

SEAL BEACH MUTUAL NUMBER FIVE**Physical Property****Roof and Attic Access, Roof Leaks, Gutters, Satellite Dishes**

Purpose: To protect the Mutual Five roofs and attics from damage and premature wear by limiting the number of workmen and others on the roofs and in the attics and protect the warranty.

1. Roof and Attic Access

- a. No person shall access the roof or enter the attic of any Mutual Five building without the express permission and approval of the GRF Physical Property Department. The only person within this Physical Property Department who may give such permission or approval is the GRF Building Inspector or the GRF Physical Property Facilities Director, or their specific and assigned designees. This prohibition includes:
 - i. Any Shareholder, even if such Shareholder is an occupant of the building whose roof or attic is being accessed;
 - ii. Any other person related to, or associated with, any other resident or Shareholder such as a caregiver, a relative, or guest, and including any director sitting on the Mutual Board, including any two or more such directors in concert;
 - iii. Any contractor of any sort for whom access had been requested or granted for an existing contract, any prior contract, or for the purpose of bidding on a future contract;
 - iv. Any public official such as an inspector or other legal authority without proper, documented permission.
- b. Emergency circumstances to protect persons or property preempt any and all such restrictions and limitations.
- c. Shareholders with attic access in their units are not allowed to enter the attic and/or place any personal items in the attic space.

2. Access to the Roofs

Should be performed by authorized personnel only and may, in addition, require a GRF permit.

- a. Skylight repair and upgrades must be done by a GRF approved contractor with a permit.
- b. Skylight cleaning must be done by Service Maintenance or approved contractor at the shareholder's expense.

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- c. Satellite installation for DirecTV, Dish Network, or any other company shall be connected to a satellite dish, or the master multi-family dish or wireless connections installed in the attic. All dishes must be installed at the end of the building. (See Satellite Dishes and Attic Cable Access).
- d. Gutter cleaning shall be done annually by the Mutual Landscaper. Shareholders are not allowed to clean their own gutters.
- e. Shareholders may not install gutter guards.
- f. Gutter guards shall be installed, where necessary, by Mutual Five only.
- g. Holiday lights and decorations shall not be installed from or on the roof but may be attached to the gutters with plastic clips or to the fascia.
- h. Any foreign object landing on the roofs, as a result of a shareholder's action, shall be removed by authorized personnel or Service Maintenance only, at the shareholder's expense.
- i. Antennas or other objects are prohibited on any Mutual Five roof and shall be removed at the shareholder's expense.

3. Roof Leak Procedures

- a. Mutual Five will authorize the Service Maintenance Department to make roofing repairs if a roofing contractor fails to effect warranty repairs within fifteen (15) working days from notification by the Physical Property Department. The following procedure will be followed.

4. When a Roof Leak is Reported

When a roof leak is reported by a resident, a Mutual Director, or the Service Maintenance Department:

- a. The leak is reported to the Physical Property Department, and recorded in the Roof Leaks Log.
- b. The Physical Property Department Secretary reports the leak to the appropriate Inspector.
- c. The Physical Property Inspector initiates a Roof Leak Report.

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- d. The Inspector determines whether the leak is under warranty and, if not, whether it is the responsibility of the Mutual or the resident.
- e. If the leak is under warranty
 - i. The Inspector notifies, in writing, the contractor holding the warranty. The contractor is given a period of 15 working days to repair the leak.
 - ii. If the leak is not repaired within 15 working days by the contractor:
 - 1. The inspector notifies the Service Maintenance Department to perform the work.
 - 2. Upon completion, the Service Maintenance Department prepares a monthly status report on assigned roofs and issues a copy to the Mutual and Physical Property Department and forwards an SRO to accounting to invoice the contractor.
 - iii. The Inspector notifies the Physical Property Department Secretary to record the job as complete in the Roof Leaks Log.
- f. If the leak is not under warranty and is the responsibility of the Mutual:
 - i. The Inspector reports the leak to the Service Maintenance Department. The Service Maintenance Department performs the work; prepares a monthly status report on assigned roofs and issues a copy to the Mutual and Physical Property Departments; and generates a Service Repair Order and invoicing.
 - ii. The Inspector notifies the Department Secretary to record the job as complete in the Roof Leaks Log.
- g. If the leak is not under warranty and is the responsibility of the resident:
 - i. Shareholders must report any sign of a leak immediately. Failure to do so could result in the leak being repaired at the shareholder's expense.
 - ii. A letter will be sent to notify the resident of that the leak is their responsibility. A copy of the letter is sent to the Mutual President and to file.
 - iii. The Inspector notifies the Department Secretary to record the job as such in the Roof Leaks Log.

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a. New Seamless Gutters

- i. A patch to a gutter is not permitted in any remodel which alters the gutter or moves a downspout. A contractor may reuse and modify the downspout. Full lengths of gutter without patches must be installed by the contractor. A contractor must contact the Mutual-approved roofer and have the roofer install full lengths of gutter without patches on new roofs that have gutters with one seam at the middle of the building. The install will be at least one half the entire length of the building without patches. Downspouts may be reused but will only be located as per the GRF Building Inspector's directions.
- ii. If there is any damage caused by the shareholder or any services employed by the shareholder, the shareholder will be required to replace the section per this Mutual policy.

b. Existing Old Gutters

- i. One downspout is required on one-bedroom units.
- ii. A five-inch rain gutter shall be placed the entire length of the unit with no seams above the walkway (entryway).
- iii. A 2¼ inch hole shall be drilled in the gutter and proper downspout inserted.
- iv. Two evenly spaced downspouts are required on two-bedroom units.
- v. The proper grade is to be on the lower downspout elbow. With extension over the flowerbed terminating at the outer edge of the mow strip edging on the garden.

6. Satellite Dishes and Attic Cable Access

Any Shareholder that wishes to install a satellite dish, must adhere to the following:

- a. NO SATELLITE DISH MAY BE INSTALLED ON ANY ROOF, WALL, OR ANY PART OF A BUILDING WITHOUT FIRST OBTAINING A PERMIT FROM GRF PHYSICAL PROPERTIES.
- b. DIRECT ALL SATELLITE DISH INSTALLERS TO THE GRF OFFICE FOR PERMISSION AND INSTRUCTIONS ON INSTALLING SATELLITE DISHES.
- c. SHAREHOLDERS WILL BE HELD PERSONALLY LIABLE FOR ALL DAMAGE TO THE COMMON AREA AND BUILDINGS FROM IMPROPER SATELLITE DISH

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INSTALLATION AND MUST BEAR THE EXPENSE OF MOVING ANY IMPROPERLY LOCATED SATELLITE DISHES INSTALLED IN THE COMMON AREA OR ON ANY BUILDING.

- d. Shareholder must ensure that the licensed company complies with all GRF Physical Property Department and Mutual Five's policies, rules and regulations.
- e. Shareholder understands that the Mutual has the authority to remove the satellite dish at Shareholder's expense if a permit is not obtained from the Physical Property Department.
- f. Any damage which may occur to the building or roof during installation, or during the operation of the satellite dish, is the responsibility of the Shareholder and will be paid by the Shareholder.
- g. Shareholder must maintain the satellite dish in good condition, both aesthetically and functionally. Should Shareholder fail to maintain the satellite dish in good condition, the satellite dish will be removed at the Shareholder's expense.
- h. Shareholder must remove the satellite dish upon the sale or transfer of Unit, at the Shareholder's expense, unless the purchaser of the Unit is willing to sign an indemnity and release agreement with the Mutual.
- i. Shareholder's contractor must install and wire the satellite dish pursuant to the Mutual's requirements and conditions for a satellite dish.

7. Mutual Requirements and Conditions for a Satellite Dish; Mounting Locations; Cable Routing; Grounding

- a. Obtain a GRF permit prior to the installation.
- b. The size of the satellite dish is not to exceed one (1) meter (39.37 inches).
- c. The southern view must not be obstructed at any time. There can be no obstructions, such as trees or structures, between the dish and the satellite. Seasonal foliage, future growth of existing trees, possible remodeling or additions to the Shareholder's Unit or adjacent units and changes in landscaping must be considered when installing the satellite dish.
- d. All satellite dishes must be stable and secure and must be able to withstand winds.

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- e. The installation of the satellite dish shall be done in accordance with the current National Electrical Code, installed by a licensed television company that meets all Foundation and Mutual insurance requirements.
- f. Direct roof mount is not allowed due to the required roof penetration.
- g. All entry points into the Unit and any and all test holes must be sealed with approved sealant to prevent water seeping into the Units.
- h. Penetration of Fire Wall, Fire-Resistive Wall Partitions and Floors.
 - i. Such penetrations shall be completed per the current Uniform Building Code.
 - ii. All openings made through a ceiling for penetrations such as cables, cable tracks, conduit, pipes, or tubing shall be protected with approved through-penetration fire stops.
- i. Local electrical installation codes and the current National Electrical Code require the satellite dish to be grounded.
- j. Satellite dishes will be mounted only on the ends of buildings in accordance with Mutual 5 policy and GRF standards, and a permit is required

Document History

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