

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWO
Administration Building Conference Room, 9:00 a.m.
September 15, 2016

1. CALL TO ORDER, *Pledge of Allegiance*
 2. ROLL CALL
 3. GRF REPRESENTATIVES, GUEST(S), AND STAFF INTRODUCTION:
Ms. Snowden, GRF Representative / Mr. Pratt, GRF Representative
Ms. Hopkins, Mutual Administration Director
Mr. Kranda, Building Inspector
Mrs. Aquino, Recording Secretary
 4. APPROVAL OF MINUTES: **Regular Monthly Meeting of August 18, 2016**
 5. SHAREHOLDER COMMENTS
 6. BUILDING INSPECTOR'S REPORT Mr. Kranda
 7. GRF REPRESENTATIVE(S)' REPORT Ms. Snowden, Mr. Pratt
 8. MUTUAL ADMINISTRATION DIRECTOR'S REPORT Ms. Hopkins
 9. OLD BUSINESS –
 - a. Reserve Study Ms. Baker
 - b. Policy 7403.2 – Building Alterations Ms. Keller
 - c. Building – 65 Plumbing cost and acceptance Ms. Baker
 - d. Roofing, Painting etc. - update Mr. MacLaren
 10. NEW BUSINESS –
 - a. Reset time for October meeting (1:00 p.m.) Ms. Baker
 - b. Contract Guidelines Ms. Keller
 - c. Budget Review Ms. Sporcich
 - d. \$100,000 CD need to be reinvested Ms. Baker
- STAFF BREAK (TIME TO BE DETERMINED BY PRESIDENT)**
11. PRESIDENT'S REPORT Ms. Baker
 12. VICE PRESIDENT'S REPORT Mrs. Esslinger
 13. CHIEF FINANCIAL OFFICER'S REPORT Ms. Sporcich
 14. GROUNDS COMMITTEE REPORT Mrs. MacLaren
 15. PHYSICAL PROPERTIES Mrs. Esslinger
 16. DIRECTORS' REPORTS Board
 17. ADJOURNMENT
 18. EXECUTIVE SESSION (legal, member, shareholder issues as required)

(STAFF WILL LEAVE THE MEETING BY 12:10 p.m.)

NEXT MEETING: OCTOBER 20, 2016 at 1:00 p.m.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(02) TWO**

INSPECTOR: **Eric Kranda**

MUTUAL BOARD MEETING DATE: **September 15, 2016**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
14h	remodel	yes				nailing	hadl
15g	refinish					final	nukote
26k	washer/dryer	yes				rough	roberts
28g	remodel	yes				nailing	kress
30h	ac	yes				final	alpine
47i	remodel	yes				nailing	peek
52j	ac	yes				final	alpine
65c	ac	yes				final	greenwood
69g	windows	yes				final	los al builders
71h	remodel	yes				sheer wall	mccoy
open permits							
10b	ac	yes					greenwood
11e	ac	yes					greenwood
11h	ac	yes					greenwood
19g	refinish						nukote
52d	refinish						nukote
53c	ac	yes					alpine
56i	ac	yes					greenwood
56g	ac	yes					greenwood
69a	ac	yes					alpine

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(02) TWO**

INSPECTOR: **Eric Kranda**

MUTUAL BOARD MEETING DATE: **September 15, 2016**

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
3h					08/25/16		
4j			09/06/16	09/06/16	09/15/16		
7a				08/29/16	09/09/16		
12k			09/02/16	09/02/16	09/14/16		
13g			08/19/16	08/26/16	09/08/16		
42f			09/01/16	09/07/16			
56h			08/25/16	08/29/16	09/09/16		
57h					08/30/16		
59b		08/29/16					
61h				08/19/16	08/31/16		
71f					08/30/16		

NMI = New Member Inspection
PLI = Pre-Listing Inspection
NBO = New Buyer Orientation
FI = Final Inspection
FCOEI = Final COE Inspection
ROF = Release of Funds

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (02) TWO

INSPECTOR: Eric Kranda

MUTUAL BOARD MEETING DATE: **September 15, 2016**

CONTRACTS	
CONTRACTOR	PROJECT
Bergkvist	patio covers and termite/dryrot damages. Posts in between
Kress	hoods complete at 40. 15 next
Roofing Standards	40 and 15
Owens Corning roofing materials	18, 20, 23; thank you building 40 for your patience
Jurado	concrete patch at 18i and 42/41
Greco	Electrical doors and attic doors for finished roofs
Jordan roof	called by contractor at 14h to flash the skylights
Hutton	finalizing contracts. Choose carpet to paint the colors on

SPECIAL PROJECTS	
CONTRACTOR	PROJECT
43 f/g	leaking drain under bath vanity. Ran to E and H
sewer 65	Building stoppage. Camera discovered broken line. Epoxyed 50'
skylight notices	Completed 75% will be going back for reinspections
hydrogen peroxide at purchasing now	Directors should not hesitate to call maintenance
gophers at 3 and 61	Doing everything to combat this problem with Andres and now Fenn
clean out your condensation lines/ceiling damage	A lot of upcoming permits. Regular maintenance to clear the line/check up

MUTUAL OPERATIONS

NEW POLICY DRAFT

PHYSICAL PROPERTY

Building Alterations:

Reasons for this Policy include:

- 1) Assurance of the presence of a Contract between all interested parties;
- 2) Assurance that no asbestos contained material is removed or compromised;
- 3) Assurance that no Mutual Property is damaged;
- 4) Patio flooring is appropriate (e.g., non-skid tile);
- 5) Shareholder understands what is and is not allowed;
- 6) Shareholder understands that Mutual Two is not responsible for any damage to, or failure of flooring purchased and installed at any time by Shareholder or their successor Shareholder regardless of date of installation or cause of damage or failure.

Contractor License

WHEREAS, the California State Contractor License law, as interpreted by the Contractors State License Board, requires that electrical, plumbing construction and other forms of building repair work which will cost more than \$500 be performed by a State-licensed contractor, and

WHEREAS, this Corporation desires to comply with the statute and gain the advantages of the licensing regulations and insurance protection that is included within the regulation for the protection of the Corporation and its residents,

NOW, THEREFORE, BE IT RESOLVED that this Mutual Corporation will not permit the employment of unlicensed individuals to make repairs, alterations and other such work which will cost more than \$500, and the Physical Property Department is instructed to assist in enforcing this regulation.

(Draft created 07-21-16 cd)

MUTUAL OPERATIONS

NEW POLICY DRAFT

PHYSICAL PROPERTY

Building Alterations:

Working Hours – Contractors

It is hereby resolved that contractors engaged by a resident for the purpose of performing interior or exterior remodeling, or installing or removing equipment and/or appliances associated with such work on the apartments in Mutual Two, will be permitted to do so ONLY between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Contractors may be allowed to work on Saturdays on projects not requiring inspection by the GRF Physical Property Department and as agreed upon by the Mutual Two and Physical Property Supervisor. No contractor is allowed to work on Sundays or holidays.

Workmen are to clean up after themselves every day at the end of their workday.

Contractors may petition the Mutual Building Inspector for one parking space to be coned off overnight Monday through Thursday during the initial phases of construction. This will only be allowed when work is done on a daily basis at the unit and shall be removed Friday night at 4:30 p.m. for the weekend. Should the site be abandoned for more than four continuous work days, this will result in the removal of the contractor's right to cone off a parking space.

Pre-Demolition

The contractor shall be able to remove items within the unit to prepare for abatement but shall not disturb the contaminated areas. This constitutes items such as doors, jambs, cabinets, loose carpet and padding, but not linoleum, etc. The contractor may not touch "hot" areas such as "popcorn" ceilings, drywall, or the original linoleum. Once the abatement company arrives, the contractor shall stop all work and exit the unit. "Hot" areas shall only be removed by the approved abatement company. Once the abatement company has completed their operations and certified the unit as free of contaminants, the contractor may return to the unit. This certification shall be taken to the City of Seal Beach and they may issue the permit. Their permit must be posted visibly on the unit to be worked.

(Draft created 07-21-16)

MUTUAL OPERATIONS

NEW POLICY DRAFT

PHYSICAL PROPERTY

Building Alterations:

A. BUILDING ALTERATIONS & ADDITIONS INTERIOR

A GRF permit for alterations or additions to buildings in Mutual Two will not be issued by the Physical Property Department until a written signed proposal and contract between the shareholder and the contractor (describing the work to be done by the contractor, the fees to be charged, and the start and completion dates for the work) has been presented to the Physical Property Department along with the application for the issuance of a building permit.

Demolition

The contractor must have on site at all times an approved, fully charged and visible fire extinguisher.

Contractors must block off the construction area during the duration of the work with approved plastic orange netting. They may use the grass area directly in front of the unit if they block it off with netting during working hours. Approved work hours are Monday through Friday, 8:00 a.m. to 4:00 p.m. The contractor must begin rolling up and cleaning up by 4:00 p.m. They must stop all work and exit the unit by 4:30 p.m. at the conclusion of each day. They must remove all tools, supplies, or debris from the grass area, remove fencing from the grass area and place it not any farther than under the drip line of the roof, along the front and/or sides of the unit to restrict access to the job site overnight. The contractor may not leave any tools or materials in the grass area overnight nor can any materials spill out onto the sidewalk.

Demolition must be tarped off so that no dust can enter the common attic space or effect neighboring units. If possible, the contractor is to lightly spray the demo area to keep dust down. All demo and debris shall be removed daily and not left within or outside of the unit overnight.

(Draft created 07-21-16)

MUTUAL OPERATIONS

NEW POLICY DRAFT

PHYSICAL PROPERTY

Building Alterations:

No gas powered equipment may be used under the roof of within 10 feet of the eaves due to the exhaust entering the common attic space. Gas powered jack hammers may be used if the compressor itself is parked outside of the 10-foot space in a driveway area. If small size hand held gas powered equipment must be used, the contractor will petition the mutual building inspector for special permission. The area of work must be fully tarped off with 6 mil. visqueen that overlaps at least 6 inches and is double taped.

Contractors may not use Mutual trash dumpsters to dispose of material. All of their trash must be hauled off site.

Concrete

Any new concrete work being done at a unit must include an apron along the front of the garden; a minimum of 12-inches when the framing is within 6-inches of the garden. With the apron, the hose bib line will need to be changed to copper type L with an approved hose bib. The copper line must pass through the concrete with a sleeve of abs larger than the copper pipe.

All new concrete defined as foundations, patios, aprons, and walkways shall be doweled into existing slabs a minimum of 24-inch OC with a #4 rebar and at least a 6-inch embedment. This will also include any small jobs or repairs.

Framing

At framing inspection, the contractor shall treat the exposed framing for termite resistance with a product such as Tim-bor. Tim-bor must be applied by brush or spray; two applications of a 10% solution when drier than normal. Applied by brush or spray one application of 15% solution when normal moisture.

(Draft created 07-21-16)

MUTUAL OPERATIONS

NEW POLICY DRAFT

PHYSICAL PROPERTY

Building Alterations:

The Mutual requires full and continuous sheathing of the exterior of a full remodel. This is to be a minimum of 3/8th 1 plywood or OSB installed in full sheets with a minimum coverage of three studs to insure full pieces. This includes above doors and below and above windows. The sheathing must be treated with Tim-bor.

All bay windows shall be framed down to footings and have a concrete apron at least 6 inches at the garden. It shall be continuously sheathed and treated with Tim-bor. See Bay Window Policy #7495, Mutual Two Only for reference.

Fireproof blocking is mandatory in all common walls at half way point between concrete floor and ceiling. Penetrations for plumbing and electrical shall be fire proofed as well as approved sealant or spray foam.

A full remodel shall require firewalls above the common walls on units adjoining the sides. This will not be required along the common wall above the attic corridor. Firewalls need only be constructed of one layer 5/8th drywall panels or one layer of 5/8th plywood/OSB without insulation. This material shall be installed up to the underside of the roof sheathing from the outside wall at the eaves to a point 3 feet back from the common wall of the attic corridor. The material will be installed with backing in such a manner so as not to fall down in the future.

No wood trim or coverings will be allowed on the exterior. Only termite resistant products shall be allowed on the exterior finish. Cement fiber trim and hard panel siding are standard. However, composites may be reviewed by the Mutual Board for approval. The only wood to remain for an exterior remodel is the original roof overhang that includes vent blocks, rafters, fascia, and plywood. If these are damaged or repaired by the contractor, they shall replace wood to match existing and be painted to match. They must be primed and painted with the approved paint. These exterior wood members will be the responsibility of the Mutual upon completion.

(Draft created 07-21-16)

MUTUAL OPERATIONS

NEW POLICY DRAFT

PHYSICAL PROPERTY

Building Alterations:

Access

Please see complete Roof & Attic Access Policy #7491.2 for Mutual Two.

Access for shut off valves may be of a size only enough to allow the shut off, or cold and hot water to an area through a small panel. The panel may be in the wall or ceiling, or inside a cabinet or closet. The panel must be store bought plastic or manufactured wood for interior walls or metal for ceilings or walls adjoining another unit. The access panel shall be easily opened and closed for regular maintenance.

Electrical

If a new circuit is required and cannot be found within the existing panel and the panel is the original panel from the construction of the building, the contractor is required to upgrade the panel. All new panels will be a square D Q0124L125G/125A 24 spaces 24 circuits, 100 AMP main shut off.

Any exposed wiring from a remodel will be updated and routed directly back to the panel. No existing wiring shall remain and shall not be tied into a plug, switch, or junction box.

Any remodel shall only install high efficiency lighting such as LED, GU24, or fluorescent and not a screw in type bulbs. This is meant to reduce the power load of each unit and the chance of overheating and fire.

Plumbing

All exposed galvanized steel plumbing (water/sewer) shall be changed out to copper type L with sweat joints and abs with no hub connections. Full remodels shall have a brass ball valve main shut off installed for the cold water entering the unit. From this location all cold water systems shall be in copper type L and be directed to the kitchen and bathrooms. If localized remodels occur for the kitchen or bath, a valve shall be used for the cold water servicing these locations.

(Draft created 07-21-16)

MUTUAL OPERATIONS

NEW POLICY DRAFT

PHYSICAL PROPERTY

Building Alterations:

The shut off valve for the hot water shall be at the cold water supply to the water heater and easily accessible through a panel. The water heater shall be easily accessible for service and have a drip pan and water alar installed by the contractor for any plumbing remodel.

Only braided supply lines are allowed for plumbing fixtures.

When full kitchen or bath remodels are conducted with more than 40% of the drywall removed, the water and sewer lines in the wall shall be exposed and replaced. Only metal ¼ angle stops and braided metal supply lines without plastic nuts shall be used in a remodel or when any fixture is replaced. Toilet supply lines shall be braided metal and have metal nuts not plastic.

Walk-in therapeutic or Jacuzzi tubs must have all drywall removed at the common walls and soundproofing installed. An insulation inspection must precede covering of all walls to verify the presence of the soundproofing.

HVAC – see Policy #7499 for Mutual Two Air Conditioning/HVAC/Heat Pump Units

HVAC units shall be installed within the drip line as close to the center of the unit as possible. It shall always be installed on a minimum. 4-inch slab flush to grade with a plastic base strapped down. If the unit is split (heat and cold) it must be installed on a minimum 6-inch slab and anchored to it. All exposed lines at the exterior shall be covered in a sheet metal chase and have rodent proofing screen with spray foam at openings. The compressor must not exceed 54 decibels and the air handle when in the attic shall not exceed 44 decibels, as per City of Seal Beach code. All condensate lines shall be at kitchen or bathroom sinks.

Insulation/Sound Proofing/Fireproofing

All common walls shall be insulated for soundproofing and fireproofing. The common walls when open in a remodel, shall be filled with a mineral wool such as Roxul Safe 'n Sound, which both soundproofs and fireproofs the unit. The common walls shall be fire blocked at their halfway point from floor to roof sheathing. Any penetrations for plumbing or electrical shall be sealed with approved fireproof sealant or spray foam. All electrical boxes in common walls shall be

(Draft created 07-21-16)

MUTUAL OPERATIONS

NEW POLICY DRAFT

PHYSICAL PROPERTY

Building Alterations:

metal or if plastic shall have a fireproofing applied to the back and sides. This may be accomplished by an approved moldable putty or a box out of 5/8th type X drywall which is fire-tapped.

Drywall

All drywall at common walls, any ceiling, or skylight adjacent to the attic corridor, shall have 5/8th type X gypsum installed.

All plumbing or electrical penetrations at a common wall shall be finished by use of a suction plate or fire-tapping.

No drywall or "pop corn" ceilings shall be damaged, altered, removed, or concealed without asbestos testing. Should the areas test "hot", they will be remediated by an approved abatement contractor only.

Should a contractor damage, alter, remove, scrap, modify, cut, drill, etc., any of these surfaces, and are discovered by the Mutual Building Inspector, the job will be stopped immediately and the contractor will be asked to leave the site.

Installation of Bathtubs

Permits for installation of bathtubs, standard or walk-in, in Mutual Two shall require a minimum inside width of 19 inches.

Shower Doors

Shower door shall be installed (piano hinge) when shower cut-downs are performed in apartments at shareholder's expense.

(Draft created 07-21-16)

MUTUAL OPERATIONS

NEW POLICY DRAFT

PHYSICAL PROPERTY

Building Alterations:

Removal/Installing of Flooring

A. Mutual Two requires a GRF Physical Properties Building Permit for all floor coverings removed and/or installed at the Shareholder's expense. And, all old flooring must be disposed of off-site at shareholder's expense. Mutual Building Inspector must be informed of removal/install process and will make the determination as to if an asbestos remediation will be required. Until the Building Inspector makes the determination if asbestos remediation is required, no work shall be initiated.

Both interior and patio/porch floor covering will require a GRF Building Permit and signature of the Building Inspector.

B. Drywall: Mutual Two requires a GRF Physical Properties Building Permit for all drywall removed and/or installed at the Shareholder's expense. Mutual Building Inspector must be informed of removal/install process and will make the determination as to if an asbestos remediation will be required. Until the Building Inspector makes the determination if asbestos remediation is required, no work shall be initiated.

This Policy dated July 21, 2016, must be attached to the permit and signed by the Shareholder and installer or contractor.

Ceiling Fans & Ceiling Light Fixtures

Notwithstanding previous Mutual Two Board actions, ceiling fans are permitted in any location in an apartment provided ceiling heat in said room has been disabled and approved alternate heat source has been installed and is operational. Installation shall be by City of Seal Beach and GRF permit only. Until the Building Inspector makes the determination if asbestos remediation is required, no work shall be initiated.

Electrical Wiring

Any and all electrical wiring, regardless of being done by outside contractors or GRF personnel, requires both GRF and City of Seal Beach permits.

(Draft created 07-21-16)

MUTUAL OPERATIONS

NEW POLICY DRAFT

PHYSICAL PROPERTY

Building Alterations:

Microwave Ovens

THAT the resident of any apartment in Mutual Two that wishes to install a microwave oven in place of the stove hood must authorize the Physical Property Department to issue a permit for such an installation by a licensed contractor; all costs to be borne by the resident, and

FURTHER, that the microwave oven will become a permanent installation to be maintained by the resident and on resale of Mutual stock for the apartment, the new resident will assume responsibility for maintenance.

Washers and Dryers in Units

The installation of a washer and dryer in a resident's apartment of any make or model, whether side-by-side or stackable, shall require permits from both the City of Seal Beach and GRF Physical Property Department prior to installation and only be installed by a plumbing contractor approved by GRF Physical Property Department and inspected upon completion of work by the GRF Building Inspector assigned to Mutual Two.

Washers & dryers shall be submitted with a plan describing the proposed connection to the sewer. All washers shall be installed with a battery powered water alarm behind the unit at the floor. Only braided metal supply hoses are allowed for the appliance. Dryer vents must go to the roof and have a clean out accessible within the unit. All venting must be galvanized pipe with a short flex line used for the connection to the appliance. This insures that the appliance may be pulled out and serviced without breaking the vent seal. The contractor may cut a hold for the vent from within the attic but may not have access to the roof top. They must then contact the mutual roofer to have it flashed with the approved damper cap.

An insulation inspection must occur to verify the presence of the soundproofing before the Building Inspector will sign off on project.

The resident shareholder assumes full responsibility for any damage incurred as a result of a personal washer and/or dryer in their apartment.

(Draft created 07-21-16)

MUTUAL OPERATIONS

NEW POLICY DRAFT

PHYSICAL PROPERTY

Building Alterations:

Dishwashers

Resident shareholders may have any make or model built-in dishwasher installed in their apartment at their own expense by a licensed contractor approved by the GRF Physical Property Department after securing the necessary permits from the GRF Physical Property Department prior to the work beginning.

The resident shareholder assumes full responsibility for any damage incurred as a result of a dishwasher, whether built-in or portable in their apartment.

Appliances

If the shareholder has only lived in the unit six (6) months or less and received new appliances from the Mutual, they may not remove them in a remodel unless they refund the Mutual the full price value at the time of installation.

No appliance which is Mutual property may be sold, given away, or disposed of by the shareholder or contractor. It is the Mutual's property. The contractor or shareholder will notify their director or the Mutual Building Inspector to see what will be authorized. This notification must be at least seven (7) days prior to its removal. If the appliance is stored in the unit, it will be cleaned and left undamaged until pick up.

Mutual appliances will be defined as: stoves, ovens, hoods, refrigerators, garbage disposals, water heaters, sinks, faucets, lighting fixtures and ceiling heater/vent/light units.

Maintenance Responsibility

Any and all appliances purchased and installed by shareholders from outside stores will be maintained by shareholders at their expense. Those appliances purchased through GRF Purchasing Department, will be maintained and serviced by GRF Service Maintenance.

(Draft created 07-21-16)

MUTUAL OPERATIONS

NEW POLICY DRAFT

PHYSICAL PROPERTY

Building Alterations:

All expansions or permanent fixtures and appliances to the apartment become Mutual Two property when attached to the building. Under the Mutual Two Corporation's residential permit for alterations or additions, the owner/member resident agrees not to look to the Golden Rain Foundation or the Mutual Corporation for reimbursement for the cost of the addition or alteration.

B. BUILDING ALTERATIONS EXTERIOR

Notification of Remodeling

The Physical Property Building Inspector is instructed to notify all adjacent apartments that share common entryways of the intent and scope of all proposed remodeling work.

Adjacent residents unable to be notified will have a letter mailed to them indicating the intent and scope of remodeling work to be performed.

Further, that a record of all notifications be maintained in the Physical Property Department.

Building Permit Signatures

Mutual Two requires the signature of the Mutual Corporation's Physical Property Chair or, in the absence of the Chair, any officer of the Board, on any building permit, building plans, and change orders issued for the apartment remodeling.

Exterior Finish

No wood trim or siding products may be used for exterior finish. The only wood that allowed and will be exposed is the Mutual's property of posts, eaves, and patios. Any remodel will use stucco or hardipanel with cement fiber or composite trims.

Any remodel that breaks stucco or removes wood siding will be required to upgrade to the above standards.

(Draft created 07-21-16)

MUTUAL OPERATIONS

NEW POLICY DRAFT

PHYSICAL PROPERTY

Building Alterations:

Remodeled Ceiling Systems

When a unit is remodeled, the architect, engineer, and/or contractor design and construct all the ceiling systems in such a way that allows for a minimum of 1" unobstructed flow of air from the eave vents up to the ridge vent. No framing material or insulation shall obstruct this air flow. If the insulation is going to close this 1" space, then a plastic baffle shall be installed to maintain it.

Common Entry Walkways (Policy #7496.2)

When two units are side-by-side and share a common entrance walkway and one shareholder wants to relocate their entry walkway, that shareholder must obtain permission, in writing, from the owner of the other affected adjacent unit.

The entrance for the adjacent unit shall be relocated at the sole expense of the shareholder whose unit is being altered to provide the minimum legal entry of 4.5 feet to the adjacent unit.

Exterior Coverings and Blinds

All exterior coverings and/or blinds on windows, doors, doorways, and entry or exit areas plans must be submitted to and approved by the Mutual Two Board of Directors and meet the standards and approval of the Physical Property Department prior to installation.

Exterior coverings, including but not limited to solar blinds, mini blinds, vertical blinds, or roll-up bamboo blinds, are permitted only within the inside of each shareholder's patio or unit, and may not be attached to the Mutual's building outside of the patio or interior window header when the unit has been extended.

The Mutual prohibits exterior coverings to be attached to the building outside of the patio header or attached to rafter tails or building fascia.

(Draft created 07-21-16)

MUTUAL OPERATIONS

NEW POLICY DRAFT

PHYSICAL PROPERTY

Building Alterations:

Gutters

Any remodel which changes or tampers with the gutter or moves a downspout is not allowed to patch the gutter. They may reuse and modify the downspout. Full lengths of gutter without patches must be installed by the contractor. On the new roofs that have gutters with one seam at the middle of the building, the contractor must contact the Mutual approved roofer and have them do the install. The install will be at least one half the entire length of the building without patches. Downspouts may be reused but will only be located as per the Mutual Building Inspector's direction.

C. ARCHITECTURAL STANDARDS

Shareholders must obtain architectural approval for any change in the exterior of one's unit, any structural alterations to interior and plumbing or electrical alterations or any change in the common area. (Most architectural provisions are included in the 7400 Physical Property Section of the 7000 Series Policies, Rules and Regulations, as well as in the 7500 Shareholder Regulations section.

The Member shall not, without written consent of the Corporation, make any structural alterations in the premises, or in the water, electrical conduits, plumbing or other fixtures connected therewith, or remove any additions, improvements or fixtures from the premises. (Occupancy Agreement, Article 12). "Premises include your unit and the common area.

The Shareholder engages a contractor who has complied with or complies with the GRF Contractor Requirements. The Shareholder must submit the total remodel plans to the Mutual Two Board of Directors before any and all work is begun. The contractor then submits the approved plans to the Mutual Two GRF Building Inspector. The permit is then prepared and, after approval, signed by the Mutual Two Physical Property Chair, or an officer of the Board, the Owner/Shareholder, the Contractor and the GRF Building Inspector. The Contractor, if required, will obtain City permits. Approval of GRF Building Permit does not constitute approval by the City of Seal Beach, nor does approval by the City constitute approval by the GRF.

(Draft created 07-21-16)

MUTUAL OPERATIONS

NEW POLICY DRAFT

PHYSICAL PROPERTY

Building Alterations

The Contractor MUST be on the GRF Physical Property List of Approved Contractors.

The Shareholder and the Mutual Director sign the NOTICE TO RESIDENT OF AGREEMENT section of the permit that informs the Owner/Shareholder that they and any successors are totally responsible for the alteration and its maintenance. The Contractor and Building Inspector sign the section that details Contractor responsibilities.

Mutual Two will, whenever practicable, sign permits where there are established precedents for the work to be performed within one week of the Building Inspector's approval. Decisions on complete alterations will be made by the Board at the next Regular Monthly Meeting of the Mutual Two Board of Directors that occurs after that one-week period.

If an application for an alteration is not approved, the reason for disapproval and the maximum time for response or, if required, request for reconsideration shall be provided to the Owner/Shareholder within ten (10) days. The Owner/Shareholder's rights if a proposed change is disapproved are located in California Civil Code 4765.

Once all requirements have been met, the Contractor must display the GRF Building Permit and the City of Seal Beach Building Permit on the unit in a prominent location visible to passersby. Timely completion and approval are expected on all aspects of the alteration.

QUESTIONS FROM THE MEMBERSHIP

My name (please print) _____ Mu# _____ Apt.# _____

My question is: _____

QUESTIONS FROM THE MEMBERSHIP

My name (please print) _____ Mu# _____ Apt.# _____

My question is: _____
