

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

**August 12, 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, August 12, 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, Eva Lydick, Bevan Strom, Don Tibbetts, Tony Dauer, Anthony Liberatore

Directors Absent: Jan LaBarge

Staff Present: Cris Robinson, Kim Taylor, Marcel Bradley, Wendy Panizza, Tim Huval  
(Executive Session: Cris Robinson, Kim Taylor, Pamela Bashline, Blessilda Fernandez, Wendy Panizza)

Others Present: Jeff Beaumont Esq. of Beaumont Gitlin Tashjian, Executive Session

**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 Jack 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**

Without objection, the agenda was approved as written.

**CHAIR'S REMARKS**

President English commented on the settlement of the United v GRF Lawsuit and the cost of the United recall election.

**UNITED MUTUAL MEMBER COMMENTS AND PUBLIC FORUM**

United Mutual Members were given the opportunity to speak to items.

- Barbara Copley (410-D) commented on the smoke free building documents being an agenda item in Closed Session.
- Maxine McIntosh (68-C) thanked the Board for their support for GRF Directors.
- Edward Wilmes (2045-P) asked for a waiver of the Golf Cart Fee.

- Sanford Adelman (254-N) stated that he is on the Consent Calendar and spoke to hard wood flooring in his manor.
- Julie Jolley (566-D) asked the Board for permission to temporarily park her contractor's trailer in her carport.
- Maggie Blackwell (71-D) commented on her qualifications and the Community working together.
- Roberta Berk (933-B) thanked Jerry Storage for his response in closing the gate at Aliso Creek.

### **RESPONSE TO MEMBER COMMENTS**

The Directors briefly responded to Member Comments.

### **APPROVAL OF MINUTES**

Without objection, the Board approved the minutes of the Special meeting of July 2, 2014 as amended by moving Ken Hammer from being absent to being present for the meeting.

Without objection, the Board approved the minutes of the Regular Session meeting of July 8, 2014 as written.

### **UNFINISHED BUSINESS**

No Unfinished Business came before the Board.

### **NEW BUSINESS**

Mr. Marcel Bradley, Ms. Wendy Panizza, and Mr. Tim Huval entered the meeting at 10:00 AM.

Director Beckett read a proposed resolution approving Mutual Alteration Standard Section 41 Electric Vehicle Charging Stations:

### **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**, this Corporation recognizes the need to establish a policy for the electric vehicle charging stations;

**NOW THEREFORE BE IT RESOLVED**, October 14, 2014, that the Board of Directors of this Corporation hereby establishes a new Mutual Alteration Standard Section 41 Electric Vehicle Charging Stations, 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

**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.

Director Dauer moved to amend the motion to add to the proposed policy to require removal of the charging station when the Member sells the manor. The amendment died due to a lack of a second.

Members Barbara Copley (410-D) and Roberta Berk (933-B) commented on the resolution.

By a vote of 4-5-0 the motion failed.

Director Beckett read a proposed resolution approving Mutual Alteration Standard Section 42 Solar Panels, 2 Story Buildings with Flat Roofs:

**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**, this Corporation recognizes the need to establish a policy for the installation of solar panels for 2 story buildings with flat roofs;

**NOW THEREFORE BE IT RESOLVED**, October 14, 2014, that the Board of Directors of this Corporation hereby establishes a new Mutual Alteration Standard Section 42 Solar Panels, 2 Story Buildings with Flat Roofs, 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

**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 Lydick seconded the motion and discussion ensued.

Members Maxine McIntosh (68-C) and Barbara Copley (410-D) commented on the resolution.

By a vote of 8-1-0 (Director Liberatore opposed) the Board postponed the resolution to the October meeting to satisfy the 30-day notification requirement.

### **CONSENT CALENDAR**

Without objection, the Consent Calendar was approved as amended by removing 254-N and placing it under the Maintenance & Construction Committee report, and the Board took the following actions:

#### **Maintenance and Construction Committee Recommendations:**

##### **RESOLUTION 01-14-103**

##### **Variance Request**

**RESOLVED**, August 12, 2014, that the appeal request of Ms. Carol Murphy to retain hard surface flooring at Manor 18-Q Via Castilla is hereby denied; and

**RESOLVED FURTHER**, to require the removal of hard surface flooring in all rooms except for the kitchen and bathrooms within 30 days of the Board's decision; 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 01-14-104**

##### **Variance Request**

**RESOLVED**, August 12, 2014, that the appeal request of Mr. Todd and Ms. Heather Kessler to retain hard surface flooring at Manor 185-P Avenida Majorca is hereby denied; and

**RESOLVED FURTHER**, to require the removal of hard surface flooring in all rooms except for the kitchen and bathrooms within 30 days of the Board's decision; 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 01-14-105**

**Request to Reverse Charges**

**RESOLVED**, August 12, 2014 that the request of Ms. Dee Tucker to reverse charges totaling \$159.60 related to replacement of a broken main water valve at Building 252, is hereby denied;

**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 01-14-106**

**Reimbursement Request**

**RESOLVED**, August 12, 2014, that the request of Mr. A. Duane Smith of 385-C Avenida Castilla for reimbursement totaling \$542.20 associated with a special order appliance replacement is hereby approved;

**RESOLVED FURTHER**, that the reimbursement is hereby authorized as an unbudgeted expenditure from the Replacement Fund; 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 01-14-107**

**Variance Request**

**RESOLVED**, August 12, 2014, that the appeal request of Mr. Hi Chul Yang and Ms. Byoung Soon to retain hard surface flooring at Manor 530-P Via Estrada is hereby denied; and

**RESOLVED FURTHER**, to require the removal of hard surface flooring in all rooms except for the kitchen and bathrooms within 30 days of the Board's decision; 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 01-14-108**

**Variance Request**

**RESOLVED**, August 12, 2014, that the appeal request of Mr. Joseph Demma and Ms. Barbara Demma to retain hard surface flooring at Manor 822-N Via Alhambra is hereby denied; and

**RESOLVED FURTHER**, to require the removal of hard surface flooring in all rooms except for the kitchen and bathrooms within 30 days of the Board's decision; 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 01-14-109**

**Variance Request**

**RESOLVED**, August 12, 2014, that the appeal request of Mr. Gilbert Schuckman and Ms. Aileen Schuckman to retain hard surface flooring at Manor 898-Q Ronda Sevilla is hereby denied; and

**RESOLVED FURTHER**, to require the removal of hard surface flooring in all rooms except for the kitchen and bathrooms within 30 days of the Board's decision; 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 01-14-110**

**Variance Request**

**RESOLVED**, August 12, 2014, that the request of Ms. Margareta Tye to relocate the loft window at Manor 2061-B is hereby approved;

**RESOLVED FURTHER**, all future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 2061-B; and

**RESOLVED FURTHER**, all required Mutual and City of Laguna Woods permits must be obtained and the appropriate City of Laguna Woods permit numbers must be submitted to the Mutual through the Permits and

Inspections Office located in Laguna Woods Village Community Center;  
and

**RESOLVED FURTHER**, the proposed windows must be installed as per United Mutual Alteration Standard Section 31- *Windows, 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:**

321-C Deny request for tree and shrub removals

181-C Deny request to refrain from pesticide and weed spraying around manor

**Finance Committee Recommendations:**

**RESOLUTION 01-14-111**

**Recording of a Lien**

**WHEREAS**, Member ID 947-433-09 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**, August 12, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-433-09; 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.

**STATUS REPORTS**

Mr. Marcel Bradley provided an update on walkway lighting and answered questions from the Board.

Mr. Marcel Bradley provided an update on the replacement of plumbing fixtures requirement and answered questions from the Board.

**COMMITTEE REPORTS AND SERVICES**

Mr. Marcel Bradley and Mr. Tim Huval left the meeting at 10:35 AM.

## **FINANCE REPORT**

In Director LaBarge's absence, President English 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.

The Secretary of the Corporation, Director Beckett, read a proposed resolution approving the purchase and installation of a top loading washing machine for Laundry Room 143. Director Beckett moved to approve the resolution, Director Bassler seconded the motion, and discussion ensued.

Member Roberta Berk (933-B) commented on the resolution.

By a vote of 9-0-0, the motion carried and the Board of Directors adopted the following resolution:

### **RESOLUTION 01-14-112**

#### **Top Load Washing Machine Request**

**WHEREAS**, Ms. Linda Barker of 869-C, on behalf of the residents who utilize Laundry Room 143, is requesting a top load washing machine for easier access;

**NOW THEREFORE BE IT RESOLVED**, August 12, 2014, that the Board of Directors of this Corporation authorizes \$1,085, to be funded as an unbudgeted expense from the Replacement Fund, to purchase and install a top load washing machine; and

**RESOLVED FURTHER**, that the new top load washing machine will replace the older top load washing machine #4 in Laundry Room 143; 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 request of Mr. Stephen Gonzalez and Ms. Robin Duggan to convert the guest bedroom window to a sliding glass door and to install a walkway at Manor 244-B. Director Chang seconded the motion.

Members Mary Stone (356-C), Barbara Copley (410-D), Florence Kleinfeld (260-C) and Roberta Berk (933-B) commented on the motion.

By a vote of 0-9-0 the motion failed.

### **RESOLUTION 01-14-XX**



### **Variance Request**

**RESOLVED**, August 12, 2014, that the request of Mr. Stephen Gonzalez and Ms. Robin Duggan to convert the guest bedroom window to a sliding glass door and to install a walkway at Manor 244-B, is hereby approved;

**RESOLVED FURTHER**, all costs for installation, repair, and maintenance associated with the subject alterations are the responsibility of the Mutual Member(s) at 244-B; and

**RESOLVED FURTHER**, all required Mutual and City of Laguna Woods permits must be obtained and the appropriate City of Laguna Woods permit numbers must be submitted to the Mutual through the Permits and Inspections Office located in Laguna Woods Village Community Center; and

**RESOLVED FURTHER**, the walkway must be of concrete construction, installed as per standard construction practices; and

**RESOLVED FURTHER**, all landscape, irrigation, and drainage modifications associated with the alteration are to be completed by the Landscape Division at the expense of the Mutual Members(s) at 244-B; 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 deny the request of Mr. Sanford Adelman to retain hard surface flooring at Manor 254-N Calle Aragon. Director Liberatore seconded the motion.

Member Sanford Adleman (254-N) commented on the motion.

By a vote of 9-0-0 the motion carried.

### **RESOLUTION 01-14-113**

### **Variance Request**

**RESOLVED**, August 12, 2014, that the request of Mr. Sanford Adelman to retain hard surface flooring at Manor 254-N Calle Aragon is hereby denied; and

**RESOLVED FURTHER**, to require the removal of hard surface flooring in all rooms except for the kitchen and bathrooms within 30 days of the Board's decision; 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.

Mr. Tim Huval entered the meeting at 11:10 AM.

Ms. Wendy Panizza left the meeting at 11:15 AM.

Director Chang reported on the Walkway Lighting Sub-Committee.

By way of unanimous consensus, the Board approved moving forward with lighting improvements in Cul-de-sacs 6, 34, 63, 95, and 210. To have in-house staff, within a two month period, replace the existing fixtures to the similar looking green fixtures and to include louvers, to install LED light bulbs in all new fixtures similar to the ones installed in the CDS 7 pilot program.

Director Liberatore reported from the Water Conservation Ad Hoc Committee.

Mr. Tim Huval left the meeting at 11:20 AM.

Director Lydick reported 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**

Director Lydick reported from the Media and Communications Committee.

Director Beckett reported from the Security and Community Access Committee.

#### **DIRECTORS' FORUM**

The Directors provided final comments.

#### **MEETING RECESS**

The Regular Open Session Meeting recessed at 11:45 AM. and reconvened into the Regular Executive Session at 12:50 PM.

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

During its July 8, 2014 Regular Executive Session Meeting, the Board reviewed and approved the minutes of the regular Executive Session of June 10, 2014, the minutes of the Damage Restoration Executive Session of June 25, 2014 as written. The Board heard four disciplinary hearings and imposed fines in the amount of \$750 for violations

of the Mutual's rules and regulations; discussed and considered numerous member disciplinary matters; approved three hearing requests; discussed Section 8 Housing; discussed and considered Litigation Matters; and reviewed the Litigation Status Report.

**ADJOURNMENT**

With no further business before the Board of Directors, the meeting was adjourned at 4:40 P.M.

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John Beckett, Secretary

## UNITED LAGUNA WOODS MUTUAL

### Section 41 Electric Vehicle Charging Stations

ADOPTED OCTOBER 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 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:** 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.
- 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 ELECTRICAL POWER SOURCE**

- 2.1.** Detailed site specific plans, wet stamped and signed by a California Licensed Electrical Engineer, showing electrical power source connection location, Electric Vehicle Charging Station location and routing of conduit must be submitted to the Permits and Inspections office for approval.
- 2.2.** The use of the Mutual's main electrical service panel to a multi-unit building to accommodate the installation of electric vehicle Charging Station is strictly prohibited.
- 2.3.** The use of Laundry Room, Carport, and any other Mutual electrical circuits serving common area to charge an electric automobile is strictly prohibited.
- 2.4.** The use of Laundry Room, Carport, and any other Mutual electrical circuits serving common area to accommodate the installation of electric vehicle Charging Station is strictly prohibited.
- 2.5.** A written approval from Southern California Edison for the electrical power source connection to Edison equipment must be submitted to the Permits and Inspections office.
- 2.6.** The Mutual Member is responsible for all costs associated with the installation of a new meter and payment for electrical service.
- 2.7** The Mutual Member is required to use a California Licensed and Certified Electrical Contractor for the installation of the Electric Vehicle Charging Station.

## **3.0 LOCATION**

- 3.1** The location of the Electric Vehicle Charging Station is restricted to the Mutual Member's parking space or garage.

- 3.2** The location of new meters is restricted to the Mutual Member's parking space or as approved by Southern California Edison and the Permits and Inspections Department.
- 3.3** If the proposed Electric Vehicle Charging Station, and or any electrical conduit and any other equipment, including the electric meter is approved to be located on Common Area, the Mutual Member will be required to record a Common Area Use Agreement.
- 3.4** The Electrical Vehicle Charging Station shall be installed in accordance with manufacturer's guidelines and shall be suitable for the environment (indoor/outdoor) where it is to be located.
- 3.5** Adequate barriers must be installed to protect the Electrical Vehicle Charging Station.
- 3.6** If the installation is in an area subject to flooding, the Electric Vehicle Charging Station shall be elevated or designed accordingly.

#### **4.0 CONDUIT ROUTING**

- 4.1** The Mutual Member and/or their contractor is responsible to notify Dig Alert (dial 8-1-1) 48 hours prior to excavation to identify all underground utility locations and is responsible for the subsequent coordination with any utility companies.
- 4.2** The Mutual Member is responsible to notify the Landscape Department through the Property Service desk a minimum of 10 days prior to excavation. Work related to removal and/or re-routing of Mutual landscaping and irrigation lines may be performed by the Mutual at the Member's expense.
- 4.3** Any revision to Mutual plumbing lines requires written authorization from the Permits and Inspections department prior to the commencement of work. Some work may be required to be performed by the Mutual at the Member's expense.
- 4.4** The Mutual Member is responsible for all costs associated with trenching, concrete or asphalt cutting to accommodate conduit runs.

#### **5.0 INSURANCE**

- 5.1** The Mutual Member will be required to maintain liability insurance coverage of at least \$1,000,000 for the Electric Vehicle Charging Station that names United Laguna Woods Mutual as an additional insured.

## UNITED LAGUNA WOODS MUTUAL

### Section 42 - Solar Panels, 2 Story Buildings with Flat Roofs

ADOPTED OCTOBER 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 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).
- 1.5 **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.
- 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 are 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.

#### 4.0 **APPLICATIONS**

- 2.1 Leasing of solar panels for installation on United Mutual manors is strictly prohibited.
- 2.2 In this section, Solar Panel refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.3 This section refers to two story dwellings with shared flat roof space. The system shall be designed so the panel array does not encroach outside of the area allocated on the roof for each owner of a manor. Refer to Pages 5, 6, 7 and 8 for roof allocation on flat roofs of 6-, 8-, and 12-unit buildings respectively.
- 2.4 Detailed, site-specific plans, including for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to the Permits and Inspections office for approval.
- 2.5 Detailed plans of the installation of roof jacks should be submitted to the Permits and Inspections office for approval, and installation of roof jacks, including hot mopping and flashing, is required to be completed during the original installation.
- 2.6 Regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense.
- 2.7 Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.8 Structural calculations for the existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings, per the California Building Code.

- 2.9 The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.
- 2.10 The solar panel array must be located a minimum of 3 feet from the edge of the roof; and a minimum of 3 feet shall be maintained between rows of solar panels, and between any architectural features such as, but not limited to skylights, mechanical equipment, and vent pipes in order to enable proper access for maintenance.
- 2.11 The solar panel array cannot be installed over any existing Mutual component or Member alteration.
- 2.12 Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties.
- 2.13 Lag screws must have adequate pullout strength and shear capacities.
- 2.14 The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.
- 2.15 Solar Electric Panels, and their associated electrical components, must be UL listed, or comply with equivalent international standards.
- 2.16 All work must comply with the California Building Code.
- 2.17 The use of solar micro-inverter or power optimizer technology is required due to the potential number of separate systems that could be installed on one building.

### **3.0 OBLIGATIONS**

- 3.1 Member agrees to pay for repairs to roof that may be attributed to damage caused by contractors installing or servicing solar panels if manifested within 5 years of installation or servicing of solar panels.
- 3.2 The Mutual Member is responsible for, and will bear all costs associated with removing, altering, covering or replacing the alteration as may be necessary or appropriate to allow the corporation business.
- 3.3 The Mutual Member is responsible for, and will bear all costs associated with, clean-up or repair of mutual owned or controlled property made necessary by or resulting from the alteration.

- 3.4** All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).