

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THIRD LAGUNA HILLS MUTUAL  
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

**December 16, 2014**

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, December 16, 2014 at 9:30 A.M. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Jim Matson, Beth Perak, Judith Troutman, Rosemarie di Lorenzo Dickins, Ray Gros, Bert Moldow, James Tung, Bunny Carpenter, John McRae

Directors Absent: John Luebbe, Wei-Ming Tao

Staff Present: Jerry Storage, Kim Taylor, Doug Koller  
Executive Session: Cris Robinson, Kim Taylor, Doug Koller, Kristine Courdy, Bryan English, Luis Rosas, Cindy Grace, Pamela Bashline

Others Present: Dennis Cafferty, El Toro Water District (Executive Session)

**CALL TO ORDER**

Jim Matson, President of the Corporation, chaired and opened the meeting, and stated that it was a Regular Meeting held pursuant to notice duly given. A quorum was established, and the meeting was called to order at 9:30 A.M.

Mr. Doug Koller entered the meeting at 9:30 AM.

**PLEDGE OF ALLEGIANCE**

Director James Tung led the Membership in the Pledge of Allegiance.

**ACKNOWLEDGEMENT OF MEDIA**

A representative of the Globe was present for the meeting and the Channel 6 Camera Crew, by way of remote cameras, was acknowledged as present.

**APPROVAL OF AGENDA**

Without objection, the agenda was approved as written.

**CHAIR'S REMARKS**

President Matson spoke of various items concerning the Mutual.

**APPROVAL OF THE MINUTES**

Without objection, the Board approved the minutes of the November 18, 2014 Regular Open Meeting as written.

**CONSENT CALENDAR**

Without objection, the Board approved the Consent Calendar as written, and the Board took the following actions:

Maintenance & Construction Committee Recommendations:

- |         |  |
|---------|--|
| 2131-B  | Approve the installation of a Code compliant handrail, at Member's expense   |
| 2404-2E | Deny request to reverse charges totaling \$674.28 related to a leak investigation and a single fixture stoppage                                    |
| 3207-D  | Approve request for a rear patio extension with block wall, with contingencies   |
| 3212-B  | Deny request to widen driveway   |
| 3439-A  | Approve request for reimbursement of \$2,500 for expenses incurred from rodent clean out and re-insulation of the attic                            |
| 3455-B  | Approve request to install a shower in bathroom two, with contingencies  |
| 3509-A  | Approve request to enclose the entry portico, with contingencies   |
| 4018-P  | Approve request to install a satellite dish, with contingencies  |
| 5152    | Approve request to eliminate the parapet walls, eliminate the nook window and to replace the original wrought iron entry gates, with contingencies |

Landscape Committee Recommendations:

- |        |   |
|--------|---|
| 3379-B | Deny request for landscape design change                    |
| 3398-P | Approve request for tree removal at Mutual expense          |
| 3456-A | Approve request for tree removal at Mutual Member's expense |
| 5238   | Approve request for tree removal at Mutual expense          |

Finance Committee Recommendations:

**RESOLUTION 03-14-137**

**Recording of a Lien**

**WHEREAS**, Member ID 931-470-40 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

**WHEREAS**, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

**NOW THEREFORE BE IT RESOLVED**, December 16, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-470-40; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

**RESOLUTION 03-14-138**

**Recording of a Lien**

**WHEREAS**, Member ID 931-581-27 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

**WHEREAS**, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

**NOW THEREFORE BE IT RESOLVED**, December 16, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-581-27; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

**RESOLUTION 03-14-139**

**Recording of a Lien**

**WHEREAS**, Member ID 932-950-95 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

**WHEREAS**, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

**NOW THEREFORE BE IT RESOLVED**, December 16, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-950-95; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

### **RESOLUTION 03-14-140**

#### **Filing of Separate Small Claims Court Cases**

**WHEREAS**, the Finance Committee recommends filing separate Small Claims Court cases of \$2,500 (or less) in an attempt to collect delinquent assessments by way of a judgment or stipulation against members/owners in Third Laguna Hills Mutual; and

**NOW THEREFORE BE IT RESOLVED**, December 16, 2014, that the Board of Directors hereby approves the filing of separate Small Claims Court cases for: Member ID 931-470-40, Member ID 931-581-27, Member ID 932-950-95; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

- (d) Energy Committee Recommendations:  
B2394 Approve request for additional common area lighting at Mutual expense  
3105-N Deny request for additional common area lighting at the end of Carport 3055
- (e) Communications Committee Recommendations:  
Approved a Welcome Event Task Force and Appointed Director Perak, Director Luebbe, Director Troutman, Joan Milliman and Donna Luebbe.

#### **GENERAL MANAGER'S REPORT**

Mr. Jerry Storage updated the membership on Third Mutual projects and ongoing GRF projects within the Community.

#### **MEMBER COMMENTS**

Third Mutual Members were given the opportunity to speak to any issues not on the agenda.

#### **DIRECTORS' RESPONSES TO MEMBER COMMENTS**

The Directors briefly responded to Member Comments.

Mr. Doug Koller left the meeting at 10:30 AM.

#### **UNFINISHED BUSINESS**

Director McRae read a proposed resolution approving revisions to Alteration Standard 16, Garage Doors, Sectional or One Piece, which was postponed in October to comply with Civil Code §4360. Director Moldow moved to approve the resolution. Director Perak seconded the motion and discussion ensued.

By a vote of 8-0-0 the motion carried, and the Board adopted the following resolution as written:

**RESOLUTION 03-14-141**

**Alteration Standard Section 16 Garage Doors, Sectional or One Piece**

**WHEREAS**, the Board of Directors of this Corporation adopted Resolution M3-96-28 on May 21, 1996, which approved the Third Laguna Hills Mutual Standards; and

**WHEREAS**, the Maintenance & Construction Committee of this Corporation recognizes the need to revise a portion of the Mutual Alteration Standards with regard to Section 16 Garage Doors, Sectional or One Piece;

**NOW THEREFORE BE IT RESOLVED**, December 16, 2014, that Mutual Alteration Standard Section 16 Garage Doors, Sectional or One Piece is hereby revised as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution M3-02-39, adopted August 20, 2002 is hereby superseded and cancelled; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

Director McRae read a proposed resolution approving revisions to Alteration Standard 40, Exterior Roll-Up Shades (SunScreens), which was postponed in October to comply with Civil Code §4360. Director Moldow moved to approve the resolution. Director di Lorenzo Dickins seconded the motion and discussion ensued.

Without objection, the Board moved the item to the next Maintenance and Construction meeting for further review.

**RESOLUTION 03-14-XX**

**Alteration Standard Section 40 Exterior Roll-Up Shades (Sun Screens)**

**WHEREAS**, the Board of Directors of this Corporation adopted Resolution M3-96-28 on May 21, 1996, which approved the Third Laguna Hills Mutual Standards; and

**WHEREAS**, the Maintenance & Construction Committee of this Corporation recognizes the need to revise a portion of the Mutual Alteration Standards with regard to Section 40 Exterior Roll-Up Shades (Sun Screens);

**NOW THEREFORE BE IT RESOLVED**, December 16, 2014, that Mutual Alteration Standard Section 40 Exterior Roll-Up Shades (Sun Screens) is hereby revised as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-07-48, adopted May 15, 2007 is hereby superseded and cancelled; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

### **NEW BUSINESS**

The Board discussed several actions that can be taken with regard to the collection of delinquent assessments.

Without objection the Board moved to ask GRF if they would approve supporting Third Board with the collection of delinquent assessments by holding a hearing to shut off TV services.

### **COMMITTEE REPORTS**

In Director Wei-Ming Tao's absence Director di Lorenzo-Dickins gave the Treasurer's and the Finance Committee Reports, and commented on the Resale & Lease Activities.

Director James Tung reported from the Landscape Committee.

Director Rosemarie di Lorenzo-Dickins reported from the Maintenance and Construction Committee.

Director McRae read a proposed resolution approving the removal of Color Scheme Option #8 from the Exterior Paint Color Combination Options for Single and Two-story Buildings. Director Perak moved to approve the resolution. Director di Lorenzo-Dickins seconded the motion and discussion ensued.

By a vote of 8-0-0 the motion carried and the Board adopted the following resolution:

### **RESOLUTION 03-14-142**

#### **Exterior Paint Color Combination Options for Single and Two-story Buildings**

**RESOLVED**, December 16, 2014, that the Board of Directors of this Corporation hereby approves the following paint color combination options as recommended by the Exterior Paint Colors Ad Hoc Committee:

#### **OPTION ONE**

- Body
- Trim/Fascia
- Popouts/Entry Door/Accent Walls
- Entry Door Option

Lexington Park  
White High-Hiding  
Khaki Green  
Krimson Lake

**OPTION TWO**

Not Available

**OPTION THREE**

- Body
- Trim/Fascia
- Popouts/Entry Door/Accent Walls
- Entry Door Option

Basic Khaki  
White High-Hiding  
Wooddruff  
Chocolate Kiss

**OPTION FOUR**

- Body
- Trim/Fascia
- Popouts/Entry Door/Accent Walls
- Entry Door Option

Shadow Box  
White High-Hiding  
Taupewood  
Grapevine

**OPTION FIVE**

- Body
- Trim/Fascia
- Popouts/Entry Door/Accent Walls
- Entry Door Option

Barrister White  
Onionskin Tan  
Brazil Nut  
Pedulum

**OPTION SIX**

- Body
- Trim/Fascia
- Popouts/Entry Door/Accent Walls
- Entry Door Option

Contemporary White  
Wrightstone  
Obelisk  
Krimson Lake

**OPTION SEVEN**

- Body
- Trim/Fascia
- Popouts/Entry Door/Accent Walls
- Entry Door Option

Basic Khaki  
Antique Photographs  
Brownington Court  
Tarragon Glory

**OPTION EIGHT**

**Deleted 12/16/14**

- ~~○ Body~~
- ~~○ Trim/Fascia~~
- ~~○ Popouts/Entry Door/Accent Walls~~
- ~~○ Entry Door Option~~

~~Highland Plains~~  
~~Brown Study~~  
~~Crème Brulee~~  
~~Tarragon Glory~~

**OPTION NINE**

- |                                   |                |
|-----------------------------------|----------------|
| ○ Body                            | Legend Tan     |
| ○ Trim/Fascia                     | Turret Brown   |
| ○ Popouts/Entry Door/Accent Walls | Brushwood      |
| ○ Entry Door Option               | Chocolate Kiss |

**RESOLVED FURTHER**, that such color combination options shall be the only paint colors approved for use on the Mutual's building exteriors, during the execution of the Mutual's Exterior Paint Program; and

**RESOLVED FURTHER**, that Members residing at each building shall select by majority vote, the Color Group Option for their building from the Board approved Color Options, and

**RESOLVED FURTHER**, that Resolution 03-09-54, adopted May 19, 2009 is hereby superseded and cancelled; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

Director McRae read a proposed resolution approving the removal of Color Scheme Option #1 from the Exterior Paint Color Combination Options for Three-story Buildings. Director di Lorenzo-Dickins moved to approve the resolution. Director Perak seconded the motion and discussion ensued.

By a vote of 8-0-0 the motion carried and the Board adopted the following resolution:

**RESOLUTION 03-14-143**

**Exterior Paint Color Combination Options  
for Three-story Buildings**

**WHEREAS**, certain color groups of the Board approved exterior paint color combinations are not appropriate for use on the Mutual's three-story buildings, where three-story buildings are defined as: Garden Villas/El Miradors/Casa Dorados/Villa Capris/Villa Puertes and Aragons/Sierras/Villa Nuevas and Castillas/Las Brisas and Casa Contentas;

**NOW THEREFORE BE IT RESOLVED**, December 16, 2014, that the Board of Directors of this Corporation hereby approves the following exterior paint color combination options for use on three-story buildings, as recommended by the Exterior Paint Colors Ad Hoc Committee:

**OPTION ONE**



**Deleted 12/16/14**

- ~~Body—Lexington Park~~
- ~~Trim/Fascia—White High-Hiding~~
- ~~Popouts/Entry Door/Accent Walls—Khaki Green~~
- ~~Entry Door Option—Krimson Lake~~

**OPTION THREE**

- Body – Basic Khaki
- Trim/Fascia – White High-Hiding
- Popouts/Entry Door/Accent Walls – Wooddruff
- Entry Door Option – Chocolate Kiss

**OPTION FOUR**

- Body – Shadow Box
- Trim/Fascia – White High-Hiding
- Popouts/Entry Door/Accent Walls – Taupewood
- Entry Door Option – Grapevine

**OPTION SIX**

- Body – Contemporary White
- Trim/Fascia – Wrightstone
- Popouts/Entry Door/Accent Walls – Obelisk
- Entry Door Option – Krimson Lake

**RESOLVED FURTHER**, that such color combination options shall be the only approved paint colors for use on the Mutual's three-story building exteriors during the execution of the Mutual's Exterior Paint Program; and

**RESOLVED FURTHER**, that Members of each three-story building shall select by majority vote the Color Group Option for their building from the four Board approved Color Options; and

**RESOLVED FURTHER**, that the Members of each three-story building shall select by majority vote the color for all of their building's metal handrails, stair steps and stair stingers from either of the building's selected Body Color or Trim Color or Black, and

**RESOLVED FURTHER**, that all original Mutual maintained manor front entry doors in a three-story building shall be the same color, and the Members of each three-story building shall select by majority vote the color for use on all of their building's manor front entry doors from either of the building's selected Popouts/Entry Door/Accent Walls Color or Entry Door Option Color; and

**RESOLVED FURTHER**, that Resolution 03-09-55, adopted May 19, 2009 is hereby superseded and cancelled; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

Director McRae read the following proposed resolution to adopt a 180-Day Expiration Policy for Alteration Permits:

**RESOLUTION 03-15-XX**

**180-Day Expiration for Alteration Permits Policy**

**WHEREAS**, Members in Third Laguna Hills Mutual are required to obtain an Alteration Permit from the Mutual for many alterations to their manors prior to performing any work to their manor; and

**WHEREAS**, the purpose of an Alteration Permit is to ensure the Member's alterations are performed in accordance with the Alteration Standards, Standard Plans, and Board-approved variances for the Mutual; and

**WHEREAS**, currently Third Laguna Hills Mutual Alteration Permits have no expiration date which allows permits to remain open for extended periods of time, resulting in the Mutual being unable to finalize Mutual permits in a timely manner;

**NOW THEREFORE BE IT RESOLVED**, January 20, 2014, the Board of Directors of this Corporation hereby adopts a 180-Day Expiration for Alteration Permits, as follows:

- (a) Work shall be completed within 180 calendar days of the permit issuance date.
- (b) If the work is not completed on time, the Member may apply for a one time only extension not to exceed 90 calendar days. This extension may be granted providing the Member has shown due diligence toward completion, and the original 180-day period has not expired at the time of extension.
- (c) Work not completed within the 180 calendar days or within an approved 90-day extension will require a new permit with all applicable fees.

- (d) Work completed during the extension period must comply with the most recent code or Mutual standard changes.
- (e) Work not completed within either of the above expiration dates may, at the discretion of the Board, be demolished and returned to original condition at the expense of the Member; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

Director di Lorenzo-Dickins moved to approve the resolution. Director Tung seconded the motion and discussion ensued.

By a vote of 8-0-0 the motion carried.

The resolution was postponed to the January meeting to satisfy the 30-day notification requirement.

Director di Lorenzo-Dickins moved to create a Water Subcommittee and appoint Directors Jim Matson as Chair, James Tung as Co-Chair, and Rosemarie di Lorenzo-Dickins. Director Tung seconded the motion.

By a vote of 8-0-0 the motion carried.

Director Moldow reported from the Energy Committee.

Director Moldow moved to suspend creating a Solar Clearing Houses Ad Hoc Committee and appointing of Directors to the January meeting. Without objection, the Board moved the agenda item to the January meeting.

Director Moldow moved to create an Electric Car Charging Station Subcommittee and appoint Member Steven Leonard as Chair and Director Bert Moldow. Director di Lorenzo-Dickins seconded the motion.

By a vote of 8-0-0 the motion carried.

Director Gros reported from Resident Problem Resolution Services.

Director Gros reported from the Security and Traffic Rules and Regulations Ad-hoc Committee.

Director Perak reported from the Communications Committee.

Director Gros reported on the Laguna Canyon Foundation.

**GRF COMMITTEE HIGHLIGHTS**

GRF Committee highlights were given.

**DIRECTORS' COMMENTS**

The Directors made their final comments.

**ADDITIONAL MEMBER COMMENTS**

Members made additional comments.

The Board recessed at 11:40 A.M. and reconvened into Executive Session at 12:25 P.M.

**Summary of Previous Closed Session Meetings per Civil Code Section §4935**

During its November 18, 2014 Regular Executive Session Board Meeting, the Board approved the October 21, 2014 Regular Executive Session minutes as written. Approval of the Special Executive Session minutes of October 29, 2014 was put on hold to obtain legal guidance, and the Special Executive Session minutes of November 7, 2014 were approved as written. The Board heard four disciplinary hearings and imposed \$1,050 in fines for violations of the Mutual's rules and regulations; discussed other member disciplinary matters; approved three Non-Judicial Foreclosure Sale Dates; approved two Recording Notice for Defaults; discussed integrity of Corporate records; discussed distribution of Closed Agendas and Legal Invoices; discussed Third Mutual's Small Claims process; discussed Membership and resale matters; and discussed legal matters.

With no further business before the Board of Directors, the meeting was adjourned at 5:15 PM.

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John McRae, Secretary

## THIRD LAGUNA HILLS MUTUAL

### SECTION 16 GARAGE DOORS, SECTIONAL OR ONE PIECE JANUARY 1993 REVISED AUGUST 2002, RESOLUTION M3-02-39 GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49 REVISED DECEMBER 2014, RESOLUTION 03-14-XXX

#### 1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m – 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. – 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.

- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

## 2.0 **APPLICATIONS**

- 2.1 No garage door will be installed that requires modification to the building structure.
- 2.2 Garage doors shall utilize existing door frames with only minor modifications to facilitate fit and clearances.
- 2.3 All garage doors in multi-unit buildings shall be selected and/or painted to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures. The style and color of all doors installed shall be selected to match other garage doors in the same building.
- 2.4 Alteration metal garage doors with a white/off-white factory finish on single-family homes are exempt from being painted during the Exterior Paint Program when white/off-white is part of the approved color scheme for that particular building.
- 2.5 All garage doors shall be of aluminum, wood or steel construction. One-piece or sectional panel style is optional. Sectional style shall be limited to five panels maximum.
- 2.6 Built-in self closing mail slots are permissible.
- 2.7 Built-in windows in the top panel or second from the top panel of a sectional panel style garage door are permissible.
- 2.8 All design or patterns including window shape and size must be in keeping with the architecture of the building. Approval by the Permits and Inspections office will be deemed in keeping with the existing architecture of the building.
- 2.9 No built-in type access or pet doors will be permitted.

## Third Laguna Hills Mutual

### SECTION 40 – EXTERIOR ROLL-UP SHADES (SUN SCREENS)

ADOPTED MAY 2007, RESOLUTION 03-07-48

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

#### 1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m – 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. – 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.

**1.7 CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

**1.8 CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

## **2.0 APPLICATION**

2.1 Installation of qualified off-the-shelf shades (sun screens) by a professional is strongly encouraged for the safety of the Member and the quality of the installation. Installation of custom ordered shades must be done by a professional (see paragraph 1.7 above.)

2.2 All shades (sun screens) shall be made of a solar screen fabric (Textilene, or equivalent) that blocks 80% of the sun's rays, and be of a roll-up design.

2.3 Shades (sun screens) shall be Desert Sand, or equivalent, in color.

2.4 The edges of the material must be straight. No scalloped or decorative edges will be allowed.

2.5 Guide wires or clips are permissible but they cannot be attached to balcony decks. Guide wires, if used, must be installed so that they do not create tripping hazards.

2.6 Powered shades (sun screens) and timers are permitted.

2.7 Automatic sensors for the powered unit are not permitted.

2.8 Electrical wiring must be installed in electrical conduit, and wiring run lengths should be minimized. Junction boxes and conduit must be painted to conform to the approved paint color for the building. Electrical work must be performed by a California licensed contractor.

2.9 Track mounted, or side channel, shades (sun screens) are not permitted.

2.10 Shades (sun screens) shall be hung only in a vertical position.

2.11 No shade (sun screen) shall be installed that is outside of the footprint of a patio or balcony.

2.12 If the patio or balcony has a wall or railing, then the shades (sun screens) must hang inside the perimeter of the wall or railing.



- 2.13 Shades (sun screens) must be hung parallel to the wall or railing.
- 2.14 No shades (sun screens) shall be allowed that encroach upon a neighbor's view.
- 2.15 Metal housings that enclose the raised shade (sun screen) and roller mechanism are permissible.
- 2.16 Any wood ledgers added to the manor during the installation must match the color of the surface to which they are attached, per the Mutual's exterior paint program.
- 2.17 Fasteners shall be properly sealed to prevent moisture intrusion.
- 2.18 Balcony floors may not be penetrated.
- 2.19 Shades (sun screens) must be removed, or replaced, at the Mutual Member's expense, when the shades become discolored, damaged or otherwise fall into disrepair.