

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Skylights – Mutual Seven Only

Maintenance of the roofs of residential buildings is defined by Article 11 of the Occupancy Agreement which states that maintenance of the roofs is the responsibility of the Mutual. Skylights may be installed through a contract between the resident and a licensed contractor under inspection of the Physical Property Department. All necessary permits must be obtained. The responsibility for maintenance of skylight installations requires definition and agreement.

A skylight may be placed in any room of the apartment when the Mutual Board determines that the attic space, at location of choice, does not inhibit a particular installation. In the kitchen and original bathroom area, a skylight may be 24"x 24" and may have a flared shaft. In other approved locations, the skylight may not exceed 30" x 60".

Solar tubes are acceptable. The maximum diameter of a solar tube is 16".

A maximum of four skylights or solar tubes may be installed in any one apartment roof.

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:

1. During the warranty period, the contractor is responsible for the entire skylight installation.
2. After the warranty period, the entire skylight or solar tube maintenance is the resident's responsibility. This includes, but is not limited to the curb, flashings, dome, operating mechanism, shaft, and ceiling grid. Inspections will be done annually by the GRF Physical Property Department. Notices will be sent to residents whose skylights need repairs. If repairs are not made by the resident within the specified time on the notice, the Mutual retains the right to have the skylight repaired at the resident's expense. This responsibility pertains to all skylights installed regardless of the installation date.

(Jul 08)

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Mutual Seven has defined the following specifications with regard to skylight installations:

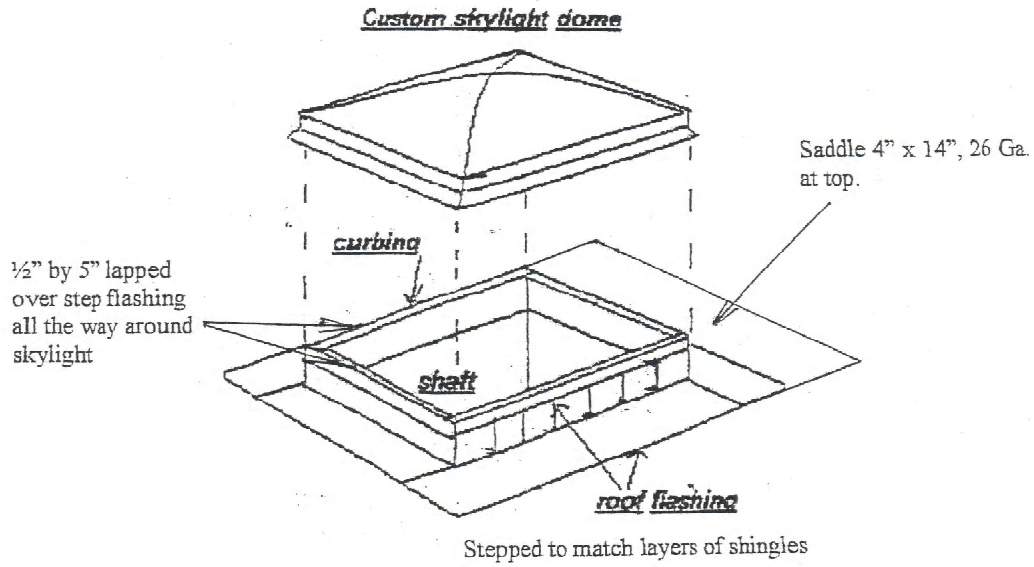
- 1) The skylight curbing shall consist of 2" x 6" framing with a minimum 4" rise above roof sheathing.
- 2) All flashing material shall be at least 26-gauge and consist of galvanized sheet metal.
- 3) The top flashing shall consist of a 4" x 14" saddle.
- 4) Flashing on the sides shall be 4" x 6" and stepped to match the layers of shingles.
- 5) The bottom flashing shall be a minimum of 4" x 6".
- 6) One-half-inch x 5" flashing shall be placed on top of the curb, lapped over step flashing, all the way around the skylight.
- 7) Only curb-mounted skylights shall be allowed in the Mutual. Self-flashing skylights are prohibited.

See Diagram on Page 3

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MUTUAL ADOPTION

Seven: 15 Aug 86

AMENDMENT

18 Jul 08

(Jul 08)