

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Building Alterations or Additions

A GRF permit for alterations or additions to buildings in this Mutual will not be issued by the Physical Property Department until a written, signed proposal and contract between the shareholder and the contractor (describing the work to be done by the contractor, the fees to be charged, and the start and completion dates for the work) has been presented to the Physical Property Department along with the application for issuance of a building permit.

A GRF permit shall be valid for a period of 180 calendar days only. It may be extended at the sole discretion of the Mutual and the GRF Building Inspector. Extensions will generally be granted only for unforeseen circumstances. If the work under the permit has not been completed in a manner satisfactory to the Mutual and the GRF Building Inspector prior to the expiration of the GRF permit and an extension has not been granted, the contractor, and/or shareholder shall return the Mutual building and appurtenances that were affected by the work to a condition that is satisfactory to the Mutual and the GRF Building Inspector within five business days after expiration of the GRF permit or the Mutual will have any work that was requested that was not satisfactorily done completed at the shareholder's expense.

Further, a penalty of \$250 per day (\$150 per day Mutual Twelve only) shall be assessed to the contractor by the Mutual and paid to the Mutual for every calendar day that the construction exceeds the completion date as listed on the GRF permit. The Mutual Board may make an exception to the completion date and award an extension to the contractor without penalty due to unforeseen delays or problems.

All power operated skylights are to be Underwriters Laboratory approved and an electrical permit is required for hard wiring to the existing circuits. The shareholder assumes all responsibility for safety and maintenance of the equipment.

Skylights in Permanent Roof Extension

THAT Mutual NINE authorizes the Physical Property Department to issue permits for the installation of skylights in patio permanent roof extensions, as approved by HUD and according to the following Mutual specifications:

1. Size
 - a. Up to 32" x 64"
2. Position
 - a. Thirty inches in front of building stucco wall.
 - b. Long side of skylight parallel with rafters.

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c. Long side of skylight across the rafters.

1. Middle rafter may be cut and the header headed in.

Skylights for Bathrooms or Kitchens

Article 11 of the Occupancy Agreement states that maintenance of the roofs of residential buildings is the responsibility of the Mutual. A skylight may be placed in any room of an apartment when the Mutual Board determines whether attic space at the place of choice does not inhibit a particular installation. Skylights may be installed through a contract between the shareholder and a contractor under inspection by the Physical Property Department. The responsibility for maintenance of skylight installations requires definition and agreement.

At the time of installation or replacement of skylights or skylight domes, single-sided foam tape must be applied between the frame and skylight dome. Further, that a maximum of five (5) skylights be allowed in a unit (includes any bathroom, kitchen, bedroom, or living room).

In the kitchen and original bathroom area, a skylight shall not exceed 24" X 24" in either length or width, but the "tunnel" may be flared.

A typical skylight installation consists 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 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. Shareholder: The shareholder is responsible for the skylight dome, skylight operating mechanism, the shaft (including painting), and the ceiling grid.

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.

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- 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.

Sola Tubes

- 1) All Sola tube installations require a permit from the City of Seal Beach and the Physical Property of the Golden Rain Foundation, and all Sola tubes shall be installed using the manufacturer's specifications and conform to all applicable building codes.
 - a. During the warranty period, the contractor is responsible for the entire Sola Tube installation. After the warranty period, the Shareholder is responsible for the Sola Tube and all related flashings. In the event of a roof leak as a results of the Sola Tube installation, the Shareholder shall be responsible for all associated costs to repair and maintenance of the system, including labor and material costs.
- 2) Preventative maintenance: Each year at the time of fire inspections, the Physical Property Inspector shall identify and provide, Service Maintenance with a list of units that have Sola Tubes. Each Sola Tube will be checked and maintained by Service Maintenance or others at the expense the Shareholder.
- 3) All fasteners at the roof flashing shall be self-sealing screws by use of a rubber grommet and shall have sealant applied over the top of the fastener.

Microwave Ovens

The Physical Property Department will issue a permit for such installation by licensed contractors; costs to be borne by the shareholder, and

FURTHER, that the oven will become a permanent installation to be maintained by the shareholder, and on resale of the Mutual stock for the unit, the new shareholder will assume responsibility for maintenance.

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Standard Stovetops

If a Shareholder replaces the Mutual Standard Stovetop which includes the SmartBurners, the shareholder must return the set of burners (4 burners) to the Mutual. If the SmartBurners are not returned to the Mutual, a Building Permit will NOT be issued to the shareholder unless the shareholder reimburse the Mutual \$500, for not returning the Smart Burners to the Mutual.

If the Mutual Standard Stovetop is replaced with a glass top burner assembly or a freestanding stove, the shareholder, at their own expense, must furnish and install the "FireAvert" circuit interrupter device and a 10 year smoke detector in the kitchen area.

Ceiling Fans and Ceiling Light Fixtures

Ceiling fans and/or ceiling light fixtures may be installed with a permit from the Physical Property Department, and to be installed by a licensed contractor, providing that the ceiling fan meets the City of Seal Beach specification of a 6'8" clearance from the fan blades to the floor.

Prior to penetrating the unit ceilings, it MUST be tested for asbestos. All asbestos, in the area to be penetrated, must be properly abated by a qualified licensed contractor.

Ceiling fans and ceiling light fixtures are permitted in any location in a unit provided the ceiling heat in said room has been disabled and an approved alternate heat source has been installed and is operational.

Washers and Dryers in Units

A washer and dryer in a shareholder's unit of any make or model, whether side-by-side or stackable, shall be cleaned on a two-year basis; i.e., to have all dryer vent areas thoroughly cleaned and free of lint for clear passage of air flow from inception of machine to rooftop areas. A sticker with the date of cleaning must be affixed to the cleanout cover every time a cleaning is performed.

In addition, if a FloodStop FS3/4NTP System is not installed, then one must be installed on the hot and cold water lines, per manufactures recommendations, prior to close of escrow. All washing machine hoses and fittings must be checked for any leakage and replaced, as needed. In all close of escrow and changes of stock, all fittings must be inspected.

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Further, during the fire inspections, the Physical Property Inspector(s) will compile a list of all units containing a washer and dryer. Shareholders who have a washer and dryer shall have the washer and dryer cleaned and any hoses replaced, as needed. The resident shareholder assumes full responsibility for any damage incurred as a result of a personal washer and/or dryer in the unit.

Installation of Bathtubs

Installation of bathtubs shall require a minimum inside width of 19 inches. The installation of tempered glass shower doors whenever a permit is issued for the installation of a bathtub/shower. A bathtub without a shower is exempt from this requirement.

At the shareholders expense, a shower door shall be installed (piano hinge) when shower cut-downs are performed in units.

Smoke Detectors

Any alteration or additions to any part of a buildings apartment must include the installation of a tamper proof 10 year Smoke Alarm in the kitchen area that does not already have a smoke alarm. If any alteration is made to the kitchen area a worry free 120-Volt Hardwire Interconnect cable Smoke Alarm with a 10 year battery back-up must be installed.

MUTUAL ADOPTION

NINE: 06-13-16

AMENDMENTS

03-13-17, 01-08-18