

MUTUAL OPERATIONS**PHYSICAL PROPERTY****Building Alterations or Additions – Mutual Eight**

Purpose: In the course redecoration, alterations, repairs or additions, modification of floors, walls, and ceilings of apartments including porches and patios involve structural components of Mutual 8 property. Selection of materials used and installation procedures are of concern to assure reasonable safety of current and future shareholders and guests from unnecessary hazards to health and well-being.

Accordingly:

1. 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.
2. Floor covering, interior and exterior, ceiling and walls: A GRF permit shall be required for removal or installation of floor/surface covering where preparation for installation or installation of floor covering involves affecting existing floor/surface materials such as removal of existing linoleum, tile, or where installation of the new flooring surface is attached by mechanical fasteners.
3. Tile and carpeting shall be of a material and finish appropriate to the purpose for which it is used; bathroom and exterior application shall have a low or non-slip finish when wet.
4. Carpeting shall be affixed in such a way as to minimize potential for trip hazards.
5. In the event that tiling of a floor surface shall result in a vertical misalignment with a walkway, that section of the walkway shall be replaced to provide a smooth even transition with the surface of the patio.
6. Ceiling alteration and redecoration: Refinishing or repair of floors, ceilings and walls, other than normal preparation for painting, must be performed by an approved contractor.
7. If evidence of asbestos is found in the unit's ceilings, walls, or floors, the GRF Physical Properties Office must be notified immediately/promptly and an approved contractor qualified in removal of asbestos must be employed to resolve the issue.

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8. A penalty of \$100 per day shall be assessed to the contractor by the Mutual for every calendar day that the construction exceeds the completion date as listed on the GRF Permit. The Mutual Board or its designee and the Building Inspector may, in its sole discretion, award an extension to the contractor. Extensions will generally be granted only for unforeseen delays or unexpected problems with the work, such as, hidden and unanticipated conditions which delay completion due to additional work being required or delays beyond the control of the contractor and shareholder.
9. A GRF permit shall be valid for a period of 180 calendar days; it may be extended at the sole discretion of the Mutual Board and the Building Inspector. If the work has not been completed within the allotted time, 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 Building Inspector within five (5) business days after expiration of the permit or extension, if applicable, or the Mutual will have any work that was requested that was not satisfactorily done, completed at the shareholder's expense or the contractor's expense, as the Building Inspector determines which party bares the fault for the incompleteness of the work.

MUTUAL ADOPTION

EIGHT: 02-23-15

AMENDMENTS

03-27-17

(Mar 17)