

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL ONE**  
**A DAVIS-STIRLING ACT COMMON INTEREST DEVELOPMENT**

**ADMINISTRATION BUILDING CONFERENCE ROOM**

**August 25, 2016**

**Meeting Begins 9:15 a.m.**

**(Open Forum for shareholders/residents – 9:00 a.m. to 9:15 a.m.)**

CALL TO ORDER & <i>PLEDGE OF ALLEGIANCE</i>	S. Luther-Stark
ROLL CALL	C. Day
INTRODUCTION OF GRF REPRESENTATIVE, GUEST(S), AND STAFF: Mr. Weaver, Facilities Director Ms. Rodgers, Purchasing Manger Mr. Stone, GRF Representative Mrs. Perrotti, GRF Representative Ms. Hopkins, Mutual Administration Director Mr. Antisdell, Building Inspector Ms. Day, Recording Secretary	S. Luther-Stark
APPROVAL OF MINUTES: <b>Meeting minutes of August 2, 2016</b>	
GUEST SPEAKER – FACILITIES DIRECTOR <u>Discussion on Sewers</u>	M. Weaver
GUEST SPEAKER – PURCHASING MANAGER <u>Discussion on SmartBurners and FireAverts</u>	J. Rodgers
BUILDING INSPECTOR'S REPORT	J. Antisdell
PRESIDENT'S COMMENTS	
VICE PRESIDENT'S COMMENTS	
CHIEF FINANCIAL OFFICER'S REPORT	B. Schweitzer
SECRETARY'S COMMENTS	D. Gambol
COMMITTEE REPORTS <u>Physical Property Committee</u> <u>Landscape Committee</u> <u>Emergency planning/Fire prevention update</u>	J. Barreras D. Gambol E. Merritt
GRF REPRESENTATIVE'S REPORT	R. Stone, L. Perrotti
MUTUAL ADMINISTRATION DIRECTOR'S REPORT	J. Hopkins

**STAFF BREAK (TIME TO BE DETERMINED BY PRESIDENT)**

UNFINISHED BUSINESS

1. Cost of Painting/ changing sidewalk lamps
2. Enforcing Policy – 7502.1 Carport Regulations
3. Report from Budget Committee
4. 7403.G – Skylights & Sola Tubes

J. Antidel  
S. Luther-Stark

NEW BUSINESS

1. Taking down carport walls and adding parking spaces
2. Landscape – Lawns:  
Dethatching, scraping or removing all together
3. Fall shareholders event

P. Singer  
D. Gambol

DIRECTORS' COMMENTS

ADJOURNMENT

EXECUTIVE SESSION IF NECESSARY (member issues; legal; approve previous minutes, if required)

**STAFF WILL LEAVE THE MEETING BY 12:10 P.M.**  
**NEXT REGULAR BOARD MEETING: SEPTEMBER 22, 2016**  
**ADMINISTRATION BUILDING CONFERENCE ROOM A**

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (01) ONE

INSPECTOR: Jerry Antisdell

DATE:

August 25, 2016

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
1-G	REMODEL/ADDITION	BOTH	08/20/16	06/20/16	YES	4/15/2016 DRYWALL	NATIONWIDE
1-G	REMODEL/ADDITION	BOTH	08/20/16	06/20/16	YES	06/24/16 FINAL	NATIONWIDE
3-A	HEAT PUMP	BOTH	09/06/16	10/06/16	NO	NONE	ALPINE
3-J	SHOWER CUT DOWN	BOTH	08/22/16	09/22/16	NO	NONE	NU KOTE
9-H	KITCHEN COUNTER TOPS	BOTH	04/15/16	06/15/16	NO	NONE	LOS AL BLDRS
10-B	KIT/BATH COUNTER TOPS	BOTH	06/15/16	07/15/16	NO	07/11/16 FINAL	MAMUSCIA
10-K	TILE AT PATIO	GRF	06/06/16	06/06/16	NO	06/10/16 FINAL	OLD TOWN FLOORING
12-A	COUNTER TOPS	BOTH	07/28/16	08/28/16	NO	NONE	SWENMAN
12-A	COUNTER TOPS	BOTH	07/28/16	08/28/16	NO	08/10/16	SWENMAN
12-A	FLOORING	GRF	07/25/16	08/28/16	NO	NONE	BIXBY PLAZA CARPET
13-F	CARPOT CABINET	GRF	06/08/16	06/30/16	NO	06/10/16 FINAL	GRECO
13-J	PATIO REMODEL BRICKS	GRF	08/26/15	11/18/16	NO	05/12/16 FINAL	M J JURADO SCALLOPS
14-F	STUCCO AT BAY WINDOWS	BOTH	10/24/16	11/18/16	NO	NONE	BERGKVIST
16-X	BRICK AT FRONT OF UNIT	GRF	09/14/15	10/31/15	NO	05/12/16 FINAL	LOS AL BLDRS SCALLOPS
18-A	TILE/BLOCKS/GATE	GRF	06/29/16	07/15/16	NO	NONE	M&M SKYLIGHTS
18-L	HEAT PUMP	BOTH	05/11/16	07/30/16	NO	05/27/16 FINAL	GREENWOOD
20-L	TILE AT PATIO	GRF	04/22/16	05/20/16	NO	NONE	KARYS CARPET
11-E	SKYLIGHT	GRF	03/16/16	04/30/16	NO	06/17/16 FRAMING/INSULA	M&M
22-J	KITCHEN COUNTER TOPS	BOTH	05/12/16	07/12/16	NO	NONE	LOS AL BLDRS
22-J	KITCHEN COUNTER TOPS	BOTH	05/12/16	07/12/16	NO	06-07/16 FRAMING/ELECT	LOS AL BLDRS
22-J	KITCHEN COUNTER TOPS	BOTH	05/12/16	07/12/16	NO	06/08/16 DRYWALL	LOS AL BLDRS
22-J	WINDOWS	BOTH	07/21/16	08/16/16	NO	NONE	OGAN
22-L	HEAT PUMP	BOTH	08/08/16	11/12/16	NO	NONE	GREENWOOD
23-G	REMODEL	BOTH	09/28/15	10/30/15	NO	NONE	BORN AGAIN NOT DONE
24-F	REMODEL/ADDITION	BOTH	04/14/15	03/01/16	YES	NONE	FRED ELLROT NOT DONE
25-L	HEAT PUMP	BOTH	05/26/16	06/26/16	NO	NONE	GREENWOOD
27-D	HEAT PUMP	BOTH	08/31/16	09/30/16	NO	NONE	ALPINE
28-O	TILE AT PATIO	GRF	07/01/16	08/29/16	NO	08/11/16 FINAL	KARYS CARPET



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28-F	HEAT PUMP	BOTH	06/27/16	08/27/16	NO	NONE	GREENWOOD
30-A	HEAT PUMP	BOTH	03/28/16	06/20/16	NO	NONE	GREENWOOD
31-J	HEAT PUMP	BOTH	09/01/16	10/01/16	NO	NONE	ALPINE
32-H	HEAT PUMP	BOTH	08/03/16	09/03/16	NO	NONE	ALPINE
35-I	HEAT PUMP	BOTH	04/26/16	06/26/16	NO	05/12/16 FINAL	GREENWOOD
37-E	CARPET	GRF	07/28/16	07/28/16	NO	08/08/16 FINAL	KARYS CARPET
38-H	KITCHEN COUNTER TOPS	BOTH	05/10/16	06/30/16	NO	NONE	LOS AL BLDRS
43-C	PATIO CLOSET/WASHER	BOTH	03/29/16	06/29/16	NO	4/20/16 FOOTINGS	LOS AL BLDRS
43-E	SOUND PROOFING	GRF	09/01/16	10/01/16	NO	NONE	LOS AL BLDRS
43-G	HEAT PUMP	BOTH	07/20/16	09/30/16	NO	NONE	GREENWOOD
45-F	BLOCK WALL PATIO	GRF	05/10/16	05/30/16	NO	NONE	MJ JURADO
46-G	REMODEL/ADDITION	BOTH	08/08/16	02/08/17	NO	NONE	ALPHA MASTER BLDRS
46-G	REMODEL/ADDITION	BOTH	08/08/16	02/08/17	NO	08/15/16 FOOTINGS	ALPHA MASTER BLDRS
49-L	DISHWASHER	BOTH	05/14/16	05/21/16	NO	06/01/16 FINAL	OGAN
51-B	TILE AT PATIO	GRF	06/01/16	06/30/16	NO	06/03/16	KARYS CARPET
53-A	WINDOWS	BOTH	08/15/16	09/05/16	NO	NONE	OGAN
53-K	HEAT PUMP	BOTH	07/15/16	08/15/16	NO	NONE	ALPINE
53-L	HEAT PUMP	BOTH	08/23/16	09/23/16	NO	NONE	GREENWOOD
54-D	SHOWER CUT DOWN	BOTH	07/28/16	08/28/16	NO	08/04/16 FINAL	NU KOTE
54-F	CP CABINET	GRF	05/11/16	05/30/16	NO	06/01/16 FINAL	SHAREHOLDER
56-G	SHOWER/CUT DOWN	BOTH	04/26/16	05/26/16	NO	05/20/16 FINAL	NU-KOTE
56-G	CART PAD	GRF	06/23/16	06/30/16	NO	NONE	JOHNS LANDSCAPE
56-J	SKYLIGHTS	BOTH	01/04/16	03/29/16	NO	5/06/16 FINAL	M&M
56-L	HEAT PUMP	BOTH	07/14/16	08/14/16	NO	NONE	ALPINE
57-G	AWNINGS	GRF	08/10/16	08/10/16	NO	08/15/16 FINAL	AAA AWNINGS
60-J	FLOORING	GRF	07/27/16	09/27/16	NO	08/11/16 FINAL	KARYS CARPET
60-L	HEAT PUMP	BOTH	06/24/16	08/11/16	NO	08/11/16 FINAL	ALPINE
61-A	AWNING	GRF	07/06/16	07/06/16	NO	NONE	AAA AWNINGS
62-D	SKYLIGHTS	BOTH	04/28/16	05/31/16	NO	07/06/16 FINAL	BERGKVIST
62-K	SHOWER	BOTH	04/25/16	05/25/16	NO	05/20/16 FINAL	NU-KOTE
63-G	REMODEL/ADDITION	BOTH	01/15/16	06/15/16	YES	4/15/16 SIDEWALK	ALPHA MASTER BLDRS
63-G	REMODEL/ADDITION	BOTH	01/15/16	06/15/16	YES	06/30/16 FINAL	ALPHA MASTER BLDRS
63-G	HEAT PUMP	BOTH	02/05/16	05/30/16	NO	NONE	YES
63-G	HEAT PUMP	BOTH	02/05/16	05/30/16	NO	07/01/16 FINAL	YES
65-K	HEAT PUMP	BOTH	06/28/16	08/30/16	NO	NONE	GREENWOOD
66-A	SKYLIGHT	BOTH	06/10/16	07/10/16	NO	NONE	ALPHA MASTER BLDRS
68-E	SHOWER/CUT DOWN	BOTH	05/16/16	06/16/16	NO	NONE	NU-KOTE
68-H	HEAT PUMP	BOTH	06/20/16	09/20/16	NO	NONE	GREENWOOD
68-K	COUNTER TOPS	BOTH	04/11/16	05/05/16	NO	05/13/16 FINAL	LOS AL BLDRS
69-C	HEAT PUMP	BOTH	08/22/16	11/30/16	NO	NONE	GREENWOOD
69-D	WINDOWS /DOOR	BOTH	08/15/16	08/25/16	NO	NONE	SUNRISE GLASS
1-70	SATELLITE DISH	GRF	04/18/16	05/18/16	NO	NONE	DIRECT TV

ALL SHADED AREAS HAVE BEEN SIGNED OFF



# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(01) ONE**

INSPECTOR: **Jerry Antisdell**

DATE:

**August 25, 2016**

ESCROW ACTIVITY									
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS		
1-B		05/02/16	07/11/16	07/13/16	07/27/16	08/15/16			
1-F		07/02/16							
5-I		07/11/16							
6-G		04/17/15	03/16/16	03/18/16	04/01/16				
6-L		12/30/13							
7-A		07/13/15							
7-B		03/09/16	03/11/16	03/24/16	04/06/16	04/13/16			
7-E		11/13/15							
8-G		08/11/16							
9-A		02/05/16							
9-F		05/11/16	07/13/16	07/18/16	08/01/16	08/15/16			
10-B		02/02/16	04/29/16	05/10/16	05/24/16	06/07/16			
10-E		03/03/15							
10-F		12/18/13							
11-C		02/18/16							
11-D		02/22/16	03/23/16	04/01/16	04/14/16				
12-A		03/15/16	07/01/16	07/01/16	07/18/16	07/29/16			
12-G		03/23/16							
13-A		04/13/16							
14-E		04/27/16	05/27/16	05/27/16	06/13/16	06/27/16			
16-B		03/15/16	04/06/16	04/13/16	04/27/16	07/06/16			
16-H		12/23/15	05/25/16	05/27/16	06/13/16	06/27/16			
18-D		06/17/16							
19-K		04/06/16	04/22/16	05/11/16	05/25/16	07/06/16			
20-D		01/18/14							
20-F		05/02/16							
21-G		10/01/14							
22-J		12/18/15	03/11/16	03/14/16	03/28/16	04/05/16			
24-D		07/13/16							
24-E		07/13/16	08/03/16	08/04/16	08/18/16				
25-L	7/22/2016								
28-D		02/19/16	04/18/16	04/25/16	05/09/16				
28-F		05/02/16	05/25/16	05/31/16	06/14/16	07/27/16			
29-A		03/29/16	06/27/16	06/28/16	07/13/16				
29-C		01/11/16							
30-D	5/6/2016								
31-C		04/29/16	07/27/16	08/01/16	08/15/16				
31-J		03/23/16	06/22/16	06/22/16	07/06/16				

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (01) ONE

INSPECTOR: Jerry Antisdell

DATE:

August 25, 2016

32-B		07/27/15						
34-B		02/10/16	03/12/16	03/14/16	03/28/16	04/13/16		
37-F		05/18/16						
37-E		10/10/15	06/29/16	06/29/16	07/13/16	08/16/16		
40-H		03/14/16	04/20/16	04/25/16	05/05/16	05/19/16		
41-B		06/08/16	07/20/16	07/22/16				
42-H		07/13/16						
46-G		05/06/16	06/01/16	06/01/16	06/13/16	07/06/16		
46-J		04/14/14						
48-D		04/27/16	07/22/16	07/22/16				
49-D		07/29/16						
50-I		12/18/13						
50-L		02/10/16	05/04/16	05/04/16	05/18/16	05/24/16		
54-I		05/17/16						
52-L		02/09/16	03/21/16	03/23/16	04/06/16			
57-G		04/19/16	05/06/16	05/10/16	05/24/16	07/07/16		
57-I		12/11/14						
58-J	8/15/2016							
59-I		07/25/16						
60-A		03/15/16						
60-I		08/16/16						
60-J		05/17/16						
63-G		07/08/16						
63-J		06/28/13						
64-C		06/30/16						
65-E		05/11/16	06/17/16	06/20/16	07/05/16	07/27/16		
65-G		06/22/16	07/20/16	07/22/16	08/05/16			
68-H		03/25/16						
69-C		03/23/16	06/20/16	06/20/16	07/05/16	07/07/16		
69-G		06/22/16						
70-D		04/01/16	04/11/16	04/13/16	04/27/16	05/19/16		
70-F		05/10/16	07/01/16	07/12/16	07/26/16			
70-I		03/14/16	03/18/16	03/29/16	04/12/16			

ALL SHADE AREAS HAVE BEEN SIGNED OFF

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: (01) ONE

INSPECTOR: Jerry Antisdell

DATE:

August 25, 2016

CONTRACTS 2016	
CONTRACTOR	PROJECT
ROOFING STANDARDS	IS DONE
ADVANCED PAINTING	PAINTING OF TERMITE/DRYROT/ROOF METAL IS GOING GREAT
PACIFIC SCREEN DOORS	LAUNDRY ROOM WINDOW SCREENS IS DONE
ERC ABATEMENT	IS MOVING ALONG GREAT
NELSON PLUMBING REPIPE	IS MOVING ALONG GREAT
ALL SHADED AREAS HAVE BEEN COMPLETED	
MUTUAL AND SHAREHOLDER REQUEST	
PERMITS ON FLOORING APPROVED IN MAY	
11-G TALK ABOUT AWNINGS APPROVAL IN JULY	
CART PAD PAVERS APPROVED IN JULY	
ESCROW DEPOSIT APPROVED IN JULY	
WHO SIGNS PERMITS APPROVED IN JULY	
SECONDARY CLEAN OUTS FOR MAIN SEWER LINES	
SIDEWALK REPLACEMENT AT 18-E/18-F/30-G/38-K/58-F	TOTAL SQUARE FEET 432 AT A COST OF \$4,428.00 PRICE IS FROM MJJURADO
WALK LIGHTSTALK ABOUT PAINTING PREP WIRE WHEEL FULL PRIME 1 FINISH COAT \$39.00 PER POLE OR 2 PART EPOXY \$ 48.00 PER	
CALLS AND VISITS TO UNITS 73	

## MUTUAL OPERATIONS

### RESIDENT REGULATIONS

#### Carport Regulations - Mutual One

##### A. Carport Use

1. Carports are to be used for parking of self-propelled land vehicles in operating condition. All passenger vehicles, gas, or electric carts that can be operated on city streets MUST have current DMV registration, current license plate tags, and sufficient insurance as mandated by the State of California Vehicle Code (CVC) § 22658. All vehicles, gas or electric, parked in the carport must have a Seal Beach Leisure World (SBLW) decal issued by the Security Department affixed and displayed on the lower left windshield.
  - a. Board approval may be granted in waiving the display and affixing of the SBLW decal in ONLY unique and rare circumstances (contact the Board for consideration).
  - b. Any vehicle that is in non-compliance with these rules may be towed at the owner's expense and as specified in CVC § 22658.
2. Current fire regulations prohibit the storage of fuel or any combustible material in the carport areas. Any stored items in the carports must be completely contained in the carport cabinets.
3. When parked in the carports, all vehicles must be headed inwards. No carport space may be used for more than one self-propelled operating vehicle at a time.
4. Mechanical repairs on vehicles are not permitted, except for simple flat tire repair or jumping of a battery.
5. No person shall park any vehicle in any carport not assigned to him/her without permission from the Mutual One Board of Directors.
6. Carport space may not be rented to or used by anyone who is not a resident shareholder of Mutual One and a member of the Golden Rain Foundation. If the carport is going to be rented to another Mutual One resident, prior Board approval must be obtained and the proper form and registration recorded at the Stock Transfer Office. The Carport Assignee/Mutual One owner may allow temporary, short-term parking for a vehicle used by a houseguest with the Mutual One Board approval ONLY! Please call a director to obtain approval.
7. In accordance with Seal Beach Municipal Code 9.20.010, any vehicle leaking oil, anti-freeze, or any other hazardous material is prohibited from parking in a Mutual carport or on a Mutual street or driveway. It is the resident's responsibility to clean up any

(Sept 10)



**MUTUAL OPERATIONS****RESIDENT REGULATIONS****Carport Regulations - Mutual One**

hazardous material spill or have them cleaned up. If the Mutual needs to have them cleaned up, the resident will be billed for the cost of clean-up. ALL hazardous waste materials, including kitty litter, must be disposed of at an Orange County Approved Hazardous Waste Site.

8. In the absence of an authorized vehicle for parking, the carport floor space may NOT be used as a storage area, whether free-standing or in any type of container. Boats or trailers of any size or kind may not be parked in the carport.
9. Any damage sustained to the carport is the responsibility of the assigned resident, not a renter of a carport.
10. Overhead car covers are NOT permitted. Existing car covers will be removed at the time of painting.
11. Only a bicycle, tricycle, folding shopping cart, or ladder may be stored under the cabinet in the resident's assigned or rented space.
12. At each inspection of the carports by the Mutual Board representative, a notice will be given to the resident whose carport is in violation of this policy. Improperly stored material must be removed within ten (10) days or the material will be removed at the resident's expense. Additionally, any resident that fails to comply with the Carport Use Policy shall receive written notice of the violation and shall have ten (10) days to cure the violation (the "Cure Period"). If the resident fails to cure the violation within the Cure Period, the Mutual Board may fine the resident pursuant to the Fine Schedule. Additionally, the vehicle may be towed pursuant to CVC § 22658.

**B. Carport Assignments**

1. Carport assignments are controlled by the Mutual Corporation and a record of assignments is kept in the Stock Transfer Office of the Golden Rain Foundation.
2. Residents desiring to change carport assignments must obtain approval from the Mutual Board of Directors so that the change can be properly recorded in the Stock Transfer Office.
3. The request for carport re-assignment, if approved, is only temporary and is valid only so long as both participating parties agree to the temporary change. One party determining to withdraw from the agreement may do so as may the successor-/owner of that party's apartment. The Mutual Corporation retains, at all times, the authority to

(Sept 10)

**MUTUAL OPERATIONS****RESIDENT REGULATIONS****Carport Regulations - Mutual One**

revoke and cancel this temporary change of carport assignment, at its discretion. The re-assignment of carport spaces, herein provided, will automatically become null and void in the event of a sale of the stock representing either apartment, with absolutely no exceptions to the rules herein provided.

**C. Electric Carts**

1. To accommodate residents, permission may be obtained to have a charging pad installed adjacent to the apartment at the resident's expense. The charging pad must be removed at the resident's expense upon the resale or transfer of the share of stock, if the new buyer does not want the pad.
  - a. Electric carts cannot be parked on a walkway while being charged.
  - b. Electric cords for charging cannot be placed across any walkway.
  - c. Electric carts should not be parked in such a way as to interfere with the entry into or the exit from an apartment.
2. Electric carts MUST have a current SBLW decal issued by the Security Department affixed to the lower left windshield or the front of the electric cart.
3. Any electric cart being used in Mutual One must have sufficient liability and property damage insurance in case of accident.
  - a. The owner is personally responsible for any property damage or personal injury to another resident or person or pet.
4. Plans for the construction of a charging pad must be approved by the Golden Rain Foundation Physical Property Department.
5. An electrical outlet may be installed, by permit, in the carport for the purpose of charging an electric cart. The approved contractor will tap into the existing lighting circuit and install a box and a switch in the locker and an approved outlet box outside the locker. All materials will be painted to match the garage space.
6. A flat, monthly charge of \$\_\_\_\_\_ (determined on a case-by-case basis) will be paid by the resident to Golden Rain Foundation and Mutual One accounts. Periodically, the Mutual will monitor the outlet use for any changes in the flat-rate estimate.
7. Maintenance of the electrical circuit is the resident's responsibility. Failure to comply with timely payments will result in the circuit being disconnected at the resident's expense. Upon resale or transfer of the share of stock, it is the responsibility of the

(Sept 10)



**MUTUAL OPERATIONS****RESIDENT REGULATIONS****Carport Regulations - Mutual One**

resident, at his or her expense, to remove the electrical circuit and return the carport to its original condition, if the new buyer does not want the circuit.

8. The Mutual encourages all residents to park any and all vehicles in carports as much as possible, and obtain carport space and use for each vehicle they operate.
9. Any resident that fails to comply with the Electric Carts policy shall receive written notice of the violation and shall have ten (10) days to cure the violation (the "Cure Period"). If the resident fails to cure the violation within the Cure Period, the Mutual Board may fine the resident pursuant to the Fine Schedule.

**D. Secondary Carport Storage Cabinets**

Residents are permitted to have a secondary carport storage cabinet installed beneath the existing cabinet with the approval of the Board of Directors and a permit from the GRF Physical Property Department. Outside contractors shall build the cabinet per the dimensions and specifications shown on page 6. The paint and hardware must match the existing cabinet. The maintenance and damage to carport cabinets are the responsibility of the resident.

Any resident that installs a secondary carport storage cabinet without the prior written approval of the Board of Directors and a permit from the GRF Physical Property Department will be subject to the Fine Schedule. If the resident installs or constructs a secondary carport storage cabinet that is not in compliance with the requirements stated above, the Mutual Board may issue written notice of the violation, and the resident shall have ten (10) days to cure the violation (the "Cure Period"). If the resident fails to cure the violation within the Cure Period, the Mutual board may fine the resident pursuant to the Fine Schedule.

**E. Fine Schedule**

A resident who fails to comply with the Carport Regulations may be fined by the Mutual Board pursuant to the following progressive fine schedule:

1. Upon the first offense by the resident, the Mutual Board may issue an initial fine of \$50.
2. Should the resident fail to cure the Carport Regulation violation within thirty (30) days after the issuance of the first offense fine, the Mutual board may issue a second offense fine against the resident in the amount of \$75.
3. Provided the resident fails to cure the Carport Regulation violation within thirty (30) days

(Sept 10)

**MUTUAL OPERATIONS**

**RESIDENT REGULATIONS**

**Carport Regulations - Mutual One**

after the issuance of the second offense fine, the Mutual Board may issue a third offense fine against the resident in the amount of \$100.

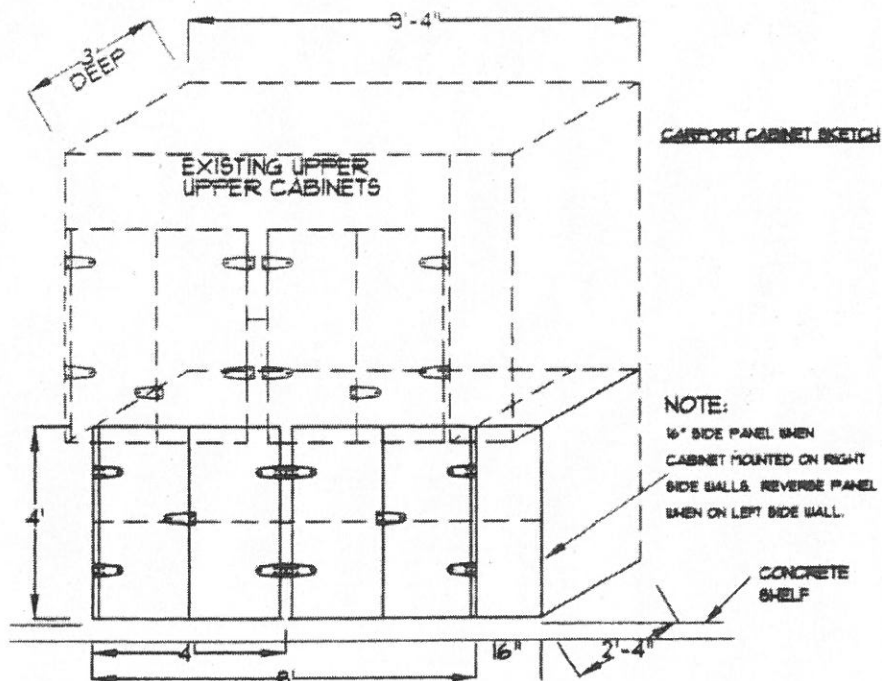
4. If the Resident fails to comply with the Carport Regulations after the Mutual Board has issued a third offense fine, for each thirty-day (30-day) period thereafter, the Mutual Board may issue a thirty-day reoccurring fine against the resident in the amount of \$100 until such time as the resident is in compliance with the Carport Regulations.

**MUTUAL ADOPTION**

**Policy Amendment Dates**

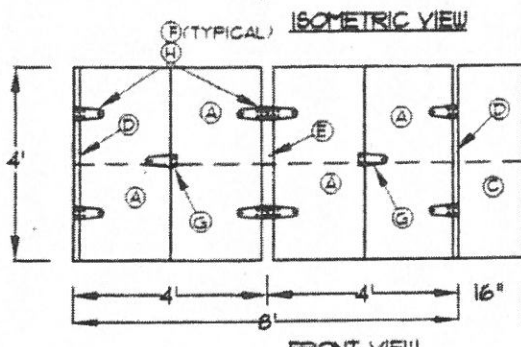
ONE:	04-25-68	7502:	27 Apr 72, 29 Nov 73
		7502.3:	23 Jul 81, 27 Sept 90
		7502.4:	24 Feb 01, 22 Mar 01, 24 May 01, 29 Aug 02
		7502.1:	24 Apr 08, 25 Sept 08, 23 Sept 10

SEE SKETCH



CARPOR ON PAGE 6

(Sept 10)



**BILL OF MATERIALS:**

- (A) 6 EA 2"x4" 3/4" PLY HANDY PANEL BC
  - (B) 2 EA 2"x8" 3/4" PLYWOOD CDX
  - (C) 1 EA 16"x4" 3/4" PLY HANDY PANEL BC CUT FROM (A) ABOVE
  - (D) 2 EA 1"x4" PLY STRIPS FOR HINGES
  - (E) 1 EA 2"x4" CENTER STRIP FOR HINGES
  - (F) 8 EA STANLEY HS-5204 14-2610
  - (G) 2 EA STANLEY TS-5204 ZINC PLATED
  - (H) 3 1/2" LOCKING KEY HASP SET
  - (I) 60 3/32 x 3/4" PLATED PHILLIPS HEAD CADMIUM PLATED SCREWS
- NOTE:  
PLACE CONCRETE WHEEL STOP 2 1/2" CUT FROM CURB SHELF



MUTUAL OPERATIONSGLOBAL DRAFT POLICY

## PHYSICAL PROPERTY

Skylights & Sola Tubes

Article 11 of the Occupancy Agreement states that maintenance of the roofs of residential buildings is the responsibility of the Mutual. Skylights and Sola Tubes may be installed through a contract between the resident and a contractor under inspection by the Physical Property Department. The responsibility for maintenance of the skylight or Sola Tubes installations requires definition and agreement.

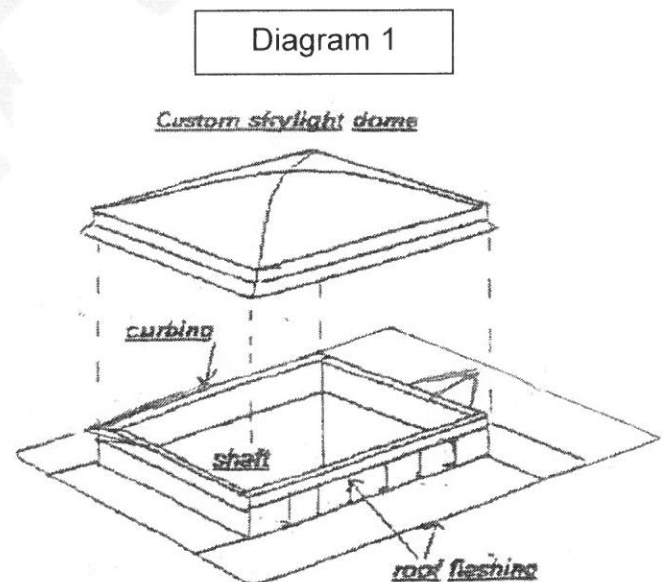
The diagram shows a typical skylight installation, consisting of a dome to admit light, a wood shaft that extends from the dome down to the interior ceiling in the room, wood curbing for mounting the dome, and steel flashing to make the installation watertight.

Responsibilities are as follows:

During the warranty period, the contractor is responsible for the entire skylight and Sola Tubes installation. After the warranty period, the following responsibilities apply:

- a) Mutual: The Mutual is responsible for the curbing and flashing since this will normally be changed when the building is reroofed.
- b) Resident: The resident is responsible for the skylight dome, the skylight operating mechanism, the shaft (including painting), and the ceiling grid. (See Diagram 1)

- 1) The skylight curbing shall consist of 2" x 6" framing with a minimum 4" rise above roof sheathing and flashing. (See diagram 2)
- 2) Only curb-mounted skylights shall be allowed in the Mutual. Self-flashing skylights are prohibited.
- 3) Sola Tubes shall be installed in accordance with manufacture specification and responsibility of domes and shaft is the shareholder.



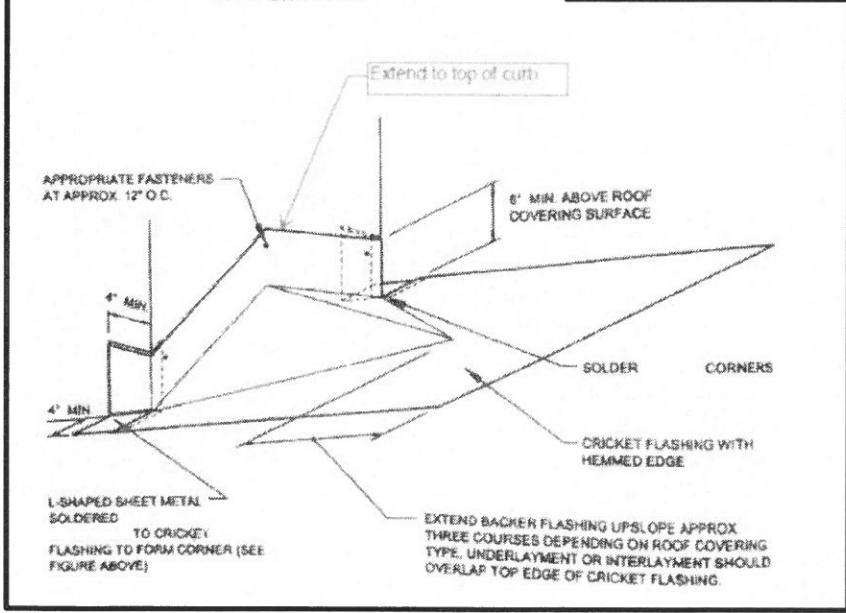
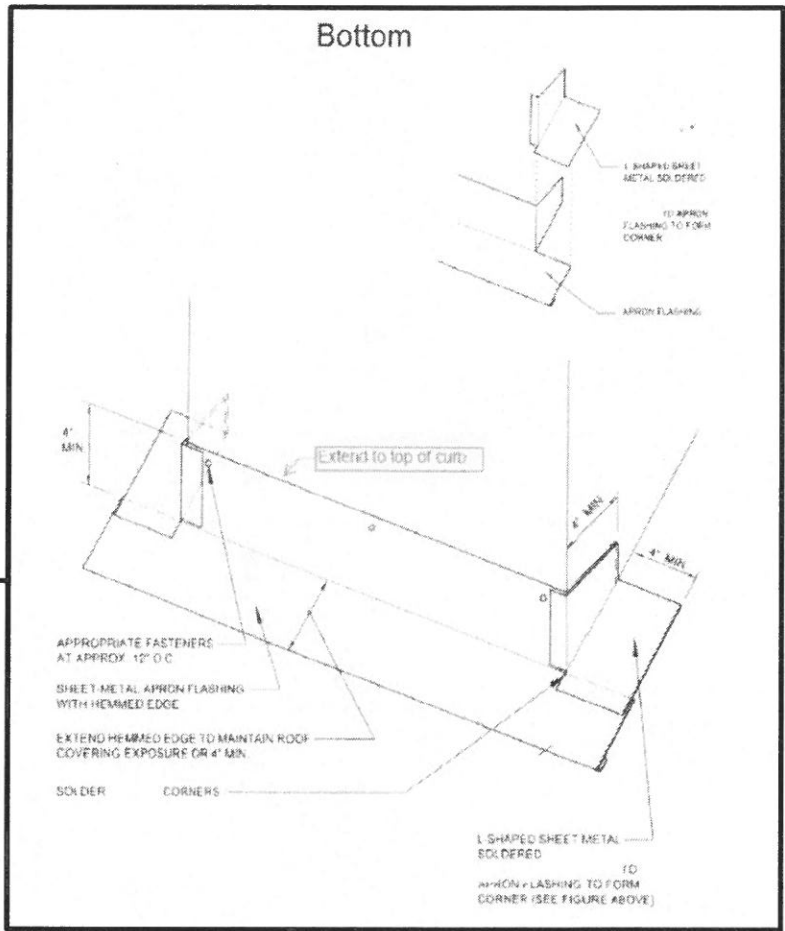
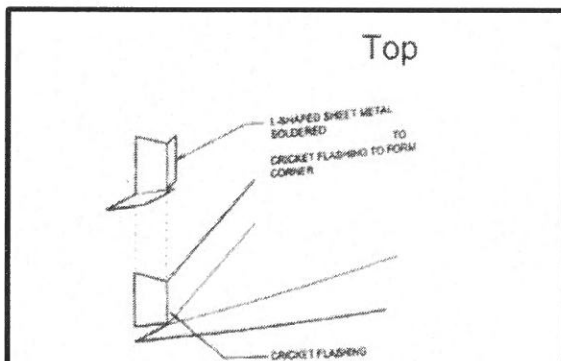
MUTUAL OPERATIONS

PHYSICAL PROPERTY

Skylights & Sola Tubes

GLOBAL DRAFT POLICY

Diagram 2





MUTUAL OPERATIONS

PHYSICAL PROPERTY

Skylights & Sola Tubes

GLOBAL DRAFT POLICY

MUTUAL ADOPTION

- ONE:
- TWO:
- THREE:
- FOUR:
- FIVE:
- SIX:
- SEVEN:
- EIGHT:
- NINE:
- TEN:
- ELEVEN:
- TWELVE:
- FOURTEEN:
- FIFTEEN:
- SIXTEEN:
- SEVENTEEN: N/A