

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF UNITED LAGUNA WOODS MUTUAL
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

April 8, 2014

The Regular Meeting of the Board of Directors of United Laguna Woods Mutual, a California Non-Profit Mutual Benefit Corporation, was held on Tuesday, April 8, 2014 at 9:30 A.M. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Pat English, Jack Bassler, John Beckett, Ming-Lee Chang, Ken Hammer, Jan LaBarge, Eva Lydick, Bevan Strom, Don Tibbetts, Tony Dauer, Anthony Liberatore (entered the meeting at 10:40 AM)

Directors Absent: None

Staff Present: Cris Robinson, Kim Taylor (Executive Session: Cris Robinson, Kim Taylor, Pamela Bashline, Francis Rangel, Luis Rosas)

Others Present: Jeff Beaumont of Beaumont Gitlin Tashjian

CALL TO ORDER

Pat English, 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.

PLEDGE OF ALLEGIANCE

Director Bassler led the Pledge of Allegiance to the Flag.

ACKNOWLEDGEMENT OF PRESS

A representative of the Laguna Woods Globe and the Channel 6 Camera Crew, by way of remote cameras, were acknowledged as present.

APPROVAL OF AGENDA

Director Strom moved to approve the agenda as written. By a vote of 9-0-0 the motion carried unanimously.

CHAIR'S REMARKS

President English commented on the proposed United Lease Restriction resolution which was postponed for 30 days from the March 20, 2014 meeting.

UNITED MUTUAL MEMBER COMMENTS AND PUBLIC FORUM

United Mutual Members were given the opportunity to speak to items and the Directors briefly responded to the comments.

Barbara Copley (410-D) commented on the non-smoking building policy and the \$150 fee.

Henry Lee (2130-D) commented on spending and the United Board.

Lorna Greig (385-A) commented on lawsuits and requested a cost analysis on the legal fees for the United vs GRF lawsuit.

Mary Whipple (384-D) asked the Board what their goal is with regard to the United vs GRF lawsuit and requested to see Mr. Beaumont's legal fees.

Steve Magid (439-A) commented on Protect Property Values and elections.

Marc Bayer (796-B) commented on United Board and the United vs GRF lawsuit and Director Dauer's comments at the Laguna Hills City Council meeting on March 25, 2014.

John Gee (877-B) submitted a petition to recall the 11 Directors of United Laguna Woods Mutual.

Howard Malmon (788-A) commented on the United vs GRF Lawsuit and GRF Trust Agreement.

Maggie Blackwell (71-D) commented on the United Board.

Maggie Brown (468-D) commented on the GRF Trust and GRF Bylaws and recommendations to rewrite the Trust.

Joyce Moser (587-C) commented on the proposed United Lease Restriction resolution.

Pamela Grundke (2214-B) commented on United Board.

Betty Salazar (40-O) thanked the United Board and spoke to her right to speak.

Maxine McIntosh (68-C) commented on Board vacancies and the United Board.

Sally Sunderhaus (580-O) commented on the United vs GRF lawsuit and United Board.

Meredith McKernan (610-A) commented on the petition and having elected Board members and a survey.

Mary Stone (356-C) commented on the GRF Capital Reviews.

Marion Levine (438-D) commented on a United Board survey.

RESPONSE TO MEMBER COMMENTS

The Directors briefly responded to Member Comments.

APPROVAL OF MINUTES

Director Strom moved to approve the minutes of the Regular Session of March 11, 2014, the minutes of the Special Session of March 20, 2014, and the minutes of the Special Session of March 28, 2014 as written. Director Chang seconded the motion.

By a vote of 10-0-0 the motion carried unanimously.

UNFINISHED BUSINESS

The Secretary of the Corporation, Director John Beckett, read a proposed resolution approving the Hard Surface Flooring Policy revisions, which was postponed to satisfy the 30 day requirement. Director Beckett moved to approve the resolution, Director Strom seconded the motion, and discussion ensued.

Director Strom moved to strike "***that exceeds original sound attenuation levels***" in the second resolved further. Motion failed due to a lack of a second.

Director Strom moved to send the resolution back to committee. Director Strom withdrew the motion.

Member Maxine McIntosh (68-C), Mary Stone (356-C), and Maggie Brown (468-D) commented on the resolution.

By a vote of 8-2-0, (Directors Tibbitts and LaBarge opposed) the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 01-14-45

WHEREAS, the installation of hard surface flooring in manors situated on a building level directly over other manors has generated some nuisance complaints to the Mutual due to noise transmitted to the lower neighboring units when members have replaced original flooring types, i.e. carpet and vinyl flooring, with hard surface flooring; and

WHEREAS, the United Laguna Hills Mutual Occupancy Agreement requires that “a member shall not obstruct or interfere with the rights of other members or annoy them by unreasonable noise...;” and legal counsel has opined that the Mutual has the authority to establish reasonable rules in order to regulate unreasonable noises; and

WHEREAS, October 13, 2009, the Board of Directors adopted resolution 01-09-227 which prohibited any future installation of hard surface flooring in second floor manors, effective January 1, 2010; and

WHEREAS, July 13, 2010, the Board of Directors adopted resolution 01-10-134 affirming the adoption of a policy which prohibits any installation of hard surface flooring on a building level under which interior space of any other dwelling unit exists; and

NOW THEREFORE BE IT RESOLVED, April 8, 2014, the Board of Directors shall allow the installation of hard surface flooring in the kitchen, and bathroom(s) of manors on a building level under which another dwelling unit exists; and

RESOLVED FURTHER, the installation of hard surface flooring in areas of the manor that are not the kitchen and bathroom(s) continue to be prohibited in manors on a building level under which another dwelling unit exists; and

RESOLVED FURTHER, that hard surface flooring is defined as any flooring other than original flooring types of carpet, vinyl or linoleum ***that exceeds original sound attenuation levels***; and

RESOLVED FURTHER, that Resolution 01-10-134, adopted July 13, 2010, 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 the purpose of this resolution.

Ms. Cris Robinson provided the Board an update on the Paseo de Valencia Widening Project.

Director Dauer moved to withdraw the proposed Lease Permit Restrictions Policy which was postponed to a 30-day Notification and continue indefinitely consideration of the proposed policy. Director Strom seconded the motion.

Member Ilene Oller (610-A), Dennis Bennett (551-E), Barbara B. Howard (187-A), Maggie Brown (468-D), Howard Malmon (788-A), Jan Navta (384-A), Joyce Moser (587-C) and John Gee (877-B) commented on the motion.

By a vote of 10-0-0 the motion carried unanimously.

NEW BUSINESS

Director Beckett moved to establish a Water Conservation Ad Hoc Committee and appoint Pat English, Eva Lydick and Anthony Liberatore to the committee. Director Dauer seconded the motion.

By a vote of 10-0-0 the motion carried.

Director Beckett read a proposed resolution approving revisions to the Real Estate Signage Policy:

RESOLUTION 01-14-XX

WHEREAS, on May 14, 2013, the Board of Directors of this Corporation adopted Resolution 01-13-71 establishing guidelines for real estate Open House signage and agent access to Open Houses on the weekends; and

WHEREAS, the GRF Board has passed a Resolution allowing Open House directional signage to be posted on GRF property with the intention of improving the marketability of cooperatives and condominiums in Laguna Woods Village; and

WHEREAS, real estate professionals are permitted to attend Open Houses/Broker Previews upon presenting a business card and driver's license at the gate; and

WHEREAS, providing directional signage to a particular cul-de-sac to a scheduled Open House/Broker Preview will help guide traffic to the cooperative or condominium for sale or rent;

NOW THEREFORE BE IT RESOLVED, May 13, 2014, that the Board of Directors of this Corporation hereby adopts the following Open House/Broker Preview Policy:

1. Open Houses are hereby authorized to be held every Saturday and Sunday between the hours of 11:00 A.M. and 4:00 P.M.;
2. Real estate agents are permitted to attend Broker Previews on Wednesdays and Thursdays, between the hours of 9:30 A.M. and 1:30 P.M. on the same basis as they attend Open House events;
3. A maximum of three signs with maximum size of 24" x 24" may be displayed in accordance with Section 713 of the California Civil Code; and signs shall be placed at the entrances to, and within the cul-de-sacs in which the manors are located. Signs may be posted on the day of the Open House/Broker Preview no earlier than 10:00 A.M., and must be removed no later than 5:00 P.M., of the same day;
4. Non-residents must be accompanied by a licensed real estate agent approved for Laguna Woods Village entry; or granted access by the Seller/Resident of the property;
5. Directional signs shall be with 24" x 9" corrugated plastic with vinyl lettering and adhere to the GRF approved colors, font and logo;
6. Directional signs shall be placed at street intersections to direct traffic to a specific cul-de-sac. There shall be one sign per direction with a maximum of four signs per intersection;
7. Directional signage may be posted on the day of the Open House/Broker Preview no earlier than 10:00 A.M., and must be removed no later than 5:00 P.M., of the same day;
8. Real estate agents shall be responsible for providing the signs and shall adhere to the specifications in accordance with this resolution;
9. Non-conformance to this policy shall result in removal of sign from premises; and

RESOLVED FURTHER, that the Managing Agent is directed to inform all real estate offices which conduct business in Laguna Woods Village of this policy; and

RESOLVED FURTHER, that Resolution 01-13-71, adopted May 14, 2013, is hereby superseded and canceled; 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 Beckett moved to approve the resolution. Director Bassler seconded the motion and discussion ensued.

Members Linda Wilson (816-P), Maxine McIntosh (68-C), Eleanor Bartholomew (735-B), and Mary Stone (356-C) commented on the resolution.

By a vote of 10-0-0 the Board postponed the resolution to the May meeting to satisfy the 30-day notification requirement.

Mr. Jeff Beaumont provided an update on the United vs GRF lawsuit.

The Secretary of the Corporation, Director John Beckett, read a proposed resolution approving the United Committee appointments. Director Strom moved to approve the resolution, Director LaBarge seconded the motion, and discussion ensued.

By a vote of 10-0-0, the motion carried and the Board of Directors adopted the following resolution as amended:

RESOLUTION 01-14-46

RESOLVED, April 8, 2014, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Finance Committee

Jan LaBarge - Chair
Pat English
Bevan Strom
Advisors: Florence Kleinfeld, Lou Skogen

Governing Documents Review Ad Hoc Committee

John Beckett, Chair
Bevan Strom
Tony Dauer
Advisors: James Thorpe

Landscape Committee

Eva Lydick, ~~Vice Chair~~
Jack Bassler, Vice Chair
Anthony Liberatore
Ken Hammer
Advisors: Cynthia Chyba, Pamela Grundke

Maintenance and Construction Committee

Jack Bassler, Chair
Ming Lee Chang, Vice Chair
Jan LaBarge
Anthony Liberatore
Don Tibbetts
Advisors: Janey Dorrell

New Resident Orientation

Per Rotation List

Standards Sub-Committee

Jack Bassler, Chair
Ming Lee Chang
Anthony Liberatore

Traffic Hearing (quarterly)

John Beckett, Chair
Ken Hammer

Walkway Lighting Subcommittee

Ming Lee Chang, Chair
Jack Bassler
Ken Hammer
Advisors: Doug Rook, Collette Sigman

Water Conservation Ad Hoc Committee

Pat English
Eva Lydick
Anthony Liberatore

Parking Committee

Ken Hammer, Chair
Tony Dauer

Damage Restoration Executive Committee

John Beckett, Chair
Tony Dauer
Anthony Liberatore

Laguna Canyon Foundation

TBD

RESOLVED FURTHER, that Resolution 01-14-26, adopted March 11, 2014, is hereby superseded and canceled.

The Secretary of the Corporation, Director John Beckett, read a proposed resolution approving the GRF Committee appointments. Director Strom moved to approve the resolution, Director LaBarge seconded the motion, and discussion ensued.

By a vote of 10-0-0, the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 01-14-47

RESOLVED, April 8, 2014, that, in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted July 13, 2012, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Business Planning

Pat English
Jan LaBarge

Community Activities

John Beckett
Don Tibbetts

Energy Committee

Eva Lydick
~~Ken Hammer~~
Jack Bassler

Finance

Jan LaBarge
Pat English

Government and Public Relations Committee

John Beckett
Anthony Liberatore

Landscape Committee

Jack Bassler
Eva Lydick

Maintenance & Construction

Jack Bassler
Ming-Lee Chang

Media and Communications Committee

Eva Lydick
Ken Hammer

Mobility and Vehicles Committee

John Beckett
Anthony Liberatore

Recreation Master Plan Ad Hoc Committee

John Beckett
Jan LaBarge

Security and Community Access

John Beckett
Ken Hammer

RESOLVED FURTHER, that Resolution 01-14-27, adopted March 11, 2014, is hereby superseded and canceled.

CONSENT CALENDAR

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

Maintenance and Construction Committee Recommendations:

RESOLUTION 01-14-48

RESOLVED, April 8, 2014, that the request of Ms. Sandra Feigelman of 254-A Calle Aragon to reverse damage restoration charges of \$230.31 is hereby denied; 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 01-14-49

RESOLVED, April 8, 2014, that the request of Mr. Lloyd De Peaux of 312-E Avenida Castilla to construct a living room extension at his manor is hereby approved;

RESOLVED FURTHER, all future costs and maintenance associated with the subject alteration are the responsibility of the Mutual member(s) at 312-E; and

RESOLVED FURTHER, unit-specific plans depicting the proposed alteration, signed and wet-stamped by a California-licensed architect or engineer must be submitted to the Permits and Inspections office located in the Laguna Woods Village Community Center for approval. These plans must include structural details and calculations required to ensure

the structural integrity of the building is maintained upon completion of the proposed Living Room extension; and

RESOLVED FURTHER, all required Mutual and the City of Laguna Woods permits must be obtained. The relevant City of Laguna Woods permit number(s) and proof of completion, as evidenced by the final inspection signature, must be submitted to the Mutual through the Permits and Inspections Office located in Laguna Woods Village Community Center; and

RESOLVED FURTHER, prior to issuance of a Mutual permit, a Roof Alteration Policy Agreement (roof tie-in form) must be completed and submitted to the Permits and Inspections office; and

RESOLVED FURTHER, the window in the proposed Living Room extension must be installed as per United Laguna Woods Mutual Standard Section 31: Window and Window Attachments; and

RESOLVED FURTHER, the skylights in the proposed Living Room extension must be installed as per United Laguna Woods Mutual Standard Section 24: Skylight Installations; and

RESOLVED FURTHER, the Board has, from time to time, received complaints of noise transference due to alterations within the interior of neighboring manors. For example, alterations to walls that allow noise to travel differently, alterations to plumbing that cause water noises within the shared walls, or alterations to floor coverings. The Board should advise the member that should the Board receive such a complaint concerning an alteration, the requesting member may be subject to member disciplinary proceedings and could be required to take additional noise mitigating measures, up to and including removing the alteration and restoring to original; 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 01-14-50

RESOLVED, April 8, 2014, that the request of Ms. Gina Genis of 467-D Calle Cadiz for a variance for window additions at her manor is hereby approved;

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 467-D; and

RESOLVED FURTHER, all required Mutual and City of Laguna Woods permits must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, detailed site specific plans, wet-stamped and signed by a California licensed architect or engineer, must be submitted to the Permits and Inspections office located in the Laguna Woods Village Community Center prior to issuance of a permit. These plans must detail the required structural modifications necessary to ensure that the structural integrity of the building is maintained upon completion of the window additions; and

RESOLVED FURTHER, the windows must be installed in accordance with United Laguna Woods Mutual Standard Section 31: Window and Window Attachments; 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 01-14-51

RESOLVED, April 8, 2014, that the request of Ms. Jennifer Hwang of 667-B Via Mendoza to eliminate the bedroom one window at her manor is hereby approved;

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 667-B; and

RESOLVED FURTHER, all required Mutual and City of Laguna Woods permits must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center; 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 01-14-52

RESOLVED, April 8, 2014, that the request of Mr. Charles and Ms. Alta Parson of 734-B Avenida Majorca to modify the bedroom windows at their manor is hereby approved;

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 734-B; and

RESOLVED FURTHER, all required Mutual and City of Laguna Woods permits must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, the windows must be installed in accordance with United Laguna Woods Mutual Standard Section 31: Window and Window Attachments; 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.

Landscape Committee Recommendations:

None

Finance Committee Recommendations:

RESOLUTION 01-14-53

WHEREAS, Member ID 947-368-34 is currently delinquent to United Laguna Woods 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, April 8, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-368-34; 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 01-14-54

WHEREAS, Member ID 947-419-92 is currently delinquent to United Laguna Woods 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, April 8, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-419-92; 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 01-14-55

WHEREAS, Member ID 947-420-89 is currently delinquent to United Laguna Woods 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, April 8, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-420-89; 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.

GENERAL MANAGER'S REPORT

No report was given.

COMMITTEE REPORTS and SERVICES

FINANCE REPORT

Director LaBarge reported from the Finance Committee, gave the United Treasurer's Report, and commented on the Resale & Lease Activities.

Director Bassler reported from the Maintenance and Construction Committee.

Director Beckett read a proposed resolution approving revisions to the United Laguna Woods Mutual Alteration Standards, Section 6 – Air Conditioning Units/Heat Pumps:

RESOLUTION 01-14-xx

WHEREAS, the Board of Directors of this Corporation adopted Resolution U-96-62 on May 14, 1996, which approved the United Laguna Woods Mutual Alteration Standards; and

WHEREAS, the Maintenance & Construction Committee has recommended that the Board of Directors further amend the Mutual Alteration Standards with suggested changes;

NOW THEREFORE BE IT RESOLVED, May 13, 2014, that the Board of Directors of this Corporation hereby approves the revisions of Section 6 – Air Conditioning Units/Heat Pumps, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution U-96-62, adopted May 14, 1996 is hereby amended and Resolution 01-13-171, adopted September 10, 2013 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 the purpose of this resolution.

Director Beckett moved to approve the resolution. Director Hammer seconded the motion and discussion ensued.

By a vote of 10-0-0 the Board postponed the resolution to the May meeting to satisfy the 30-day notification requirement.

Director Dauer moved to approve performing identified Mid-Cycle Dry Rot Repairs during the planned prior to paint programs in 2015 and 2016. Director Hammer seconded the motion.

Member Mary Stone (356-C) commented on the motion.

By a vote of 9-1-0 (Director Strom opposed) the motion carried.

No report was given from United Alteration Standards Sub-Committee.

Director Chang reported on the Walkway Lighting Sub-Committee.

No report was given from the Landscape Committee.

Director Beckett reported from the Governing Documents Review Ad Hoc Committee.

Director Beckett read a report on disciplinary cases.

GRF COMMITTEE HIGHLIGHTS

No reports were given.

DIRECTORS' FORUM

The Directors provided final comments.

MEETING RECESS

The Regular Open Session Meeting recessed at 12:45 P.M. and reconvened into the Regular Executive Session at 1:25 P.M

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

During its March 11, 2014 Regular Executive Session Meeting, the Board reviewed and approved the minutes of Special Executive Session of February 19, 2014 and the minutes of the Regular Executive Session of February 11, 2014 as written. The Board heard four disciplinary hearings and imposed fines in the amount of \$125 for violations of the Mutual's rules and regulations; discussed lease restrictions; discussed Land Use Alteration Policy; discussed Paseo de Valencia Widening Project; discussed numerous member disciplinary matters; and reviewed its Litigation Status Report.

ADJOURNMENT

With no further business before the Board of Directors, the meeting was adjourned at 4:30 P.M.

John Beckett, Secretary

UNITED LAGUNA WOODS MUTUAL

SECTION 6 AIR CONDITIONING UNITS/HEAT PUMPS

REVISED AUGUST 1999, RESOLUTION U-99-59
REVISED MARCH 2001, RESOLUTION U-01-14
REVISED DECEMBER 2003, RESOLUTION 01-03-168
GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
REVISED SEPTEMBER 2013, RESOLUTION 01-13-171
REVISED MAY 2014, RESOLUTION 01-14-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 contractor. Member and/or his contractor must supply the Permits and Inspections office with City permit numbers prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** For work performed which results in excessive construction-related noise (e.g. cutting tile, jack hammering, use of power tools), permitted hours are 9:00 a.m. to 2:00 p.m., Monday through Saturday. For work that does not result in excessive noise, such as painting and carpet installation, permitted hours remain 7:00 a.m. to 6:00 p.m. Monday through Friday, and 8:00 a.m. to 5:00 p.m. on Saturday. 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 and meet current noise abatement codes.

- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his 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 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 - THROUGH THE WALL A/C-H/P UNITS**

2. Units must be installed in knock-out panel areas, under windows, or as determined by the Permits and Inspections office, with due consideration given to the effect on adjoining manors.
- 2.3 Units must not be located more than 12" off the floor as measured from the bottom of the unit, unless otherwise approved by the Permits and Inspections office due to site conditions.
- 2.4 No unit may project directly into a walkway area or into a breezeway.
- 2.5 Window mounted units are prohibited.
- 2.6 Sleeves must be painted to match the color of the wall.
- 2.7 Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur.
- 2.8 In the absence of an approved alternate heat source, removal of the A/C-H/P unit and sleeve is prohibited.
- 2.9 Removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall..

- 2.10** Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim must be replaced and the texture and color must match the existing wood siding..

121314

2.15

- 2.16** Above grade installation of heat pumps require condensation drain line connection to an approved discharge location.

17189

3.0 APPLICATIONS - CENTRAL and DUCTLESS UNITS

- 3.1** The location of condensers must be approved by the Permits and Inspections office. Prior to permit issuance, consideration will be given to any effected or adjoining manors. Mutual Member is required to submit signed Neighbor Awareness forms as deemed needed by the Permits and Inspections office.
- 3.2** The size of condensers must not exceed 48" high, 37" wide or 36" deep.
- 3.3** Only one outdoor condensing unit per manor is permitted.
- 3.4** All landscape and irrigation revisions to accommodate the location of a condenser must be made by the Mutual at the Mutual Member's expense.
- 3.5** Condensation drain lines must be routed to an approved location.
- 3.6** Roof mounted condensers are prohibited.
- 3.7** Condensers must be installed at ground level and mounted on an approved concrete or plastic pad and must be located within 24" of the building wall.
- 3.8** All exterior wiring, condensate, and coolant lines must be encased in a single square sheet metal chaseway painted to match the color of the wall.
- 3.9** The metal chaseway must be of the two-piece type. Chaseways must be made rodent proof by using wiremesh at the bottom of the chaseways.
- 3.10** The length of the run(s) must be kept to a minimum and be as unobtrusive as possible.

- 3.12** Cutting of a cornice moulding to accommodate a chase-way shall be performed by removing the affected section of moulding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice moulding shall be sealed.
- 3.13** Watertight seals must be provided around all penetrations.
- 3.14** Cutting or altering roof trusses for the installation of air handlers in attic spaces are strictly prohibited.
- 3.15** When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.