

	<u>RESIDENT RESPONSIBILITY</u>	<u>MUTUAL RESPONSIBILITY</u>
1. FIRE PREVENTION	Smoke Alarms – must be functional at all times. Fire Extinguisher	<u>Contact Director</u> Malfunctioning <ul style="list-style-type: none"> • Switches • Lights
2. SAFETY	Entryway Must Be Clear <ul style="list-style-type: none"> • No bicycles • No golf carts • No potted plants • Any item that hampers access to apartment 	<u>Contact Director</u> <ul style="list-style-type: none"> • Burned out walk lights • Uneven sidewalks • Other hazards
3. ALTERATIONS OR ADDITIONS	Plans & Specifications <ul style="list-style-type: none"> • Do not sign any contracts prior to approval Non-Standard Items Are Resident’s Responsibility <ul style="list-style-type: none"> • Skylights • Bay Windows • Screen doors • Air conditioners • TV Dishes 	<u>Contact Director</u> Consent must be obtained from: <ul style="list-style-type: none"> • Director • Mutual 2 Board • Physical Property Dept.
4. PAINTING	Interior Painting – resident <ul style="list-style-type: none"> • Radiant heating ceilings must be painted by licensed contractor who is approved by the Physical Property Dept. ADDITIONS OR ALTERATIONS Affecting the exterior must be painted to match exterior paint.	<u>Contact Director</u> <ul style="list-style-type: none"> • Exterior paint - Mutual
5. MAINTENANCE * Roof Leaks	Request for Repair: <ul style="list-style-type: none"> • Garbage disposal • Sink stoppage • Maintenance needs Report problem to Director or Physical Property Inspector	<u>Contact Director:</u> <u>Mon-Fri 8 am -4:30 pm</u> <u>EMERGENCY</u> Call Gates & Patrol 594-4754 <ul style="list-style-type: none"> • After hours • Weekends

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6. PATIOS	Keep neat clean <ul style="list-style-type: none"> • Free of debris • Clothing may not be hung in patio (or trees) 	
7. TRASH DISPOSAL	Trash containers by your carport GREEN BIN – Regular trash <ul style="list-style-type: none"> • Break down all boxes • Garbage MUST BE WRAPPED WHITE BIN – Recycle trash bin <ul style="list-style-type: none"> • Rinse cans thoroughly • NO plastic grocery bags E-WASTE deposit next to Service Maintenance Department LARGE ITEMS – DO NOT LEAVE BY TRASH BINS Take to NE corner of LW to the large trash containers there. <ul style="list-style-type: none"> • Furniture • Mattresses • Large corrugated boxes • Screen doors 	*For a fee Maintenance will transport items to the 1.8 acres (large trash containers)
8. LAUNDRY ROOMS Hours 7 a.m. to 9 p.m.	DO NOT OVERLOAD MACHINES <ul style="list-style-type: none"> • Dying/tinting not permitted • Use only two (2) washers or dryers/ apartment at one time • Do not wash or dry fiberglass products or rubber backed rugs in our machines • CLEAN LINT traps every time • MALFUNCTION OF WASHER OR DRYER REPORT: <ol style="list-style-type: none"> 1. Machine number 2. Problem 3. Which Laundry Room 	CONTACT DIRECTOR CONTACT DIRECTOR TO REPORT
9. PEST CONTROL **	<ul style="list-style-type: none"> • Ants, roaches, silver fish 	<ul style="list-style-type: none"> • Uncontrolled infestation • Rats/rodents • Wasp/bee nests

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10. FRONT DOOR LOCKS	<ul style="list-style-type: none"> • Original doors or door locks, no lock box required • New LOCK – key in lock box • No key in lockbox – resident responsible for damage if emergency entry required 	<p>CONTACT DIRECTOR OR SECURITY</p> <p>Notify Security or maintenance to put new key in lock box. Security: 594-4654</p>
11. CARPORTS	<p>LIMITED TO:</p> <ul style="list-style-type: none"> • Automobiles in operating condition • Electric cars in operating condition • Vehicle must be parked headed in • Ladder – must be stored in front of vehicle, preferably hung • Bicycles – must be stored in front of vehicle • Folding carts stored in front of vehicle 	<p>CONTACT DIRECTOR</p> <ul style="list-style-type: none"> • May NOT be rented except to Mutual Two residents • Carport assignments controlled by Mutual • Rental/use of your carport to another resident requires proper form and approval by Director • Copy of form must be on file
12. TRAILERS & RV'S	<p>Limited to:</p> <ul style="list-style-type: none"> • 72 hours on Mutual streets • Contact Chief of Security for information regarding your trailer or motor home. 	<p>CONTACT SECURITY</p> <ul style="list-style-type: none"> • 594-4754
<p>13. VISITORS</p> <ul style="list-style-type: none"> • Visitors without a pass: Resident calls Security, giving your name, mutual and apartment number, and the name of your guest. 	<ul style="list-style-type: none"> • Visits limited to sixty (60) days a year • Permission to have a visitor or guest includes the requirement that the visitor shall only be permitted to visit while the resident member is in residence. The resident may be temporarily absent during a guest's visit; the absence must be less than 48 hours. 	<ul style="list-style-type: none"> • Children should be accompanied by an adult when walking in the Mutual • Children NOT allowed to ride bicycles, tricycles unless accompanied by a resident • NOT ALLOWED: Slate. Skateboards. Roller blades. Scooters. Etc.

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<p>14. PASSES Guests</p> <p>-----</p> <p>Live-In Employees</p>	<p>VISITOR passes only to:</p> <ul style="list-style-type: none"> • Relatives • Close friends (visit on regular basis) <p>-----</p> <ul style="list-style-type: none"> • DO NOT give visitor pass to Care Givers or for business or commercial purposes 	<p>LIVE-IN employees</p> <ul style="list-style-type: none"> • Caregivers must complete the “Request for Health Care Provider Pass.” Form available at the Stock Transfer Office • Approval signed by Director and filed with Stock Transfer Office
<p>15. Pets Absolutely NO visiting pets</p>	<ul style="list-style-type: none"> • MUTUAL OPERATIONS POLICY 7501 • DO NOT feed birds or any wild animals – food attracts rodents 	<ul style="list-style-type: none"> • One pet per apartment under guidelines of Policy 7501 – MUST be registered with Stock Office
<p>16. COMMON FACILITIES</p>	<p>RESIDENTS ONLY</p> <ul style="list-style-type: none"> • Guests may NOT use swimming pool • Or golf course • Pool/Billiards – guest must be at least 18 years and must be accompanied by resident 	<ul style="list-style-type: none"> • Children should be accompanied by an adult when walking in LW. • Children NOT allowed to ride bicycles, tricycles unless accompanied by a resident. • NOT ALLOWED: Skates, skateboards, roller blades, scooters, etc.
<p>17. GARDENING</p> <ul style="list-style-type: none"> • NOT permitted to extend garden area beyond drip line in front (36” from wall of the apartment) and 48” on the side of end units. 	<p><u>Resident May:</u></p> <ul style="list-style-type: none"> • Plant, water, spray • No trees allowed in flowerbed • Tend flowers in garden area under drip line • Shrubs must be trimmed to minimum of 12: from building. No shrubs allowed that grow taller than the roof or have invasive roots. • Trellis may not be attached to building 	<p>Contact Director Regarding:</p> <ul style="list-style-type: none"> • Diseased or dead trees • Special gardening service • Fertilizer

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18. REPLACEMENTS OR REPAIRS	<p>ABUSE: Resident pays</p> <p>Cosmetic: Resident pays for replacement of any appliance or countertop or fixtures that are for cosmetic reasons</p>	<ul style="list-style-type: none"> • Mutual will repair any Mutual appliance or fixture, or replace any that is beyond economical repair.
19. GARBAGE DISPOSAL TOILET/SINK STOPPAGES	<ul style="list-style-type: none"> • Use only cold water • Run water for one minute • NO potato or carrot peels, NO rhubarb, celery stalks, or other heavy garbage • Resident will be charged for stoppage if determine their fault • Flush only body waste and toilet paper 	<p>Contact Director ONLY after:</p> <ul style="list-style-type: none"> • Trying “Reset” (Use mirror to locate red button under disposal) Then turn on disposal again. • Call Director if it doesn’t operate properly
20. GOLF COURSE <ul style="list-style-type: none"> • <u>Golfers</u> responsible for reporting and paying for broken windows • <u>Golfers</u> are to keep off resident’s patios 	<p>When entering the Golf Course you assume the SAME LEVEL of responsibility as you do when using all other common areas such as:</p> <ul style="list-style-type: none"> • Clubhouses • Swimming Pool • Etc. 	<p>The Mutual does not pay for windows broken by golfers. May be covered by insurance. Please help keep it beautiful and retain our “FIVE STAR RATING”</p>
21. EMERGENCY	<p>Immediate Emergency:</p> <ul style="list-style-type: none"> • MEDICAL – Call 911 <p>Maintenance – 431-3548 for</p> <ul style="list-style-type: none"> • Short Circuit • Plumbing problems • Broken water lines, etc <p>WEEKENDS, HOLIDAYS OR AFTER HOURS (4:30 P.M. TO 8:00 A.M.) CALL Security at 594-4754</p>	<p>Monday – Friday 8:00 a.m. to 4:30 p.m. CALL YOUR DIRECTOR (directors’ numbers are posted in the laundry rooms)</p>

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22. STOCKHOLDER	<p>“OCCUPANCY AGREEMENT”</p> <ul style="list-style-type: none"> • Presented to each stockholder by Golden Rain Foundation • Bylaws are the basic contract governing the rules of the community <p>All qualified Mutual Two residents are invited to consider serving on this rewarding “volunteer” Board.</p>	<p>Mutual Two is represented by nine (9) Directors</p> <ul style="list-style-type: none"> • Directors are elected by Mutual Two stockholders at the Annual Stockholders’ Meeting the 2nd Friday in June. Officers elected by Board of Directors. <p>Mutual Two Board of Directors establishes:</p> <ul style="list-style-type: none"> • Routine operating rules • Regulations • Annual Operating Budget • Contracts
23. ESTATE/PATIO SALES	<p>Allows one annual patio or carport sale. Must be in accordance with the “Request for Permission to Conduct Estate Sale”</p> <p>Resident must be in attendance at all carport sales.</p>	<ul style="list-style-type: none"> • Must be approved by parcel director

*Any plumbing clog or property damage caused by shareholder or guest’s negligence/misuse, whether accidental, careless, or intended shall be corrected at shareholder expense. Any work (except emergency on standard items without misuse involved) individually requested from service maintenance is at shareholder expense. Please be aware that Mutual 2 has to pay service maintenance for these repairs out of your monthly assessments. When these costs go up, so might your assessment. Remember, “Mutual 2 money” is your money.

**The residents are responsible for spraying their own apartment for pests such as ants, spiders, roaches, and silverfish as soon as they are noticed within the apartment. If the resident has an active infestation that they cannot control, they should call their director so that an appointment can be arranged to have the apartment sprayed by the pest control firm contracted by the Mutual. Residents responsible for the infestation will be charged. The pest control firm is on duty one day a week.