

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Skylights & Sola Tubes – Mutual One

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 shareholder and a contractor under inspection of the Physical Property Department. The responsibility for maintenance of skylight installations requires definition and agreement.

The diagram shows a typical skylight installation, consisting of a dome to admit light and/or air, 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 flashing since this will normally be changed when the building is re-roofed.
- b) Resident Shareholder: The resident shareholder is responsible for the skylight dome, the skylight operating mechanism, the shaft (including painting), and the ceiling grid (See Diagram 1), and the curb.

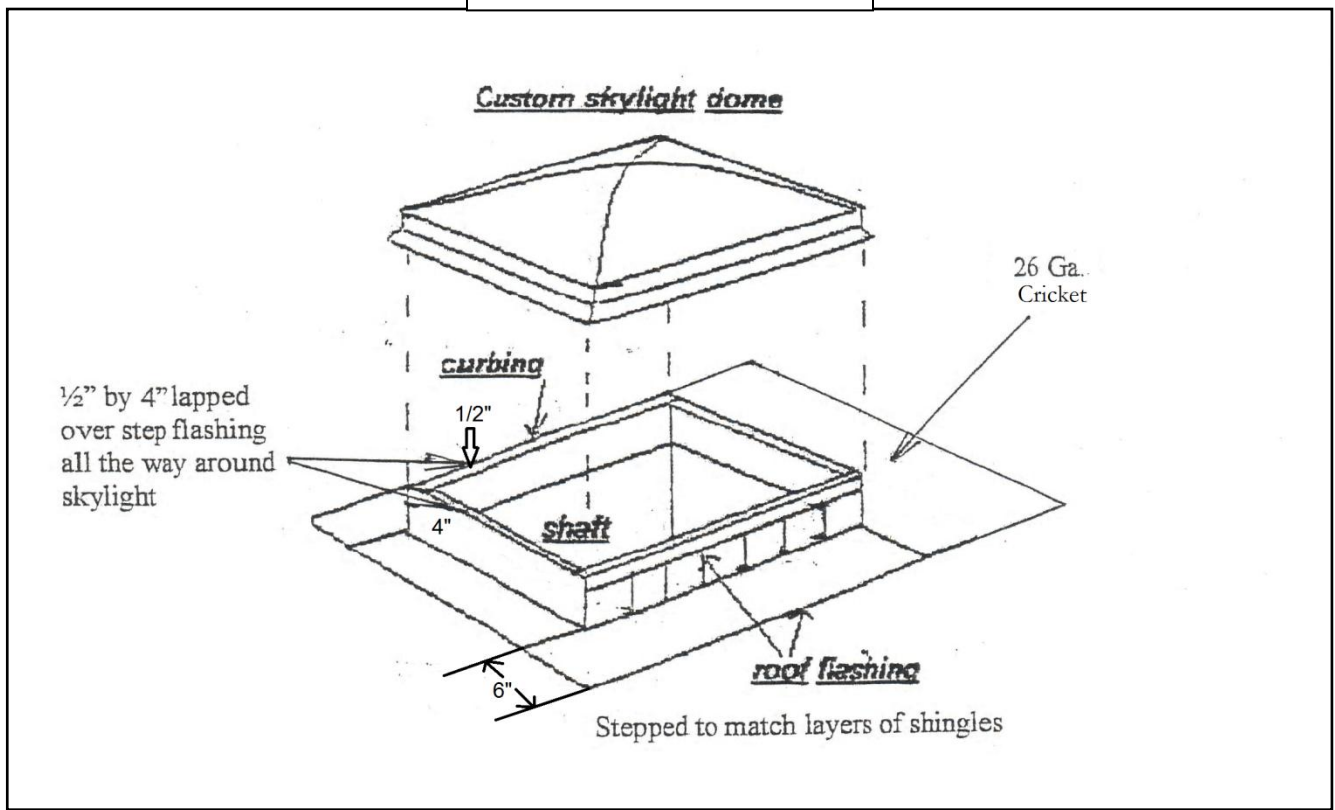
Mutual One has defined the following specifications with regard to skylight installations:

- 1) The skylight curbing shall consist of 2" x 6" framing with a minimum 5" rise above the roof sheathing.
- 2) All flashing material shall be at least 26-gauge and consist of galvanized sheet metal.
- 3) All skylights to have cricket at top of skylight.
- 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 4" flashing shall be placed on top of the curb, lapped over step flashing,

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all the way around the skylight.

- 7) Only curb-mounted skylights shall be allowed in the Mutual. Self-flashing skylights are prohibited.
- 8) Sola Tubes shall be installed in accordance with manufacture specification and responsibility of domes and shaft is the shareholder.

Diagram 1

Sola Tube Installation

(Jan 17)

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- 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.

During the warranty period, the contractor is responsible for the entire Sola tube installation. After the warranty period, the resident shareholder is responsible for the Sola tube and all related flashing. In the event of a roof leak as a result of the Sola tube installation, the resident shareholder shall be responsible for all associated costs to repair and maintain 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 other, at the expense of the resident 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.

Skylights in Permanent Roof Extension & Kitchen & Bathrooms

1. Any other locations needs Board approval.

RESOLUTION

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

1. Size
 - a. 30" x 60" permanent roof extensions. Any other size needs Board approval.
 - b. 22" x 22" kitchen and bathrooms
2. Number
 - a. One only per apartment
 - b. Two per apartment

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- c. Three per apartment
- 3. Location
 - a. Over entry way
 - b. Over front patio
- 4. In front of bedroom
- 5. In front of living room
- 6. Position
 - a. Thirty inches in front of building stucco wall
 - b. Long side of skylight parallel with rafters
 - c. Long side of skylight across the rafters
- 7. Middle rafter may be cut and headered in

(The number and location of skylights vary in each Mutual; please refer to the Mutual minutes that corresponds to the adoption dates listed below).

- 8. Kitchen and bathroom skylights 22” x 22” flaired is OK with attic access.
- 9. Total of skylights per unit is five (5) for F & G end units, four (4) for A & L units, and four (4) for one-bedroom unit.

MUTUAL ADOPTION

AMENDMENT(S)

ONE: 01-26-17