

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NINE
ADMINISTRATION BUILDING CONFERENCE ROOM
August 8, 2016
9:30 a.m. – Administration Conference Room

CALL TO ORDER / PLEDGE OF ALLEGIANCE

ROLL CALL

INTRODUCTION OF STAFF:

Mrs. Dodero, GRF Representative
Ms. Hopkins, Mutual Administration Director
Mr. Van Horn, Building Inspector

APPROVAL OF MINUTES – Regular Monthly Meeting of June 13, 2016
Special (Agenda) Meeting of June 22, 2016
Special (Agenda) Meeting of July 27, 2016

BUILDING INSPECTOR	Mr. Van Horn
GRF REPRESENTATIVE	Mrs. Dodero
MUTUAL ADMINISTRATION DIRECTOR	Ms. Hopkins

CORRESPONDENCE

OLD BUSINESS –	a. Rescind Policy 7740 – <u>Messenger Service</u>	Mr. Croft
	b. Amend Policy 7471.9 – <u>Pest Control</u>	Mr. Croft
	c. Amend Policy 7622.9 – <u>Replacement Reserve</u>	Mr. Croft
	d. Amend Policy 7582 – <u>Towing Vehicles</u>	Mr. Croft
	e. Adopt Policy 7415.9 – <u>Patio & Porch Regulations</u>	Mr. Croft
	f. Discuss/adopt Policy 7403.G – <u>Skylights & Sola Tubes</u>	Mr. Croft
	g. Discuss Mutual Board Contact Information	Ms. Schnauffer
	h. Discuss Directors' reports	Ms. Schnauffer
	i. Discuss continuing Agenda Workshops	Ms. Schnauffer
	j. Approve Mr. C's Towing Agreement	

NEW BUSINESS –	a. Rescind Policy 7341 – <u>Cashier Service</u>	Mr. Croft
	b. Rescind Policy 7403.2 – <u>Installation of Bathtubs</u>	Mr. Croft
	c. Addition of "Director Comments" on agenda	Ms. Schnauffer
	d. Addition of "Financial Reports, GRF Report, Inspector Report, Administration Reports" on agenda	Ms. Schnauffer
	e. Leisure World Drone Club	Ms. Schnauffer
	f. Discuss FireStops and SmartBurners	Mr. Croft
	g. Discuss funding for piping, roofing, FireStops, and SmartBurners	Ms. Woelfel

SHAREHOLDER(S)' COMMENTS

ADJOURNMENT

EXECUTIVE SESSION (legal, member issues)

NEXT AGENDA WORKSHOP MEETING: Wednesday, August 24, 2016
NEXT BOARD MEETING: Monday, September 12, 2016

**MINUTES OF THE SPECIAL (AGENDA) MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NINE**

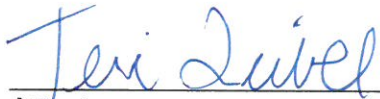
June 22, 2016

A Special (Agenda) Meeting of the Board of Directors of Seal Beach Mutual Nine was called to order by President Schnauffer on Wednesday, June 22, 2016, at 9:30 a.m. in Clubhouse Three, Room 9.

Those members present were: President Schnauffer, Vice President Croft, Secretary Liebel, CFO Woelfel, and Director Cvikel and Wheeler. Director Dodero was absent.

The purpose of the meeting was to discuss agenda items for the July 11, 2016, Regular Board Meeting.

The meeting was adjourned at 11:40 a.m.



Attest

Teri Liebel, Secretary
SEAL BEACH MUTUAL NINE
cd:7/12/16

**MINUTES OF THE SPECIAL (AGENDA) MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NINE**

July 27, 2016

A Special (Agenda) Meeting of the Board of Directors of Seal Beach Mutual Nine was called to order by President Schnafer on Wednesday, July 27, 2016, at 9:30 a.m. in Clubhouse Three, Room 9.

Those members present were: President Schnafer, Vice President Croft, Secretary Liebel, CFO Woelfel, and Director Cvikel. Directors Dodero and Wheeler were absent.

The purpose of the meeting was to discuss agenda items for the August 8, 2016, Regular Board Meeting.

The meeting was adjourned at 11:00 a.m.

Attest

Teri Liebel, Secretary

SEAL BEACH MUTUAL NINE

cd:8/01/16

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (09) NINE

INSPECTOR: Dave Van Horn

MUTUAL BOARD MEETING DATE: JULY 11, 2016

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
221 H			YES	YES	YES		
229 F				YES			
212 L		YES					
213 D			YES	YES			
220 K			YES	YES	YES		
210 K			YES	YES	YES		
221 K		YES					
232 J		YES					
223 A					YES		
208 G					YES		
214 B					YES		

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: (09) NINE

INSPECTOR: Dave Van Horn

MUTUAL BOARD MEETING DATE: JULY 11, 2016

APARTMENT VISITS

210 I, SPECIAL INSPECTION. SENT REPORT AND PICTURES TO ADMIN

226 K, CHECKED SHOWER. NO WORK ORDER AT THIS TIME

208 G, INSTALLED TOILET SEAT

215 G, WITH NEW MEMBER REGARDING ESCROW ITEMS. NO WORK ORDERS

MUTUAL OPERATIONS**ADMINISTRATIVE SERVICES****Messenger Service**

The Stock Transfer Office provides internal and U.S. Postal delivery services. Interdepartmental service includes all GRF departments, as well as the Library, Resales Office and Health Care Center.

A schedule for the above service can be obtained in the Stock Transfer Office.

Amended: Nov 86
Amended: Aug 00

(Aug 00)

MUTUAL OPERATIONS**DRAFT****PHYSICAL PROPERTY****Pest Control – Mutual Nine**

Mutual Nine contracts with a professional pest control company to service the needs of the Mutual and the Shareholders, when requested.

MUTUAL NINE PAYS FOR: Professional Annual Termite Inspections; service calls for immediate termite repairs; rodent bait stations throughout the Mutual; mole, gopher, skunk control, removal of bees (includes carpenter bees), yellow jacket hives, and fleas infesting a common area. Mutual pays for exterior treatments required for attics, patios, and garden areas ONLY. *(Shareholder must call their Mutual Director to report the need for exterior treatments in the common areas adjacent to their unit/the building structure.)* If rodents enter a unit from openings in the building structure, the openings will be secured and rodent traps will be provided inside the unit for 1 month ONLY after the openings are secured.

SHAREHOLDER SHALL PAY FOR: All interior unit treatments for ants, roaches, silverfish, mites, gnats, mosquitoes, flies, vinegar flies, pantry pests, weevils, spiders, earwigs, crickets, lizards, bed bugs, fleas, and any other indoor pest. Shareholders requesting interior pest control services must contact a Mutual Director. Regular Pest control services are on a once-a-week basis. Shareholder must be at home. No "key entry permission" may be granted to employees of outside services.

THE MUTUAL DIRECTOR WILL: Inform the shareholder of responsibility for charges and call in the shareholder's request to GRF Maintenance for the next available weekly visit. If the shareholder requests immediate service, a "service charge" will be added to their bill for this service. Any request regarding bed bug services will be reported immediately to a Mutual Director, the shareholder will be charged for this special service call.

MUTUAL ADOPTION

Nine:

MUTUAL OPERATIONS**MUTUAL RESERVES****Replacement Reserve – Mutual Nine**

The Mutual shall establish and maintain a reserve fund for replacement of appliances, fixtures, and other items as determined by the Mutual Board that are the responsibility of the Mutual to repair and maintain. The amount shall be determined by the Mutual Board as part of the annual budget process.

MUTUAL ADOPTION

NINE: 07 Jul 10

(Jul 10)

MUTUAL OPERATIONS

RESIDENT REGULATIONS

Towing Vehicles

A towing program is hereby established which permits the Security Department to remove and store vehicles parked on Mutual property that are inoperable, abandoned, blocking a fire lane or are parked in such a manner as to constitute a hazard. The authority for this action is contained in Section 22658(a) of the California Vehicle Code (CVC).

In conformance with the CVC, an appropriate sign will be posted at both entrance gates warning all who enter Leisure World that it is private property and unauthorized or illegally parked vehicles will be towed away at the vehicle owner's expense.

A. Abandoned or Inoperable Vehicles

Prior to removing an abandoned or inoperable vehicle, the Security Department will:

1. Attach a 72-hour warning notice to the vehicle advising of the violation and intent to tow.
2. After a 72-hour follow-up is made, a registered letter will be sent advising the registered and legal owner of the intent to tow the vehicle away in 10 days if not moved. (See attached form letter.)
3. Before any vehicle is towed, Security personnel will contact the Seal Beach Police Department advising them of intention to tow. They will describe the circumstances and the vehicle, including license plate number, the towing company and at which location the vehicle will be stored.
4. A California Highway Patrol Form 180, Storage Report, will be completed by Security personnel at that time.
5. A tow truck will be called to remove the vehicle and store it at the designated tow storage facility.
6. The Security Department will maintain a current log of all towing transactions in order to provide registered owners information concerning stored vehicles.

B. Other Vehicles

(Mutual Six only – Vehicles not belonging to Mutual Six residents or Mutual Six visitors will get a Notice to Tow in 96 hours when parked on Mutual Six property.)

MUTUAL OPERATIONS**RESIDENT REGULATIONS****Towing Vehicles**

Immediate action will be taken to tow vehicles when they are:

1. Parked in such a manner as to constitute a hazard.
2. Blocking a fire lane.

The Golden Rain Foundation and Mutual No. _____ liability ceases when the towing service removes the vehicle from Leisure World property.

MUTUAL ADOPTION**AMENDED**

ONE	07-23-87	
TWO	07-16-87	
THREE	07-10-87	
FOUR	07-06-87	
FIVE	05-20-87	
SIX	07-24-87	05-30-14
SEVEN	07-17-87	
EIGHT	06-22-87	
NINE	07-13-87	
TEN	06-24-87	
ELEVEN	06-18-87	
TWELVE	07-09-87	(See Policy 7582.12)
FOURTEEN	07-24-87	
FIFTEEN	05-18-87	
SIXTEEN	06-15-87	
SEVENTEEN	06-02-87	

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Patio and Porch Area Regulations-Mutual Nine

The purpose of this policy is to provide guidelines for the building and maintenance of patios and porches that are user friendly, increase the value to the Mutual, and improve the aesthetics of the shareholders' units in Mutual Nine. Also it addresses the need to meet applicable Fire Codes and the safety of each family.

Definition of Terms

1. A patio is any surface other than garden material that is attached or adjacent to the outside wall structure of the unit's structure.
2. A porch is the space under the roof of the structure open to the outside or enclosed from the weather.
3. A porch and patio can be built as a continuous structure, will be considered and maintained as a patio and or porch with this policy.
4. Transfer of title shall have the same meaning as used for determination of when a California transfer tax on real property is assessed by the State of California.

Stipulations for Existing Patios

All currently installed patios and porches will be considered as allowed. However, the following patio and porch use: "rules and maintenance requirements must be adhered to".

At the time of transfer of title or sale of a unit with a patio or porch, the buyer must agree to manage, maintain, and insure the cost of the patio or it shall be removed at the seller's cost. The new buyer/transferee must sign the License and Indemnity Agreement provided by the Mutual Nine Board. Remodels of existing patios must comply with this patio and porch policy in its entirety.

Patio Approval Process

1. All requests for patios must be submitted to the Golden Rain Foundation (GRF) Physical Property Department at least three (3) weeks prior to a regularly scheduled Mutual 9 Board Meeting. The GRF Physical Property Inspector must submit the plan for approval to the Board of Directors at least (2) weeks prior to a regularly scheduled Board Meeting.
2. Patio plans must be drawn to be easily understood with dimensions and must include the walls, wall caps, fences, and no lockable gates.
3. All patio requests will be considered by the Board of Directors on a site-specific basis, taking into consideration, but not limited to the following:

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Patio and Porch Area Regulations-Mutual Nine

- a) Aesthetic/financial value to the Mutual
- b) Functionality for the shareholder
- c) Utility boxes
- d) Electrical enclosures/panels
- e) Sprinkler systems
- f) Sprinkler valves/plumbing
- g) Telephone pull boxes/equipment
- h) Sidewalks
- i) Laundry room
- j) Landscaping
- k) Other units access

4. A majority vote of a quorum of the Board of Directors is necessary for approval and the plans must be approved before the start of construction.

5. Shareholder must complete and submit the Agreement to Patio Regulations Form as part of the approval process and prior to the start of any work.

Patio Building Requirements

1. Patios must slope away from the building with adequate weep holes in walls for draining.

2. Patio top surface material must be no-skid when wet. Outdoor carpeting is NOT permitted.

3. All patios may be enclosed by a wall or a decorative wrought iron or similar material fence suitable for outdoor application. Patio wall including cap and fence may be up to 36" in total high. Patio fence may be up to 36" in total high. Gate colors will complement the patio walls. Walls may be constructed of brick, flagstone, slump stone, stack stone, or similar decorative masonry building materials. Walls may also be constructed of concrete block and surfaced with stucco the same color as the building. All block walls shall have a compatible stone cap.

4. When an adjacent neighbor's wall already exists, the newly constructed wall will complement the existing wall.

5. Patios may extend out 60 inches from the unit structure wall.

6. A 36 inch access must be maintained from the entrance of the patio to the entry door of the unit. Walkway must have no obstructions included potted plants. Nothing must impede emergency personnel and equipment the Fire Department, Golden Rain Security personnel, and Service Maintenance personnel. All patio window spaces must be kept clear at all times to facilitate emergency exit and entrance to and from the unit.

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Patio and Porch Area Regulations-Mutual Nine

7. No patio addition or porch may have an access door/gate that locks. A door outside in the patio or porch without direct access into your unit is not considered an entry door and many not lock.

8. A 5-inch cement mowing strip is required where the patio is adjacent to a grass area.

9. Any changes or deviations from the approved plans must be submitted to the Board of Directors and approved prior to implementation.

10. Mutual Nine will provide a disclosure to all new shareholders stating that their patios might have been built over sewer, water, electrical, or other types of utilities that the potential to require access or relocation and that this could require removal of all or a portion of the patio at the owner's expense. This disclosure must be signed by the selling shareholder and it will be provided to the purchasing shareholder with the Licensing and Indemnity Agreement.

11. Shareholders shall bear any and all costs of the patio including the maintenance of the patio, sprinkler relocation, grass replacement, tree replacement, and flower bed repairs. As a condition of patio approval, the shareholder must obtain and maintain liability covering any and all lawsuits involving the patio. The shareholder must agree and sign the Licensing and Indemnity Agreement provided by the Mutual.

Patio and Porch Use: Rules and Maintenance Requirements

1. Patio and Porch items appropriate for patio and porch outdoor usage such as chairs and lounges with cushions are allowed. Storage boxes designed for patio and porch use may not exceed 4 feet in width by 6 feet in length and SHALL not exceed the height of the wall/fence. Patio sheds must be made of plastic, resin or polyurethane (not wood or metal).

2. Patios and Porch areas must be kept free of clutter. If there is a question whether clutter exists, the question will be decided by a vote of the Board.

3. Barbeques may be kept on patios and porches and must be used according to the barbeque Policy 7427. Charcoal burning barbeques are NOT permitted.

4. Pets must not be left unattended on patios and porches.

5. Pet doors giving pet's free access to and from patios and porches are NOT allowed.

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Patio and Porch Area Regulations-Mutual Nine

6. Potted plants may be kept on patio/porch walls. Plants may not be in nursery pots. Pots must have a water retention base and not allow water to drain on the patio/porch wall. Potted plants from the base of the pot to the top of the plant may not exceed 48" in height. A maximum number of potted plants on the patio/porch wall may not exceed 1 in every 4 feet of the patio/porch wall.
7. No more than 2 small/medium self-propelled vehicles scooters/wheelchairs.
8. Patio and Porch Décor:
 - a. Screens, panels or drapes to block the sun must be of outdoor fire retardant fabric and must be maintained.
 - b. Obscene objects hanging or stationary are prohibited.
9. Prohibited activities consist of any workshop causing noise, odor, unsightliness, and/or unhealthy conditions. Be guided by the "occasional hobby-oriented" activity rather than an ongoing business or any activity considered to be a nuisance to neighbors. Contact the Board by sending a letter to the Secretary for information and guidance.
10. Patios and Porches may NOT be converting into a storeroom. Items permitted for storage must be enclosed.
11. Any item in, on, or built into or onto a patio or porch in conflict with this policy must be removed by the shareholder after 10 days of written notification. If the item is not removed after the 10-day period, the Mutual will have the right to remove the item at the shareholder's expense.
12. An enclosed patio or porch may not function as a bedroom, kitchen or storage closet.
13. A Refrigerator or freezer in working condition plugged directly into wall socket is permitted only on the PORCH area of a NON expanded unit and located so as it does not impede passage nor detracts from the ambiance of the building.
14. A washer or a dryer or a stacking washer and dryer may be installed inside the PORCH ONLY of an NON expanded unit and must be in an enclosed storage cabinet. A permit must be obtained for the installation of these appliances and all codes relating to electrical and, if, applicable, plumbing and ventilation must be adhered to.
15. Items NOT permitted on patios and porches overnight and or stored are: Newspapers, magazines, paper, plastic bags, cardboard, any type of open food containers, including pet food, flammable chemicals, laundry hung airing or drying, non-working refrigeration or freezers, nursery for growing plants, saws, vacuum cleaners/rug shampoo machines,

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Patio and Porch Area Regulations-Mutual Nine

permanent pet kennels, dog runs, electric or gas golf carts, gas operated tools or equipment, spas or hot tubs, Extension cords strung across patio, or extended use of extension cords is not permitted. Shelving may not be supported/anchored off the building walls.

ATTACHMENT:

Mutual Operations Agreement; Physical Property Agreement to Patio Regulations – Mutual Nine

MUTUAL ADOPTION

Nine 08-16

MUTUAL OPERATIONS Agreement
PHYSICAL PROPERTY Agreement to Patio Regulations – Mutual Nine

1. I, _____ hereby attest that I am a Shareholder in the common interest development governed by Seal Beach Mutual No. NINE, (the "Mutual."). My address is _____, Seal Beach, CA 90740, (the "Property"); the Property is a part of all the real property owned by the Mutual in fee title (the "Development"). Any references to "my" or "I" in the Agreement shall refer to the Shareholder.
2. This Agreement to the Patio Regulations (the "Agreement") shall govern any and all legal shareholders with the right to occupy the Property and each will be required to sign below. The Agreement shall hereby be deemed to be incorporated into and by this reference become a part of my Occupancy Agreement, signed on _____.
3. I understand that the Mutual's Board voted on July 11, 2016 to allow for the construction and/or extension of patios (Mutual Nine Policy 7415.7). This Agreement grants permission for me to perform a modification, which will result in an encroachment into the Mutual's common area for my exclusive use: (the "Patio Extension").
4. This Agreement sets forth my financial and legal obligations prior to the issuance of the permit granting me authority to perform the Patio Extension to the Property and will become a permanent part of my Occupancy Agreement, as described above. It is understood by both Shareholder and the Mutual that the explicit purpose and intent of this Agreement is to protect the Mutual and all of its shareholders from any untoward financial or legal obligations that may result from my Patio Extension.
5. The Patio Extension is a non-standard addition to the Property and includes all applicable deck areas, walls and gates. The total encroachment resulting from the Patio Extension will be _____ square feet into the Mutual's common area. Specifications regarding my Patio Extension are required to be submitted and approved in writing by the Mutual prior to the issuance of a permit.
6. I understand and agree that all requests and plans for the new Patio Extension must adhere to Policy 7415.9 or will be rejected.
7. I agree to assume all costs and responsibilities in connection with the Patio Extension including, but not limited to the construction, expansion, ongoing maintenance, or resulting issues which arise from Patio Extension. I accept full financial responsibility for maintenance and repairs of my patio in accordance with the requirements of the Mutual's Bylaws and my Occupancy Agreement. I authorize the Mutual, in the event of my failure or inability to comply with the terms of this Agreement, the Occupancy

MUTUAL OPERATIONS Agreement
PHYSICAL PROPERTY Agreement to Patio Regulations – Mutual Nine

Agreement or any other maintenance or repair requirements imposed by the Mutual, to perform and complete necessary maintenance and bill/assess the cost thereof against me in any manner permitted by the Mutual's governing documents and/or applicable law. Further, should the Patio Extension result in any damage to the Development or any utilities or other components for which the Mutual is responsible, I agree that the Mutual will hold me responsible for the costs incurred by the Mutual in repairing/remedying same after a noticed hearing before the Board of Directors.

8. I further hereby agree to obtain and maintain at all times an HO-6 (or similarly applicable) type insurance policy in an amount of at least Three Hundred Thousand and 00/100 (\$300,000.00) providing liability insurance and coverage of personal property to cover the permitted encroachment and the area covered by the Patio Extension (the "Policy"). The Policy shall name the Mutual as an additional insured and shall provide for 30 days written notice of cancellation or reduction of coverage to the Mutual. (The name and address of Mutual Nine is Seal Beach Mutual No. Nine, Post Office Box 3519, Seal Beach CA 90740.)
9. Shareholder shall be responsible to provide evidence of such insurance coverage to the Mutual upon request at any time.
10. I further hereby agree to indemnify, defend and hold harmless the Mutual, it's directors, officers, managing agents, and committee members from and against any claims, liabilities, damages, injuries, causes of actions, demands, costs and expenses brought by any third parties or other Mutual Shareholders against the Mutual as a result of or arising from the Patio Extension in any manner whatsoever.
11. Further, upon the sale/transfer of my share in the Mutual and transfer/change in the corresponding unit for which I am granted the right to occupy and reside, I agree to remove the Patio Extension and restore such patio and surrounding areas to their original condition prior to the Patio Extension at my own expense unless the prospective buyer/shareholder/occupier of my unit agrees to execute this new Agreement and said Agreement be deemed to be incorporated into and by this reference become part of his/her Occupancy Agreement.
12. Without limiting the foregoing, this Agreement shall be kept on record with the Stock Transfer Department; however, it shall be my sole and full responsibility to notify the buyer/transferee of my share/Property regarding the existence of this Agreement as well as the requirement that the Patio Extension be removed and restored to its original condition prior to subsequent transfer/sale unless the prospective buyer/transferee agrees to sign an Agreement reflecting the same or similar

**MUTUAL OPERATIONS Agreement
PHYSICAL PROPERTY Agreement to Patio Regulations – Mutual Nine**

obligations as set forth in this Agreement and that said Agreement be deemed to be incorporated into and by this reference become part of his/her Occupancy Agreement.

- 13. Finally, I agree and acknowledge that if the Mutual is able to record this Agreement and/or the Occupancy Agreement as against the Property or such other real property as may be desired with the Orange County Recorder's Office, the Mutual shall be permitted to do so, and I shall, without prejudice or protest, execute and deliver any and all instruments, liens, agreements, documents, notarizations and other writings and perform all other acts reasonably necessary to effect the terms, conditions and purposes of this Agreement as a recorded document against the Property and to permit the Mutual to record this Agreement. This Agreement shall be deemed effective as of the last date set forth below.

- 14. **Shareholder:** Please list all deviations from Mutual 9 Policy 7415.7.

Use separate sheet if necessary.

- 15. **Each Shareholder and person granted the right to occupy my Property is bound by this Agreement and is required to sign below.** By my signature, I hereby agree without reservation to all conditions listed herein. (Agreement must be signed and submitted prior to granting of permit by Board of Directors.)

Shareholder:

Print Name:

Sign: _____ Date: _____

GRF ID No. _____

Shareholder:

Print Name:

Sign: _____ Date: _____

GRF ID No. _____

**MUTUAL OPERATIONS Agreement
PHYSICAL PROPERTY Agreement to Patio Regulations – Mutual Nine**

Shareholder:

Print Name:

Sign: _____ Date: _____

GRF ID No. _____

Shareholder:

Print Name:

Sign: _____ Date: _____

GRF ID No. _____

Witness/GRF Physical Property:

Print Name:

Sign: _____ Date: _____

Board Action:

Approved in concept upon issuance of permit by Seal Beach and/or Physical Properties.

Date _____

Denied Date _____

Reason:

Mutual President/Director:

Name _____

Sign: _____ Date _____

Original: Stock Transfer
Copy: Physical Property Department
Copy: Shareholder

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.

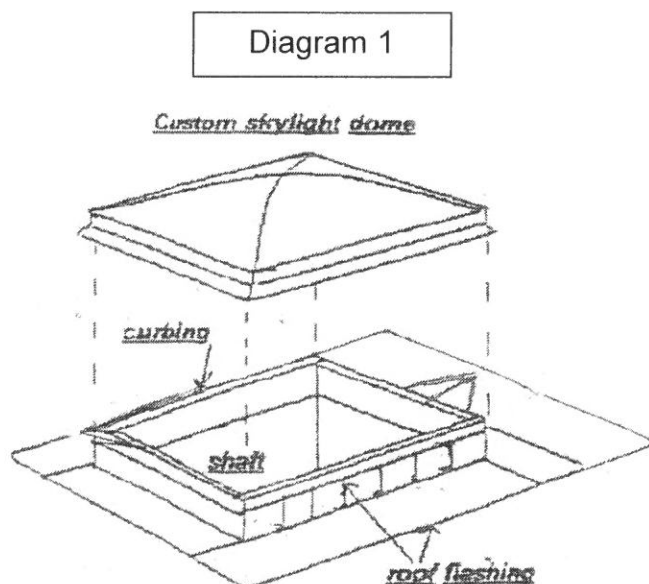
The diagram shows a typical skylight installation, consisting of a dome to admit light, a wood shaft that extends from the dome down to the interior ceiling in the room, wood curbing for mounting the dome, and steel flashing to make the installation watertight.

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.



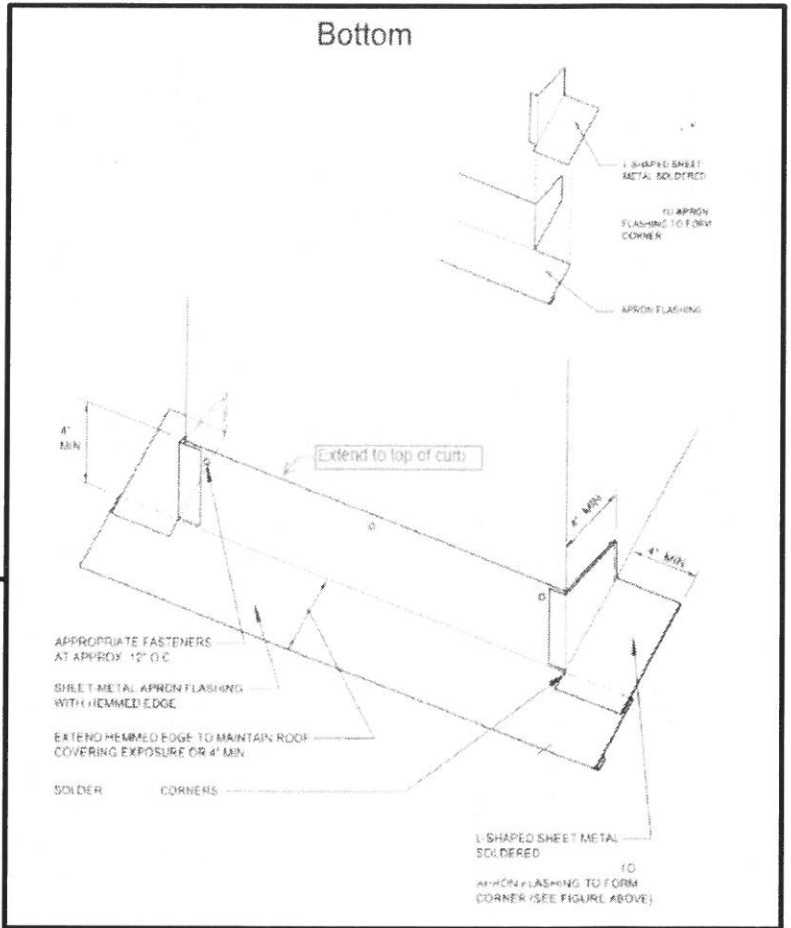
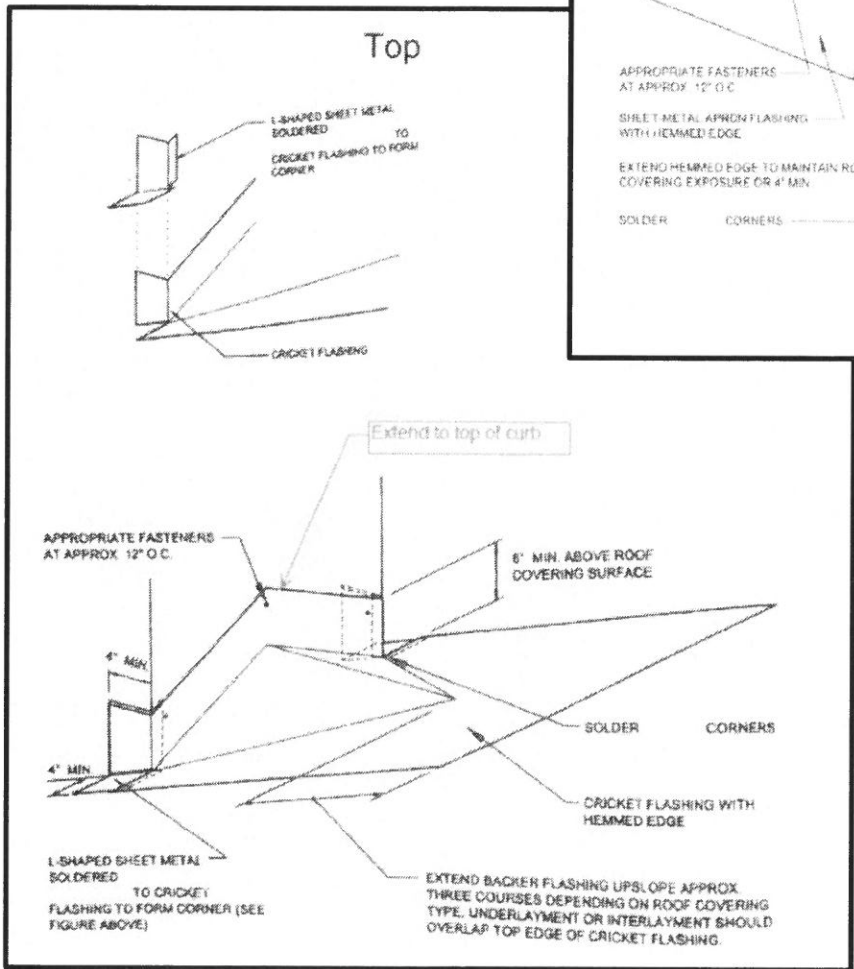
MUTUAL OPERATIONS

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

MUTUAL OPERATIONS

DRAFT – MUTUAL NINE

ACCOUNTING AND FISCAL

Cashier Service

The position of Cashier has been established to facilitate all cash payments made by those members not maintaining a commercial (checking) account who wish to transact all their business on a cash basis.

Rescind Policy – Mutual Nine –

(Draft created 8-1-16 cd)

MUTUAL OPERATIONS**DRAFT – MUTUAL NINE****PHYSICAL PROPERTY****Installation of Bathtubs****RESOLUTION:**

THAT permits for installation of bathtubs in Mutual ____ shall require a minimum inside width of 19 inches.

Mutual One Only (effective 04-28-88, 02-23-06, respectively)

TO include or permit the installation of tempered glass shower doors, whenever a permit is issued for the installation of a bathtub/shower in Mutual One. That a bathtub without a shower is exempt from this requirement.

Mutual Two Only (effective 09-16-04)

THAT, at resident's expense, a shower door shall be installed (piano hinge) when shower cut-downs are performed in apartments.

<u>MUTUAL ADOPTION</u>	<u>AMENDED</u>	<u>AMENDED</u>
ONE	Mar 87	28 Apr 88
TWO	Jul 80	16 Sep 04
THREE	Aug 80	
FOUR	Jan 86	
FIVE	Aug 80	
SIX	Aug 80	
SEVEN	Aug 80	
EIGHT	Aug 80	
NINE	Aug 80	Rescind
TEN	Aug 84	
ELEVEN	Aug 80	
TWELVE	Feb 85	
FOURTEEN	Aug 80	
FIFTEEN	Not Applicable	
SIXTEEN	Aug 80	
SEVENTEEN	Not Applicable	

(Draft created 8-01-16 cd))