

## RECREATIONAL VEHICLE (RV) PARKING AREAS

### RULES AND REGULATIONS

**Resolution 90-16-25 Revised: June 2016**

A. The Security Division has the primary responsibility for administration, governance and coordination of maintenance issues for the Recreational Vehicle (RV) Parking Areas, Lots A and B, as authorized by the Golden Rain Foundation (GRF) Board of Directors. For information or maintenance issues in regard to the RV Lots A or B, call Security at 949-268-2284.

Except where otherwise defined and/or approved by GRF directive, RVs will be defined in accordance with California Health and Safety Code 18010, as follows:

"Recreational Vehicle" means both of the following:

1. A motor home, camper van, travel trailer, truck camper, or camping trailer, with or without motive power, designed for human habitation for recreational, emergency, or other occupancy that meets all of the following criteria:
  - It contains less than 320 square feet of internal living room area, excluding built-in equipment, including, but not limited to, wardrobe, closets, cabinets, kitchen units or fixtures, and bath or toilet rooms
  - It contains 400 square feet or less of gross area measured at maximum horizontal projections
  - It is built on a single chassis
  - It is either self-propelled, truck-mounted, or permanently towable on the highways without a permit
2. A park trailer, as defined in Section 18009.3

B. The following described resident solely-owned, operated and Department of Motor Vehicles (DMV) registered RVs are eligible to be placed in a leased RV space. All vehicles must be in operating condition.

- Travel trailers 13 to 40 feet in length
- Fifth wheel trailers 15 to 40 feet in length
- Folding camp trailers
- Class A recreational motor home, built on a truck chassis with gasoline or diesel engine
- Class C recreational motor home, built on a modified van chassis and usually overhangs the cab
- Class B conversion van camper (may have a raised roof)
- Truck camper, but detaching the camper from the truck for the purpose of stowing the camper is not permitted in the RV lots
- Empty flat-bed trailers, including car caddies, used to tow extra items behind a motor home may be allowed to park in the resident's leased RV space as

long as the trailer does not exceed dimensions of 7 feet wide or 10 feet long (including the tongue) and must fit in the same lot space as the motor home

- Boats on trailers (personal water craft i.e. Jet Skis, Sea Doos or similar vessel are also allowed as space permits)
- Empty boat trailers may be allowed to park in the resident's leased space as long as the trailer and boat are inspected together at the first inspection and subsequent annual inspections

B.1 Passenger Vehicles

B.1.a Resident solely-owned GRF and DMV registered passenger vehicles are eligible to be placed in a surplus space in RV Lot B.

B.2 Commercial Vehicles

B.2.a The following resident solely-owned and DMV registered commercial vehicles displaying any of the following attributes are eligible to be placed in a surplus space in RV Lot B: (Commercial vehicles will not be issued GRF decals)

- Of a type used or maintained for the transportation of persons for hire, compensation, or profit.

Examples: taxi cab, limousine, any vehicle originally designed to carry 12 or more passengers.

- Designed, used, or maintained primarily for the transportation of property.
- Includes any vehicle mounted with a utility body/bed, or aftermarket equipment carrier.
- Used, specially equipped, or advertised for commercial purposes.

Examples: MOTOR TRUCK, PICKUP TRUCK with a ladder rack or utility body or carrying visible tools or merchandise, van or sport utility vehicle with business advertising displayed or carrying visible tools, chests, racks or merchandise.

C. The following described vehicles are NOT permitted to be placed in a leased RV space and may be towed away at the vehicle owner's expense upon approval of the GRF Board of Directors:

- Flat-bed trailers of dimensions in excess of 7 feet wide or 10 feet long (including the tongue)
- Any trailer used to transport motorcycles, go-carts or ATV's
- Commercial rental, or similar type, open or closed trailers
- Any eligible (as described in Section B) DMV registered RV, passenger, or commercial vehicle converted into a storage unit
- Any detached slide-in truck camper for the purpose of storing the camper
- Any trailer (other than flat-bed trailers described in Section B) used to transport cargo that was not intended by the manufacturer for human habitation
- RVs not currently registered with the Security Division
- RVs of former residents

- Horse/livestock trailers (Contact the Recreation Division at 949-597-4272 for information on storage)

D. All RVs, passenger and commercial vehicles must be in operating condition at all times and shall be required to display current on-street/highway registration, of any state, on the license plate. Non-compliance may result in a Miscellaneous Major Notice of Violation (NOV).

D.1 A one-time exception of one year to allow residents with special circumstances to provide a certificate of non-operation issued by the DMV in lieu of a current vehicle registration may be allowed. Special circumstances might include temporary physical impairment or other reasons deemed valid by the Security Director, but will not include the vehicle being inoperable.

E. Only RVs, passenger and commercial vehicles registered solely to a resident(s) of Laguna Woods Village will be given permits. A resident(s) of a currently registered RV, passenger or commercial vehicle will provide the following information at the time of application to rent a RV space and annually thereafter, within 30 days of their vehicle registration renewal: a valid driver's license, proof of appropriate theft and liability insurance, and vehicle registration papers. Non-compliance may result in a Miscellaneous Minor NOV. In addition, the Security Division must verify the vehicle before it is placed in the assigned space.

F. Any changes in the vehicle ownership, address, insurance or phone number of the owner, or the license plate number of the vehicle, must be reported to the Security Division within seven (7) days of the change. Written notification shall be mailed, or delivered, to Laguna Woods Village Security, 24351 El Toro Road, Laguna Woods, CA 92637. Security will acknowledge receipt of documents. Non-compliance may result in a Miscellaneous Minor or Major NOV.

G. Spaces in the RV lots will be assigned by the Security Division on a first come, first served basis, one vehicle per space. A maximum of two spaces per manor may be assigned, in accordance with Item H. Owners of multiple manors are allowed a maximum of two spaces in accordance with Item H. Spaces will be assigned by the length of the vehicle in order to make the best use of the available spaces. Space assignments are subject to change upon notification. Vehicles may only be parked within the footprint of the assigned space. A car caddy, or flat-bed trailer as described in Section B, may be parked with a motor home. Vehicles not parked in their assigned space will be subject to tow at owners' expense.

H. Additional RV Lot Space

H.1 Residents are permitted to lease two RV Lot spaces per manor, excepting passenger and commercial vehicles in RV Lot B. Residents will not be permitted to lease a second space for an identical type RV (i.e.: two motor homes) or a trailer/camper that cannot be towed by the **Primary RV** stored in the first space. Non-compliance may result in a Miscellaneous Major NOV. Residents will be permitted to use the second space for vehicles as defined in the Rules and Regulations. Vehicles used for towing, or vehicles that are towed in conjunction with the primary RV may also be permitted, but **only** in the second space leased. These vehicles may include automobiles; passenger vans designed to

accommodate ten (10) or fewer people; sport utility vehicles; trucks; or boats or personal water craft on open trailers. A reserve pool of five (5) empty parking spaces (an assortment of sizes) will be maintained for new first-space lessees. A second space will be leased to a resident only if a large enough space is available; there are no new residents on the RV lot waiting list for a parking space of equal or lesser size; and the reserve pool of five (5) empty parking spaces is maintained.

- H.2 Second space leases will be assigned on a first come, first served basis. Residents occupying space in Lots A and B who would like a second space will be required to submit their name, contact information, and the type and size of RV or other permitted vehicle they will store. The resident will be required to provide two preferred methods of contact, such as a home phone, a cell phone, a relative's phone, or an e-mail address. Each resident can only submit one vehicle for consideration. Of the available spaces for lease, the closest fit greater than or equal to the size of the vehicle will be assigned.
- H.3 If a resident has a vehicle that no space can accommodate, they will be placed on the Second Space waiting list. Because spaces will be assigned to the best fit available, there is no guarantee that the second space will be adjacent to, or even in the same lot as, the primary space.
- H.4 If a new resident makes a request for a parking space for an RV and there are no spaces available or no appropriate size space available in the reserve pool of five (5) empty parking spaces, a resident may be required to vacate if they are leasing a second RV, passenger or commercial space having a size that could accommodate the new resident's RV. The space to be vacated would be chosen at random from a pool of second RV, passenger and commercial spaces of equal or greater size required for the new resident's RV. If there is no second space that is large enough to accommodate the new resident's RV, they will be added to the normal waiting list.
- H.5 Residents will be given a 30-day notice by GRF if required to vacate their second, passenger or commercial vehicle space in order to accommodate a new resident's RV. Staff will attempt to contact the vacating resident, and will send a letter to their manor informing them they are required to vacate.
- H.6 If the space is not vacated within 30 days of the postmarked date of the notice, a NOV will be issued, and could result in disciplinary procedure and/or fines. The resident may be at risk of having the RV, passenger or commercial vehicle towed and would be responsible for the towing and impound fees. If the resident is on vacation or otherwise indisposed, or cannot be reached by the contact person they have given, it will not be Staff's responsibility to go above and beyond the procedures required in the Recreational Vehicle (RV) Parking Areas – Rules and Regulations regarding notification. The resident would be advised when requesting a second space that they should always have a back-up plan for RV storage.
- I. No structures of any kind may be erected on the leased space (i.e. tents, portable garages, etc.).

- J. Security may request that a RV, passenger or commercial vehicle be moved as required for maintenance of the RV lot. When a 10-day notice has been issued, and if the vehicle has not been moved, Staff may move the vehicle or have the vehicle moved. All costs incurred will then be charged to the resident leasing the space.
  - K. The RV Lot lease fee is \$160.00 per RV, passenger or commercial vehicle space per year. Annual billing is sent out each January for all RVs, passenger and commercial vehicles stored in the RV lots as of January 1st of each year. A prorated refund will be given if the space is cancelled during the year.
  - L. RV lot keys or access shall only be granted to those residents having a RV lot permit. A maximum of two keys or cards per space will be issued. The resident will be the only one issued a key or card for access to the lots. The resident may not give or loan their keys or cards to anyone. Non-resident's will not be allowed entry into RV A or B lot without the resident being present. The resident must remain with the guest during the duration of their time in the RV lots. Authorization letters will no longer be allowed.
  - M. The Security Division will charge \$10.00 as a deposit for each key or card. This fee is refundable upon return to the Security Division. Keys must be returned to Security and cards deactivated upon cancellation of the space. The fee for replacement of lost keys or cards is \$25.00 and it is not refundable.
  - N. A current copy of the RV Parking Areas Rules and Regulations will be issued to the responsible party of the leased space at time of application. Security will notify residents when the Rules and Regulations are revised by GRF.
  - O. The GRF Board of Directors has authorized the GRF Traffic Committee to review all NOV's specific to the RV Lot Rules and Regulations and has authorized the Security Division to strictly enforce all GRF RV Lot Rules and Regulations noted herein. The GRF Board of Directors has authorized the Security Division to tow or remove vehicles or property in violation of these Rules and Regulations, from the RV Storage Lots at the owner's expense. Any exceptions to these operating procedures require the written approval of the Director of Security or designee and/or the Golden Rain Foundation. NOV records shall be kept for three years. The GRF Board of Directors of the Corporation has established penalties for violations of these regulations and has noted them on the last page of these Rules and Regulations. Penalties may be greater for repeated violations within a three-year period.
- O.1 GRF Traffic Committee Hearing.
- O.1.a. Members to whom an NOV is issued shall be entitled to a hearing before the GRF Traffic Committee. Notice of the hearing shall be sent to the Member not less than 15 days prior to the hearing. Notice shall be sent by first-class mail to the most recent address of the Member shown on the Member's mutual's records. Such notice shall set forth the proposed action to be taken against the Member, the reasons therefore, the right to be heard, orally or in writing, at the hearing, and the date, time and place of the hearing. Members

wishing to appear at the GRF Traffic Committee hearing to contest the NOV shall notify the Security Division, no less than 7 days prior to the hearing at which the Member intends to appear.

- O.1.b The Member shall be given an opportunity to be heard and present evidence either in person, by counsel, or by both, or in writing, at the hearing before the GRF Traffic Committee.
- O.1.c Following the hearing, the GRF Traffic Committee shall decide in good faith and in a fair and reasonable manner whether they will recommend to GRF's Board of Directors that the Member be disciplined; and, if so, the terms and period of the discipline.
- O.1.d The GRF Traffic Committee's decision shall be communicated to the Member along with a notice to the Member that, in the event the Committee recommends the GRF Board imposes discipline on the Member, their recommendation will be considered by GRF's Board of Directors at a subsequent Executive Session.

## O.2 GRF Board Disciplinary Hearing

- O.2.a Members to whom an NOV has been issued and for whom the GRF Traffic Committee has recommended the GRF Board impose discipline shall be entitled to a hearing before the GRF Board of Directors. Notice of the hearing shall be sent to the Member not less than 15 days prior to the hearing before the Board. Notice shall be sent by first-class mail to the most recent address of the Member shown on the Member's mutual's records. Such notice shall set forth the proposed action to be taken against the Member, the reasons therefore, the right to be heard, orally or in writing, at the hearing, and the date, time and place of the hearing.
- O.2.b The hearing shall be conducted in Executive Session. The Member shall be given an opportunity to be heard and present evidence either in person, by counsel, or by both, or in writing, at the hearing before the GRF Board.
- O.2.c Following the hearing, the GRF Board of Directors shall decide in good faith and in a fair and reasonable manner whether the Member should be disciplined and, if so, the terms and period of the discipline.
- O.2.d The decision of a majority of the GRF Board of Directors shall be final and binding upon the Member, and shall be communicated, together with notice of the right to appeal the decision, as set forth in

subsection 4.6.4 of GRF's Bylaws, in writing to the Member within 15 days of the hearing.

- O.2.e If the member does not resolve the conditions of the NOV, or if additional NOVs are issued, the matter will be presented to the GRF Board for a decision that could impose a fine of up to \$500.00 and/or restrict member privileges.
  
- P. It is prohibited to allow RVs, passenger or commercial vehicles to be plugged into the electrical outlets on the light poles for more than three days in a 30-day period. When Security observes an infraction of this rule, the RV will be issued a Notice of Violation (Miscellaneous Major) and will be unplugged without notice to the resident.
  
- Q. It is prohibited to allow RV slide outs to be extended (opened) for more than three days in a 30-day period. Extended slide outs may not encroach into adjacent parking spaces. Violations observed will result in a NOV (Miscellaneous Major).
  
- R. It is prohibited to operate a generator in an unattended RV. When Security observes an infraction of this rule, the RV will be issued a NOV (Miscellaneous Major) and the generator will be shut off, if accessible to Security, without notice to the resident. If the generator is not accessible, Security will attempt to notify the owner to shut it off.
  
- S. If a vehicle is occupied (lived in) while it is parked in the RV lot or within Laguna Woods Village, the responsible resident will be subject to disciplinary action by the GRF Board of Directors.
  
- T. The speed limit within the RV lot is 10 miles per hour. Violators will be issued a NOV for Speeding.
  
- U. Residents are required to keep the area around their RVs, passenger and commercial vehicles clean and free of clutter/litter at all times. All trash is to be placed in trash containers. No debris shall be tossed onto the slopes. No hazardous materials are to be disposed of in the RV lot (i.e. batteries, tires, anti-freeze and other vehicle fluids). Residents should be conscious of standing water and make every effort to avoid this (i.e. drain plug pulled, covers taut, etc.). Tarps and covers must be maintained; frayed, torn or worn tarps or covers that create an appearance of neglect or clutter will result in a NOV (Miscellaneous Major).
  
- V. No materials of any kind may be stored in the space outside of the vehicle or trailer. Security has the right to issue a Notice of Violation, or remove and discard any equipment or property of any kind that is left in the space or any other area of the RV Storage Lot. All costs associated with the removal and disposal of non-authorized materials will be at the owner's expense.

- W. Blocks or planks shall be used under jacks or iron wheels, etc. to prevent excessive loads on the asphalt. Violations will result in a Jack Support NOV.
- X. It is prohibited to level, support or raise RVs, trailers or vehicle frames with anything other than permanently installed jacks. Violations observed will result in a NOV (Miscellaneous Major).
- Y. Wheel chocks, planks, bricks, wheel covers, etc. are not to be abandoned in an unoccupied resident's space. Abandoned materials may be discarded by Security and a NOV for clutter may be issued.
- Z. RV, trailer, and vehicle wheels shall be chocked with a minimum of two Manufactured Wheel Chocks to prevent accidental coasting or movement due to strong winds or other conditions. Violations (use of rocks, bricks, scrap or fire wood, etc.) will result in a NOV for failure to provide the proper Wheel Chocks.
- AA. The rules regarding use of the wash area and/ or sanitary connections are posted and must be followed. Violations will result in a NOV (Miscellaneous Major).
- BB. Damage to other vehicles shall be reported to the owner of the vehicle and to the Security Division in accordance with the California DMV Code Section 20002.
- CC. No repairs, restoration or any mechanical maintenance shall be permitted on the premises. Vehicles must be removed from the RV lot for any repairs or maintenance. No work or maintenance shall be done to vehicles while in the lot that would tend to litter the area around the space, such as removing wheels and tires, overhauling, reconstruction, changing engine oil, etc. The Security Division Watch Commander (597-4257) may allow a variance to the above based upon exigent circumstances.
- DD. A resident's personal passenger vehicle may be parked in their motor home RV or commercial space when the motor home or commercial vehicle is not present.
- EE. RVs may be parked at the resident's manor for up to six hours while the vehicle is being loaded or un-loaded. If more time is required due to extenuating circumstances, the Security Division Watch Commander (949-597-4257) may approve additional time to load or un-load.
- FF. Any prior Recreational Vehicle (RV) Parking Areas Rules and Regulations or agreements in existence at the time these Recreational Vehicle (RV) Parking Areas Rules and Regulations and monetary penalties are adopted are superseded and canceled.
- GG. Non-payment of fees in addition to any late fees incurred may result in the disciplinary procedure being implemented by GRF and imposition of fines up to \$500 and/or restriction of privileges.

HH. If an issued NOV has not been addressed/corrected by the lessee within 30 days of notification, a second NOV for the same violation will be issued. If the lessee continues to ignore the violation, additional disciplinary measures may be recommended by the GRF Security and Community Access Committee to the GRF Board of Directors that may include an imposition of fines up to \$500 and/or restriction of GRF privileges.

<b>Schedule of Monetary Fines: Recreational Vehicle Parking Areas*</b>			
<b>Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense (or more)</b>
Hazardous Material Violation	\$75	\$100	\$150
Wheel Chock Violation	\$40	\$60	\$80
Jack Support Violation	\$40	\$60	\$80
Maintenance or Repair Violation	\$50	\$100	\$150
Miscellaneous (Minor)	\$25	\$50	\$75
Miscellaneous (Major)	\$50	\$100	\$150
*Consult the Recreational Vehicle (RV) Parking Areas Rules and Regulations for further detail on RV Lot violations			

<b>RV Lot Parking Violations</b>		
<b>Miscellaneous (Minor)</b>	<b>Miscellaneous (Major)</b>	<b>Miscellaneous (Major)</b>
Flat Tires	Expired Registration	Unauthorized vehicle in space
Failure to provide Registration paperwork	Utilizing RV vehicle as living quarters	Vehicle utilized for storage
	Clutter	Generator running unattended
	Storage outside of vehicle	Portable sheds or tents erected outside of vehicle
	Wash-rack violation	Illegal Jack (R & R Section "X" Violation)