

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL EIGHT

August 28, 2023

Open Forum begins at 9:15 a.m. – Meeting begins at 9:30 a.m.

Building 5, Conference Room B

and via Zoom Video/ Conference Call

TO ATTEND: The Shareholder will be provided with instructions on how to access the call via telephone or via video upon the Shareholder contacting GRF Mutual Administration at mutualsecretaries@lwsb.com or (562)431-6586 ext. 313 and requesting the call-in or log-in information.

TO MAKE COMMENTS DURING MEETING: In order to make a comment during the open Shareholder forum, the Shareholder must submit their name, Unit number, and telephone number, via e-mail at mutualsecretaries@lwsb.com, by no later than 3:30 p.m., on 08/25/2023, the business day before the date of the meeting. If you do not have access to an email, please call (562)431-6586 ext. 313 and let us know that you wish to make a comment during the open shareholder forum.

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, STAFF AND GUEST(S)

Ms. Thompson, GRF Representative
Mr. Weaver, Sr. Director of Facilities
Mr. Meza, Building Inspector
Ms. Barua, Sr. Portfolio Specialist

4. APPROVAL OF MINUTES
 - a. **Regular Meeting Minutes of July 24, 2023**
5. BUILDING INSPECTOR'S REPORT Mr. Meza
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (pp. 3-4)
6. GUEST SPEAKER Mr. Weaver
Discuss SmartBurners vs. other Preventative Measure.
6. GRF REPRESENTATIVE Ms. Thompson
7. CONSENT CALENDAR
 - a. Discuss and vote to approve authorization of transfers of funds for Mutual Eight (p. 5)
8. **UNFINISHED BUSINESS**
 - a. Discuss and vote to approve CINC portal and invoice approval (p. 6-9)
 - b. Discuss and vote to have Mutual Domain Email Addresses and not personal email addresses for Mutual Business (p. 10-13)

9. **NEW BUSINESS**

- a. Discuss and vote to approve Mutual Monthly Finances (p. 14)
- b. Discuss and vote to exclude Homeowner's Aging report from the financial packet (p. 15)
- c. Discuss and vote to approve having Mutual Administration Director and Sr. Portfolio Specialist be available for all Executive Sessions (p. 16)
- d. Discuss and vote to approve patio proposal for Unit 191G (p. 17-18)
- e. Discuss and vote to amend Rules and Regulations Article 2 (pp. 19-27)

STAFF BREAK BY 11:00 A.M.

- | | | |
|-----|--|-----------------|
| 10. | SECRETARY / CORRESPONDENCE | Ms. Weisenstein |
| 11. | CHIEF FINANCIAL OFFICER'S REPORT | Ms. Jaunzemis |
| 12. | VICE PRESIDENT REPORT | Mr. Banfield |
| 13. | PRESIDENT REPORT | Ms. Dolch |
| 14. | PORTFOLIO SPECIALIST REPORT | Ms. Barua |
| 15. | ANNOUNCEMENTS | |
| | a. NEXT MEETING: Monday, September 25, 2023, at 9:15 a.m. Open Session, 9:30 a.m. Location: Building 5, Conference Room B and via Zoom Video/ Conference Call | |
| 16. | COMMITTEE REPORTS | |
| 17. | DIRECTORS' COMMENTS | |
| 18. | SHAREHOLDERS' COMMENTS (2-3 minutes) | |
| 19. | ADJOURNMENT | |
| 20. | EXECUTIVE SESSION | |

STAFF WILL LEAVE THE MEETING BY 12:00 P.M.

MUTUAL EIGHT EMAIL BLAST

If you would like to keep up with the Mutual Eight current information and events, please submit your email address to President Dolch. To be included in the Mutual Eight email blast, please email President Dolch at the email address provided with a subject line referencing your unit number:

m8emails@gmail.com

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (8) Eight

INSPECTOR: **Mike Meza**

MUTUAL BOARD MEETING DATE:	August, 2023
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PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR
186-B	BATH/KIT WORK	BOTH	07/15/23	09/10/23	NONE		MAMUSCIA CONSTRUCTION
190-A	HEAT PUMP	BOTH	08/08/23	10/08/23	NONE		ALPINE
191-H	ABATEMENT	GRF	08/05/23	01/30/24	NONE		JC KRESS
192-E	FLOOR, HEAT PUMP	BOTH	11/16/22	12/23/22	YES		MARCO CONSTRUCTION
200-B	HEAT PUMP	BOTH	07/19/23	10/19/23	NONE		GREENWOOD
202-K	UNIT REMODEL	BOTH	02/07/23	05/30/23	YES	ADDED NEW SHOWER	BA CONSTRUCTION
204-F	SHOWER CUT DOWN	BOTH	06/26/23	09/20/23	NONE		LW DÉCOR

ESCROW ACTIVITY

[illegible]

NMI = New Member Inspection **PLI** = Pre-Listing Inspection **NBO** = New Buyer Orientation
FI = Final Inspection **FCOEI** = Final COE Inspection **ROF** = Release of Funds

CONTRACTS

CONTRACTOR		PROJECT
J&J LANDSCAPE	OCTOBER 31, 2025	Landscaping & Irrigation
EMPIRE PIPE	DECEMBER 31, 2022	Annual inspection
		Out going line only
FENN	MAY 31, 2026	Pest and rodent control services
FENN PEST CONTROL	2025	Bait station

SPECIAL PROJECTS/ REQUEST

Contractor	Discription of Work

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (8) Eight

INSPECTOR: **Mike Meza**

MUTUAL BOARD MEETING DATE:	August, 2023
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191-H	New Patio

SHAREHOLDER AND MUTUAL REQUEST	
1. Name of the Shareholder or Mutual	
2. Address of the Shareholder or Mutual	
3. Telephone Number	
4. E-mail Address	
5. Date of Request	
6. Description of the Request	
7. Date of Response	
8. Name of the Representative	
9. Signature of the Representative	
10. Date of Signature	

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Mutual Corporation No. Eight

MEMO

TO: MUTUAL EIGHT BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AUTHORIZE TRANSFERS OF FUNDS FOR
MUTUAL EIGHT (CONSENT CALENDAR, ITEM A)
DATE: AUGUST 28, 2023
CC: MUTUAL FILE

I move that the Mutual Eight Board authorizes the following transfers of funds per detailed and dated resolutions.

<i>Transfer/ Invoice Date</i>	<i>Amount</i>	<i>Originating/Destination Accounts or Payee</i>
08/03/2023	\$13,020.00	J&J Landscaping (Invoice: multiple)
08/04/2023	\$167,467.07	ACH-Direct Debit from multiple shareholders to US Bank Checking
08/08/2023	\$66,846.67	US Bank Checking to US Bank Impound (Property Taxes)
08/08/2023	\$100,155.10	US Bank Checking to GRF-US Bank Checking

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE CINC RESIDENT PORTAL & INVOICE APPROVAL (UNFINISHED BUSINESS, ITEM A)
DATE: AUGUST 28, 2023
CC: FILE

I move to approve the CINC Portal & Invoice Approval from GRF and “turn on” the following modules for CINC Director Portals: _____, _____, _____, _____, _____.

CINC PORTAL & INVOICE APPROVAL

PORTAL DESCRIPTION

CINC provides homeowners with a customized portal to pay dues, submit maintenance requests, access governing documents, and communicate with their HOA management team. CINC Systems' homeowner portals also enable Board members to view aging reports, accounts receivables and electronically approve invoices.

The new CINC systems also allows for electronic signing of checks.

PORTAL OPTIONS

Please check whether the Board opts to "turn on" the following modules:

Shareholder View Only:

Yes No

☐ ☐

Work Orders*
(when launched)

☐ ☐

ACC Requests*
(when launched)

☐ ☐

Calendar

☐ ☐

Photos

Board View Only:

Yes No

☐ ☐

Board Aging
Report

☐ ☐

Board Invoice
Approval

_____ # of Approvers

☐ ☐

Electronic Check
Signing

\$ _____ Max Electronic*
Check Signing
Amount

BOARD APPROVAL

Mutual #: _____

Board Meeting Date: _____

Signature: _____

NOTES

ACC REQUESTS

The ability to add a ACC (Permit) has been disabled in the resident view. If the Board chooses to add the ACC module it will only be for residents to view their permits, but they will not be able to add.

WORK ORDER REQUESTS

For Work Order Requests (Formerly known as SROs), the resident would have the ability to submit a work order through the system.

For those Mutual Associations that require Board Approval for any work orders, we can factor that into the workflow process and still allow for residents to submit online.

BOARD AGING REPORT

The Board Aging Report shows the outstanding a prepaid amounts broken out by Account Number and Address. This report is required to be reviewed by the Board per the CA Civil Code Section 5500

BOARD INVOICE APPROVAL

Electronic (online) approval of invoices will be set to 2 Board members automatically. If the Board wishes they can increase to no more than 3 required approvers.

MAX ELECTRONIC CHECK SIGNING AMOUNT

If the Board opts to approve electronic invoice approval and check signing, an amount will need to be set for the maximum amount a check can be before a wet signature is required.

ELECTRONIC CHECK SIGNING

If the Board approves to sign checks electronic, two Board members will need to sign in the following spaces. Signature must be wholly contained within the box:

BOARD MEMBER ONE

BOARD MEMBER TWO

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO HAVE MUTUAL DOMAIN EMAIL ADDRESSES AND NOT PERSONAL EMAIL ADDRESSES FOR MUTUAL BUSINESS (UNFINISHED BUSINESS, ITEM B)
DATE: AUGUST 28, 2023
CC: FILE

I move to authorize GRF IT Department to provide Mutual 8 Board of Directors to have a LWSB Mutual Eight email address, of \$_____ per month per Director for a total of \$_____ per month. Funds to come from _____ and authorize the President to sign any necessary documentation.

OR

I move to deny authorization to the GRF IT Department to provide Mutual 8 Board of Directors to have LWSB Mutual Eight email addresses.

MUTUAL EMAIL SETUP FORM

The information on this form will be used to set up the Emails for the Mutual. It is a simple process, and will consist of the following:

1. Mutual will choose an email hosting provider.
2. Complete this form and submit to support@lwsb.com.
3. IT Department will stage the email tenant. This process will take 1-3 days depending on how long the Domain verification takes with the hosting provider.

For any questions please email marcelom@lwsb.com or call (562) 431-6586 xt. 341

Administrative/Billing Information:

Hosting Provider

Designated Administrator

Administrator email

Legal Name of Mutual

Billing Address

Billing Frequency Preference ☐Annual ☐Monthly

Billing Type ☐Credit Card ☐Invoice (pending provider approval)

*Please do not include any Credit Card information on these forms.

See Pages 2 and 3 for Address Roster Forms.

Email Addresses

It is up to the Mutual to come up with an email naming convention for the email addresses.

Some examples are:

Firstname.Lastname@lwsbmutualXX.com

FirstinitialLastname@lwsbmutualXX.com

MutualDirector1@lwsbmutualXX.com

President@lwsbmutualXX.com

Treasurer@lwsbmutualXX.com

Enter the name of the person and their desired email address in the columns below.

#	Name	Email Address @lwsbmutualXX.com
0	John Doe	jdoe@lwsbmutual99.com
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Distribution Lists:

Distribution lists are email addresses where all members of the distribution list will receive the email in their mailbox. Please specify the Distribution list name, and the corresponding number of the email address in the Members List column. If GRF emails are to be added to distribution lists, please add the corresponding code to the Members Column.

GRF Email codes are as follows:

Mutual Administration = MA

Stock Transfer = ST

Rosie Estrada = RE

Jodi Hopkins = JH

Ripa Barua = RB

Rosie Estrada = RE

Distribution List Name @lwsbmutualXX.com	Members on List (use # from page 2)
DistributionListName	0,1,3,6,10,MA

Submitted By: _____

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Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: AUGUST 28, 2023
CC: MUTUAL FILE

I move to acknowledge, per the requirements of the Civil Code Section 5500(a)-(f), a review of the reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year's budget, statements prepared by the financial institutions where the Mutual has its operating and reserve accounts, an income and expense statement for the Mutual's operating and reserve accounts, the check registers, monthly general ledger and delinquent assessment receivable reports for the months of June and July 2023.

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO EXCLUDE HOMEOWNER'S AGING REPORT FROM
THE FINANCIAL PACKET (NEW BUSINESS, ITEM B)
DATE: AUGUST 28, 2023
CC: MUTUAL FILE

I move to exclude the report titled Homeowners Aging Report Excluding Prepaid from the monthly Financial Statement Board member packet as the delinquent aging report will continue to be reviewed and discussed in Executive Session as required by the Civil Code.

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE HAVING MUTUAL ADMINISTRATION
DIRECTOR AND SR. PORTFOLIO SPECIALIST BE AVAILABLE FOR ALL
EXECUTIVE SESSIONS (NEW BUSINESS, ITEM C)
DATE: AUGUST 28, 2023
CC: MUTUAL FILE

I move to have the Mutual Administration Director and Sr. Portfolio Specialist be available for all Mutual Eight Executive Sessions.

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE PATIO PROPOSAL FOR UNIT 191G (NEW BUSINESS, ITEM D)
DATE: AUGUST 28, 2023
CC: MUTUAL FILE

I move to approve the patio proposal for Unit 08-191G. Work to be done at the shareholder's expense.

Mutual Corporation No. Eight

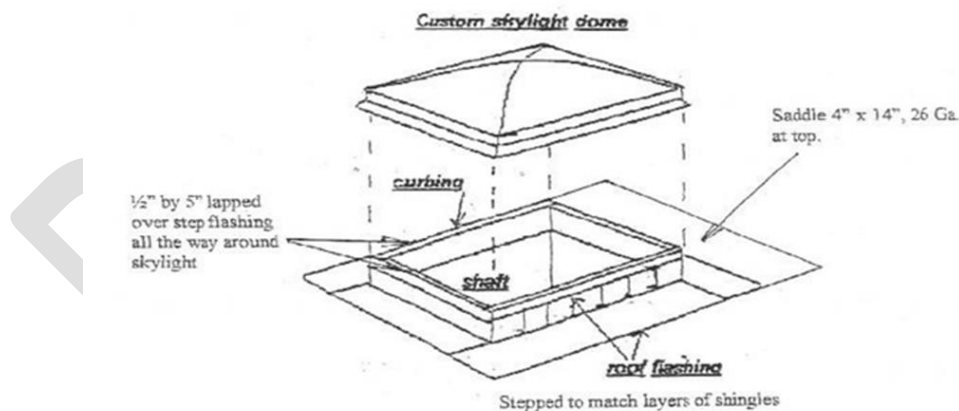
MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND RULES AND REGULATIONS ARTICLE 2
(NEW BUSINESS, ITEM E)
DATE: AUGUST 28, 2023
CC: MUTUAL FILE

I move to propose a rule change by amending Article 2 – Architectural Guidelines, Section 2.5 – Skylights to Bathrooms or Kitchens, 2.8 – Contractor Provisions, renaming and amending 2.11 – Pre Demolition to Curbless “Roll-In Showers, renaming and amending 2.12 – Demolition to Pre-Demolition and Demolition, and renaming and amending 2.28 – Roof Extensions to Gates of the Rules and Regulations and approve 28-day posting of notice of the proposed rule change. The proposed rule change will be considered by the board at the next scheduled meeting following review of any shareholder comments received.

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roofline. Only Velux or domed clear white or tinted dual glazed skylights are permitted to be installed. Tubes are acceptable and must be installed parallel with other skylights and the roofline. All new wood used must be treated for termites. All flashing must be painted to match other skylights on roof. The skylight curbing shall consist of 2" x 6" framing within a minimum 4" rise above roof sheathing. All flashing material shall be at least 26-gauge and consist of galvanized sheet metal. The top flashing shall consist of 4" x 6" and stepped to match the layers of the shingles. Saddle at top to be 4" x 14" 26-gauge. Flashing 1/2" x 5" shall be placed on top of the curb, lapped over stop flashing, all the way around the skylight. Only curb-mounted skylights shall be allowed. No self-flashing skylights are permitted. At the time of resale of a Unit, all non-standard skylights must be removed and replaced with curb-mounted skylights, at the Shareholder's expense.



2.5.1 The skylight shaft The skylight shaft connecting the roofline to the ceiling shall be insulated and is considered to be a non- standard structure and the maintenance of such is the responsibility of the current and any

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2.5.2. If a new skylight is installed in a roof that has been replaced within the last 5 years, the flashing and related roof repair must be completed by the mutual's contract roofer to maintain the roof warranty and the mutual's responsibility. Failure to comply will make the shareholder wholly responsible for any future damages due to flashing failure.

2.6. Section 2.6 – Microwave Ovens.

A Shareholder may install a special model microwave in the kitchen of the Shareholder's Unit, at the Shareholder's own expense, in place of the stove hood. The installed microwave will be a permanent installation to be maintained by the Shareholder and on resale of the Mutual Share related to the Unit, the new Shareholder will assume responsibility for the maintenance. All microwave units must include an exhaust fan feature and be vented through the Unit's roof.

2.7. Section 2.7 – Ceiling Fans.

Ceiling fans may be installed in any location/ the kitchen provided that they meet the City of Seal Beach's specifications of a six (6) feet, eight (8) inches clearance from blades to floor. Ceiling fans are permitted in any location in a Unit provided ceiling heat in said room has been disabled and an approved alternate heat source has been installed and is operational.

2.8. Section 2.8 – Contractor Provisions.

Contractors operating hours: applies to any contractor, handyman, or agent of the shareholder performing any work, repair or remodeling of the shareholders unit with the exception of Service Maintenance or contractors hired by the Mutual. No work may commence before 8:00 am and must cease at 4:30 pm with the contractor vacating Leisure World gate by 5:00 pm. Monday thru Friday. No work is to be performed on Saturday, Sunday, or on any GRF observed Holiday. Mutual President or his assigned Director may make a discretionary exception based on extenuating circumstances. Contractor must request this exception ss prior to 4:00 pm on that day. Violation of this regulation may result in the contractor being excluded from the Mutual 8 vetted list.

2.8.1. The Contractor is instructed to notify the Qualifying Residents of all adjacent Units that share common entryways and common walls of the intent and scope of all proposed remodeling work at least four (4) days prior to the commencement of the work. Any adjacent Qualifying Resident who is unable to be notified in person will have a

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letter mailed to them indicating the intent and scope of remodeling work to be performed. A record of all notifications must be maintained in the Physical Property Department.

2.8.2. The common turf area directly adjacent to any unit undergoing a repair, remodel or extended patio construction may be used by the shareholder and/or contractor for storage of materials or construction activity during the duration of the project under the following conditions:

2.8.2.1. If irrigation has been cut off it is the shareholder/contractor's responsibility to ensure that the affected area receives proper irrigation until such time that the system is restored by the mutual's contract landscaper; all expenses to be borne by the shareholder and/or contractor.

2.8.1-2.8.2.2. If the ground has been contaminated by cement, paint, or other chemical agents, the affected soil will be removed to a depth of 6" and replaced with new clean topsoil. New turf will be installed to restore the area to its original state prior to the project's commencement. This work to be completed by the mutual's landscaper and all expenses borne by the shareholder and/or contractor.

2.9. Section 2.9 – Washers and Dryers in Unit.

Any washer and dryer in a Shareholder's Unit, of any make or model, whether side by side or stackable, shall be cleaned every two (2) years, so that all dryer vent areas are thoroughly cleaned and free of lint for clear passage of air flow from machine to roof top areas. A sticker with the date of cleaning must be affixed to the cleanout cover every time a cleaning is performed by Service Maintenance or an outside vendor.

In addition, all washing machine hoses and fittings must be checked every two years for any leakage or hardening and/or cracking of the hoses. Moving the washer/dryer is not a requirement. If any of these conditions are found, the hoses are to be replaced with a follow-up by the GRF Building Inspector to verify completion. In all closes of escrow and changes of stock, all hoses must be inspected prior to closing. The maintenance fee for this work shall be borne by the Shareholder. Further, during the fire inspections conducted annually, or biannually, the GRF Building Inspector will compile a list of all units containing a washer and dryer.

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maintain a liability insurance policy with a minimum of \$300,000.00 in coverage. The Shareholder is financially responsible for any damages resulting from having the bathtub/Jacuzzi in their Unit.

- 2.10.5.** The bathtub/Jacuzzi and related equipment/appurtenances shall be maintained in good working condition. If the bathtub/Jacuzzi and/or related equipment/appurtenances are not maintained in good operating condition by the Shareholder, the bathtub/Jacuzzi and related equipment/appurtenances shall be removed, repaired, and/or replaced at the Shareholder's expense independent of Service Maintenance.
- 2.10.6.** The bathtub/Jacuzzi and related equipment/appurtenances must be removed and replaced with a standard shower and appurtenances upon sale or transfer of the Unit, at the Shareholder's expense, unless the buyers/transferees sign a supplemental agreement accepting responsibility for the bathtub/Jacuzzi and related equipment/appurtenances and agree to the rules of this regulation.

2.11. Section 2.11 – ~~Pre-Demolition~~Curbless “Roll-In” Showers.

2.11.1. A shareholder may install a curbless shower per ADA specifications under the following conditions:

2.11.1.1. A 1” high tapered edge threshold must be installed and the shower floor must slope a min.1% to the drain.

2.11.1.2. Any glass door or panel must be ½ inches tempered glass.

2.11.1.3. Shower valves must have integral stops in the valve body.

2.11.1.4. Overhead “rain-style” shower heads must be anchored to framing using a bronze SxT fitting.

2.11.1.5. All applicable provisions of Section 3.16 must be adhered to.

~~2.11.1.6.~~ 2.11.1.6. The shareholder should maintain a \$300K personal liability policy and will be responsible for all damages to Mutual property, or any proposal in adjacent units, due to having the shower in their unit, uincludng damage caused by overspray, or floosing due to a sewer backup into the shower pan regardless of the source.

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~~The Shareholder's Contractor shall notify all surrounding units four (4) days prior to demolition of any kind. Contractor may petition the GRF Building Inspector to designate one parking space to be coned off overnight Monday through Thursday, only during the initial phases of construction. The Mutual reserves the right to revoke any such designated parking 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 on weekends. The Mutual is not responsible for any damage, loss and/or theft of the contractor's tools.~~

2.12. Section 2.12 – Pre-Demolition and Demolition.

2.12.1. Pre-Demolition: The Shareholder's Contractor shall notify all surrounding units four (4) days prior to demolition of any kind. Contractor may petition the GRF Building Inspector to designate one parking space to be coned off overnight Monday through Thursday, only during the initial phases of construction. The Mutual reserves the right to revoke any such designated parking space at any time.

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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 on weekends. The Mutual is not responsible for any damage, loss and/or theft of the contractor's tools

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2.12.2. Demolition: The contractor must, at all times, have an approved, fully charged and visible fire extinguisher on-site. Demolition must be tarped off so that no dust can enter the common attic space or affect 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 trash must be hauled off site daily. The contractor must ensure that the work area is visibly blocked off from any access. The Shareholder and contractor will be responsible for any damage or injury caused to any Shareholder, Qualifying Resident, guest or invitee who is injured due to the contractor's failure to safely secure the work area.

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~~The contractor must, at all times, have an approved, fully charged and visible~~

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~~fire extinguisher on site. Demolition must be tarped off so that no dust can enter the common attic space or affect 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 trash must be hauled off site daily. The contractor must ensure that the work area is visibly blocked off from any access. The Shareholder and contractor will be responsible for any damage or injury caused to any Shareholder, Qualifying Resident, guest or invitee who is injured due to the contractor's failure to safely secure the work area.~~

2.13. Section 2.13 – 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, porches, aprons, and walkways shall be doweled into existing slabs a minimum of 24-inch on center with a #4 rebar and at least a 6-inch embedment.

2.14. Section 2.14 – 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 as follows: two applications of a 10% solution when drier than normal; 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, the contractor shall replace wood to match existing and paint to match. Wood must be primed and painted with the approved paint. The Mutual will maintain the maintenance responsibility for the exterior wood members upon completion and approval of the work.

2.15. Section 2.15 – Drywall.

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

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seam at the middle of the building. 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 GRF Building Inspector's direction.

2.25. Section 2.25 – Equipment Standards.

The Mutual has approved a revised standardization of appliances list. This list may be updated by the Purchasing Department from time to time as manufacturers improve, modify or replace models, thereby altering the current applicable model numbers. The revised list will be published annually. It is attached hereto as Exhibit "A".

2.26. Section 2.26 – Smoke Detectors.

When all or any remodel work is done to a Unit, ALL smoke detectors/alarms must be replaced with a Kidde i9010 Tamperproof 10-Year Sealed Lithium Battery-Operated Smoke Alarm and/or Kidde 12010S Worry-Free Hardwired Interconnected Smoke Alarm Sealed Lithium Battery Backup, where applicable, or an equal and equivalent device approved by the Mutual Board and the City of Seal Beach.

2.27. Section 2.27 – Performance Bonds for Construction Work Over Ten Thousand Dollars.

Permits for any construction work performed in the Mutual valued at more than \$10,000 shall require a Performance Bond. The bond shall provide sufficient funds in the event the work is not completed on time, in accordance to approved plans, and/or to the satisfaction of the Mutual, for any reason. Exceptions to this bond requirement are as follows: (1) The contractor is listed on the Physical Property list of approved contractors; and, (2) The contractor has completed more than one-hundred thousand dollars (\$100,000.00) per year in contracts in Leisure World for the last three (3) years.

2.28. Section 2.28 – Roof Extensions-Gates

~~A Shareholder may apply to extend the roof structure to cover the existing porch area adjacent to the Shareholder's Unit. The construction must conform to the plans and specifications approved by the architect of the Los Angeles Office of the Federal Housing Administration and a building permit must be obtained from the City of Seal Beach, California. The Shareholder agrees that title to the remodeling and addition shall vest in the Mutual. Porch gates may be constructed of treated and painted wood, vinyl, or metal and may be a maximum of 60" high x min 36" clear space wide. The gate when open may not block clear egress from the front door to the walkway. The latch must be accessible from~~

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the outside. Use of any keylock or keypad device will require that an approved emergency keybox be installed outside the gate and must contain the gate key or code and the entry door key. The keybox must be easily visible and mounted no more than 72" above the ground.

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2.29. Section 2.29 – Roof Leaks.

When a roof leak occurs in a Mutual building, and if a roofing contractor fails to effect warranty repairs within fifteen (15) working days from notification by the Physical Property Department, the Service Maintenance Department will make such repairs.

A Qualifying Resident should report any known or suspected roof leaks to the Mutual Board and/or the Service Maintenance Department. The leak will then be recorded in the Roof Leaks Log by the Physical Property Department. The Physical Property Department Secretary will report the leak to the appropriate GRF Building Inspector, and the GRF Building Inspector will initiate a Roof Leak Report. The GRF Building Inspector will determine whether the leak is under warranty and, if not, whether it is the responsibility of the Mutual or the Qualifying Resident to repair.

If the leak is under warranty, the GRF Building Inspector will provide written notice to the contractor holding the warranty. The contractor is given a period of fifteen (15) working days to repair the leak.

If the leak is not repaired within fifteen (15) working days by the contractor holding the warranty, the Inspector must notify the Service Maintenance Department to perform the work. Upon completion, the Service Maintenance Department will prepare a monthly status report on assigned roofs and will issue a copy to the Mutual and Physical Property Department and forward a service repair order to accounting to invoice the contractor. The Inspector will notify the Physical Property Department Secretary to record the job as complete in the Roof Leaks Log.

If the leak is not under warranty and is the responsibility of the Mutual, the GRF Building Inspector must report the leak to the Service Maintenance Department. The Service Maintenance Department will perform the work and prepare a monthly status report on assigned roofs and will issue a copy to the Mutual and Physical Property Department. The Service Maintenance Department will generate a service repair order and invoice. The GRF Building Inspector will notify the Physical Property Department Secretary to record the job as complete

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