

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Building Alterations – Mutual Two

Reasons for this Policy include:

- 1) Assurance of the presence of a Contract between all interested parties;
- 2) Assurance that no asbestos contained material is removed or compromised;
- 3) Assurance that no Mutual Property is damaged;
- 4) Patio flooring is appropriate (e.g., non-skid tile);
- 5) Shareholder understands what is and is not allowed;
- 6) Shareholder understands that Mutual Two is not responsible for any damage to, or failure of flooring purchased and installed at any time by Shareholder or their successor Shareholder regardless of date of installation or cause of damage or failure.

Pre-demolition

The contractor shall notify all surrounding units four (4) days prior to demolition of any kind.

Contractor may petition the Mutual Building Inspector to designate one parking space to be coned off overnight Monday through Thursday, only during the initial phases of construction. The Mutual may revoke this space at any time.

Contractors shall block off their site with an approved orange netting at all times until final inspection occurs. They may use the grass areas in front of the unit during the day when marked off by the orange netting. All work tools must be removed from the grass area overnight and weekends.

Demolition

The contractor must have on site at all times an approved, fully charged and visible fire extinguisher.

Demolition must be tarped off so that no dust can enter the common attic space or effect neighboring units. If possible, the contractor is to lightly spray the demo area to keep dust down.

Contractors may not use Mutual trash dumpsters to dispose of material. All of their trash must be hauled off site daily.

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Concrete

Any new concrete work being done at a unit must include a 12” concrete apron along the front of the garden. With the apron, the hose bib line will need to be changed to copper type L with an approved hose bib. The copper line must pass through the concrete with a sleeve of abs larger than the copper pipe.

All new concrete defined as foundations, patios, aprons, and walkways shall be doweled into existing slabs a minimum of 24-inch OC with a #4 rebar and at least a 6-inch embedment. This will also include any small jobs or repairs.

Framing

At framing inspection, the contractor shall treat the exposed framing for termite resistance with a product such as Tim-bor. Tim-bor must be applied by brush or spray; two applications of a 10% solution when drier than normal. Applied by brush or spray one application of 15% solution when normal moisture.

When a unit is remodeled, the architect, engineer, and/or contractor shall design and construct all the ceiling systems in such a way that allows for a minimum of 1” unobstructed flow of air from the eave vents up to the ridge vent. No framing material or insulation shall obstruct this air flow. If the insulation is going to close this 1” space, then a plastic baffle shall be installed to maintain it.

No wood trim or coverings will be allowed on the exterior. Only termite resistant products shall be allowed on the exterior finish. Cement fiber trim and hard panel siding are standard. However, composites may be reviewed by the Mutual Board for approval. The only wood to remain for an exterior remodel is the original roof overhang that includes vent blocks, rafters, fascia, and plywood. If these are damaged or repaired by the contractor, they shall replace wood to match existing and be painted to match. They must be primed and painted with the approved paint. These exterior wood members will be the responsibility of the Mutual upon completion.

Drywall

All drywall at common walls, ceilings, skylight shafts shall be type x 5/8.

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Plumbing

All exposed original plumbing (water/sewer) shall be changed out to either copper type L with sweat joints or abs with no hub connections. Full remodels shall have a brass ball valve main shut off installed for the cold water entering the unit. From this location all cold water systems shall be in copper type L and be directed to the kitchen and bathrooms. If localized remodels occur for the kitchen or bath, a valve shall be used for the cold water servicing these locations. All valves shall be easily accessible.

The shut off valve for the hot water shall be at the cold water supply to the water heater and easily accessible through a panel. The water heater shall be easily accessible for service and have a drip pan and water alarm installed by the contractor for any plumbing remodel.

Only metal braided supply lines with ¼ metal angle stops are allowed for all plumbing fixtures. Toilet supply lines shall have metal nuts not plastic.

Walk-in therapeutic or Jacuzzi tubs must have all drywall removed at the common walls and soundproofing installed. An insulation inspection must precede covering of all walls to verify the presence of the soundproofing. Please see Insulation/Sound Proofing/Fireproofing section below.

Electrical

If a new circuit is required and space cannot be found within the existing panel, then a new panel will be necessary and shall only be squared Q0124L125A 24 spaces/24 currents with 100 amp main shut off.

No sub panels when remodeling.

All electrical boxes in the common walls shall be metal, not plastic.

All remodels shall require high efficiency lighting such as LED, Gu24, or fluorescent tube. No screw in bulbs for new lighting.

Draftstopping

Draftstopping will be required within the attic space along the sides of the unit, but not at the attic corridor under the ridge. Draftstopping may be a minimum of 5/8 OSB, plywood, or type X drywall from the top plate and extend to the underside of the roof sheeting. It need only be installed in such a manner as to remain in place with minimal framing/backing required.

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Insulation/Sound Proofing/Fireproofing

All common walls shall be insulated for soundproofing and fireproofing. The common walls when open in a remodel shall be filled with a mineral wool such as Roxul Safe 'n Sound, which both soundproofs and fireproofs the unit. Any penetrations for plumbing or electrical shall be sealed with approved fireproof sealant or spray foam. All electrical boxes in common walls shall be metal.

Removal/Installing of Flooring

Mutual Two requires a GRF Physical Properties Building Permit for all floor coverings removed and/or installed at the Shareholder's expense. And, all old flooring must be tested or disposed of properly at shareholder's expense.

Both interior and patio/porch floor covering will require a GRF Building permit. Outside patios require a crack isolation barrier such as red guard or a ¾" mortar base. This is because all of our outside patio tiles crack over time and shareholders are responsible for repairs, not Mutual Two. Patio flooring transition to entry walls are shareholder's responsibility and must be made flush by raising concrete entry walls.

Washers & Dryers

Washers & dryers shall be submitted with a plan describing the proposed connection to the sewer. All washers shall be installed with a battery powered water alarm behind the unit at the floor. Only braided metal supply hoses are allowed for the appliance. Dryer vents must go to the roof and have a clean out accessible within the unit. All venting must be galvanized pipe with a short flex line used for the connection to the appliance. This insures that the appliance may be pulled out and serviced without breaking the vent seal. The contractor may cut a hole for the vent from within the attic but may not have access to the roof top. They must then contact the mutual roofer to have it flashed with the approved damper cap.

An insulation inspection must occur to verify the presence of the soundproofing before the Building Inspector will sign off on project.

The resident shareholder assumes full responsibility for any damage incurred as a result of a personal washer and/or dryer in their unit.

Dishwashers

Resident shareholders may have any make or model built-in dishwasher installed in their apartment at their own expense by a licensed contractor approved by the GRF Physical

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Property Department after securing the necessary permits from the GRF Physical Property Department prior to the work beginning. The dishwasher requires a separate electrical circuit. The resident shareholder assumes full responsibility for any damage incurred as a result of a dishwasher, whether built-in or portable in their unit.

Appliances

If the shareholder has only lived in the unit six (6) months or less and received new appliances from the Mutual, they may not remove them in a remodel unless they refund the Mutual the full price value at the time of installation.

No appliance which is Mutual property may be sold, given away, or disposed of by the shareholder or contractor. It is the Mutual's property. The contractor or shareholder will notify their director or the Mutual Building Inspector to see what will be authorized. This notification must be at least seven (7) days prior to its removal. If the appliance is stored in the unit, it will be cleaned and left undamaged until pick up.

Mutual appliances will be defined as: stoves, ovens, hoods, refrigerators, garbage disposals, water heaters, sinks, faucets, lighting fixtures and ceiling heater/vent/light units.

All expansions or permanent fixtures and appliances to the unit become Mutual Two property when attached to the building. Under the Mutual Two Corporation's residential permit for alterations or additions, the owner/member resident agrees not to look to the Golden Rain Foundation or the Mutual Corporation for reimbursement for the cost of the addition or alteration.

B. BUILDING ALTERATIONS EXTERIOR

Exterior Coverings and Blinds

All exterior coverings and/or blinds on windows, doors, doorways, and entry or exit areas plans must be submitted to and approved by the Mutual Two Board of Directors and meet the standards and approval of the Physical Property Department prior to installation.

Exterior coverings, including but not limited to solar blinds, mini blinds, vertical blinds, or roll-up bamboo blinds, are permitted only within the inside of each shareholder's patio or unit, and may not be attached to the Mutual's building outside of the patio or interior window header when the unit has been extended.

The Mutual prohibits exterior coverings to be attached to the building outside of the patio header or attached to rafter tails or building fascia.

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Any remodel which changes or tampers with the gutter or moves a downspout is not allowed to patch the gutter. They may reuse and modify the downspout. Full lengths of gutter without patches must be installed by the contractor. On the new roofs that have gutters with one seam at the middle of the building, the contractor must contact the Mutual approved roofer and have them do the install. The install will be at least one half the entire length of the building without patches. Downspouts may be reused but will only be located as per the Mutual Building Inspector's direction.

C. ARCHITECTURAL STANDARDS

The Member shall not, without written consent of the Corporation, make any structural alterations in the premises, or in the water, 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.

(Policy previously numbered 7403.2)

MUTUAL ADOPTION

TWO: 01-19-17

AMENDMENT(S)

(Jan 17)