

**MINUTES OF THE REGULAR MONTHLY BOARD MEETING OF THE  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL EIGHT  
September 25, 2023**

The Regular Meeting of the Board of Directors of Seal Beach Mutual Eight was called to order by President Dolch at 9:33 a.m. on Monday, September 25, 2023, in Building 5, Conference Room B and via Zoom/Video Conference Call following Shareholders Open Forum.

**PLEDGE OF ALLEGIANCE**

The Board called for the Pledge of Allegiance.

**ROLL CALL**

Present: President Dolch, Vice President Banfield, Secretary Weisenstein, Chief Financial Officer Jaunzemis, Director Reed.

Guests: No Mutual Eight Shareholder (via zoom)  
Four Mutual Eight Shareholder (in-person)

GRF Representative: Ms. Thompson (via zoom)

Staff: Mr. Meza, Building Inspector  
Mr. Armijo, Building Inspector  
Ms. Barua, Sr. Portfolio Specialist  
Ms. Kong, Assistant Portfolio Specialist

**INTRODUCTION**

President Dolch welcomed staff and guests to the meeting.

**MINUTES**

The Regular Meeting Minutes of August 28, 2023, were approved by general consent of the board to approve as presented.

**BUILDING INSPECTOR'S REPORT**

Building Inspector, Mr. Meza presented his report (attached).

Following a discussion and upon a MOTION duly made by Secretary Weisenstein and seconded by Director Reed, it was

RESOLVED to approve a 3-year contract with EMPIRE PIPE CLEANING to clean sewer pipes at a total cost not to exceed \$7,083.32. Funds to come from Operating and authorize the President to sign any necessary documentation.

The MOTION passed unanimously.

Following questions, Mr. Meza and Mr. Armijo left the meeting at 9:49 am.

**GRF REPRESENTATIVES' REPORT**

GRF Representative, Ms. Thompson provided updates on GRF projects.

Following questions, Ms. Thompson left the meeting at 10:00 a.m.

**CONSENT CALENDAR**

Following a discussion and upon a MOTION duly made by Chief Financial Officer Jaunzemis and seconded by Director Reed, it was

RESOLVED that the Board authorizes the following transfers of funds per detailed and dated resolutions, by consent calendar.

| <i>Transfer/<br/>Invoice Date</i> | <i>Amount</i> | <i>Originating/Destination Accounts or Payee</i>             |
|-----------------------------------|---------------|--|
| 8/1, 8/15, 8/17                   | 13,340.00     | J&J Landscaping Inc. (Invoice# 7-24-238, 8-15-238, M0082308) |
| 8/3/23                            | 63,289.01     | M.J. Jurado Inc. (Invoice# 1340)                             |
| 9/6/23                            | 171,008.40    | ACH-Direct Debit from multiple shareholders/US Bank Checking |
| 9/8/23                            | 96,040.34     | US Bank Checking/GRF – US Bank Checking                      |

The MOTION passed unanimously.

**UNFINISHED BUSINESS**

Following a discussion and upon a MOTION duly made by Vice President Banfield and seconded by Secretary Weisenstein, it was

RESOLVED to ratify proposed rule change by amending Article 2 – Architectural Guidelines, Section 2.5 – Skylights to Bathrooms or Kitchens, 2.8 – Contractor Provisions, renaming and amending 2.11 – Pre-Demolition to Curbless “Roll-In Showers, renaming and amending 2.12 – Demolition to Pre-Demolition and Demolition, and renaming and amending 2.28 – Roof Extensions to Gates of the Rules and Regulations; the 28-day posting requirement has been met.

The MOTION passed unanimously.

**NEW BUSINESS**

Following a discussion and upon a MOTION duly made by Director Reed and seconded by Vice President Banfield, it was

RESOLVED to schedule Mutual Eight Annual Shareholder meeting date on Monday, May 27, 2024 at 10 a.m. in Clubhouse 4.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Director Reed and seconded by Vice President Banfield, it was

RESOLVED to cancel Mutual Eight's meeting scheduled on December 25<sup>th</sup>, 2023, due to Christmas Day.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Secretary Weisenstein and seconded by Chief Financial Officer Jaunzemis, it was

RESOLVED to **NOT** have any document removed from the public LWSB Mutual Eight Website.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Vice President Banfield and seconded by Chief Financial Officer Jaunzemis, it was

RESOLVED to approve the landscaping proposal from J & J Landscaping to trim Mutual Eight's trees at a cost not to exceed \$14,040. Funds to come from Landscape Extras and authorize the President to sign any necessary documentation.

The MOTION passed unanimously.

**SECRETARY / CORRESPONDENCE**

Secretary Weisenstein received no correspondence.

**CHIEF FINANCIAL OFFICER'S REPORT**

Chief Financial Officer Jaunzemis provided an update.

**VICE PRESIDENT REPORT**

Vice President Banfield provided an update.

**PRESIDENT REPORT**

President Dolch provided an update.

**PORTFOLIO SPECIALIST**

Sr. Portfolio Specialist Barua submitted her report (attached).

**ANNOUNCEMENTS**

**NEXT MEETING: Monday, October 23, 2023, Open Forum 9:15 a.m., 9:30 a.m.  
Location: Building 5, Conference Room B and via Zoom Video/Conference Call**

**COMMITTEE REPORTS**

No Committee Reports.

**DIRECTORS COMMENTS**

No Directors made comments.

**SHAREHOLDER COMMENTS**

One Shareholder made a comment.

**ADJOURNMENT**

There being no further business to conduct, President Dolch adjourned the meeting at 10:52 a.m. and announced there would be an executive session following the meeting to discuss member issues.

**EXECUTIVE SESSION SUMMARY**

The Board met in Executive Session on, September 25, 2023, at 11:20 a.m., and took the following actions:

Mutual Eight Board of Directors approved the Executive Session Minutes of August 28, 2023.

1. Several Legal Matters were discussed.
2. No Contracts were discussed.
3. Some Assessments / Delinquencies were discussed.
4. No Disciplinary Hearings occurred.

  
Attest, Sandy Weisenstein, Secretary

SEAL BEACH MUTUAL EIGHT

DK 9/25/23

Attachments

**MUTUAL EIGHT EMAIL BLAST**

If you would like to keep up with the Mutual Eight current information and events, please submit your email address to President Dolch. To be included in the Mutual Eight email blast, please email President Dolch at the email address provided with a subject line referencing your unit number:

[m8emails@gmail.com](mailto:m8emails@gmail.com)

# INSPECTOR MONTHLY MUTUAL REPORT

**MUTUAL: (8) Eight**

INSPECTOR: **Mike Meza**

**MUTUAL BOARD MEETING DATE:** **September, 2023**

| PERMIT ACTIVITY |     |
|-----------------|-----|
| 1               | 1   |
| 2               | 2   |
| 3               | 3   |
| 4               | 4   |
| 5               | 5   |
| 6               | 6   |
| 7               | 7   |
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| 99              | 99  |
| 100             | 100 |

| UNIT # | DESCRIPTION OF WORK | GRF/CITY PERMIT | PERMIT ISSUE | COMP. DATE | CHANGE ORDER | RECENT INSPECTION | CONTRACTOR            |
|--------|---------------------|-----------------|--------------|------------|--------------|-------------------|-----------------------|
| 177-B  | SHOWER              | BOTH            | 08/28/23     | 11/30/23   | NONE         |                   | MP CONSTRUCTION       |
| 178-A  | FLOORING            | GRF             | 08/30/23     | 09/30/23   | NONE         |                   | KARY'S CARPETS        |
| 178-F  | PATIO DOOR          | GRF             | 08/21/23     | 09/21/23   | NONE         |                   | MP CONSTRUCTION       |
| 186-B  | BATH/KIT WORK       | BOTH            | 07/15/23     | 09/10/23   | NONE         |                   | MAMUSCIA CONSTRUCTION |
| 190-A  | HEAT PUMP           | BOTH            | 08/08/23     | 10/08/23   | NONE         |                   | ALPINE                |
| 191-H  | ABATEMENT           | GRF             | 08/05/23     | 01/30/24   | NONE         | FINAL 09/20/23    | JC KRESS              |
| 191-H  | UNIT REMODEL        | BOTH            | 08/05/23     | 01/30/24   | YES          | WINDOWS           | JC KRESS              |
| 192-E  | FLOOR, HEAT PUMP    | BOTH            | 11/16/22     | 12/23/22   | YES          |                   | MARCO CONSTRUCTION    |
| 194-I  | SHOWER CUT DOWN     | BOTH            | 09/11/23     | 10/11/23   | NONE         |                   | NUKOTE                |
| 198-H  | FLOORING            | GRF             | 08/30/23     | 10/15/23   | NONE         |                   | LW DÉCOR              |
| 200-B  | HEAT PUMP           | BOTH            | 07/19/23     | 10/19/23   | NONE         | FINAL 09/15/23    | GREENWOOD             |
| 202-K  | UNIT REMODEL        | BOTH            | 02/07/23     | 05/30/23   | YES          | ADDED NEW SHOWER  | BA CONSTRUCTION       |
| 204-F  | SHOWER CUT DOWN     | BOTH            | 06/26/23     | 09/20/23   | NONE         | PLUM, 09/18/23    | LW DÉCOR              |
|        |                     |                 |              |            |              |                   |                       |

[illegible][illegible]

NMI = New Member Inspection    PLI = Pre-Listing Inspection    NBO = New Buyer Orientation

**FI** = Final Inspection    **FCOEI** = Final COE Inspection    **ROF** = Release of Funds

## CONTRACTS

| CONTRACTOR        |                   | PROJECT                          |
|-------------------|-------------------|----------------------------------|
| J&J LANDSCAPE     | OCTOBER 31, 2025  | Landscaping & Irrigation         |
|                   |                   |                                  |
| EMPIRE PIPE       | DECEMBER 31, 2022 | Annual inspection                |
|                   |                   | Out going line only              |
|                   |                   |                                  |
| FENN              | MAY 31, 2026      | Pest and rodent control services |
|                   |                   |                                  |
| FENN PEST CONTROL | 2025              | Bait station                     |
|                   |                   |                                  |

## INSPECTOR MONTHLY MUTUAL REPORT

**MUTUAL: (8) Eight**

INSPECTOR: **Mike Meza**MUTUAL BOARD MEETING DATE: **September, 2023**

## SPECIAL PROJECTS/ REQUEST

Contractor

### Description of Work

## SHAREHOLDER AND MUTUAL REQUEST

## Sidewalk inspections

|                      |
|----------------------|
| Work order submitted |
|----------------------|



## Community RFID Distribution Process / Access Control Information

### RFID (Radio Frequency ID) Tag

The RFID tag distribution for the community will be starting in mid-September 2023. Here are some quick facts to make the distribution process and easy one for all residents:

#### ***Who is Eligible to Receive an RFID Tag:***

- Any person that possesses a valid Leisure World Identification Card may receive **one** RFID tag for **one** vehicle with a valid GRF decal without charge. The GRF Board of Directors is currently reviewing the process for residents with additional vehicles registered in their name.
- To receive an RFID tag, you **must** have a valid Leisure World Decal on your vehicle.
- Decals are available at the Decal Office next to the Café in Clubhouse 5. The Decal Office is open Tuesday through Saturday, 8:00 AM to 4:00 PM (closed 12:00 PM to 12:30 PM for lunch).
- As a reminder, to receive a decal you must have the following:
  - Valid state issued driver's license
  - Valid vehicle registration
  - Valid vehicle insurance
  - Valid GRF Identification Card

#### ***Distribution Site Information***

- *Where:* 1.8 Acres
- *When:* Your Assigned Date (see below)
- *Hours of Distribution:* 8:30 AM to 4:00 PM (cars may line up no earlier than 8:15 AM on Oak Hills Drive.
- **Before entering the 1.8 Acre site, we will be verifying all four documents listed above (valid license, vehicle registration, vehicle insurance and GRF Identification Card). You will not be able to receive an RFID tag without presenting these documents.**

Upon entering 1.8 Acres, you will complete a form that will include a list of the four permanent guests you want on your account. In addition, you need to provide a password for your account (the password may be any type of name or object or set of numbers).

**OVER**

## ***RFID Distribution Dates***

To ensure the RFID tag issuance is completed in an efficient manner, we will be starting issuance with the following Mutuels:

| <b>Mutuals</b> | <b>Date Assigned</b>        |
|----------------|-----------------------------|
| 16 and 17      | Tuesday, September 12, 2023 |

- If you miss your assigned day for any reason (illness, vacation, etc.), there will be an opportunity to obtain an RFID tag on a make-up day. Please be advised that the make-up day will be after regular distribution of all RFID tags are made, so issuance of your RFID tag will be in later October.
- Additional dates for RFID distribution will be noted in the LW Weekly newspaper and on LW Live.

The Security Department must distribute over 10,000 RFID tags. The process will take nearly two months to complete. Therefore, we cannot offer any specific day or timed reservations for RFID distribution. Residents have all day to obtain an RFID tag on their assigned day.

## **Access Control**

The new access control software program being implemented is called PROPTIA. Even though residents who want to use their computers will be able to enter the new system themselves, **it is important to note that all residents will always have the ability to call Security to have a guest enter the community at any time.**

- Residents can access their access control account to enter their own temporary guests into the system 24/7.
- Paper visitor passes will not be mailed in 2024. All guests will be entered into the new system.
- Guests will have the ability to enter at all three gates, not just the main gate.



# Community RFID Distribution Process and Calendar

## RFID (Radio Frequency ID) Tag

The RFID tag distribution for the community will be starting in mid-September 2023. Here are some quick facts to make the distribution process and easy one for all residents:

### ***Who is Eligible to Receive an RFID Tag:***

- Any person that possesses a valid Leisure World Identification Card may receive **one** RFID tag for **one** vehicle with a valid GRF decal without charge. The GRF Board of Directors is currently reviewing the process for residents with additional vehicles registered in their name.
- To receive an RFID tag, you **must** have a valid Leisure World Decal on your vehicle.
- Decals are available at the Decal Office next to the Café in Clubhouse 5. The Decal Office is open Tuesday through Saturday, 8:00 AM to 4:00 PM (closed 12:00 PM to 12:30 PM for lunch).
- As a reminder, to receive a decal you must have the following:
  - Valid state issued driver's license
  - Valid vehicle registration
  - Valid vehicle insurance
  - Valid GRF Identification Card

### ***Distribution Site Information***

- **Where:** 1.8 Acres, located in the northwest corner of the community in Mutual 9 (formally known as the "mini-farms").
- **When:** Your Assigned Date (see attached calendar)
- **Hours of Distribution:** 8:30 AM to 4:00 PM (***cars may not line up earlier than 8:15 AM on Oak Hills Drive***).

**Before entering the 1.8 Acre site, we will be verifying all four documents listed above (valid license, vehicle registration, vehicle insurance and GRF Identification Card). Please bring all these documents with you. You will not be able to receive an RFID tag without presenting these documents, no exceptions.**

Upon entering 1.8 Acres, you will complete a form that will include a list of the four permanent guests you want on your account. In addition, you need to provide a password for your account (the password may be any type of name or object or set of numbers).

## ***Distribution Calendar***

- To ensure the RFID tag issuance is completed in an efficient manner, we will issue the RFID tags by Mutual in the order noted on the following calendars for September and October.
- If you miss your assigned day for any reason (illness, vacation, etc.), there will be an opportunity to obtain an RFID tag on a make-up day. Please be advised that the make-up day will be after regular distribution of all RFID tags are made, so issuance of your RFID tag will be during the last week of October.
- **The Security Department will be distributing over 10,000 RFID tags. The process will take nearly two months to complete. Therefore, we cannot offer any specific day or timed reservations for RFID distribution, nor can we accommodate any special requests.**
- Residents have from 8:30 AM to 4PM to obtain an RFID tag on their assigned day.
- Any residents in line for a tag on a day that they have not been assigned will not receive an RFID tag.

Thank you for your patience and understanding.

Continued

# RFID Roll-Out Calendar

| SEPTEMBER 2023 |                                   |                                   |   |                                   |   |                                   |
|----------------|-----------------------------------|-----------------------------------|---|-----------------------------------|---|-----------------------------------|
| Sunday         | Monday                            | Tuesday                           | Wednesday   | Thursday                          | Friday  | Saturday                          |
|                |                                   |                                   |   |                                   | 1   | 2                                 |
| 3              | 4<br>LABOR DAY<br>HOLIDAY         | 5                                 | 6   | 7                                 | 8   | 9                                 |
| 10             | 11                                | 12<br>Mutuals<br>16 & 17          | 13  | 14                                | 15  | 16                                |
| 17             | 18<br>Mutual 1<br>Buildings 1-16  | 19<br>Mutual 1<br>Buildings 17-32 | 20<br>Mutual 1<br>Buildings 33-48                                       | 21<br>Mutual 1<br>Buildings 49-64 | 22<br>Mutual 1<br>Buildings 65-70<br>-----<br>Mutual 2<br>Buildings 1-11  | 23<br>Mutual 2<br>Buildings 12-28 |
| 24             | 25<br>Mutual 2<br>Buildings 29-45 | 26<br>Mutual 2<br>Buildings 46-62 | 27<br>Mutual 2<br>Buildings 63-72<br>-----<br>Mutual 3<br>Buildings 1-7 | 28<br>Mutual 3<br>Buildings 8-24  | 29<br>Mutual 3<br>Buildings 25-36<br>-----<br>Mutual 4<br>Buildings 37-42 | 30<br>Mutual 4<br>Buildings 43-59 |

# OCTOBER / NOVEMBER 2023

| Sunday | Monday  | Tuesday   | Wednesday   | Thursday  | Friday  | Saturday   |
|--------|---|---|---|---|---|--|
| 1      | 2<br>Mutual 4<br>Buildings 60-76  | 3<br>Mutual 4<br>Buildings 77-89<br>-----<br>Mutual 5<br>Buildings 69-72<br>& 90-97 | 4<br>Mutual 5<br>Buildings 98-114   | 5<br>Mutual 5<br>Buildings 115-126<br>-----<br>Mutual 6<br>Buildings 53-57    | 6<br>Mutual 6<br>Buildings 58-68<br>& 127-131 | 7<br>Mutual 6<br>Buildings 132-144<br>-----<br>Mutual 7<br>Buildings 145-149   |
| 8      | 9 Columbus Day<br>Mutual 7<br>Buildings 150-166                                 | 10<br>Mutual 7<br>Buildings 167-176<br>-----<br>Mutual 8<br>Buildings 177-183       | 11<br>Mutual 8<br>Buildings 184-200   | 12<br>Mutual 8<br>Buildings 201-205<br>-----<br>Mutual 9<br>Buildings 206-216 | 13<br>Mutual 9<br>Buildings 217-233           | 14<br>Mutual 9<br>Buildings 234-237<br>-----<br>Mutual 10<br>Buildings 238-250 |
| 15     | 16<br>Mutual 10<br>Buildings 251-260<br>-----<br>Mutual 11<br>Buildings 261-267 | 17<br>Mutual 11<br>Buildings 268-286  | 18 No Tags<br>Issued Today<br>-----<br>TOWN HALL<br>MEETING<br>CLUBHOUSE 4<br>1:00 pm | 19<br>Mutual 12<br>Buildings 6-11<br>& 34-45                                  | 20<br>Mutual 12<br>Buildings 46-47<br>& 55-67 | 21<br>Mutual 12<br>Buildings 68-78<br>-----<br>Mutual 14<br>Buildings 1-5      |
| 22     | 23<br>Mutual 14<br>Buildings 12-30  | 24<br>Mutual 14<br>Buildings 31-33<br>& 48-54                                       | 25<br>Mutual 15<br>Buildings 1-11   | 26<br>Mutual 15<br>Buildings 12-23  | 27<br>Mutual 15<br>Buildings 24-35            | 28<br>Mutual 15<br>Buildings 36-48   |
| 29     | 30<br>Make Up Day   | 31 Halloween<br>Make Up Day   | NOV 1<br>Make Up Day  | NOV 2<br>Make Up Day  | NOV 3<br>Make Up Day                          | NOV 4<br>Make Up Day   |

# Portfolio Specialist's Report

September 2023

## Coyote Safety



**Coyotes in populated areas are typically less fearful of people. They have been known to attack pets and approach people too closely.**

Coyotes are skilled hunters; we must be strong, motivated, and most importantly, **proactive**.

But what does being proactive mean?

- We must continue to haze the coyote. **DO NOT** turn your back and run. By running you are seen as prey. **Become BIG!** Wave your arms, scream, throw rocks, etc.
- We must not feed wildlife. Bird feeders on your property will attract rats, squirrels, and rabbits which will attract coyotes to your home.
- We must keep food and trash off our patios.
- We must protect our pets.

Small pets can easily become coyote prey. Cats and small dogs **should never be allowed outside alone**. It's highly recommended that small pets always be accompanied by their owner and dogs must be on a 6 foot leash. Do not use a retractable leash. Your pet can get too far away from you with a retractable leash. One may want to see their dog scamper around on a long retractable leash, but that is only placing the pet in harm's way and is a violation of policy.

Long Beach Animal Care Services recommends calling them at (562) 570-7387 (PETS) to report all coyote sightings and to determine if an Animal Control Officer is needed. Sightings can also be reported online using the link below:

<https://www.longbeach.gov/acs/wildlife/living-with-urban-coyote>

**IF A COYOTE IS POSING AN IMMINENT THREAT TO LIFE, CALL 911.**



## Obtaining a Leisure World Seal Beach Vehicle Decal and RFID Tag

There are two decals and tags that will be placed on your vehicle:

- **Mutual Decal** – This decal verifies to your Mutual that you are authorized to park in your designated carport space. The decal is placed on the lower part of the driver side windshield. The decal is not used as verification to enter the community.
- **RFID Tag** – This clear tag is placed on your front driver's side headlight to verify your authorization to enter the community.

*All decals and RFID tags are issued at the Decal Office in Clubhouse 5 near the Café. Current hours for the decal office (as of September 2023):*

| Day       | Hours             |
|-----------|-------------------|
| Monday    | CLOSED            |
| Tuesday   | 8:00 AM – 4:00 PM |
| Wednesday | 8:00 AM – 4:00 PM |
| Thursday  | 8:00 AM – 4:00 PM |
| Friday    | 8:00 AM – 4:00 PM |
| Saturday  | 8:00 AM - 4:00 PM |
| Sunday    | CLOSED            |

We are closed each day from 12:00PM to 12:30 PM for lunch, most major holidays, and rain. (All hours subject to change).

- ***To receive a decal and an RFID tag for your vehicle, you must present the following documents:***
  - Valid proof of vehicle insurance
  - Valid DMV vehicle registration (vehicle must be registered to the LWSB resident)
  - Valid DMV driver's license
  - GRF identification card

***Please be advised:***

- A decal will be valid for up to two years after the date of issuance.
- An RFID tags do not expire as long as you are a valid GRF member.
- If a resident's driver's license expires before the end of the two-year period, a decal will expire in the same month the resident's driver's license expires.
- Expired insurance, registration and/or drivers licenses are **not** valid documents and no decal will be issued.
- A DMV identification card is **not** a valid driver's license, and no decal will be issued.