, the Committee will render its decision.

The Traffic Hearing will be documented by a written report of the proceedings.

A letter stating the Committee's decision will be sent to the alleged violator within 10 days following the hearing. If the Committee finds the individual guilty, the letter will inform the violator of the penalty and present the choice of paying the scheduled fine, or attending Traffic School if eligible.

3.3.3 TRAFFIC SCHOOL

The Laguna Woods Village Traffic School will be a 2 hour class addressing traffic safety topics, and designed for Laguna Woods Village drivers.

Traffic School is available to a violator once during any 3 year period.

The Security Division will provide instructors to teach Traffic School.

Every attendee must pay an administrative fee prior to attending Traffic School.

3.3.4 FINES

Laguna Woods Mutual No. Fifty adopts the fine structure of GRF for traffic violations. Fines are set by the latest GRF schedule.

3.4 NOTICE OF VIOLATION PROCESSING – ON DUTY EMPLOYEES

The Notice of Violation will be forwarded to the managing agent's Director of Human Resources for handling according to the managing agent's disciplinary policy.

4 TOWING POLICY

The California Vehicle Code authorizes private property tow-away at the vehicle owner's expense. The Security Division has been authorized by the BOARD to enforce these rules in compliance with California Vehicle Code § 22658.

Violations may result in tow-away at the vehicle owner's expense. Vehicles may be towed immediately or after a 96 hour waiting period as indicated below.

4.1 IMMEDIATE TOW AWAY

4.1.1 SECURITY DIVISION TOWING

The Security Division is authorized to **immediately tow-away at the vehicle owner's expense** any vehicle parked under **any** of the following conditions:

- In a space designated for handicapped parking while not displaying a valid disabled (handicapped) license plate or placard.
- In a no parking zone.
- Within 15 feet of a fire hydrant.
- Blocking an entrance or exit.
- Blocking a roadway or posing a hazard to traffic.
- Blocking the mail carrier parking spot.

4.1.2 RESIDENT'S PRIVATE TOWING

An ASSIGNED PARKING space (e.g. carport, driveway, garage) is provided for the exclusive use of the RESIDENT who controls (is in lawful possession of) that location.

No vehicle may be parked in any ASSIGNED PARKING location without that controlling RESIDENT'S **written** permission.

California Vehicle Code §22658 allows a person in lawful possession of private property (the controlling RESIDENT) to order the immediate tow-away of any vehicle parked without permission in that person's ASSIGNED PARKING space. Tow-away is made at the vehicle owner's expense.

Because the tow-away is made from a restricted use common area location, the towing is a private matter between the RESIDENT ordering tow-away, the vehicle owner, and the towing company. Laguna Woods Mutual No. Fifty, GRF, and the

Security Division are not parties to, and assume no authority or liability in the matter.

4.2 TOW AWAY AFTER 96 HOURS NOTICE

4.2.1 NON-RESIDENT VEHICLE IN ASSIGNED PARKING

Except as provided above, the Security Division is authorized to tow-away at the vehicle owner's expense a NON-RESIDENT vehicle, in an ASSIGNED PARKING location, for any violation of these rules, upon meeting ***all*** of the following requirements:

- Receiving specific direction from the BOARD.
- Requesting compliance to correct the violation or remove the vehicle from the Village.
- Compliance is not made within **96 hours** of written notification.

4.2.2 NON-RESIDENT VEHICLE IN OTHER THAN ASSIGNED PARKING

Except as provided above, the Security Division is authorized to tow-away at the vehicle owner's expense an UNAUTHORIZED VEHICLE or NON-RESIDENT vehicle, not in ASSIGNED PARKING, for any violation of these rules, upon meeting ***both*** of the following requirements:

- Requesting compliance to correct the violation or remove the vehicle from the Village.
- Compliance is not made within **96 hours** of written notification.

4.2.3 RESIDENT VEHICLE IN ANY LOCATION

Except as provided above, the Security Division is authorized to tow-away at the vehicle owner's expense a RESIDENT VEHICLE for any violation of these rules, upon meeting the following requirements:

- Receiving specific authorization from the BOARD.
- Requesting compliance to correct the violation or remove the vehicle from the Village.
- Compliance is not made within 96 hours of written notification.

5 LICENSE AND REGISTRATION REQUIREMENTS

5.1 DRIVERS LICENSE REQUIRED

Any person operating a MOTOR VEHICLE is required to have a valid driver's license in their possession and present it to any member of the Security Division upon request.

EXCEPTIONS:

- GOLF CART

5.2 VEHICLE REGISTRATION REQUIRED

Every MOTOR VEHICLE IN THE TOWERS is required to display current on-street license plate and registration, and the person in control thereof must present current registration documentation to any member of the Security Division upon request.

EXCEPTIONS:

- GOLF CART

5.3 AUTHORIZED RESIDENT VEHICLE TYPES

Laguna Woods Mutual No. Fifty authorizes any vehicle type that is eligible to receive a GRF decal.

5.4 GRF VEHICLE DECAL REQUIRED

All RESIDENT MOTOR VEHICLES must be registered with GRF and properly display the current GRF vehicle decal while IN THE TOWERS.

See the Resource Guide (appendix) for additional information.

6 RULES FOR DRIVING

6.1 STAY ON PAVEMENT

Vehicles may only be driven on streets, cul-de-sacs, driveways, and designated parking areas designed for such use. Vehicles may not be driven or parked off pavement.

EXCEPTIONS:

Certain specific and limited exceptions are detailed in

- Section 8 - Special Rules for Golf Carts and Golf Cars
- Section 9 - Special Rules for Bicycles

6.2 TRAFFIC CONTROL DEVICES

Drivers must obey all posted traffic signs, and pavement and curb markings.

6.3 SPEED LIMITS

Vehicles may never be driven faster than is safe for the prevailing conditions.

Vehicles may not exceed the posted speed limit.

- 25 MPH: All streets, unless otherwise posted
- 15 MPH: All cul-de-sacs and parking areas, unless otherwise posted
- 10 MPH: All inbound gate entrances

6.4 STOP SIGNS

When approaching a stop sign, drivers must stop at the limit line, if marked, otherwise before entering the crosswalk on the near side of the intersection.

- The limit line is a white line painted across the driver's lane just before the stop sign or crosswalk.

- If there is no limit line or crosswalk, drivers must stop at the entrance to the intersecting roadway.
- If visibility is restricted at the limit line or crosswalk, drivers may need to pull forward and stop again before safely passing through the intersection.

Drivers must always make a full and complete stop.

- So called “California stops” or “rolling stops” are not allowed; the wheels of the vehicle must stop turning.

6.5 RIGHT OF WAY

6.5.1 Emergency Vehicles

Drivers must yield to any law enforcement, fire or ambulance vehicle with emergency lights illuminated or siren in use.

6.5.2 Pedestrians

The driver of a vehicle must yield the right-of-way to a PEDESTRIAN crossing the roadway. The driver of a vehicle approaching a PEDESTRIAN must exercise all due care and reduce the speed of the vehicle or take any other action relating to the operation of the vehicle as necessary to safeguard the safety of the PEDESTRIAN.

No PEDESTRIAN may suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close as to constitute an immediate hazard. No PEDESTRIAN may unnecessarily stop or delay traffic.

6.5.3 Side Road

A driver entering a through road from a cul-de-sac or side road must yield to vehicles on the through road.

6.5.4 Stop Sign

At an intersection controlled by a stop sign, the first vehicle to arrive has the right of way. If two vehicles arrive at the same time, the vehicle to the right has the right of way.

6.5.5 Travel Lanes

Do not drive to the left of center of the road, even when no center line is present.

6.5.6 Turns

A driver making a left turn or U-turn must yield to oncoming traffic.

6.6 WIRELESS COMMUNICATIONS

Drivers may not operate a cell phone without the use of a hands-free device.

Drivers may not use a wireless device to write, send or read communications, or view images.

6.7 SEAT BELTS

Drivers must wear a seat belt when driving.

Adult passengers must wear seat belts.

Younger passengers must be secured in a seat belt or child passenger restraint system of the type required by law on a public street.

6.8 USE OF LIGHTS

MOTOR VEHICLES must operate head lamps and tail lamps from ½ hour after sunset to ½ hour before sunrise. This includes GOLF CARTS.

MOTOR VEHICLES approaching and entering any Laguna Woods Village gate at night must use low beam headlamps.

For safety, any PEDESTRIAN or BICYCLE on a roadway at night must shine a flashlight or otherwise display lighting sufficient to be plainly visible in any direction within 200 feet.

- This includes any vehicle using human power, or a self-propelled or motorized wheelchair, invalid tricycle, electric personal assistive mobility device (e.g. Segway) or motorized quadricycle.

See the Resource Guide (appendix) for additional information.

7 RULES FOR PARKING

7.1 VEHICLES PROHIBITED

GRF specifies the types of vehicles prohibited from parking IN LAGUNA WOODS VILLAGE. Laguna Woods Mutual No. Fifty requires that any vehicle parked IN THE TOWERS must adhere to the GRF restrictions.

7.2 ASSIGNED PARKING

The use and control of an ASSIGNED PARKING space rests exclusively with the RESIDENT of a UNIT.

- A NON-RESIDENT party to a UNIT such as a MEMBER, owner, leasing agent, power of attorney, successor trustee, conservator, etc. may not keep any vehicle in the Village when the subject UNIT is occupied by a RESIDENT.

A RESIDENT must utilize their ASSIGNED PARKING space before using UNASSIGNED PARKING.

A NON-RESIDENT VEHICLE may not be stored in ASSIGNED PARKING.

- A NON-RESIDENT vehicle parked more than 7 days in ASSIGNED PARKING is deemed to be stored, unless the person in possession is a GUEST who is listed for the same time period in the GRF Gate Clearance System and the vehicle is properly displaying a valid GRF Overnight Parking Permit.

7.3 GENERAL PARKING RULES

7.3.1 Park Safely

At no time may a vehicle be parked in a manner creating a traffic hazard.

7.3.2 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 4 – Towing Policy.

7.3.3 Sidewalk

Except to safely cross on a roadway or driveway, no vehicle may be driven or parked with any portion of it on a sidewalk.

7.3.4 Off Pavement

At no time may a vehicle be driven or parked with any portion of it off pavement.

EXCEPTIONS:

Certain specific and limited exceptions are detailed in

- Section 8 - Special Rules for Golf Carts and Golf Cars.
- Section 9 - Special Rules for Bicycles.

7.3.5 Curb or Parking Stall

Vehicles may park in a designated parking stall or along a curb or sidewalk.

- Parking along a curb or sidewalk:
 - Vehicles on a 2-way travel roadway must be parked with the passenger side wheels alongside the curb or sidewalk.
 - Vehicles on a 1-way travel roadway may park alongside the curb or sidewalk on either side of the roadway.
 - The front and rear wheels alongside must be within 18" of the curb or sidewalk edge.
 - Vehicles may not be parked in, or within 20 feet of a street intersection.
- Parking in a marked stall:
 - Vehicle must fit and be parked completely within the marked boundaries of a parking space.
- Parking in an unmarked stall:
 - A vehicle may be parked in a location that is not marked; 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.

7.3.6 Inoperative Vehicle

At no time may an INOPERATIVE VEHICLE be parked IN THE TOWERS.

7.3.7 Abandoned Vehicle

At no time may an ABANDONED VEHICLE be parked IN THE TOWERS.

7.3.8 Unauthorized Vehicle

At no time may an UNAUTHORIZED VEHICLE be parked IN THE TOWERS.

7.4 TIME LIMITED PARKING

7.4.1 ASSIGNED PARKING

There is no time limit that a RESIDENT VEHICLE may be parked in the ASSIGNED PARKING location for RESIDENT'S UNIT, provided that the vehicle's GRF vehicle decal, government registration, mechanical condition and appearance are properly maintained.

- A vehicle that appears INOPERABLE or ABANDONED is subject to tow-away at vehicle owner's expense. See Section 2 - Definitions, and Section 4 - Towing Policy.

7.4.2 UNASSIGNED PARKING

Signs and curb and pavement markings that limit or prohibit parking apply at all times.

- Red zone: No stopping, standing or parking.

EXCEPTIONS:

- A driver may stop to avoid conflict with other traffic.
- An attended vehicle may stop for passenger transfers.
- An attended vehicle may stop for use of a mailbox.
- An attended vehicle may stop or stand while necessarily engaged in work.

Examples: moving or delivery truck.

- An unattended vehicle or piece of equipment may park when necessary and is authorized by the Security Division.
- Blue zone: Parking is permitted only when the vehicle is displaying a valid government issued disabled (handicapped) license plate or placard.
- Fire hydrant zone: No person shall stop, park, or leave standing any vehicle within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner's expense. See Section 4 – Towing Policy.
- Green zone: Parking may not exceed 10 minutes, or as 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 plate or placard.
- Grey zone: Same as Unpainted.
- Handicapped zone: See "Blue zone."

- White zone: Loading and unloading only.
- Yellow zone: Commercial vehicle loading and unloading only.
- Unpainted: Parking is permitted for up to 7 continuous days, unless otherwise restricted. Parking is always prohibited within 15 feet of a fire hydrant even if the curb is unpainted. See Fire hydrant zone above.

EXCEPTION:

- Resident's extended absence parking. See Section 7.5 following.
- GUEST PARKING zone: RESIDENT VEHICLES are prohibited from using the location between 8:00 a.m. and 10:00 p.m.
- RESERVED PARKING zone: Parking is prohibited by a vehicle not carrying a party designated by the sign.
- VISITOR PARKING zone: RESIDENT VEHICLES are prohibited from using the location between 8:00 a.m. and 10:00 p.m.

7.5 RESIDENT'S EXTENDED ABSENCE PARKING

Due to a RESIDENT'S extended absence from the Village, a RESIDENT VEHICLE may be parked in UNASSIGNED PARKING for more than 7 days under the following conditions:

- RESIDENT'S ASSIGNED PARKING space must be occupied during the same time period by another RESIDENT VEHICLE.
- As a courtesy to fellow RESIDENTS, vehicle must be parked as far as practicable from UNITS, preferably on a named street rather than in a numbered cul-de-sac.
- RESIDENT must arrange to keep the vehicle's GRF vehicle decal, government registration, appearance and operating condition up to date. Vehicles that become INOPERABLE, or appear neglected or ABANDONED become subject to tow-away at owner's expense. See Section 4 - Towing Policy.
- The RESIDENT must SAFELIST the vehicle with the Security Division.
- NON-RESIDENT vehicles are not eligible for extended parking privileges.

7.6 CONTRACTOR and SERVICE VEHICLE PARKING

Contractor and service vehicles, including personal vehicles driven by workers, must be parked on named streets and are prohibited from parking within numbered cul-de-sacs or UNIT parking lots.

- Contractors may park on a SPONSORING RESIDENT'S driveway with the RESIDENT'S permission, but may not obstruct the sidewalk.

EXCEPTIONS:

- Vehicles, equipment and materials immediately and directly required for the performance of work.
- Vehicles immediately loading or unloading.
- GRF owned vehicles and equipment.

7.7 OVERNIGHT PARKING PERMITS

GRF has rules regarding overnight parking for NON-RESIDENTS. Laguna Woods Mutual No. Fifty requires that any vehicle parked overnight adhere to GRF's rules.

7.8 RECREATIONAL VEHICLES (RV) RESTRICTED

Daily parking is limited to the GRF Recreational Vehicle Storage Area. Refer to the GRF Recreational Vehicle (RV) Parking Areas Rules and Regulations.

An RV may park IN THE TOWERS only when meeting **all** of the following conditions:

- RV is parked only for the purpose of loading or unloading. Other activities such as sleeping or resting in the RV, and vehicle maintenance are not allowed.
- RV is parked with engine and accessory equipment (e.g. exterior lights, generator, air conditioner, audio and video equipment) shut off.
- Extensions such as slide-outs, tilt-outs, and awnings must be closed.
- RV may not be attached to any external power supply.
- Leveling jacks, if used, must include a base plate sufficient to prevent damage to pavement.
- RV is parked for no more than 6 hours at a time.

EXCEPTION:

- Permission to park overnight immediately before or after a road trip will be reasonably granted by the Security Division. Vehicle must be removed no later than 12:00 noon the following day.

7.9 FOR SALE SIGNS

RESIDENT VEHICLES may display a maximum of two (2) "For Sale" signs advertising that vehicle. Each sign may be up to 9" x 12" in size. No signage may be on the exterior of the vehicle.

7.10 ADVERTISING

Any signage advertising a business or organization is prohibited on a vehicle parked overnight. Displaying a name or contact information such as a physical or communications address constitutes advertising.

EXCEPTIONS:

- Commercial vehicle or equipment displaying a valid GRF Overnight Parking Permit issued by the managing agent.
- License plate frames, and vehicle manufacturer's incidental identification and accessory items (example: vehicle brand and model nameplates.)
- Signs allowed in Section 7.9 – For Sale Signs.
- GRF vehicles.

7.11 REPAIRS

Vehicles may not be rebuilt or rehabilitated, major service may not be performed, and fluids may not be changed.

7.12 WASHING

In the interest of water conservation, vehicle washing is prohibited.

See the Resource Guide (appendix) for additional information.

8 SPECIAL RULES FOR GOLF CARTS and GOLF CARS

8.1 GOLF CART

Unless exempted in this Section, all Laguna Woods Mutual No. Fifty Vehicle, Parking and Traffic Rules, including stop sign, speed limit, parking, and GRF vehicle decal rules, apply to GOLF CARTS, just as any other MOTOR VEHICLE.

8.1.1 DRIVERS LICENSE

A driver's license is not required to operate a GOLF CART.

8.1.2 MINIMUM AGE

A NON-RESIDENT driving a GOLF CART must be ***both***

- Age 16 years or older.
- Accompanied by a RESIDENT.

8.1.3 VEHICLE REGISTRATION

No government vehicle registration is required.

8.1.4 LIGHTS

Must operate head lamps and tail lamps from ½ hour after sunset to ½ hour before sunrise.

8.1.5 STAY ON PAVEMENT

Driving off pavement is prohibited.

EXCEPTION:

- Limited driving off pavement is allowed at the GRF 27-hole golf course, in accordance with golf course rules.

8.1.6 SIDEWALKS AND PATIOS

Driving or parking is not allowed on sidewalks, breezeways, or patios.

8.1.7 CART PATHS

Driving on paved cart paths is permissible. On a cart path the driver must:

- Travel at a slow speed that is reasonable and prudent.
- Exercise due regard for the safety of all PEDESTRIANS.
- Yield the right-of-way to all PEDESTRIANS.

Parking on a cart path is prohibited, except in a marked parking stall.

8.2 GOLF CAR

Unless exempted in this Section, all Laguna Woods Mutual No. Fifty Vehicle, Parking and Traffic Rules apply to GOLF CARS, just as any other MOTOR VEHICLE.

8.2.1 CART PATHS

May be driven on a paved cart path.

On a cart path the driver must:

- Travel at a slow speed that is reasonable and prudent.
- Exercise due regard for the safety of all PEDESTRIANS.
- Yield the right-of-way to all PEDESTRIANS.

Parking on a cart path is prohibited, except in a marked parking stall.

See the Resource Guide (appendix) for additional information.

9 SPECIAL RULES FOR BICYCLES (NON-MOTORIZED)

Unless otherwise specified in this Section, all requirements of Section 6 - Rules for Driving, including stop sign and speed limit rules, and Section 7 - Rules for Parking, apply to BICYCLES.

9.1 STAY ON PAVEMENT

BICYCLES may not be ridden off pavement.

9.2 SIDEWALKS

Riding on a sidewalk is allowed only between a point of origin or destination and the nearest connector to a street or cul-de-sac.

EXCEPTION:

- When delivering newspapers, a BICYCLE may be ridden an unlimited distance on a sidewalk.

While riding on a path or sidewalk, the cyclist must:

- Exercise due regard for the safety of all PEDESTRIANS.
- Travel at a speed that is reasonable and prudent.
- Yield the right-of-way to all PEDESTRIANS.
- Walk the BICYCLE when inside a building or on any covered passageway.

9.3 LIGHTS

For safety, at night a BICYCLE must operate lighting sufficient to be plainly visible in any direction within 200 feet.

9.4 PARKING

Bicycles may not be parked in any manner interfering with foot or vehicle traffic.

Bicycles must be parked utilizing parking racks where provided.

Attended BICYCLES may be parked off pavement, but only in such a manner as not to damage landscaping.

See the Resource Guide (appendix) for additional information.

10 SPECIAL RULES FOR PEDESTRIANS

10.1 SIDEWALKS

For safety considerations, PEDESTRIANS may not walk upon a roadway.

EXCEPTIONS:

- When crossing a roadway.
- When there is no adjacent sidewalk available that is at least two (2) feet wide.

When upon any roadway, PEDESTRIANS must:

- Walk facing the flow of traffic, unless upon a 1-way roadway.
- Avoid stopping or delaying traffic.
- Shine a flashlight or otherwise display lighting at night sufficient to be plainly visible in any direction within 200 feet.

10.2 SKATEBOARDS

No person may ride or propel a skateboard or other riding device.

EXCEPTION:

- A person operating a self-propelled or motorized wheelchair, invalid tricycle, electric personal assistive mobility device (ex: Segway) or motorized quadricycle.

See the Resource Guide (appendix) for additional information.

11 SPECIAL RULES FOR MANAGING AGENT

MOTOR VEHICLES and equipment used by the managing agent are permitted to operate and park on roadways, sidewalks, paths and landscape in a manner such as needed to efficiently provide services, such as maintenance, landscaping and security.

Except as necessary to efficiently provide services, MOTOR VEHICLES and equipment must be parked so as not to block access, walkways, or carports.

Except for fire hydrant and handicapped parking zones, all parking locations may be used by the managing agent as needed to efficiently provide services.

Visitor/unassigned parking locations may be used by the managing agent only in an emergency and/or to drop off heavy equipment.

See the Resource Guide (appendix) for additional information.

12 RULES FOR REPORTING COLLISIONS

12.1 INJURY TO A PERSON

For a collision that causes injury or death to a person:

- Driver must stop and remain at the scene to provide their identity and information about the collision.
- Notify local authorities (Call 911.)
- Notify the Laguna Woods Village Security Division.

12.2 NO INJURY TO A PERSON

For a collision with no injuries that causes damage to any property, including damage solely to the driver's own MOTOR VEHICLE or BICYCLE:

- Driver must stop and remain at the scene to provide their identity and information about the collision.
- Driver must identify themselves to the owner or individual in control of the damaged property.
- Notify the Laguna Woods Village Security Division.