

## MUTUAL OPERATIONS

### PHYSICAL PROPERTY

#### Architectural Standards – Mutual Twelve Only

Civil Code §4760 explains the shareholder's right to improve or modify their separate interest subject to the governing documents, applicable law and issues of structural and mechanical integrity as well as support of any portions of the common interest development. Explanation of Mutual Twelve's review procedures outlined in §4765 appears below.

#### A. REQUIREMENTS AND LOCATION IN GOVERNING DOCUMENTS

You must obtain architectural approval for any change in the exterior of your unit, any structural alterations to the interior and plumbing or electrical alterations or any change in the common area. Most architectural provisions are included in the 7400 PHYSICAL PROPERTY Section of the 7000 SERIES POLICIES, RULES AND REGULATIONS. See also 7502.12, 7507.12, 7572.12, and 7574.12 in the 7500 SHAREHOLDER REGULATIONS Section. These policies are available at [www.lwsb.com](http://www.lwsb.com), the Leisure World Library or from a Mutual Twelve Director.

**The Member shall not, without the written consent of the Corporation, make any structural alterations in the premises, or in the water, gas or steam pipes, electrical conduits, plumbing or other fixtures connected therewith, or remove any additions, improvements, or fixtures from the premises.** (Occupancy Agreement, Article 12).  
"Premises include your unit and the common area.

#### B. PROCEDURES

Small alterations, for example changing a garden border from concrete scallops to brick, require only written Board approval on the Policy 7480.12.1 – Architectural Standards – Approval Form. Any significant change or addition requires a GOLDEN RAIN FOUNDATION BUILDING PERMIT.

Typically, the Member engages a contractor who has complied with or complies with the GRF CONTRACTOR REQUIREMENTS. The contractor submits plans to the Mutual's GRF Building Inspector. The permit is then prepared and, after approval, signed by the designated Mutual Director, the Owner/Member, the Contractor and the GRF Building Inspector. The Contractor, if required, will obtain City permits. Approval of GOLDEN RAIN FOUNDATION BUILDING PERMIT does not constitute approval by the City, nor does approval by the City constitute approval by GOLDEN RAIN FOUNDATION. No work of any kind that requires a GRF or Mutual Building Permit may be commenced anywhere in Mutual Twelve until said permit has been fully executed and posted fully visible from the exterior. Non-compliance may result in immediate shut down of the job.

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Permits for any construction work valued at more than \$10,000 to be performed in Mutual Twelve shall require a Performance Bond that shall provide sufficient funds to Mutual Twelve to complete that work in the event it is not completed by the date stated in the permit for any reason, if

1. The contractor is not listed on the GRF Physical Property List of Approved Contractors, and
2. The contractor has not been completing more than \$100,000 in contracts in Leisure World, Seal Beach per year for the last three years.

The Owner/Member and the Mutual Director sign the NOTICE TO RESIDENT OF AGREEMENT section of the permit that informs the Owner/Member that they and any successors are totally responsible for the alteration and its maintenance. The Contractor and Building Inspector sign the section that details Contractor responsibilities.

Mutual Twelve will, whenever practicable, sign permits where there are established precedents for the work to be performed within one week of the Building Inspector's approval. Unless circumstances cause further delay, decisions on contracts where there are special considerations including, but not limited to, those described in Policy 7411.12 – New Plan Concepts and Changes will be made by the next Regular Monthly Meeting of the Mutual Twelve Board of Directors that occurs after that one-week period.

If an application for an alteration is not approved, the reason for disapproval and the maximum time for response or, if required, request for reconsideration shall be provided to the owner/members within ten days. The Owner/Member's rights if a proposed change is disapproved are located in California Civil Code §4765.

Once all requirements have been met, the contractor must display the GOLDEN RAIN FOUNDATION BUILDING PERMIT on the unit in a prominent location visible to passersby. Timely completion and approval are expected on all aspects of the alteration. Policy 7403.1 – Building Alterations or Additions as amended and updated explains expectations and penalties.

**C. ATTACHMENT**

1. Golden Rain Foundation Building Permit

(See Mutual Twelve Board Approval Form – Policy 7480.12.1)

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**MUTUAL ADOPTION**

TWELVE: 11-13-14

**AMENDMENTS**

05/12/16

**MUTUAL OPERATIONS**

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Fee: \_\_\_\_\_ **GOLDEN RAIN FOUNDATION BUILDING PERMIT** Permit # \_\_\_\_\_  
 Sys. Entry \_\_\_\_\_

START DATE \_\_\_\_\_ MUTUAL \_\_\_\_\_ APT NO \_\_\_\_\_  
 COMPLETION DATE \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_  
 RESIDENT NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 NATURE OF ALTERATION \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Do not change or add to the above-specified alterations without proper written approval and change order from Physical Property Office*

**NOTICE TO RESIDENT OF AGREEMENT**

This represents your official Building Permit. When you receive this permit, place it in a conspicuous location in or at your unit. No alteration may be started until this permit is posted. Do not remove this permit until final inspections is completed.

I, \_\_\_\_\_, Owner/Member of the above apartment do hereby agree to bear the expense of the above alteration and, in the event of my vacating this apartment, this alteration shall thereupon remain as part of the building.

I agree all work will comply with Foundation and Mutual Corporation policies, regulations and procedures.

During my occupancy of this apartment, I will be free to use and enjoy the alteration within the framework of the Occupancy Agreement. I agree that I will not look to Golden Rain Foundation or the Mutual Corporation for reimbursement for repair or maintenance of the alteration.

I also agree to be personally responsible for the repair and maintenance of the alteration, and authorize, in the event of my failure to perform, the Mutual Corporation to perform repairs or maintenance upon the alteration even though part of the alteration which has been authorized may be exterior to the interior surfaces of the perimeter walls, floors and ceiling of the dwelling unit.

Further, I agree that I will personally maintain the alteration and, in the event of my failure, after reasonable notice from the Mutual Corporation in the event that the Mutual Corporation performs any repairs or maintenance upon the alteration, I will immediately pay the Mutual Corporation upon being billed.

I will, in the event of sale or transfer, obtain the consent of the new owner/member(s) to become personally responsible for the repair and maintenance of the alteration herein provided.

Mutual Director's Signature \_\_\_\_\_ Date \_\_\_\_\_ Owner/Member Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE TO CONTRACTOR** - Contractor performing this work is required to maintain insurance in such amounts as may be deemed adequate by the Physical Property Office, considering the nature of the work which is undertaken. Prior to the issuance of this Building Permit, Certificates of insurance and Endorsements, together with Contractor's licenses issued by the State of California and the city of Seal beach, must be filed with the Physical Property Office.

**CONTRACTOR MUST CALL PHYSICAL PROPERTY OFFICE FOR INSPECTIONS WHEN JOB IS READY.**

City of Seal Beach Permit Required?  Yes  No PERMIT # \_\_\_\_\_  
 For final inspection, Contractor must call both the Physical Property Office and City of Seal beach for a joint final inspection. (24 hours Notice is Required)

NOTICE: Contractor must furnish copy of City of Seal Beach Permit with Valuation Amount before start of job.  
 Contractor must furnish Lien Release to Physical Property Office upon completion of alterations.

Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_ GRF Inspection/ Supervisor, Physical Property Office \_\_\_\_\_ Date \_\_\_\_\_

NOTE: THIS PERMIT IS NOT VALID UNLESS IT IS SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE PHYSICAL PROPERTY DEPARTMENT AND IT COMPLIES WITH ALL CITY AND LOCAL ORDINANCES

**CALL FOR INSPECTION OF THE FOLLOWING**

	<u>Approved By</u>	<u>Date</u>		<u>Approved By</u>	<u>Date</u>
<b>BUILDING</b>			Landscaping	_____	_____
Footing	_____	_____	Lock Box w/key	_____	_____
Framing	_____	_____	<b>ELECTRICAL WORK</b>		
Wood Treatment	_____	_____	Rough Wiring	_____	_____
Shear Panel	_____	_____	Final Inspection	_____	_____
Insulation	_____	_____	HVAC		
Roof Sheathing	_____	_____	Rough Wiring	_____	_____
Roof	_____	_____	Final Inspection	_____	_____
Flashing	_____	_____	Rodent Proofing	_____	_____
Lathing	_____	_____	<b>PLUMBING</b>		
Dry Wall	_____	_____	Ground Work	_____	_____
Scratch Coat	_____	_____	Rough Plumbing	_____	_____
Brown Coat	_____	_____	Finish Work	_____	_____
Finish Plastering	_____	_____	Sprinklers	_____	_____
Miscellaneous	_____	_____	<b>FINISH BUILDING</b>		
Tile Approval	_____	_____			

Final System Entry \_\_\_\_\_

REV 08/11

(OFFICE COPY) Return to Physical Property prior to start date