

MUTUAL OPERATIONS**PHYSICAL PROPERTY****Apartment Fire/Safety Inspection - Mutual Twelve only Effective 7-10-03****Biennial Fire/Safety Inspection:**

- 1) The Board of Directors of the Mutual Corporation is required to maintain the physical structure of each apartment building and carport in good repair.
- 2) The Occupancy Agreement between the shareholder and the Mutual Corporation provides that an apartment or carport may be inspected at any reasonable hour of the day. The inspection shall be conducted by one Mutual Director and a Golden Rain Foundation Physical Property Inspector.
- 3) The Physical Property Supervisor shall prepare a biennial inspection schedule every other year which lists the assigned inspector's name, start date, year (odd/even), items to be inspected, estimated days needed, the number of buildings and carports to be inspected, and any other pertinent information.
 - a) Shareholders will be notified in writing at least three (3) days prior to the date their apartment and carport will be inspected.
- 4) The Physical Property Inspector shall prepare an Inspection Report for each apartment and carport to be inspected and the Mutual President shall assign a Director to accompany the Physical Property Inspector to inspect each apartment and carport.
 - a) If the Inspection Report is clean, meaning there are no City or County violations that need to be corrected, the report shall be returned to the Physical Property Department and filed.
 - b) If the Inspection Report contains violations of City or County codes that are the shareholder's responsibility, the Physical Property Inspector will advise the shareholder, in writing, of the violation(s) to be corrected and establish a re-inspection date.
 - c) If the Inspection Report contains violations of City or County codes that are the Mutual's responsibility, the Mutual Director will generate a work order to correct the violations.

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- 5) On the established re-inspection date, the Physical Property Inspector and Mutual Director shall re-inspect the apartment or carport. If the shareholder has not corrected the violation(s) as listed on the report, the Physical Property Inspector will advise the Mutual Board which, in turn, may take the following suggested action(s):
- a) Take immediate action to eliminate the fire/safety violation(s) in the apartment or carport at the shareholder's expense. If the shareholder refuses to proceed or pay to have the violation(s) corrected, the President shall proceed with the actions listed under paragraph (5) (b).
 1. The alleged violations(s) in the apartment or carport may be photographed or videotaped by the Physical Property Inspector or Safety/Emergency Coordinator, if necessary.
 - b) After informing the Administrative Services Manager in writing of the violation(s), and the shareholder's refusal to correct the violation(s), the Administrative Services Manager will write a letter to the shareholder advising them that they have ten (10) days to eliminate the safety/fire hazard, and that a 2nd re-inspection will occur on the 10th day.
- 6) On the 2nd re-inspection, the Physical Property Inspector and Mutual Director will advise the Administrative Services Manager and Physical Property Department if the violation(s) have been corrected.
- a) If the violation(s) are not corrected after the 2nd re-inspection, the Administrative Services Manager will advise the Mutual Board and the Mutual Board may proceed to follow the actions of *Regulation 7590.2, Notice to Quit, Of Default and Termination of Occupancy Agreement*.

BIENNIAL ADOPTION DATE**AMENDED**

Twelve

12 Feb 87

10 Jul 03

Annual Inspections were established 1-11-73; Biennial Inspections as stated above.

(Jul 03)