

**MUTUAL OPERATION  
RESIDENT REGULATIONS**

**Vacant Seasonal Units**

Shareholders who leave their unit for a length over 7 Days must follow this procedure.

1. Shareholder has the responsibility to turn off the water to their unit to avoid any leakage or flood.
2. Shareholder to avoid their hot water heater to build up sulfur in the water heater turn the water off to your unit and shut off the electric breaker that heats the water heater. GRF Inspector or Physical Property person can help with this task. (Video on Mutual Nine website on how to turn water off)
3. Not turning your water off when you leave your unit and, in the event, there is a leak of any kind will be a violation of this policy and will be the responsibility of the shareholder for damages.
4. Shareholders who will be leaving for longer than a month must notify their parcel director by email or phone call.

Any vacant, unoccupied, or seasonal-use unit in Mutual Nine shall be inspected every three months by a Physical Property Inspector and the Mutual Director assigned to the respective building. Inspections shall be conducted during the months of January, April, July, and October. The inspection that is done in one of these months may be waived during the years that fire/safety inspections are conducted.

The Mutual Director shall provide a list of vacant, unoccupied or seasonal-use units to the Physical Property Inspector and set an appointment with the Inspector for the inspection. Mutual Directors are encouraged to talk to Building Captains to update the list of units to be inspected.

The inspection of vacant units for sale will not be posted. The inspection of unoccupied and seasonal-use units will be posted at least 24 hours prior to the inspection. Letters for posting are available through the Physical Property Office.

During the inspection, if any violations are found that are the responsibility of the shareholder, the shareholder must effect (or make) the repairs, maintenance or replacements as needed within the timeframe specified in the notice. In accordance with the Occupancy Agreement, Section 11(c), Repairs, if the shareholder fails to effect the repairs, maintenance or replacements in a manner satisfactory to the Mutual, the Mutual may do so and add the cost thereof to the shareholder's next monthly carrying charge statement.

The Shareholder will be charged for each inspection of vacant, unoccupied or seasonal-use units at the current hourly rate of maintenance."

**MUTUAL**  
NINE:

**ADOPTION**  
08-14-17

**AMENDMENT**  
01-10-22

(Jan 22)