



## **OPEN MEETING**

### **REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL RESIDENT POLICY AND COMPLIANCE COMMITTEE**

**Tuesday, June 25, 2024 – 9:30 A.M.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

Laguna Woods Village owner/residents are welcome to participate in committee meetings in-person and virtually. To submit comments or questions virtually for committee meetings, please using one of following options:

1. Join the Committee meeting via Zoom at: <https://us06web.zoom.us/j/84903327041> or by dialing 669-900-6833 Access Code: 849 0332 7041
2. Via email to [meeting@vmsinc.org](mailto:meeting@vmsinc.org) any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and manor number must be included.

### **NOTICE AND AGENDA**

*This Meeting May Be Recorded*

1. Call Meeting to Order
2. Approval of the Agenda
3. Approval of the Meeting Report for May 29, 2024
4. Remarks of the Chair
5. Member Comments (Items Not in the Agenda)
6. Response to Member Comments
7. Department Head Update
8. Items for Discussion and Consideration:
  - a. Third Mutual Traffic Rules and Regulations
  - b. Lease Limit Waitlist
  - c. Impacts of Implementing a New Lease Limit in Third Mutual to 25% (Oral Discussion)
9. Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*
  - a. Caregiver Policy
  - b. Anti-Racial Discrimination Communication within Third Mutual
10. Committee Member Comments
11. Date of Next Meeting – Tuesday, July 23, 2024

\*A quorum of the Third Board or more may also be present at the meeting.

Mark Laws, Chair  
Blessilda Wright, Staff Officer  
Telephone: 949-597-4254





**REGULAR OPEN MEETING OF THE THIRD LAGUNA HILLS MUTUAL  
RESIDENT POLICY AND COMPLIANCE COMMITTEE**

Wednesday, May 29, 2024 at 9:30 A.M.  
Board Room/Virtual Meeting  
Laguna Woods Village Community Center  
24351 El Toro Road, Laguna Woods, CA 92637

**MEMBERS PRESENT:** Mark Laws –Chair, Nathaniel “Ira” Lewis, Andy Ginocchio, Moon Yun (entered the meeting at 9:32 a.m.) and Cris Prince (via Zoom)

**MEMBERS ABSENT:** None

**ADVISORS PRESENT:** Stuart Hack

**ADVISORS ABSENT:** Theresa Keegan (Per prior notification)

**STAFF PRESENT:** Blessilda Wright, Ruby Rojas, Daniel Lurie, Pamela Bashline and Jeff Spies

**OTHERS PRESENT:** None.

**1. Call to Order**

Mark Laws, Chair, called the meeting to order at 9:30 a.m.

**2. Approval of Agenda**

Director Lewis made a motion to approve the agenda. Director Ginocchio seconded the motion.

By unanimous consent, the motion passed.

**3. Approval of Meeting Report**

Director Ginocchio made a motion to approve the April 23, 2024 meeting report. Director Lewis seconded the motion.

By unanimous consent, the motion passed.

**4. Remarks of the Chair**

None.

**5. Members Comments (Items Not on Agenda)**

A member made a comment thanking the committee for their service on the board and her and neighbors’ concerns regarding a broken streetlight in front of building 3319,

requesting that it be addressed.

**6. Response to Members Comments**

Chair Laws advised the matter of the broken streetlight would be investigated.

**7. Department Head Update**

None.

**8. Items for Discussion and Consideration**

**a. Traffic Rules and Regulations**

Officer Daniel Lurie, Security Supervisor II/ Administrative Supervisor, along with Chair Laws, presented the proposed updates to the Traffic Rules and Regulations for discussion. The Committee discussed the matter, asked questions, and suggested changes and clarifications.

A member made a comment regarding the jurisdiction of traffic hearings. Chair Laws advised the matter is being investigated.

By consensus the Committee directed Chair Laws to work with staff to incorporate the Committee changes and comments. The matter is tabled for review at the next meeting.

Ms. Pamela Bashline, Community Services Manager and Mr. Jeff Spies, Community Services Supervisor entered the meeting at 10:06 a.m.

Mr. Dan Lurie left the meeting at 10:07 a.m.

**b. Financial Qualifications for Purchasing in Third Mutual**

Ms. Pamela Bashline, presented the Financial Qualifications for discussion. The Committee discussed the matter and asked questions.

Director Lewis made a motion to approve the Financial Qualification increases effective January 1, 2025 and forward the matter for Board consideration. Director Ginocchio seconded the motion.

By unanimous consent, the motion passed.

**c. Impacts of Implementing New Lease Limit in Third Mutual to 25%**

Ms. Bashline presented the New Lease Limit for discussion. The Committee discussed the matter and asked questions.

There was also discussion regarding the Waiting List Process.

The committee elected to table the matter for review at the next meeting, and Chair Laws will work with staff regarding the leasing process.

**d. Passive Home Business Policy and Application**

Ms. Bashline presented the Passive Home Business Policy and Application for discussion. The Committee discussed the matter and asked questions.

Director Lewis elected to submit the administrative changes to the application forward to the Board for their consideration. Director Ginocchio seconded the motion.

By unanimous consent, the motion passed.

Ms. Bashline and Mr. Spies, Community Services Supervisor left the meeting at 11:11 a.m.

**e. Executive Hearings Committee Charter**

Ms. Blessilda Wright, Compliance Supervisor, presented the Executive Hearings Committee Charter for discussion. The Committee discussed the matter and asked questions.

Director Yun elected to forward the amended Charter to the Board for consideration. Director Lewis seconded the motion.

By unanimous consent, the motion passed.

**f. Rules for Board Meetings**

Ms. Wright, presented the Rules for Board Meetings for discussion. The Committee discussed the matter and asked questions.

Director Ginocchio elected to forward the amended policy with corrections for Board consideration. Director Yun seconded the motion.

By unanimous consent, the motion passed.

**9. Items for Future Agendas**

- a. Caregiver Policy
- b. Anti-Racial Discrimination Communication within Third Mutual
- c. Resale Inspection Policies related to Alterations

**10. Committee Member Comments**

None.

**11. Date of Next Meeting**

Tuesday, June 25, 2024 at 9:30 a.m.

**12. Adjournment**

With no further business before the Committee, the meeting was adjourned at 11:58 a.m.

Mark W. Laws

Mark W. Laws (Jun 4, 2024 10:26 PM)

Mark W. Laws, Chair  
Resident Policy and Compliance  
Committee of the Third Laguna Hills  
Mutual Board of Directors





## STAFF REPORT

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**DATE:** June 25, 2024  
**FOR:** Resident Policy and Compliance Committee  
**SUBJECT:** Vehicle, Traffic and Parking Rules – Rules Updates

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### **RECOMMENDATION**

Staff recommends the committee review and provide further direction.

### **BACKGROUND**

In 1972, the Board of Directors created vehicle, traffic, and parking rules. Since its adoption the rules have been changed numerous times and renamed the Vehicle, Traffic and Parking Rules (the active Resolutions are 03-14-43, 03-15-42, 03-17-152, 03-19-50, and 03-19-85). The Vehicle, Traffic and Parking Rules provide residents, guests and vendors the rules for driving and parking to promote safety for the Community.

The Resident Policy and Compliance Committee requested the Vehicle, Traffic and Parking Rules be added to future agenda items for review and updates.

On April 23, 2024, the Resident Policy and Compliance Committee reviewed and provided updates. The matter was tabled till the next meeting.

On May 29, 2024, the Resident Policy and Compliance Committee reviewed and provided updates. The matter was tabled till the next meeting.

### **DISCUSSION**

The Committee provided suggested updates to the Vehicle, Traffic and Parking Rules.

### **FINANCIAL ANALYSIS**

**Prepared By:** Daniel Lurie, Supervisor II/Administrative Supervisor

**Reviewed By:** Blessilda Wright, Compliance Supervisor  
Francis Gomez, Operations Manager

Attachments:

Attachment 1: Vehicle Traffic and Parking Rules- Redline

Attachment 2: Vehicle Traffic and Parking Rules- Clean



**Vehicle, Traffic, and Parking Rules**  
**Resolution 03-24-xx, adopted MMM DD, 2024; Resolution 03-19-85, adopted August 20, 2019; Resolution 03-19-50, adopted May 21, 2019; Resolution 03-17-152, adopted December 19, 2017; Resolution 03-15-42, adopted April 21, 2015; and Resolution 03-14-43, adopted April 15, 2014**

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 Third Laguna Hills Mutual (Third). This generally refers to the cul-de-sacs, parking areas, sidewalks, and grounds regulated by Third.

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**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 THIRD 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 the Security Services Division and provide all items of identification as requested, such as GRF identification card, driver's license, vehicle registration, gate pass, etc.



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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 of these rules 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~~ IN THIRD.
- 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 and should not impact others' ability to park in their ASSIGNED PARKING.
- 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 unless someone not authorized is parking in the MEMBER's ASSIGNED PARKING (in which case, the MEMBER should work with Security to address the situation).

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 or GUEST PARKING, and has not been moved within a 21 day period unless previously receiving written authorization from the Security Department. (See Section 7.5 - Resident's Extended Parking.)

### 2.2 **ASSIGNED PARKING**

A defined parking location such as a carport, parking garage space, under manor parking, or UNIT driveway or garage that has both of the following attributes:

- Is regulated by ~~Third~~ THIRD.
- Is allotted as an exclusive use area of a particular UNIT.

### 2.3 **BOARD**

The ~~Third~~ THIRD Board of Directors or its delegated designated Committee.

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**Commented [LD2]:** Staff recommends using all upper case, for continuity.

**Commented [LD3]:** Staff recommends this variation of the verbiage.

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## 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 and/or electric 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. 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~~ MANAGING AGENT Village Management Services (VMS).

**Commented [LD4]:** Staff recommends adding this verbiage.

## 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 MANOR, or by the ~~managing agent~~ **MANAGING AGENT**.

#### 2.11 **GUEST PARKING**

A parking location that is marked as such by a sign, or curb or ~~pavement~~ **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~~ **in** LAGUNA WOODS VILLAGE.

#### 2.14 **IN THIRD**

Any real property governed by ~~THIRD~~ **Third** ~~THIRD~~.

#### 2.15 **INOPERABLE VEHICLE**

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

- ~~Is parked in GUEST PARKING or UNASSIGNED PARKING and has a Does-not show current, government issued license and registration for on-street operation that is at least three (3) months out of date.~~
- ~~Is parked in ASSIGNED PARKING and has a government registration for on-street operation that is at least one (1) year out of date.~~
- 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 **major** 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

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fluids, flat tire, tire off ground, vehicle up on blocks.

- Presents a nuisance or hazard as determined by the BOARD.

## **2.16 MANAGING AGENT**

VMS (Village Management Services)

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**2.16 2.17 MANOR**

A dwelling unit ~~in~~ in LAGUNA WOODS VILLAGE.

**2.17 2.18 MEMBER**

The person having legal accountability to GRF and THIRD for a UNIT.

**2.18 2.19 MOTOR TRUCK**

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

**2.19 2.20 MOTOR VEHICLE**

A vehicle that is self-propelled.

**EXCEPTIONS:**

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

**2.20 2.21 NEIGHBORHOOD ELECTRIC VEHICLE (NEV)**

See GOLF CAR.

**2.21 2.22 NON-RESIDENT**

A person who is not a legal occupant of a UNIT in LAGUNA WOODS VILLAGE. NON-RESIDENTs include quests, contractors, vendors, and delivery drivers.

**2.22 2.23 NON-RESIDENT VEHICLE**

Any vehicle not registered as a RESIDENT VEHICLE with GRF.

**2.23 2.24 PAVEMENT**

The hard surface of a road or street.

**2.23 2.25 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.

**2.24 2.26 PEDESTRIAN**

**Commented [LD6]:** Renumbering started, due to the addition of MANAGING AGENT

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

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- 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.

#### **2.25 2.27 RECREATIONAL VEHICLE (RV)**

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

#### **2.26 2.28 RESERVED PARKING**

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

#### **2.27 2.29 RESIDENT**

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

#### **2.28 2.30 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.

#### **2.29 2.31 SAFELIST**

A register maintained by the Security Services Department 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.

#### **2.30 2.32 SPONSOR**

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

#### **2.34 2.33 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.

#### **2.32 2.34 UNAUTHORIZED VEHICLE**

A vehicle having both of the following attributes:

- NON-RESIDENT VEHICLE.
- Parked IN THIRD 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.

### **2.33 2.35 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.

The BOARD will appoint a Director to participate as a member of the Laguna Woods Village Traffic Hearings Committee ~~(Committee) comprised of three (3) BOARD members.~~ The ~~Laguna Woods Village Traffic Hearings~~ Committee will schedule traffic hearings as necessary to adjudicate Notices of Violation. The ~~Laguna Woods Village Traffic Hearings~~ Committee is ~~an open~~ 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 ~~THIRD Third~~ THIRD.

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 THIRD will be adjudicated as if the violation had occurred in THIRD as well as the United and Mutual 50 Corporations.~~ Third's traffic rules take priority if the potential violation occurs on Third's property.

#### **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 ~~Division~~ Department within the Resident Services Department, and may be subject to an 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/NON-RESIDENT**

If a GUEST /NON-RESIDENT fails to pay a fine or comply with other disciplinary

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requirements determined by the BOARD, responsibility transfers to the RESIDENT  
SPONSOR who authorized

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the violator into ~~Laguna Woods Village~~ **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-on~~-duty EMPLOYEE of the ~~managing agent~~ **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~~ **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 SERVICES DEPARTMENT ENFORCEMENT**

Enforcement of these rules is the responsibility of the Laguna Woods Village Security Services Department, 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 the Security Services Department, 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**

Traffic hearings for RESIDENTS and NON-RESIDENTS will be held by the Laguna Woods Village Traffic Hearings Committee.

### **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 ~~an open~~ 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 ~~Laguna Woods Village Traffic Hearings~~ Committee's findings 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~~ **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~~ **LAGUNA WOODS VILLAGE** drivers.

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

The Security Services Department will provide instructors to teach Traffic School.

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

The following citations are ineligible for Traffic School: Parking, RV Lot Parking, Handicap Parking, and specific Moving Violations (Hit and Run, Valid Driver's Licenses Not Produced and Reckless Driving.

### 3.3.4 **FINES**

THIRD adopts the fine structure ~~of GRF~~ for traffic violations as per section 7.15 of these rules. ~~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 Services Department has been authorized by the BOARD to enforce these rules in compliance with California Vehicle Code § 22658 (a).

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 SERVICES DEPARTMENT TOWING**

The Security Services Department 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 of a building, parking space, or street.
- Blocking a roadway or posing a hazard to traffic.
- Posing a safety or environmental hazard.

#### 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 which can include an overnight parking pass.

California Vehicle Code §22658 (a) 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. THIRD—, GRF, and the Security Services Department 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 Services Department 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~~After a disciplinary hearing and the BOARD provides direction to staff.
- Requesting compliance to correct the violation or remove the vehicle from LAGUNA WOODS VILLAGE~~the Village~~.
- ~~Compliance is not made~~NON-RESIDENT does not comply within **96 hours** of written notification.

##### 4.2.2 **NON-RESIDENT VEHICLE IN OTHER THAN ASSIGNED PARKING**

Except as provided above, the Security Services Department 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 LAGUNA WOODS VILLAGE~~the Village~~.
- ~~NON-RESIDENT does not comply~~ ~~Compliance is not made~~ within **96 hours** of written notification.

##### 4.2.3 **RESIDENT VEHICLE IN ANY LOCATION**

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

- ~~After a disciplinary hearing and the BOARD provides direction to staff~~Receiving specific authorization from the BOARD.

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- Requesting compliance to correct the violation or remove the vehicle from ~~the Village~~LAGUNA WOODS VILLAGE.

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- ~~Compliance is not made~~ RESIDENT does not comply 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 Services Department upon request.

EXCEPTIONS:

- GOLF CART
- Motorized or electric BICYCLE

### 5.2 VEHICLE REGISTRATION REQUIRED

Every MOTOR VEHICLE in THIRD 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 Services Department upon request.

EXCEPTIONS:

- GOLF CART
- Motorized or electric BICYCLE

### 5.3 AUTHORIZED RESIDENT VEHICLE TYPES

THIRD authorizes any vehicle type that is eligible to receive a GRF ~~decal~~ RFID tag.

### 5.4 GRF VEHICLE DECALS REGISTRATION

All RESIDENT MOTOR VEHICLES must be registered with GRF ~~and properly display the current GRF vehicle decal while in THIRD.~~

### 5.5 Resident Vehicle RESIDENT VEHICLE Decal RFID TAG Limit

Each UNIT is allowed to receive a limited number of GRF decals based on the number of original construction bedrooms.

- 1 Bedroom UNIT up to 2 ~~decals~~ RFID tags
- 2 Bedroom UNIT up to 3 RFID tags ~~decals~~
- 3 Bedroom UNIT up to 3 RFID tags ~~decals~~

The term "decal" applies to charging decals, for use in carports for charging. Each UNIT is allowed to receive up to a total of 2 "charging" decals for GOLF CARTS and/or GOLF CARS regardless of the number of original bedrooms in the UNIT.

~~Decal~~ RFID tag counts do not include motorhomes and commercial vehicles stored in the GRF Recreational Vehicle Storage Area.

Commented [LD12]: Staff recommends using all upper case, for continuity.

## 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

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| ~~pavement~~PAVEMENT.  
EXCEPTIONS:

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Certain specific and limited exceptions are detailed in

- Section 8 - Special Rules for Golf Carts and Golf Cars
- Section 9 - Special Rules for Bicycles (Non-motorized and Motorized)

## **6.2 TRAFFIC CONTROL DEVICES**

Drivers must obey all posted traffic signs, and ~~pavement~~ 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 .after stopping at the limit line or crosswalk, 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.

**Commented [LD13]:** Staff recommends using all upper case, for continuity.

**Commented [LD14]:** Staff recommends using all upper case, for continuity.



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.

**Commented [LD15]:** Staff recommends using all upper case, for continuity.

### 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.

**Commented [LD16]:** Staff recommends using all upper case, for continuity.

### 6.5.5 TRAVEL LANES

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

**Commented [LD17]:** Staff recommends using all upper case, for continuity.

### 6.5.6 TURN

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

**Commented [LD18]:** Staff recommends using all upper case, for continuity.

## 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 unless their vehicle is correctly pulled to the curb and parked.

## 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, GOLF CARS, and motorized or electric BICYCLES.

MOTOR VEHICLES must operate head lamps and tail lamps if rain, fog, or other hazardous weather conditions require the continuous use of windshield wipers.

MOTOR VEHICLES must use turn signals at least 100 feet before making a turn.

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

For safety, any PEDESTRIAN or non-motorized 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.

## 7 RULES FOR PARKING

### 7.1 VEHICLES PROHIBITED

GRF specifies the types of vehicles prohibited from parking in LAGUNA WOODS VILLAGE. THIRD requires that any vehicle parked in THIRD 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-store~~ any vehicle in the Village ~~when-whether or not~~ the subject UNIT is occupied by a RESIDENT ~~unless the RESIDENT has no vehicle and RESIDENT has obtained an overnight parking pass before~~ the NON-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~~~~ark~~ ~~SAFELY~~~~yafely~~

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

#### 7.3.2 ~~FIRE~~~~ire~~ ~~HYDRANT~~~~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~~~~idewalk~~

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~~~~ff~~ ~~Pavement~~~~PAVEMENT~~

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

#### EXCEPTIONS:

Certain specific and limited exceptions are detailed in

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

#### 7.3.5 ~~CURB~~~~urb~~ ~~OR~~~~or~~ ~~PARKING~~~~arking~~ ~~STALL~~~~tail~~

**Commented [LD19]:** Staff recommends using "for" instead of "to"

**Commented [LD20]:** Staff recommends using all upper case, for continuity.

**Commented [LD21]:** Staff recommends using all upper case, for continuity.

**Commented [LD22]:** Staff recommends using all upper case, for continuity.

**Commented [LD23]:** Staff recommends using all upper case, for continuity.

**Commented [LD24]:** Staff recommends using all upper case, for continuity.

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

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- 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~~ ~~enoperative~~ ~~VEHICLE~~ ~~ehicle~~

At no time may an INOPERATIVE VEHICLE be parked ~~IN-IN~~ THIRD.

**Commented [LD25]:** Staff recommends using all upper case, for continuity.

#### 7.3.7 ~~ABANDONED~~ ~~bandoned~~ ~~VEHICLE~~ ~~ehicle~~

At no time may an ABANDONED VEHICLE be parked ~~IN-IN~~ THIRD.

**Commented [LD26]:** Staff recommends using all upper case, for continuity.

#### 7.3.8 ~~UNAUTHORIZED~~ ~~nauthorized~~ ~~VEHICLE~~ ~~ehicle~~

At no time may an UNAUTHORIZED VEHICLE be parked ~~IN-IN~~ THIRD.

**Commented [LD27]:** Staff recommends using all upper case, for continuity.

### 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 MANOR, 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.
- A RESIDENT VEHICLE parked in the ASSIGNED PARKING locations for a RESIDENT's MANOR must have a government issued registration for on-street operation that is no more than one (1) year out of date.

**Commented [LD28]:** Typo, should be "d" not "s"

#### 7.4.2 UNASSIGNED PARKING

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

- Red zone: No stopping, standing or parking.

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**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 emergency vehicles.
- 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 Services Department.
- 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 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.
- Within six (6) feet to either side of a mailbox.
- 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.

**Commented [LD29]:** Staff recommends lower case for continuity.

### 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 MANORS, 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 issued 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 Services Department.
- NON-RESIDENT vehicles are not eligible for extended parking privileges.

**Commented [LD30]:** Staff recommends added verbiage for continuity.

### 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 assigned parking spaces.

- Contractors may park on a SPONSORING RESIDENT'S driveway with the RESIDENT'S permission or in the RESIDENT's assigned covered parking with their expressed written 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.

### 7.7 **OVERNIGHT PARKING PERMITS**

GRF has rules regarding overnight parking for NON-RESIDENTS. THIRD requires that any vehicle parked overnight adhere to GRF's overnight parking 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 THIRD 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.

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- Leveling jacks, if used, must include a base plate sufficient to prevent damage to ~~pavement~~**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 Services Department. 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 ~~IN~~**IN THIRD**.

### **7.13 PLUG IN ELECTRIC VEHICLES (PEV)**

~~NON-RESIDENT~~**resident** and ~~GUEST~~**guest** PEVs are prohibited from connecting to common area outlets.

**Commented [LD31]:** Staff recommends using all upper case, for continuity.

Any PEV connected to a common area outlet without authorization may be disconnected and/or owner contacted by Security staff, in addition to the other enforcement actions allowed in these rules.

Owners of PEVs are solely responsible for the proper use and maintenance of their vehicle and any associated equipment used in charging the vehicle and may not make any unauthorized alterations to Mutual outlets, wiring, circuit breakers or electric service panels.

Resident PEVs of other types (e.g. battery electric and plug-in hybrid vehicles) are allowed to connect to Mutual common area electricity upon payment of the electricity

user fee set by the Mutual Board, and Resident must properly display a Mutual issued Electric Vehicle (EV) decal on the vehicle.

- A pro-rated annual electricity usage fee, as set forth on the Mutual fee sheet, registered to any UNIT that does not have a private garage per the requirements of the BOARD approved Alteration Standard, Section 44, Electric Vehicle Charging Stations.
- Participating PEVs will be issued a Mutual authorized EV decal, affixed by staff to the exterior of the rearmost window in the lower corner furthest from the driver.
  - The EV decal is the property of THIRD and may be revoked upon expiration, withdrawal or termination from program, or non-compliance with these rules.



- The EV decal authorized to connect common area only.
  - Connection to outlets controlled by GRF, United, or Mutual Fifty is prohibited, except for self-contained, fee-per-use charging stations.
  - Connection to an outlet metered at any individual THIRD UNIT is prohibited without the controlling Resident's express permission.
  - Residents may request to "opt-out" of the Mutual EV Decal program by submitting a signed waiver at Resident Services indicating they will not be using Mutual common area electric to charge their Plug-in Electric Vehicle (PEV), and that they understand the consequences (fines) if they violate the Mutual EV Decal policy.
  - PEV's are equipped with charging cords, which for the purpose of this Policy are not "extension cords".

signifies the PEV is to outlets in the THIRD

#### **UNATTENDED EXTENSION CORDS**

~~Unattended extension cords may not be used in THIRD for any purpose. Residents found with unattended extension cords will be subject to fines.~~

~~Electrical use charges shall be computed in the following manner:~~

- ~~The total miles driven since the last odometer mileage recorded by staff will be divided by 3.5 to calculate the kilowatt hours usage of common area electricity used to charge the PEV (3.5 equates to miles driven per KW charged). This value will be multiplied by the existing electrical common area billing rate of Southern California Edison, or other electric service provider if applicable.~~



~~NOTE: According to the Third Mutual Energy Committee chair, Third pays SCE commercial electric rates that as of 7-15-2015 are about 17 cents per kilowatt hour. This is in between the comparable residential user rates of Tier 1 at 15 cents and Tier 2 at 19 cents per kilowatt hour.~~

- ~~○ This calculation assumes that all energy use attributed to the PEV during the enrollment period was received by connection to Third Mutual common area outlets. No deduction will be considered for the PEV charging at any other location, or charging or motive power received from a PEV onboard source (e.g. hybrid engine, integrated solar panel)~~

#### **7.14 EXTENSION CORDS**

In the interest of safety, unattended extension cords may not be used IN THIRD for any purpose. Any unattended extension cord may be disconnected by Security staff, in addition to the other enforcement actions allowed in these rules.

#### **7.15 FINES**

Refer to the THIRD Fee Sheet and the Schedule of Traffic and Monetary Penalties as it applies.

### **8 SPECIAL RULES FOR GOLF CARTS and GOLF CARS**

#### **8.1 GOLF CART**

Unless exempted in this Section, all THIRD 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~~ PAVEMENT is prohibited.

**EXCEPTION:**

- Limited driving off ~~pavement~~ **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 THIRD 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.

**9 SPECIAL RULES FOR BICYCLES (NON-MOTORIZED ~~AND 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.~~

~~**9.29.1 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.

#### 9.39.2 LIGHTS

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

#### 9.49.3 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~~PAVEMENT, but only in such a manner as not to damage landscaping.

### **10 SPECIAL RULES FOR PEDESTRIANS**

#### **10.1 SIDEWALKS**

For safety considerations, PEDESTRIANS ~~may~~should 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.~~

## 11 **SPECIAL RULES FOR MANAGING AGENT**

MOTOR VEHICLES and equipment used by the ~~managing agent~~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~~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.

MOTOR VEHICLES operated by the MANAGING AGENT must follow all of the traffic rules as outlined in this document.

**Commented [LD32]:** Staff recommends using all upper case, for continuity.

**Commented [LD33]:** Staff recommends using all upper case, for continuity.

## 12 **RULES FOR REPORTING COLLISIONS**

### 12.1 **INJURY TO A PERSON**

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

- Notify local authorities (Call 911:-).
- Notify the Laguna Woods Village Security Department.
- 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 Department.~~

### 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:

- Notify the Laguna Woods Village Security Services Department.
- 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 Services Department~~
- Any involved party may request the ~~sheriff's~~ Sheriff's department respond for a report.



### **Vehicle, Traffic, and Parking Rules**

**Resolution 03-24-xx, adopted MMM DD, 2024; Resolution 03-19-85, adopted August 20, 2019; Resolution 03-19-50, adopted May 21, 2019; Resolution 03-17-152, adopted December 19, 2017; Resolution 03-15-42, adopted April 21, 2015; and Resolution 03-14-43, adopted April 15, 2014**

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 Third Laguna Hills Mutual (Third). This generally refers to the cul-de-sacs, parking areas, sidewalks, and grounds regulated by Third.

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## **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 THIRD 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 the Security Services Division 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 of these rules 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 THIRD.
- 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 and should not impact others' ability to park in their ASSIGNED PARKING.
- 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 unless someone not authorized is parking in the MEMBER's ASSIGNED PARKING (in which case, the MEMBER should work with Security to address the situation).

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

### **2.2 ASSIGNED PARKING**

A defined parking location such as a carport, parking garage space, under manor parking, or UNIT driveway or garage that has both of the following attributes:

- Is regulated by THIRD.
- Is allotted as an exclusive use area of a particular UNIT.

### **2.3 BOARD** The THIRD Board of Directors or its designated Committee.

### **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 and/or electric 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. 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 Village Management Services (VMS).

## **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 MANOR, 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 LAGUNA WOODS VILLAGE**

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

#### **2.14 IN THIRD**

Any real property governed by THIRD.

#### **2.15 INOPERABLE VEHICLE**

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

- Is parked in GUEST PARKING or UNASSIGNED PARKING and has a government registration for on-street operation that is at least three (3) months out of date.
- Is parked in ASSIGNED PARKING and has a government registration for on-street operation that is at least one (1) year out of date.
- 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 major design component. (Examples: motor, fender, hood, wheel, light.)
- Appears unable to legally or safely operate on the street in its present condition.  
Examples: 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 MANAGING AGENT**

VMS (Village Management Services)

## **2.17 MANOR**

A dwelling unit in LAGUNA WOODS VILLAGE.

## **2.18 MEMBER**

The person having legal accountability to GRF and THIRD for a UNIT.

## **2.19 MOTOR TRUCK**

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

## **2.20 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.

## **2.21 NEIGHBORHOOD ELECTRIC VEHICLE (NEV)**

See GOLF CAR.

## **2.22 NON-RESIDENT**

A person who is not a legal occupant of a UNIT in LAGUNA WOODS VILLAGE. NON-RESIDENTs include guests, contractors, vendors, and delivery drivers.

## **2.23 NON-RESIDENT VEHICLE**

Any vehicle not registered as a RESIDENT VEHICLE with GRF.

## **2.24 PAVEMENT**

The hard surface of a road or street.

## **2.25 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.

## **2.26 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.

## **2.27 RECREATIONAL VEHICLE (RV)**

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

## **2.28 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).

## **2.29 RESIDENT**

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

## **2.30 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.

## **2.31 SAFELIST**

A register maintained by the Security Services Department 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.

## **2.32 SPONSOR**

A RESIDENT, MEMBER or delegate for a MANOR, 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.

### **2.33 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.

### **2.34 UNAUTHORIZED VEHICLE**

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

- NON-RESIDENT VEHICLE.
- Parked IN THIRD 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.

### **2.35 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.

The BOARD will appoint a Director to participate as a member of the Laguna Woods Village Traffic Hearings Committee (Committee). The Committee will schedule traffic hearings as necessary to adjudicate Notices of Violation. The Committee 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 THIRD.

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 as well as the United and Mutual 50 Corporations. Third's traffic rules take priority if the potential violation occurs on Third's property.

#### **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 within the Resident Services Department, and may be subject to an 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/NON-RESIDENT**

If a GUEST/NON-RESIDENT 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 SERVICES DEPARTMENT ENFORCEMENT**

Enforcement of these rules is the responsibility of the Laguna Woods Village Security Services Department, 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 the Security Services Department, 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**

Traffic hearings for RESIDENTS and NON-RESIDENTS will be held by the Laguna Woods Village Traffic Hearings Committee.

### **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 Committee's findings 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 Services Department will provide instructors to teach Traffic School.

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

The following citations are ineligible for Traffic School: Parking, RV Lot Parking, Handicap Parking, and specific Moving Violations (Hit and Run, Valid Driver's Licenses Not Produced and Reckless Driving.

### **3.3.4 FINES**

THIRD adopts the fine structure for traffic violations as per section 7.15 of these rules.

### **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 Services Department has been authorized by the BOARD to enforce these rules in compliance with California Vehicle Code § 22658 (a).

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 SERVICES DEPARTMENT TOWING**

The Security Services Department 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 of a building, parking space, or street.
- Blocking a roadway or posing a hazard to traffic.
- Posing a safety or environmental hazard.

#### **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 which can include an overnight parking pass.

California Vehicle Code §22658 (a) 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. THIRD, GRF, and the Security Services Department 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 Services Department 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:

- After a disciplinary hearing and the BOARD provides direction to staff.
- Requesting compliance to correct the violation or remove the vehicle from LAGUNA WOODS VILLAGE.
- NON-RESIDENT does not comply within 96 hours of written notification.

##### **4.2.2 NON-RESIDENT VEHICLE IN OTHER THAN ASSIGNED PARKING**

Except as provided above, the Security Services Department 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 LAGUNA WOODS VILLAGE.
- NON-RESIDENT does not comply within 96 hours of written notification.

##### **4.2.3 RESIDENT VEHICLE IN ANY LOCATION**

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

- After a disciplinary hearing and the BOARD provides direction to staff.
- Requesting compliance to correct the violation or remove the vehicle from LAGUNA WOODS VILLAGE.

- RESIDENT does not comply 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 Services Department upon request.

EXCEPTIONS:

- GOLF CART
- Motorized or electric BICYCLE

### **5.2 VEHICLE REGISTRATION REQUIRED**

Every MOTOR VEHICLE in THIRD 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 Services Department upon request.

EXCEPTIONS:

- GOLF CART
- Motorized or electric BICYCLE

### **5.3 AUTHORIZED RESIDENT VEHICLE TYPES**

THIRD authorizes any vehicle type that is eligible to receive a GRF RFID tag.

### **5.4 GRF VEHICLE REGISTRATION**

All RESIDENT MOTOR VEHICLES must be registered with GRF.

### **5.5 RESIDENT VEHICLE RFID TAG LIMIT**

Each UNIT is allowed to receive a limited number of GRF decals based on the number of original construction bedrooms.

- 1 Bedroom UNIT up to 2 RFID tags
- 2 Bedroom UNIT up to 3 RFID tags
- 3 Bedroom UNIT up to 3 RFID tags

The term "decal" applies to charging decals, for use in carports for charging. Each UNIT is allowed to receive up to a total of 2 "charging" decals for GOLF CARTS and/or GOLF CARS regardless of the number of original bedrooms in the UNIT.

RFID tag counts do not include motorhomes and commercial vehicles stored in the GRF Recreational Vehicle Storage Area.

## **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 (Non-motorized and Motorized)

## **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, after stopping at the limit line or crosswalk, 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 unless their vehicle is correctly pulled to the curb and parked.

#### **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, GOLF CARS, and motorized or electric BICYCLES.

MOTOR VEHICLES must operate head lamps and tail lamps if rain, fog, or other hazardous weather conditions require the continuous use of windshield wipers.

MOTOR VEHICLES must use turn signals at least 100 feet before making a turn.

MOTOR VEHICLES approaching and entering any LAGUNA WOODS VILLAGE gate at night must use low beam headlamps.

For safety, any PEDESTRIAN or non-motorized 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.

### **7 RULES FOR PARKING**

#### **7.1 VEHICLES PROHIBITED**

GRF specifies the types of vehicles prohibited from parking in LAGUNA WOODS VILLAGE. THIRD requires that any vehicle parked in THIRD 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 store any vehicle in the Village whether or not the subject UNIT is occupied by a RESIDENT unless the RESIDENT has no vehicle and RESIDENT has obtained an overnight parking pass for the NON-RESIDENT.

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

•

## **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 THIRD.

### **7.3.7 ABANDONED VEHICLE**

At no time may an ABANDONED VEHICLE be parked IN THIRD.

### **7.3.8 UNAUTHORIZED VEHICLE**

At no time may an UNAUTHORIZED VEHICLE be parked IN THIRD.

## **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 MANOR, 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.
- A RESIDENT VEHICLE parked in the ASSIGNED PARKING locations for a RESIDENT's MANOR must have a government issued registration for on-street operation that is no more than one (1) year out of date.

### **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 emergency vehicles.
  - 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 Services Department.
- 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.
- Within six (6) feet to either side of a mailbox.
- 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 MANORS, preferably on a named street rather than in a numbered cul-de-sac.
- RESIDENT must arrange to keep the vehicle's government issued 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 Services Department.

- 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 assigned parking spaces.

- Contractors may park on a SPONSORING RESIDENT'S driveway with the RESIDENT'S permission or in the RESIDENT's assigned covered parking with their expressed written 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.

#### **7.7 OVERNIGHT PARKING PERMITS**

GRF has rules regarding overnight parking for NON-RESIDENTS. THIRD requires that any vehicle parked overnight adhere to GRF's overnight parking 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 THIRD 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 Services Department. 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 IN THIRD.

### **7.13 PLUG IN ELECTRIC VEHICLES (PEV)**

NON-RESIDENT and GUEST PEVs are prohibited from connecting to common area outlets.

Any PEV connected to a common area outlet without authorization may be disconnected and/or owner contacted by Security staff, in addition to the other enforcement actions allowed in these rules.

Owners of PEVs are solely responsible for the proper use and maintenance of their vehicle and any associated equipment used in charging the vehicle and may not make any unauthorized alterations to Mutual outlets, wiring, circuit breakers or electric service panels.

Resident PEVs of other types (e.g. battery electric and plug-in hybrid vehicles) are allowed to connect to Mutual common area electricity upon payment of the electricity

user fee set by the Mutual Board, and Resident must properly display a Mutual issued Electric Vehicle (EV) decal on the vehicle.

- A pro-rated annual electricity usage fee, as set forth on the Mutual fee sheet, registered to any UNIT that does not have a private garage per the requirements of the BOARD approved Alteration Standard, Section 44, Electric Vehicle Charging Stations.
- Participating PEVs will be issued a Mutual authorized EV decal, affixed by staff to the exterior of the rearmost window in the lower corner furthest from the driver.
  - The EV decal is the property of THIRD and may be revoked upon expiration, withdrawal or termination from program, or non-compliance with these rules.



- The EV decal authorized to connect common area only.

signifies the PEV is to outlets in the THIRD

- Connection to outlets controlled by GRF, United, or Mutual Fifty is prohibited, except for self-contained, fee-per-use charging stations.
- Connection to an outlet metered at any individual THIRD UNIT is prohibited without the controlling Resident's express permission.
- Residents may request to "opt-out" of the Mutual EV Decal program by submitting a signed waiver at Resident Services indicating they will not be using Mutual common area electric to charge their Plug-in Electric Vehicle (PEV), and that they understand the consequences (fines) if they violate the Mutual EV Decal policy.
- PEV's are equipped with charging cords, which for the purpose of this Policy are not "extension cords".

#### **7.14 EXTENSION CORDS**

In the interest of safety, unattended extension cords may not be used IN THIRD for any purpose. Any unattended extension cord may be disconnected by Security staff, in addition to the other enforcement actions allowed in these rules.

#### **7.15 FINES**

Refer to the THIRD Fee Sheet and the Schedule of Traffic and Monetary Penalties as it applies.

### **8 SPECIAL RULES FOR GOLF CARTS and GOLF CARS**

#### **8.1 GOLF CART**

Unless exempted in this Section, all THIRD 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 THIRD 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.

**9 SPECIAL RULES FOR BICYCLES (NON-MOTORIZED AND 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.

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**9.1 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.

## **9.2 LIGHTS**

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

## **9.3 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.

# **10 SPECIAL RULES FOR PEDESTRIANS**

## **10.1 SIDEWALKS**

For safety considerations, PEDESTRIANS should 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.

# **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.

MOTOR VEHICLES operated by the MANAGING AGENT must follow all of the traffic rules as outlined in this document.

## **12 RULES FOR REPORTING COLLISIONS**

### **12.1 INJURY TO A PERSON**

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

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

### **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:

- Notify the Laguna Woods Village Security Services Department.
- 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.
- Any involved party may request the Sheriff's Department respond for a report.





## STAFF REPORT

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**DATE:** June 25, 2024  
**FOR:** Third Resident Policy and Compliance Committee  
**SUBJECT:** Lease Eligibility Request Procedures and Waiting List Application

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### **RECOMMENDATION**

Staff recommends approval of the Lease Eligibility Request Procedures and Waiting List Eligibility Request Application (ATT 2).

### **BACKGROUND**

On April 21, 2020, by way of Resolution 03-20-26, Third Mutual established a 30% leasing cap (1831 units) and adopted its Leasing Cap and Lease Waiting List Policy (ATT 1). The cap of active leases enables members and prospective members to obtain more favorable loans, maintain a positive member-tenant ratio within the community, and stabilizes the pool of resident members who are eligible to assist with the governance of Third Mutual.

For the past 4 years, the lease rate has fluctuated between 27.6% to 29.3% with a 28.83% lease rate for the month of May (month to date) and 29.3% for the month of March being the highest rate thus far. The average lease percentage for the past year was 28.88%.

### **DISCUSSION**

At its April 23, 2024 meeting the Third Resident Policy and Compliance Committee discussed the possibility of reducing the leasing cap to 25% and directed staff to draft procedures on how to manage the waiting list and provide associated costs to administer the process if/when the leasing cap has reached the 30%.

Pursuant to the current leasing cap, no more than 30% of units in Third shall be leased at any given time. This means only 1831 units in Third can be leased. Members who purchased their units before and after the established 2020 lease cap date would count toward the 1831 limit. However, only members who purchased their unit after April 21, 2020, would be placed on the waiting list once the 1831 limit was reached.

In the event the leasing cap is reached, a member will be required to submit a Waiting List Eligibility Request Application in order to be placed on the waiting list. At such time the number of leases falls below the 30% cap and the member's name is first on the waiting list, the member will have 90 days from staff's written lease eligibility to submit a complete Lease/Rental Authorization Application. After 90 days from the notice of eligibility to lease, the member's eligibility to lease will expire, and the member must submit a new request for eligibility and be placed at the bottom of the waiting list.

While the Board can adopt a new leasing cap, i.e., 25% for new members, it is likely to create a huge administrative burden for the Mutual. According to legal counsel, this would create a third class of members that staff would need to keep track of and analyze on a daily basis. The three classes of members would be those who purchased before April 21, 2020, who are not subject to any lease cap; those who purchased after April 21, 2020, who are subject to the 30% cap; and those who purchase after the 25% leasing cap is established. Members who

purchase after the adoption of a 25% cap would not be permitted to lease their units once 25% of the total number of units were leased out (i.e., 1526 units).

It should be noted that the proposed Lease Eligibility Request Procedures and Waiting List Eligibility Request Application mirrors the current Lease Waiting List Policy and do not reflect a new policy that requires a 28-day comment period.

### **FINANCIAL ANALYSIS**

The below costs are estimations associated with implementing the waiting list.

**Please note:** This is a new process that has not been tested. These are estimated costs of additional staff time that will be required to implement and maintain the waitlist policy.

For either the 30% or 25% leasing cap, this will involve staff running a series of queries against our database each week to update our waitlist spreadsheet. Leasing staff will be spending more time per application to process. The costs associated with processing the Lease/Rental Authorization Applications are estimated below:

<b>Current Tasks</b>	<b>Costs</b>	<b>Frequency</b>
At full staff we can average 72 or more applications per week.	\$ 1,927.50	Per Week

  

<b>New Tasks</b>	<b>Costs</b>	<b>Frequency</b>
Update data and maintain waitlist spreadsheet.	\$ 356.00	Per Week
At full staff with increased tasks we believe we can average 65 or more applications per week.	\$ 2,583.75	Per Week

The costs presented above only cover hourly wages. There will be additional overhead costs, plus building and material usage costs that we are unable to calculate based on available data.

**Prepared By:** Patty Kurzet, Membership Services Coordinator

**Reviewed By:** Jeff Spies, Community Services Manager

### **ATTACHMENT(S) -**

ATT 1 – Current Leasing Cap and Lease Waiting List Policy

ATT 2 – Lease Eligibility Request Procedures and Waiting List Eligibility Request Application

ATT 3 – Resolution 03-24-XX

## **Leasing Cap and Lease Waiting List Policy Resolution 03-20-26; Adopted April 21, 2020**

### **I. Purpose**

Third Laguna Hills Mutual ("Third") authorizes Members, as defined in the CC&Rs, to lease their manors, subject to the restrictions and procedures in Third's Governing Documents, including without limitation, the Operating Rules and any policy duly adopted by the Board. The current procedures relating to Lease Authorization are contained in Third's Lease Policy, as may be amended from time to time. Notwithstanding the right of Members to lease their manors, Third has in place a limit on the total number of manors that may be leased at any given time, which is thirty percent (30%) of the total number of manors in Third (the "Leasing Cap").

The purpose of this document is to set for the Leasing Cap and Waiting List Policy (the "Policy"), which supplements the Lease Policy by providing additional procedures relating to eligibility of Members to lease their manors once the Leasing Cap is reached.

### **II. Restriction on Number of Units Leased; Leasing Eligibility**

Pursuant to the Leasing Cap, no more than thirty percent (30%) of the manors in Third shall be leased at any given time.

A Member desiring to lease his or her manor must submit to Third a written lease eligibility request for approval of eligibility of the Member to lease his or her manor based on the total number of manors currently leased in Third. No Member will be eligible to lease his or her manor or to submit a Lease Authorization Application prior to receiving written notice of eligibility to lease from Third through an authorized VMS staff member.

Third will respond to any Member's written request for eligibility to lease the Member's manor within ten (10) business days of the written submittal of such request to Third.

Third will deny a Member's request for eligibility to lease the Member's manor if the number of currently leased manors, plus the number of manors for which other Members have received approval to lease but which are not yet leased, plus the Member's manor (the "Leased Unit Calculation") exceeds thirty percent (30%) of the manors in Third. In such event, the Member will be notified in writing of such denial and placed on the lease waiting list, as further described below.

If the Leased Unit Calculation does not exceed thirty percent (30%) of the manors in Third, Third will notify the Member that his or her manor is eligible to lease, and that the Member has ninety (90) days to submit a complete Lease Authorization Application in accordance with the Lease Policy. After ninety (90) days from the notice of eligibility to lease, the Member's eligibility to lease will expire, and the Member must submit a new written request for eligibility.

### **III. Waiting List**

In the event a Member's request for approval to lease is denied because the Leased Unit Calculation exceeds thirty percent (30%), the Member shall be placed on a waiting list maintained by Third, and the Member shall be given an opportunity to submit a Lease Authorization Application to lease his or her manor when such Member's name is first on the waiting list and the Leased Unit Calculation no longer exceeds thirty

percent (30%) of the manors in Third. The Member will be contacted by Third in writing when such Member is eligible to lease his or her manor.

If a Member has received notice that such Member is eligible to lease his or her manor, that Member must submit a complete Lease Authorization Application in accordance with the Lease Policy within ninety (90) days of the notice of eligibility to lease. If the Member fails to submit a complete Application within ninety (90) days of the date of notice of lease eligibility, the Member's eligibility to lease shall expire. In such event, the Member shall be required to submit a new written request for eligibility to lease his or her manor in accordance with the foregoing provisions; and, if there is a waiting list, the Member will be placed at the end of such waiting list.

Members who are currently leasing their manors will continue to be eligible to lease their manor for ninety (90) days after the expiration or termination of the current Lease Authorization. If a Lease Authorization for an approved lease of a Member's manor expires or terminates and the Member does not submit a new, complete Lease Authorization Application (in accordance with the requirements of the Lease Policy) for a new lease for the Member's manor within ninety (90) days of the expiration or termination of the prior Lease Authorization, the Member's eligibility to lease his or her manor shall expire. In such event, the Member shall be required to submit a new written request for eligibility to lease his or her manor in accordance with the foregoing provisions of this Policy.

#### IV. Exemptions; Enforcement

Upon written request by a Member for eligibility to lease his or her Unit, the Board shall be authorized and empowered, in its sole and reasonable discretion, to grant a hardship exemption for the Member with respect to the Leasing Cap. For purposes of this Policy, a "hardship" shall be defined as the need of a Member to lease his or her manor as a result of an unforeseeable event and/or because enforcement of the Leasing Cap against the Member could reasonably subject the Member to suffer a severe financial difficulty.

If a Member submits a Lease Authorization Application in accordance with the Lease Policy without first requesting and receiving written approval for eligibility to lease, the Application will be rejected and the fee returned, with instructions for the Member to first obtain written approval of eligibility to lease.

If a Member leases his or her manor without approval from the Board, or is otherwise in violation of the provisions of this Policy or the Lease Policy, the Member shall be subject to disciplinary measures, including, but not limited to: (A) a monetary penalty in an amount to be determined by the Board; (B) other disciplinary measures; and/or (C) a reimbursement assessment in an amount equal to the costs incurred by Third related to addressing such violation, including, without limitation, attorneys' fees and costs, irrespective of whether Third is able to obtain a court order to evict the tenant or otherwise effectuate the legal eviction of the non-compliant tenant from the Member's manor.



## **LEASE ELIGIBILITY REQUEST PROCEDURES AND WAITING LIST ELIGIBILITY REQUEST APPLICATION**

Pursuant to Third Mutual's leasing cap, no more than 30% of units (i.e.,  $30\% \times 6102 = 1831$  units) shall be leased at any given time. In the event that the leasing cap is reached, all members who purchased their unit after April 21, 2020 and wish to start leasing out their unit will be placed on a waiting list. To be placed on the waiting list, all members must submit to Third Mutual a Waiting List Eligibility Request Application for approval of eligibility to lease his or her unit based on the total number of units currently leased in Third.

No member will be eligible to lease his or her unit or to submit a Lease Authorization Application prior to receiving written notice of eligibility to lease from Third through an authorized VMS staff member.

### **LEASING ELIGIBILITY PROCEDURES**

1. No more than 30% of units shall be leased at any given time.
2. A member desiring to lease his/her unit must submit to Third Mutual this Waiting List Eligibility Request Application for approval to lease unit based on the total number of units currently leased in Third.
3. No member will be eligible to lease or submit a Lease/Rental Authorization Application prior to receiving written notice of eligibility to lease from Third through an authorized VMS staff member.
4. Third will respond to member's written request for eligibility to lease within ten business days of written submittal.
5. Third will deny a member's request for eligibility to lease unit if the number of currently leased units, plus the number of units for which other members have received approval to lease, but which are not yet leased exceeds 30%, plus the member's unit. In such event, member will be notified in writing of such denial and placed on the lease waiting list as described below:

### **WAITING LIST PROCEDURES**

1. In the event a member's request for approval to lease is denied because the number of leased units exceeds 30%, the member shall submit a Waiting List Eligibility Request Application and shall be placed on a waiting list.
2. Member shall be given an opportunity to submit a Lease/Rental Authorization Application to lease his/her unit when said member's name is first on the waiting list and the number of leased units no longer exceeds 30%.
3. Member will be contacted by authorized staff in writing, via email, or other means, when such member is eligible to lease unit.

4. If member has received notice that he/she is eligible to lease their unit, member must submit a complete Lease/Rental Authorization Application within 90 days of staff's written notice of eligibility to lease.
5. If member fails to submit a completed application within 90 days of written notice, member's eligibility to lease shall expire and member shall be required to submit a new written request for eligibility to lease; and if there is a waiting list, member will be placed at the bottom of such waiting list.

### **Members Currently Leasing Units**

1. Members who are currently leasing will continue to be eligible to lease for 90 days after the expiration or termination of the current Lease/Rental Authorization.
2. If a Lease/Rental Authorization for an approved lease expires or terminates and member does not submit a new and complete Lease/Rental Authorization, Lease Renewal or Lease Extension within 90 days of expiration or termination, member's eligibility to lease shall expire.
3. If member fails to submit a new and complete Lease/Rental Authorization, Lease Renewal or Lease Extension within 90 days of expiration or termination, the member shall be required to submit this Waiting List Eligibility Request Application. If there is a waiting list, member will be placed at the bottom of such waiting list.

Return completed Lease Waiting List Eligibility Request Application to the Leasing Office located in the Community Center at 24351 El Toro Road, Laguna Woods, CA 92637; phone 949-597-4323; email [leasing@vmsinc.org](mailto:leasing@vmsinc.org). Mailing address is P.O. Box 2220, Laguna Hills, CA 92654-2220.



### Third Mutual Lease Waiting List Eligibility Request Application

Please complete the application below to be placed on the Lease Waiting List to lease your unit. Waitlist requests are processed on a first-come, first-served basis, established by the date and time application is received by the Leasing Office.

Once member is at the top of the waiting list and the leasing cap no longer exceeds 30%, member, or designated agent for member, will be contacted by way of email or other means to alert member of lease eligibility.

Member has 90 days from the written lease eligibility notification to submit a complete Lease/Rental Authorization Application. If eligible member fails to submit a complete Lease/Rental Authorization Application within the specified time period, the member's eligibility to lease will expire and member will lose eligibility and will need to submit a new request for eligibility and shall be placed at the bottom of the waiting list.

Member Name 1 (print): \_\_\_\_\_

Member Name 2 (print): \_\_\_\_\_

Unit Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Purchase Date \_\_\_\_\_

#### Eligibility Criteria:

Please confirm by initialing below that you meet the following eligibility criteria by checking the appropriate boxes:

1. \_\_\_\_\_ I am a Member/Owner of Third Laguna Hills Mutual.
2. \_\_\_\_\_ I understand that if I am placed on the waiting list, it does not guarantee the opportunity for me to lease my unit.
3. \_\_\_\_\_ I understand that if I am placed on the waiting list, I will not be able to lease my unit until my name is at the top of the list and the leasing cap no longer exceeds 30%.

4. \_\_\_\_\_ I have not been in violation of any HOA rules or regulations within the past twelve months.
5. \_\_\_\_\_ I understand that staff will notify me in writing, via email, or other means when I am eligible to submit a complete Lease/Rental Authorization Application.
6. \_\_\_\_\_ I understand that if I fail to submit a completed Lease/Rental Authorization Application within 90 days of staff's written notice of eligibility to me, or my designated agent, I will be required to submit a new written request for eligibility, and if there is a waiting list, my name shall be placed at the end of such waiting list.
7. \_\_\_\_\_ I understand that any Lease/Rental Authorization Application (new, renewal, or extension) is subject to approval by the Board.

**Acknowledgment:**

By signing below, I acknowledge that the information provided in this application is true and accurate to the best of my knowledge. I understand that any false or misleading information may result in the rejection of my eligibility request.

\_\_\_\_\_  
Landlord / Lessor

\_\_\_\_\_  
Landlord / Lessor

Signed this Date: \_\_\_\_\_

Signed this Date: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
RECEIVED DATE: _____	TIME RECEIVED: _____

**RESOLUTION 03-24-XX**

**Lease Eligibility Request Procedures and Waiting List Application**

**WHEREAS**, on April 21, 2020, the Board adopted Resolution 03-20-26 which established that a maximum of thirty percent (30%) of the units may be leased at any given time (the “Leasing Cap”); and

**WHEREAS**, since the time the Leasing Cap was implemented by the Board and became effective as an operating rule of Third, the number of units leased has remained below the Leasing Cap, however the number of leased units has steadily risen and will soon reach the Leasing Cap; and

**WHEREAS**, given the approach of the number of leased units to the Leasing Cap, the Board has determined that it would be in the best interests of Third to adopt eligibility to lease procedures once the Leasing Cap has been met;

**NOW, THEREFORE BE IT RESOLVED**, XXX, 2024, that the Board of Directors hereby approves and adopts the attached Lease Eligibility Request Procedures and Waiting List Eligibility Request Application for members who purchased their unit after April 21, 2020 and wish to start leasing out their unit; and

**RESOLVED FURTHER**, that the aforementioned Lease Eligibility Request Procedures and Waiting List Eligibility Request Application shall be posted on the GRF website; 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.