1 Information

1.1 Under its obligations to make certain necessary repairs, maintenance and replacements Mutual Twelve will continue to maintain or replace the items that were listed in Policy 7622 (original policy), and incorporated in Policy 7622.12. Items that the Golden Rain Foundation Service Maintenance and Purchasing Departments are authorized to stock, repair or replace are listed below. At times, the original items may no longer be available and they will be replaced by an approved replacement item.

1.2 Please note: Repair as well as removal and or replacement of ANY item of Mutual Twelve property misused, abused, covered, modified, blocked or relocated with or without required GRF or Mutual Twelve permit (Policies 7480.12 and 7480.12.1) is shareholder responsibility and at shareholder expense. (Post installation permit may be possible. Any work needed to achieve compliance shall be at shareholder expense. Mutual Twelve reserves the right to remove unpermitted work outright.) All working/repairable (cosmetic) item replacements are shareholder responsibility.

1.3 Interior of Each Unit

1.3.1 Cook top, Oven
1.3.2 Refrigerator
1.3.3 Kitchen sink and fittings
1.3.4 Bathroom sink and fittings
1.3.5 Bathroom shower stall and fittings
1.3.6 Bathroom toilet and fittings
1.3.7 Bathroom vent and heater assembly with a thermo control unit
1.3.8 Hot water heater, electric
1.3.9 Garbage Disposer
1.3.10 Electric radiant heat in ceilings and thermo control units
1.3.11 Kitchen ventilating fan installed on the roof
1.3.12 Electric fixtures
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1.3.13 Doors, windows and aluminum screens
1.3.14 Electric circuit breaker panel
1.3.15 Asphalt tile (equivalent of original floor tile)

1.4 Exterior of the Building

1.4.1 Roofing—including flashing and areas around the skylights, but not frame
and window of skylight
1.4.2 Flashing, gutters and downspouts
1.4.3 Sidewalks (original)

1.5 Laundry Rooms

1.5.1 Washing machines
1.5.2 Electric clothes dryers
1.5.3 Hot water heaters
1.5.4 One wash basin and fittings per building
1.5.5 Clothesline between the washroom areas

2 Approval Procedure

2.1 The Mutual Board President, GRF Supervisor of Service Maintenance OR
Supervisor of Physical Property has authority to approve expenditures under
this policy up to $1,000.

2.2 When the estimated cost is in excess of $1,000, the GRF Supervisor of Service
Maintenance or the Supervisor of Physical Property will prepare and give an
estimate of the needed work to the Mutual Board of Directors. A RESOLUTION
of the Mutual Twelve Board of Directors will approve or disapprove the work.
Further the Board of Directors, in its discretion, will determine whether to charge
the expenditure to any of the Restricted Replacement Funds or to a current
year operating budget account.

3 Common Area Maintenance Exception

3.1 When Mutual Twelve bears the responsibility for maintenance, repairs, or
replacement of common areas that results in damage to personal property and fixtures, including but not limited to floor coverings within the separate interest, the owner will be compensated for the damaged personal property in the amount to restore it to the same or reasonably close equivalency.

3.2 This policy covers non-insurable maintenance events only. In the event that a separate interest owner does not carry any or adequate HO6 insurance or is not duly compensated by their insurance company for an insurable event, Seal Beach Mutual No. Twelve will not be responsible for compensation.