

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL TWELVE**  
**April 12, 2018, at 9:00 a.m.**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. SHAREHOLDER COMMENTS (2-3 minutes per shareholder. Agenda items only)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):
  - Mrs. Damoci, GRF Representative
  - Ms. Hopkins, Mutual Administration Director
  - Mr. Antisdell, Building Inspector
  - Mr. David Rudge, Physical Property Manager
  - \_\_\_\_\_, Recording Secretary
5. APPROVAL OF MINUTES:  
Regular Meeting Minutes of March 8, 2018, Emergency Minutes of March 06, 2018, and Emergency Minutes of March 20, 2018
6. BUILDING INSPECTOR'S REPORT Mr. Antisdell  
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests
  - a. Building permit approvals
  - b. Review Inspector's Report
  - c. Work order approvals and invoice approvals
  - d. Review Inspector's RTM Open Project List
  - e. Dumpster sign replacement project by Jerry
7. GRF REPRESENTATIVE Mrs. Damoci
8. **UNFINISHED BUSINESS**
  - a. Tree Trimming for 2018
  - b. Roofing Request For Proposal (Mr. Rudge)
  - c. Status report on Sprinkler Rehabilitation Project
9. **NEW BUSINESS**
  - a. Curb repainting of faded curbs by Service Maintenance
  - b. Review SRO reports with directors

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- c. Carport Rentals Review and Approve
- d. Garden Change Forms review and approve
- e. Discuss outside firm to provide machines for Mutual Laundry rooms
- f. Consider transfer 2017 excess income to Emergency Contingency Fund
- g. Discuss 2017 GRF Excess Income Distribution to Mutual
- h. Discuss reinvestment of maturing CD.
- i. Bulk cable agreement – GRF is asking for ability to negotiate a deal for all Mutuals with NO mutual approval at any point in that deal.

**STAFF SECRETARY BREAK 11:00 a.m.**

- |  |             |
|--|-------------|
| 10. SECRETARY / CORRESPONDENCE             | Ms. Sprague |
| 11. CHIEF FINANCIAL OFFICERS REPORT        | Ms. Ferraro |
| 12. MUTUAL ADMINISTRATION DIRECTOR         | Ms. Hopkins |
| 13. ANNOUNCEMENTS                          |             |
| 14. COMMITTEE REPORTS                      |             |
| 15. DIRECTORS' COMMENTS                    |             |
| 16. SHAREHOLDER(S') COMMENTS (2-3 MINUTES) |             |
| 17. ADJOURNMENT                            |             |
| 18. EXECUTIVE SESSION                      |             |

**STAFF SECRETARY WILL LEAVE THE MEETING BY 12:10 p.m.**

**NEXT MEETING THURSDAY, MAY 10, 2018, at 9:00 a.m.**  
**in the Administration Building, Conference Room**

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL NO. TWELVE  
Emergency Meeting  
March 06, 2018, 8:30 AM**

**CALL TO ORDER:**

An Emergency Meeting of the Seal Beach Mutual No. Twelve was called to order by President Gillon at 9:00 AM in the Physical Property Conference Room in Building 5.

**ROLL CALL:**

Those members present were: President Gillon, CFO Ferraro, Directors Anderson and Harmon.

Absent were: Vice President Carson, Secretary Sprague, Director Woodruff

Guests were: Jeremy Rappoport (Project Manager), Oscar Gutierrez (Pinnacle), Jerry Antisdale (GRF Inspector), George Meadows (Pinnacle), Chris Davis (Pinnacle), Alvarado Monroy (Pinnacle)

The purpose of the meeting was a pre-construction meeting for the Sprinkler Rehabilitation contract awarded to Pinnacle Landscape.

Project status was discussed: the contract has not been signed yet because the board is waiting for the performance bond to be issued.

Review of contact specifications took place. Specification implementation was discussed. Pinnacle contact information was distributed.

Future maintenance was discussed. Jeremy recommends that the board should, "treat the turf like a golf course." Beginning in 2019 reel mowers should be used once a year in the fall (OCTOBER) and take grass down to 1/2" in height (scalping) and then seed the lawns with rye. The rye will grow in the winter giving us winter lawns but it will die in the spring as the other creeping grasses begin to grow again. It is recommended that we start this program in October 2019.

No resolutions were made or passed in this meeting.

**ADJOURNMENT:**

President Gillon adjourned the meeting at 10:25 AM.

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Attest:

Margaret Gillon, President  
SEAL BEACH MUTUAL NO. TWELVE

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL NO. TWELVE  
Emergency Meeting  
March 20, 2018, 6:00 PM**

**CALL TO ORDER:**

An Emergency Meeting of the Seal Beach Mutual No. Twelve was called to order by President Gillon at 6:10 PM at her home at 1330 St Andrews Dr Unit 68J.

**ROLL CALL:**

Those members present were: President Gillon, Vice President Carson, Secretary Sprague, Director Woodruff.

Absent were: CFO Ferraro, Directors Anderson and Harmon,

The purpose of the meeting was to discuss contractor issues on the Pinnacle Landscape Sprinkler Rehabilitation project.

Project status was discussed. Frequent inspections will be needed by Jeremy Rappoport, Project Manager, to review and approve the completed de-thatching. Jeremy has submitted a change order for one month of weekly inspections and two months of bi-monthly inspections.

After a review of the change order , upon a Motion made by President Gillon and seconded by Vice President Carson it was,

RESOLVED, to approve Change Order #1 from Jeremy Rappoport dated March 19, 2018, for a cost of \$6,780.00, to provide additional inspections of the Pinnacle Sprinkler Rehabilitation project and authorize the President to sign the change order.

The motion passed.

**ADJOURNMENT:**

President Gillon adjourned the meeting at 6:35 PM.

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Attest:

Margaret Gillon, President  
SEAL BEACH MUTUAL NO. TWELVE

**SPECIAL PROVISIONS FOR  
SEAL BEACH MUTUAL NO. TWELVE ROOFING PROJECT 2018  
SEAL BEACH LEISURE WORLD**

**GENERAL REQUIREMENTS**

**SUMMARY**

**PART 1 - GENERAL**

**A. Summary of Work - Mutual Twelve will re-roof 8 of 44 buildings in 2018.**

1. Project Name: Seal Beach Mutual No. Twelve - Roofing Project
2. Owner's Name: Seal Beach Mutual No. Twelve
3. Remove and replace roofing on 8 Buildings with low slope roof approved by the City of Seal Beach.
4. Removal and disposal of existing roof and removable roof components to include flashing, roof exhaust fans, antennas, to bare deck.
5. Plywood – Remove Existing 3/8” Roof Sheathing – Remove and dispose of all existing 3/8” plywood sheathing and replace it with  
Option 1 - New 4’ x 8’ x 3/4” (23/32) Structural 1 Plywood with Radiant Barrier.  
Option 2- New 4’ x 8’ x 3/4” (23/32) Structural 1 OSB with Radiant Barrier.
  - 5.1 Structures will retain existing termite and dry-rot free 3/4” plywood; replace only damaged sheets per 6.1 and 6.2 below.
6. Localized deck reattachment, dry-rot and termite damaged fascia, blocking and rafter repair and replacement at apt. buildings and laundry rooms. The contractor shall provide the following prices, on the bid form, for additional work as directed by owner’s representative. Price is to include all labor and materials required.
  - 6.1 Provide per unit cost to replace deteriorated or otherwise damaged 4’ x 8’ x 3/4” (23/32) Structural 1, plywood sheets over original patio areas. Plywood must be treated with Timbor and primed where ever exposed to view by contractor prior to installation.
  - 6.2 Provide price (per linear foot) for the replacement of any deteriorated or otherwise damaged fascia; blocking; rafters

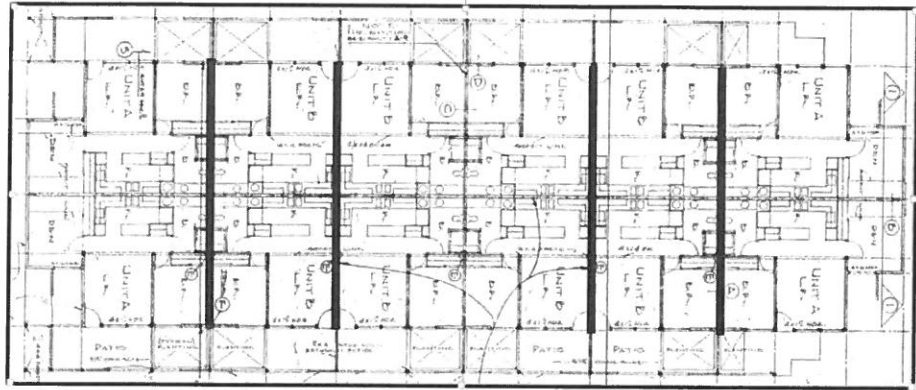
MARCH 13, 2018 SEAL BEACH MUTUAL NO. TWELVE ROOFING  
PROJECT

etc. to match existing. New lumber must be treated with Timbor and painted with primer prior to installation. All miters to be set in elastomeric sealant.

- 6.3 Provide man hour rate for miscellaneous labor requested by owner.
7. Application of GAF or Owens Corning shingle underlayment approved by the City of Seal Beach per manufacture's installation instructions and these specifications.
8. Application of GAF or Owens Corning film-surfaced leak barrier approved by the City of Seal Beach per manufacture's installation instructions and these specifications.
9. All New metal flashings.
10. New edge metal starter and rakes. Edge metal and metal caps must lap fascia a minimum of 2".
11. Re-flash all curbs per NRCA flashing specifications. Remove and replace skylights as necessary to replace roof sheathing as necessary. All skylight hardware and electrical to be functional as originally intended.
12. Attic vents are to be installed to current code and comply with the manufacturer's warranty requirements. Provide GAF approved or Owens Corning Ventsure®4 foot Ridge Vent quantity and placement approved by Roofing manufacturer in proposal for approval by owner representative.
13. Application of GAF or Owens Corning shingles approved by the City of Seal Beach and installed per manufacture's installation instructions and these specifications.
14. Gutters not included
15. Downspouts not included
16. Remove and reinstall vent pipe installed satellite dishes and TV antennas still in use in accordance with service provider specifications. If TV Antenna or Satellite dish is not in use remove and DO NOT replace. Contractor will restore and verify working signal by the end of each work day in each occurrence. If service is not restored by the end of each work day, owner's representative will hire a repair service and charge back to the contractor.

Contractor will post service disruption notices on all affected residents front doors 24 hours in advance of disrupted service.

17. Measurements are approximate. Bidders are to verify and determine accurate measurements for bid and contract purposes.
18. The contractor will include in base bid price the following:
  - 18.1 Contractor will furnishing all labor and materials and provide all equipment and manpower necessary to perform all work, finished and complete, for the various parts of the construction in accordance with the bid documents.
  - 18.2 All repairs must be finished to blend with adjacent surfaces.
  - 18.3 All work must meet code and product manufacturer requirements and must be applied per manufacturer's written instructions.
  - 18.4 All new wood replacement specified to receive one coat of primer and Timbor per page 3 – 5, C 2.
  - 18.5 All new plywood sheathing specified to receive an application of Timbor per page 3 – 10, B 4.2 and primer where exposed.
  - 18.6 Include all costs for required permits and performance and payment bond in base bid prices.
  - 18.7 Provide three hours for termite inspection and treatment by owners and owners agents after removal of old roof and before new roof installation.
  - 18.8 All new metal must be fabricated and installed per these and NRCA standards with soldered connections.
  - 18.9 As needed temporarily fasten gutters in place and remove straps or spikes during installation of drip edge. Refasten gutters after shingle installation.
  - 18.10 The roofing contractor shall comply with all OSHA requirements on this job.
  - 18.11 Roofers Mastic shall not be permitted for any exposed surface.
  - 18.12 Contractor to provide preliminary duration schedule for completion of a building. The kitchen exhaust vent and range hood to be removed and replace with new 7 inch vent, Range hood provided by others.
  - 18.13 Contractor to provide cost to install 4 Type X 5/8" drywall fire between each set of back to back units. Framing to be metal.



18.14 Cost to provide additional insulation paid for by the individual shareholder.

**B. Contract Description**

1. Contract Type: A single prime contract based on a Stipulated Price as described in bid documents with unit costs.
2. Owner Occupancy.
  - 2.1 Mutual 12 shareholders intend to continue to occupy the existing buildings during the entire construction period.
  - 2.2 Schedule the Work to accommodate Mutual 12 resident occupancy.

**C. Site Use; Access; Restrictions and Utilities**

1. Contractor Use of Site and Premises
  - 1.1 Construction Operations: as determined at pre-bid conference.
  - 1.2 Provide access to and from site as required by law and by Golden Rain Foundation.
    - 1.2.1 Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
    - 1.2.2 Do not obstruct roadways, sidewalks, or other public ways without permit.
2. Utility Outages and Shutdown:



- 2.1 Prevent accidental disruption of utility services to apartments, laundry rooms and carports.
- 2.2 In the event of an outage in excess of 4 hours caused by contractor the contractor is responsible for spoilage of refrigerated goods.
3. Work Restrictions:
  - 3.1 Access to and Use of Site: Monday through Friday 8:00 am to 4:30 p.m. and as restricted by local ordinances. Saturday work to be approved by Mutual.
4. Project Utility Sources:
  - 4.1 Water: Contractor to supply any water needed for the project.
  - 4.2 Electrical Power: Contractor to supply power via contractor supplied generator.

## **PART 2 – MATERIALS GAF, Owens Corning,**

### **A. ROOFING MATERIALS**

1. GAF or Owens Corning 3 Tab Shingle in accordance with Manufacturer's Installation Instructions approved by the City of Seal Beach.
2. GAF or Owens Corning Underlayment in accordance with Manufacturer's Installation Instructions approved by the City of Seal Beach.
3. GAF or Owens Corning, Eave/Rake Starter Strips in accordance with Manufacturer's Installation Instructions approved by the City of Seal Beach.
4. GAF, or Owens Corning, Film-Surfaced Leak Barrier in accordance with Manufacturer's Installation Instructions approved by the City of Seal Beach.
5. GAF or Owens Corning ridge cap shingles per shingle wrapper per manufacturer installation instructions.

### **B. RELATED ROOFING PRODUCTS**

1. Modified Flashing Cement conforming to ASTM D 6511, 3409 & 4586.

2. Attic Vent installation to comply with code.

**C. LUMBER AND PAINT**

1. Lumber: Douglas fir. Materials shall be free from warping in excess of 1/4 inch per eight (8) linear feet and visible deterioration.
2. All new lumber shall receive the application TIMBOR Professional Insecticide and Fungicide as follows.
  - 2.1 On wood with drier than normal moisture content, apply by brush or spray two applications of a 10% solution to wood surfaces. On wood with normal moisture content, apply by brush or spray one application of a 15% solution to wood surfaces.
  - 2.2 TIMBOR Professional Insecticide and Fungicide shall be applied on site to all exposed surfaces and shall be verified by owner's representative prior to covering.
3. Paint: For touch-up of existing paint if necessary, contact GRF Inspector for color and manufacturer.

**D. FASTENERS**

1. Galvanized roofing nails: 1-1/4 in long with a 3/8 inch head or long enough to penetrate decking or into decking a minimum of 3/4" whichever is less. Patio nailing should not penetrate into exposed area.
2. Edge Metal: Secured by galvanized roofing nails with a 3/8 inch head long enough to penetrate decking or into decking a minimum of 3/4" whichever is less.

**E. SHEET METAL REQUIREMENTS**

1. Metal drip edge: Baked on enamel, minimum 26 gauge. Color to be selected by owner.
2. Minimum 26 gauge galvanized steel metal flashing jacks with min. six (6) inches wide flanges and six (6) inch high sleeves.
3. Cast iron, galvanized or ABS plumbing pipes shall be flashed with three (3) pound minimum lead pipe jacks. A separate lead cap shall be furnished for pipes with diameters less than two (2) inches or when the lead does not continuously carry up and into the pipes a minimum 3/4 inches.

4. Electrical conduit jacks shall be fabricated of three (3) pound lead. Jacks shall be a minimum of four (4) inches tall with a six (6) inch wide flange.
5. Skylight flashing material shall be minimum 26-gauge galvanized sheet metal material and extend to the top of curb. The upper flashing shall comply with installation instructions and NRCA manual. Flashing on the sides shall comply with installation instructions and NRCA manual. The lower flashing shall comply with installation instructions and NRCA manual.

### **PART 3 - THERMAL AND MOISTURE PROTECTION**

#### **A. GENERAL**

##### **1. SECTION INCLUDES**

- 1.1 The work in this section consists of providing (furnish and install new) all roofing materials, labor, equipment, services, and roofing accessories to complete the roofing system.
- 1.2 Remove and dispose Existing Shingle Roofing according to government regulations and comply with the City of Seal Beach Waste Management Plan.
- 1.3 Provide bid for the following: GAF and Owens Corning (30) Year Warranted 3 Tab Shingle. Color to be selected by Owner from Manufacturers standard colors.

##### **2. SUBMITTALS**

- 2.1 Submittals prepared and submitted as required by the contract documents. Include copies of the applicable specification sheet, detail drawings and material data sheets on materials furnished by Manufacturer. On the submittals clearly mark modifications to the specification and details. Copies furnished to the Owner's representatives and Manufacturer.
- 2.2 One (1) sample copy of the Roofing Contractor's five (5) year warranty which covers all defects in workmanship and materials. The warranty may exclude physical damage caused by natural causes, any activity by anyone other than the Roofing Contractor's employees, or failure of the building's structural components.
- 2.3 One (1) copy of the 30 year Limited Shingle Warranty as selected.

##### **3. QUALITY ASSURANCE**

- 3.1 All applicable requirements of the manufacturer's Application Instruction are hereby incorporated by this reference. Any

conflicts or ambiguities between this specification section, the manual, and any other documents pertaining to this project shall be brought to the attention of the Owner's representative before the proposal is submitted. In the event that such questions are not resolved before bid date, it is understood that the Roofing Contractor will base his bid on the more stringent specification requirements.

- 3.2 Prior to the award of the contract, the Roofing Contractor shall furnish satisfactory evidence of his status as a qualified applicator, a list of successfully completed projects of similar scope, and all financial information as requested. Roofing Contractor must be an approved applicator by Roofing Materials Manufacturer.
- 3.3 Primary Roofing Materials Manufacturer Requirements

- 3.3.1 Manufacture SBS Modified Shingles for a minimum thirty (30) years.
- 3.3.2 Manufacturer shall be an associate member in good standing of either the National Roofing Contractors Association (NRCA), or the Western States Roofing Contractors Association (WSRCA).

#### 4. SUBSTITUTIONS OF SPECIFIED MATERIALS

- 4.1 Whenever a particular specification assembly number, material or trade name is shown or specified herein, it shall be regarded as being indicative of the standard required.
- 4.2 A bidder who proposes to quote on the basis of substituted materials or systems shall submit to the Owner's Representative not less than ten (10) days prior to schedule bid date the following items:
  - 4.2.1 A written application for approval and an explanation of the reason for consideration of an alternate system or product. Both the specification and individual component items shall be equivalent or equal to that specified to be eligible for consideration.
  - 4.2.2 All requests for alternates must include a current certificate from a nationally recognized testing laboratory which has been accredited by ICC and a letter from the manufacturer and city approving use on slopes less than 2" in 12".
- 4.3 The Owner reserves the right to be the final authority on the acceptance or rejection of any proposed alternate materials or

systems. A proposal based on a system, materials, or unsubstantiated data will be considered non-responsive.

## 5. PROJECT MEETINGS

### 5.1 Pre-construction meeting.

- 5.1.1 Prior to the start of any work the Roofing Contractor will hold a job-site meeting with the representative and roof tour to review the scope of work.
- 5.1.2 Authorized representatives of the Owner, the Roofing Subcontractor (Project Superintendent), the Decking Subcontractor, other Subcontractors whose work complements, penetrates, or is mounted on the roof or will use the roof as a work platform, will be in attendance. Owner's representative will be present.
- 5.1.3 The agenda for the meeting shall include:
  - 5.1.3.1 A review of the submittals.
  - 5.1.3.2 Distribution of approved submittals.
  - 5.1.3.3 A walkover inspection of the roof.
  - 5.1.3.4 Establishment and approval of a schedule for the work.
  - 5.1.3.5 Selection of staging and storage locations.
  - 5.1.3.6 Construction Schedule and review and approval.

5.2 Final Inspection: Following the completion of the work, a Final Inspection shall be scheduled by Owner's Representative. Any uncompleted work shall be noted on a Punch List. Final Payment will be made only after Punch List is completed.

## 6. WARRANTY

- 6.1 Owens Corning Shingles subjected to terms and conditions of the standard Manufacturer's 25 Year Limited warranty and additional 5 year Limited warranty added by the manufacturer as selected, which excludes consequential damages and is subject to a declining pro-rated liability for the warranty period. The 30 Year SBS Modified 3-Tab Shingle Warranty includes resistance to wind gust up to 60 MPH.
- 6.2 Coverage for wind damage as part of standard shingle warranty is dependent upon the tabs sealing either by the sealant strip activating or by hand sealing.

- 6.3 Upon project completion and acceptance by Owner, the Roofing Contractor will promptly provide executed copies of the specified warranty with approval by manufacturer.
- 6.4 Furnish a list containing the names and contact telephone numbers of the Roofing Contractor's Service Manager, Superintendent, and Project Manager and the Roofing Contractor's current mailing address.

**PART 4 - EXECUTION**

**A. DELIVERY, STORAGE, AND HANDLING**

- 1. New and dry roof materials delivered to the job site in containers unopened and undamaged. Manufacturer's products stamped with labels, names and run codes of manufacture and testing laboratory(s).
- 2. Provide 3 Shingle wrapper labels with run codes from each side of the roof.
- 3. Store underlayment materials on ends only. Discard rolls which may have been flattened, creased, or otherwise damaged. Place materials on pallets or wood sleepers. Do not stack palletized materials.
- 4. Cover underlayment rolls with weatherproof materials secured to prevent materials from becoming exposed to moisture. Use breathable tarps.
- 5. Disperse materials stored on the roof surface to avoid concentrated loading. Set larger concentrations over structural members.

**B. DECK CONSTRUCTION**

- 1. Single layer of existing 3/4" plywood to remain over patios.
- 2. Single layer of existing 3/4" plywood on laundry rooms to remain.
- 3. Plywood selection to comply with Manufacturers Requirements
- 4. All new plywood sheathing shall receive the application of TIMBOR Professional Insecticide and Fungicide as follows:
  - 4.1 On wood with drier than normal moisture content, apply by brush or spray two applications of a 10% solution to wood surfaces. On wood with normal moisture content, apply by brush or spray one application of a 15% solution to wood surfaces.
  - 4.2 TIMBOR Professional Insecticide and Fungicide shall be applied on site to all exposed surfaces and shall be verified by owner's representative prior to covering.
- 5. 3/4" plywood fasteners and spacing of fasteners as follows:
  - 5.1 8d common nail (2 1/2 x 0.131)
  - 5.2 Edges 6" o.c.

5.3 Intermediate supports 12" o.c.

6. Plywood fasteners for damaged plywood replaced will be per specifications.
7. Upon removal of all existing 3/8" Roof Decking all exposed wood roof joists, rafters, etc. shall be treated as noted in Item B4 above.
8. 18 inches from the ridge to be shimmed to a 3:12 slope to accommodate a ridge vent. Install ridge straps if required.

**C. INSPECTION AND PREPARATION OF SURFACES**

1. The Roofing Contractor shall comply with all reasonably applicable requirements of the Owner's safety and security requirements and with all applicable Federal, State, Local and City regulations, laws, and ordinances.
2. The Roofing Contractor shall provide coverings to protect building and ground surfaces in all areas in which work is being performed. The type of covering will be appropriate to the type of work being performed and the surfaces to be protected in that location. Protection requirements shall include those surfaces over or past which materials or debris are being transported.
3. The surface of the deck must be broom-clean, dry, properly secured and free of defects.
4. Deteriorated surfaces to receive roofing or flashing shall be either repaired or replaced by others or by the Roofing Contractor at the prices stipulated in other contract documents.

**D. ENVIRONMENTAL REQUIREMENTS**

1. Application of roofing materials shall not be performed when weather conditions interfere with good roofing practices.

**E. UNDERLAYMENT; PIPE FLASHING AND EDGE METAL**

1. Install Underlayment per **Manufacturer's Installation Instructions for low slope application approved by City of Seal Beach.**
2. Pipe Flashing: Installed to comply with manufacturer's instructions and industry standard.
3. Edge Metal: Minimum 26 gauge Baked on Enamel with no rise, secured by galvanized roofing nails.

**F. STARTER STRIPS**

1. Install GAF or Owens Corning or GAF Start eave rake starter strips per **Manufacturer's Installation Instructions for low slope application approved by City of Seal Beach.**

**G. SHINGLES**

1. Install GAF or Owens Corning shingles per **Manufacturer's Installation Instructions for low slope application approved by City of Seal Beach.**

**H. SHINGLE FASTENERS**

1. NAILING per GAF or Owens Corning, **Manufacturer's Installation Instructions for low slope application approved by City of Seal Beach.** Be aware of nail length in patio areas to be certain nails do not penetrate into the exposed area.

**I. RIDGE SHINGLES**

1. Apply GAF or Owens Corning, ridge cap shingles per shingle wrapper manufacturer installation instructions.

**I. SPECIAL CONDITIONS**

1. Hand seal the shingles if required. Hand sealing consists of placing four (4), 1/2 inch in diameter dabs of roofing manufacturer's approved modified flashing cement at the bottom of each shingle.

**PART 5 - TEMPORARY FACILITIES AND CONTROLS**

**A. GENERAL**

1. Temporary Utilities: Provide and pay for all electrical power required for construction purposes.
2. Construction Toilet Facilities: Provide all toilet facilities required for construction purposes.
3. Temporary Construction: Provide all temporary construction required for construction purposes.
4. Construction Aids: Provide all tools, cranes, lifts, etc., required for construction purposes.
5. Vehicular Access and Parking: Comply with regulations relating to use of streets and sidewalks, access to emergency facilities, and access for emergency vehicles.
6. Temporary Barriers and Enclosures; Provide all barriers and enclosures required for construction purposes.
7. Temporary Controls; Provide all controls required for construction purposes.



8. Signs: No signs allowed on site without Golden Rain Foundation permission except those required by law.
9. Removal of Temporary Facilities, Utilities, and Controls: Prior to Substantial Completion, remove, clean up, restore existing facilities used to original condition, restore permanent facilities used to specified condition, and repair damage to owners satisfaction.

## **PART 6 - PRODUCT REQUIREMENTS**

### **A. PRODUCTS**

#### 1. Basic Product Requirements:

- 1.1 Salvage: Do not use materials or equipment removed from existing premises, unless specifically allowed or required.
- 1.2 Multiple Instances of Same Item: Use the same brand name product for each instance of the same item.
- 1.3 Warranties: Provide all warranties offered by manufacturers and as specified.

#### 2. Product Options:

- 2.1 Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
- 2.2 Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting other requirements of specifications; substitutions are not allowed unless specifically indicated.
- 2.3 Products Specified by Naming One or More Brand Name Products: Use one of the brand name products named; substitutions are not allowed unless specifically indicated,
- 2.4 Where Substitutions are Allowed and Manufacturers or Brands are named: Submit request for substitution for any manufacturer or product not named,
- 2.5 The burden of proof is on the proposer; substitutions will not be considered if they are indicated or implied only on shop drawings or other submittals.

#### 3. Product Submittals Required:

- 3.1 Design Data: For each assembly specified to be designed or engineered by manufacturer or fabricator, submit calculations or test reports showing compliance with design criteria; or, for engineering design, submit certification by licensed professional engineer; or as specified; submit for review.
- 3.2 Shop Drawings: As required.

- 3.3 Product Data: On each product specified; include manufacturer's catalog data showing compliance and installation instructions.
  - 3.4 Samples: For each product for which color, pattern, texture, or other optional characteristics must be selected and are not specified.
  - 3.5 Warranties: Submit specimen warranty for review; submit actual warranty at project closeout.
- 4. Product Delivery Requirements: Transport and handle in accordance with manufacturer's instructions; inspect promptly upon delivery; handle by methods that prevent soiling and damage.
  - 5. Product Storage and Handling Requirements; Store and protect in accordance with manufacturer's instructions, with packaging, seals, and labels intact; store in manner required to prevent damage.

## **PART 7 - EXISTING CONDITIONS & DEMOLITION**

### **A. GENERAL**

#### **1. SECTION INCLUDES**

1.1 The Work covered by this Section shall consist of furnishing all labor, equipment, supplies, materials and supervision necessary to accomplish demolition as indicated in specifications. In particular:

1.1.2 Removal and disposal of all existing roofing.

#### **2. SCOPE**

- 2.1 All materials, where called for in specs or drawings shall be stripped clean including pulling nails.
- 2.2 Contractor shall protect all landscape as needed to protect lawns and sprinklers. Contact Owners Agent and coordinate water shut off to sprinklers if it is determined that plywood needs to be placed to drive on turf.
- 2.3 Prime contractor must have English speaking superintendent or foreman on site at the start of any demolition to verify each location, scope of work, and oversee start of process and be onsite while work is being done to ensure installation per manufacturer installation instructions.

#### **3. REQUIREMENTS**

- 3.1 All Work identified which requires removal by the Contractor shall be removed as part of the basic Contract.
- 3.2 All existing materials removed by the Contractor as required by the Contract shall become property of the Contractor and shall be removed from the site at the Contractor's expense, the same day.
- 3.3 Tear-off sub-contractors shall be CSLB licensed and insured as per contract

## **B. PRODUCTS**

### 1. MATERIALS

- 1.1 Temporary Protection: Minimum 6 mil thick sheet polyethylene or a 5 mil thick all-purpose reinforced tarp; provide any and all means necessary to retain sheeting in position.

### 2. EQUIPMENT

- 2.1 Products and equipment routinely required for removal and disposal of this type include:
  - 2.1.1 Roof cutter.
  - 2.1.2 Means of conveyance across and off the roof to the ground level.
  - 2.1.3 Chutes or enclosures for confined transport of roofing debris to minimize dust and scattering of materials beyond the disposal containers, vehicles, etc.
  - 2.1.4 Magnetic Sweepers
  - 2.1.5 Other products and tools, as approved by Owners Representative, required for a safe and orderly removal and conveyance off said site

## **C. EXECUTION**

### 1. MATERIAL REMOVAL

- 1.1 The Contractor shall accomplish any required demolition in such a manner as to minimize interference with adjacent building areas, & inconvenient to residents. Any and all damages to adjacent areas caused by the Contractor during demolition to be corrected at the Contractor's expense.
- 1.2 The use of equipment or wrecking devices shall be subject to the approval of the building owner; however, such approval does not relieve the contractor of responsibilities described herein.
- 1.3 The contractor shall review and visually survey areas marked for demolition before beginning demolition.

- 1.4 Limit size of work sections to safeguard adjacent materials, structures, etc. and to minimize dust and noise. Contractor shall furnish necessary protection from the weather.
- 1.5 Protect existing facilities from damage during work. Do not overload existing pavement, curbs, sidewalk, planted earthen areas, etc., or new or existing construction with demolition debris, equipment, vehicles or containers, etc...
- 1.6 Pass over paved areas, around project perimeter of each building, and around dumpster with magnetic sweepers and clean up all fasteners, nails or any foreign objects throughout the day and close of each day.
- 1.7 Demolition adjacent to areas to remain shall be performed in a neat manner with straight lines to facilitate tie-ins of replacement materials. Demolition shall be performed by personnel familiar with the replacement of materials being removed. Excessive demolition, as determined by Owner, shall be replaced with similar and equal materials at Contractor's expense.
- 1.8 Contractor shall maintain required safety precautions during performance of work, including strict compliance with all applicable EPA and OSHA guidelines and regulations. The Contractor shall provide and maintain protected ingress and egress at all times.
- 1.9 Clean the ground around the dumpster twice daily, at mid-day and again at the end of the work day. Includes the removal of any material, debris or packaging as strewn about the site or found in adjacent areas. Debris must be restrained as such is created.
- 1.10 During demolition, the site shall be maintained in an acceptable state of cleanliness. All materials removed shall be loaded on trucks and hauled away the same day to a legal dump site. All dump fees and costs are included in the basic contract price.
- 1.11 Due to unacceptable water intrusion during the execution of the project, the Contractor shall:
  - 1.11.1 Continuously monitor all work to ensure that at no time are more areas exposed than can be made completely watertight prior to water intrusion due to sudden rains, damage caused by the Contractor to existing piping, or ponding water.
  - 1.11.2 At all times maintain a sufficiently sized, experienced crew with readily available materials to insure the above. At no time leave exposed areas unattended without making appropriate watertight repairs.
  - 1.11.3 Provide continuous and effective protection of building contents and interior areas from water or debris by use of acceptable sheet materials and

methods during this project. Coordinate these activities with the owner's representative

## **PART 8 - EXECUTION AND CLOSEOUT REQUIREMENTS**

### **A. EXECUTION**

#### 1. Examination:

- 1.1 Before starting work, verify that substrates are ready for and capable of supporting subsequent work.
- 1.2 Verify that field dimensions that would affect installation are as required.

#### 2. Preparation:

- 2.1 Conduct pre-installation meetings to familiarize installers and others affected with procedures for installation and protection after installation.
- 2.2 Before starting work, prepare substrates and surfaces by cleaning and patching, as required, and as recommended by manufacturer of product to be installed.
- 2.3 Remove debris from areas of installation.

#### 3. Execution;

- 3.1 Install products in manner specified and as required or recommended by manufacturer; if manufacturer's instructions conflict with contract documents, request clarification before proceeding.
- 3.2 Comply with specified standards as minimum quality, except where more stringent tolerances or other specified requirements indicate higher standards or more precise workmanship.
- 3.3 Have work performed by persons qualified to produce specified quality.
- 3.4 Install products level, straight, plumb, and in correct location, within tolerances specified, if any.
- 3.5 Install fixtures and fittings plumb and level and nicely aligned with each other and with finish materials.
- 3.6 Where one product covers another, install so covered product is completely concealed.
- 3.7 Where a product covers an opening, install so opening is completely covered.
- 3.8 Install sequential work in proper order; fit subsequent work to previous work neatly.

- 3.9 Where subsequent work alters previous work, replace and refinish previous work to correct condition.
- 3.10 Do not permanently enclose waste materials, debris, or rubbish in finished work.
- 3.11 In finished areas, conceal pipes within the construction, unless otherwise indicated.
- 3.12 Secure pipes, ducts, and products in place with positive anchorage devices designed and sized to withstand reasonably anticipatable loads, stresses, vibration, and distortion.

6. Cutting and Patching:

- 6.1 Cut new and existing work as little as possible, using appropriate tools that do as little damage as possible; obtain expert assistance for materials sensitive to damage.
- 6.2 Structural Work: Obtain approval prior to cutting.
- 6.3 Patch new work after cutting, to specified condition using specified materials; patch existing work to original or matching condition.
- 6.4 Finish Surfaces: Match adjacent finish without visible differences; if matching is not possible, refinish entire unit or continuous surface to nearest natural intersection or break, using the same finish.

7. Selective Demolition;

- 7.1 Cut portions to be removed neatly; make holes as small as possible; cut flat surfaces on straight lines.
- 7.2 Do not endanger structural members by cutting.

8. Cleaning:

- 8.1 Remove temporary labels, stains, and spots.
- 8.2 During construction, keep all project areas and site free of waste materials, debris, and rubbish.
- 8.3 Place waste materials, debris, and rubbish in containers provided every day.
- 8.4 Final Cleaning:
  - 8.4.1 Clean interior and exterior surfaces exposed to view and equipment.
  - 8.4.2 Polish transparent and glossy surfaces.
  - 8.4.3 Vacuum clean patio indoor outdoor carpet and other soft surfaces; broom clean other floors.

- 8.4.4 Clean equipment.
  - 8.4.5 Clean light bulbs and lamps.
  - 8.4.6 Broom clean exterior paved areas and rake clean landscaped areas.
9. Protecting Installed Construction: Once work is installed, protect from damage due to subsequent construction operations whether or not relevant to installed work.
- 9.1 If necessary for complete protection, provide temporary coverings, warning signs, or barriers.
  - 9.2 Positively protect sensitive finishes with durable materials capable of preventing damage, securely fastened.
  - 9.3 Where possible avoid the need for traffic over sensitive materials like waterproofing, roofing, plantings, finished floorings, by proper sequencing of work; if traffic is unavoidable follow manufacturer's recommendations for protection, at a minimum.
  - 9.4 Prohibit storage of materials on finished work.
  - 9.5 Remove protective materials prior to final cleaning.

## **PART 9 - CLOSEOUT SUBMITTALS**

### **A. GENERAL**

- 1. Operation and Maintenance Data:
  - 1.1 Products, Including Finishes, Moisture-Protection Materials, and Weather-Exposed Materials:
    - 1.1.1 Manufacturer's catalog sheets, marked to clearly identify products actually used and data applicable to actual installation.
    - 1.1.2 Complete operation, adjustment, shut-down, troubleshooting, cleaning, preventative maintenance, inspection, and repair instructions and precautions, prepared especially for project if necessary, incorporating manufacturer's recommendations and diagrams.
  - 1.2 Warranties: Execute in duplicate, notarize, and mark with applicable specification number.

**Supplemental Conditions:** The following Supplemental Conditions shall be incorporated into the General Conditions of the Construction Contract.

1. Contractor shall be a Roofer approved by the manufacturer to qualify for this contract.
2. Contractor shall have general liability insurance with coverage per "General Requirements, Page 2-9, and Section 31 – Insurance Requirements".
3. The Golden Rain Foundation and Seal Beach Mutual' s 1-17 will be named additional insured and Owner's representative will be provided with correct additional endorsements prior to job start.
4. All building permits required for the work shall be obtained and posted onsite at each building, before starting any work.
5. Owner's representative must be notified 24 hours in advance, via e-mail or phone call prior to starting work.
6. The contractor must post approved Notices to Residence, 1 week prior to starting work. Notices to Residence must be posted at residence's carport spaces and front doors. Notices must also be posted at adjacent residences which might be affected.
7. Inclement Weather: Rainy day delays must be submitted in writing and approved by owner's representative via Fax or e-mail on the morning the rain day is requested.
8. No change is to be made in specifications or installation method without express approval by authorized representative of the owner. Protect yourself and ask for it in writing.
9. All correspondence and information pertinent to the job, prior to start and in progress must be submitted in writing. The Owners or owner's representative will honor no oral agreements. All written requests will be answered in a timely fashion.
10. The contractor shall provide trained and skilled workmen at all times, who are experienced with the product(s) being installed. Any worker proven to be incompetent, or who refuses to cooperate with the owner's representative inspector(s) shall be promptly dismissed from the project on request of owner's representative.
11. The Project must be fully staffed daily in order to maintain the construction schedule until completion. Owner's representative must be notified if the installing crew needs to leave the work site prior to 4:30 PM on any regular workday.
12. Work must be completed within the agreed number of working days, or per agreed contract schedule. Liquidated damages of \$250.00 per day will be deducted by project owner or management from the funds due to the contractor for each additional day over the agreed completion date.
13. Whenever there are three or more crews working onsite, the contractor is required to provide a full-time (nonworking) English speaking superintendent, who shall be onsite during working hours. When less than 3 crews are working, each crew shall have an English speaking foreman who is authorized to make corrections or changes required by the owner or owners representative. A copy of the project documentation, including all addendums, addendum attachments, and post bid modification must be



- onsite during working hours. The superintendent and/or foreman must be able to read and understand the project documentation.
14. No contractor/sub-contractors shall make any arrangements outside the scope of this contract without prior written authorization given by owner's representative.
  15. If conditional lien releases are submitted with an invoice, a joint check will be made to the contractor and supplier or subcontractor. All invoices must be submitted for owner's representative review prior to payment.

**Special Conditions:** The following Special Conditions regarding the Site and Project referenced above may impact bidding.

1. Where demolition is specified, all materials are to be hauled away the same day.
2. All new material shall be placed with cones and safety tape in the location approved by owner's representative. Cones must be 24" tall min. All material left on the job site must be coned and taped off at the end of every day. Material not placed in proper location shall be moved upon notification by owner's representative. If material not moved within a reasonable amount of time, the contractor will be back-charged for such movement at whatever the cost is to be deducted by the Owner or Owners representative and reimbursed to owner.
3. All structures are to be secured to a weather-tight condition at end of every workday. Contractor is responsible for any and all damage caused if the structure is not weather-tight. Contractor will provide a 24-hour emergency phone number for water entry problems. The contractor will not bill any extra charge for these service calls; owner's representative will make every attempt to contact the contractor. However, if no response is received within one hour, owner's representative will hire a repair service and charge back to the contractor.
4. No loud radios. No dogs allowed. No alcohol or illegal drugs.
5. Toilet facilities are to be provided by each contractor/sub-contractor at their own expense. No one is to request facilities of owner or tenant on property.
6. Electric power shall be provided by each contractor/sub-contractor at his own expense.
7. Degrading and/or offensive clothing worn on job site is not permitted. Owner's representative reserves the right to request any worker to replace clothing in question. Owner's representative is the sole judge of such matters.
8. Owner is not responsible or liable for contractor's equipment or materials on site.

9. Progress payments will be made as each building is complete and has passed the City of Seal Beach final inspection with approval by GRF Inspector with a 10% retention until all 8 buildings in the project are complete.
10. If contractor falls behind schedule by 7 days contractor is to provide a recovery schedule within 3 days to representative.
11. Prior to any payment, written warranties and required building permits, final approval by City, acceptance by GRF inspector and all required support documents must be submitted:

#### Payment Process

Invoice process is:

Upon completion, approval, and acceptance Contractor sends invoice with all releases and support documents to Seal Beach Mutual No Twelve through one of the following methods.

1. Mail:

Seal Beach Mutual No Twelve – Roof Project  
Attn: Accounts Payable  
PO Box 3519  
Seal Beach, CA 90740

2. Email: [grfap@lwsb.com](mailto:grfap@lwsb.com)

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| Step 1 | Accounting enters the invoice into the system and sends invoice with documents to Physical Property Department.          |
| Step 2 | Physical Property Department provides review of documents for compliance.  |
| Step 3 | Physical Property Department creates a payment request for approval by multiple parties to include CFO of Mutual Twelve. |
| Step 4 | When the payment request is approved it is sent back to Accounting to process a check.                                   |
| Step 5 | When the check is created it is processed for approval signatures through GRF and or CFO of Mutual Twelve.               |
| Step 6 | When signed the check is mailed.   |