

NOTICE

If this document contains any restriction based on race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, familial status, marital status, disability, genetic information, national origin, source of income as defined in subdivision (p) of Section 12955, or ancestry, that restriction violates state and federal fair housing laws and is void, and may be removed pursuant to Section 12956.2 of the Government Code. Lawful restrictions under state and federal law on the age of occupants in senior housing or housing for older persons shall not be construed as restrictions based on familial status.

WALNUT CREEK MUTUAL NO. TWENTY-EIGHT

POLICIES

Latest update 12/31/19

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- Appendix A: Senior Housing Residency Restrictions
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WALNUT CREEK MUTUAL TWENTY-EIGHT POLICY MANUAL

PREFACE

This Policy Manual contains the rules, regulations and policies (collectively, "Rules") adopted by the Board of Directors of Walnut Creek Mutual No. Twenty-Eight (Mutual or M28) for the operation and governance of the Walnut Creek Mutual No. Twenty-Eight condominium Project. These Rules are not all-inclusive and are intended to supplement the Mutual's Amended Articles of Incorporation, Amended Bylaws and/or Amended Declaration of Covenants, Conditions and Restrictions ("CC&RS") (collectively, "Governing Documents"). In the event of a conflict between these Rules and any of the Governing Documents, the latter shall take precedence and control.

Changes to the policies are made and voted on by the Board of Directors, at a regular Board meeting. Prior to the meeting, at least a 30-day notice must be given to the membership, including a copy of the proposed changes.

DEFINITIONS

Capitalized terms that are not otherwise defined in these Rules can be found in the CC&Rs.

Alteration: Any improvement or change made by or on behalf of an Owner to any component located within the Project, whether inside or outside the Owner's Unit, which requires approval under Article 9 of the CC&Rs or these Rules. Alterations must be approved by the M28 Architectural Control Committee (M28 ACC), subject to reconsideration by the Board of Directors

Mutual Operations Division (MOD): the property management of Golden Rain Foundation of Walnut Creek ("Foundation" or "GRF"). MOD is the Mutual's managing agent.

Architectural Control Committee (ACC): While Section 10.1 of the Bylaws provides that the Foundation shall appoint the members of the ACC, the Mutual 28 Board has been delegated that authority by the Foundation. The M28 ACC is appointed by the Mutual 28 Board.

Property Manager (PM): the position of Property Manager is filled by MOD.

Exclusive Use Common Area the fenced-in area or patio. AKA 'yard.'

ABSTRACTS OF APPENDICES

A - SENIOR HOUSING RESIDENCY RESTRICTIONS – 5 pages

1. Senior Citizen Housing Development. The Project is a senior housing development
 - A. Qualifying Resident. "Qualifying Resident" means a person fifty-five (55) years of age or older.
 - B. Qualified Permanent Resident. "Qualified Permanent Resident" shall mean a person who meets either of the following requirements:
 - (i) The person was residing with the Qualifying Resident prior to the death, hospitalization, or other prolonged absence of, or the dissolution of marriage with, the Qualifying Resident **and** the person was forty-five (45) years or older, or was a spouse, cohabitant (defined as persons who live together as husband and wife or persons who are domestic partners...
 - (ii) The person is a disabled person who is a child or grandchild of the Qualifying Resident
 - C. Permitted Health Care Resident.
2. Definitions (see full document)
3. Generally, at least one qualifying resident must permanently occupy the unit.

There are many sub-categories, limitations and qualifications. Before inviting anyone to live in (occupy) your home, please read the full document in **Appendix A**.

B - MEMBER ACCESS TO MUTUAL RECORDS – 5 pages

Mutual Members shall have access to records of the Mutual for the purpose of inspection and obtaining copies as provided in this Policy. Access to records will be provided to a requesting Member or, in most cases, to the authorized representative of the requesting Member, provided that the Member's designation of such representative is in writing signed by the Member and delivered to the Mutual. Only Members (and not their representatives) are entitled to inspection of or a copy of the Membership list.

Article 3 Minutes. - Minutes are published on line at
<http://rossmoor.com/mutual/mutual-28/>

Article 9 Reimbursement of Costs Incurred by Mutual in Making Records Available.
Various low amounts. Ask for details before ordering.

Please see **Appendix B** for the full document for a myriad of exceptions and details.

C - VOTING AND ELECTION RULES – 8 pages

Covers all matters regarding right to vote, to have media access to proclaim candidacy, secret ballots, inspection rules, qualifications for office. Please see this in **Appendix C** if you are interested in working on the Mutual board.

D - ELECTRICAL VEHICLE CHARGING STATIONS (EVCS) - 8 pages

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Most electric cars require high current for charging. The average house wiring in Rossmoor is 120 volts and breakers (fuses) set for 20 amps. For an EV 6 - 8 hour charge, voltage must be at 220 and the current at 16 amps. 16 amps at 220 volts is equivalent to 32 amps at 120 volts.

That's the technical explanation. Quite simply any scheme to charge an EV with the 120 volt circuits in our Mutual can cause fuses to blow, wiring to overheat and - because of the danger of fire involved - the Board to slap you with a \$500 fine.

Appendix D covers all of the details and contains an application form. The basic steps are:

- Applying for and installing the proper type of a user-owned appropriate outlet
- Installation of a separate power line of the proper current and voltage
- Installation by a qualified electrical contractor
- Installation of a separate meter approved by PG&E
- Installation, permits and any other costs, including the cost of removal if the resident leaves the Mutual are to be borne by the resident

E - INVESTMENTS - 1 page

Investment requirements were in the original Policies, however the MOD Accounting Department now handles all investments with the Mutual Board approval. We have left the original requirements in **Appendix E** for future Boards.

F - ASSESSMENTS AND FORECLOSURES - 2 pages

In order to assure the collection of our monthly Mutual dues (the coupon) there is a step-by-step procedure to begin and carry out action to collect overdue payments.

Appendix F contains excerpts from the Davis-Stirling Act, Civil Code Section 5370, which detail both the Mutual's and the residents obligations and rights in the case of delayed coupon payments.

G - WALNUT CREEK SMOKING ORDINANCE - 1 page

Mutual 28 has no duty to enforce local ordinances other than reporting incidents if the Board so decides, based on resident complaints or blatant cases of violation. The Mutuals' legal standing in this matter is detailed in **Appendix G**.

H - REPAIR RESPONSIBILITY CHART - 9 pages

When something is broken, damaged or not working, the chart on **Appendix H** defines who is responsible for the repair. See also page 15 under Maintenance for details of negotiations.

ALTERATIONS ARCHITECTURAL RULES

GENERALLY

Section 9.1 of the CC&Rs identifies the alterations that require approval of the M28 ACC and provides as follows:

“Except for improvements made or constructed by or on behalf of the Mutual, no landscaping and no building, fence, wall, obstruction, patio, deck, balcony, screen, patio cover, tent, awning, carport cover, or other improvement or structure of any kind shall be installed, commenced, erected, painted, or maintained within the Project, nor shall any exterior addition to or change or alteration therein be made, until the plans and specification showing the nature, kind, shape, color, height, size, materials, and location of same have been submitted to and approved in writing by the Mutual.

SPECIFICALLY

PAINTING and NUMBERING

Exterior Building Surfaces

Residents may not paint the exterior surfaces of buildings and fences.

Doors and Windows

The maintenance of doors and windows is the Owner’s responsibility, but their color must be approved by the Mutual. The Mutual may paint these items when it paints the buildings. In the case of doors installed after original construction of the buildings and approved by the Mutual. Owners may not repaint their doors a different color without M28 ACC approval.

Replacement door color/finish will be compatible with existing color scheme as judged by the Mutual Architectural Control Committee.

Fence types to be only those approved by the Mutual Architectural Control Committee. The Mutual maintains board-on-board fences, and installs and maintains these as the Mutual Standard fence. Permission may also be granted for wrought iron fences; however both the installation and maintenance will be at the owner’s expense.

Interior of Units

Owners may paint the interior of their Units without the Mutual’s approval.

House Numbering & Names

The addresses for the Manor shall consist of the white numerals on a dark brown background which are manufactured and mounted by MOD. The individual unit numbers (1 through 4) shall consist of a single numeral, in a color contrasting with the paint on the porch post nearest the mailbox.

The nameplate shall consist of white lettering on a dark brown background, 2" high and will be installed in the proper location by MOD employees or by MOD’s designated installer.

Wind chimes

These are permitted provided that they do not cause unreasonable noise or a nuisance to immediate neighbors. Ask neighbors before installing.

COMMON AREA ALTERATIONS

Section 4.7 of the CC&Rs provides that no alterations or additions to the Common Area, including landscaping, shall be permitted without the prior written approval of the Board. Owners desiring to make alterations or additions to the Common Area shall follow the "Alteration Approval Procedure" outlined below.

SATELLITE DISHES AND TV ANTENNAS

These are permitted. Owners who want to install satellite dishes, TV antennas, wireless cable or any other type of TV or broadcast reception device in the common area or on common area components must submit an Alteration Application and obtain approval of the M28 ACC and Board. This requirement also applies to installations on exclusive use common area that is maintained by the Mutual, such as decks and balconies.

To obtain permission to install a satellite dish, antenna, etc., owners must adhere to the following rules:

- Antennas must be installed in a safe manner, not endangering other residents or common area components.
- Owners must accept financial responsibility for maintenance, repair and replacement costs of roofs or other building components affected by the installation.
- If visible from a street or common area, they must be painted to blend into the surrounding area.

SOLAR ENERGY SYSTEMS

These are permitted, providing they can be installed on the existing building roofs and without major modifications. Please contact MOD for information on available options.

WALKWAYS

An Owner who wants to put a walkway, including stepping stones, in the Common Area must submit an Alteration Application and obtain Board approval. The Owner must include input from Owners of neighboring Units with the Alteration Request.

ALTERATIONS INSIDE A UNIT:

Reference is made to Section 8.5 of the CC&Rs for further details.

Generally, cosmetic alterations to the interior of a Unit do not require the M28 ACC or the Board's approval. Interior alterations that affect the structural integrity, such as removal or relocation of interior walls; or safety of the building, such as plumbing alterations or hard-wired appliances (including water heaters, air conditioning units or heat pumps), require the approval of the M28 ACC and Board. Even if such changes do not require M28 ACC approval, they may require a City of Walnut Creek permit. It would be prudent for Owners to consult with MOD or the M28 Board before proceeding with any interior changes. The Mutual is not responsible for maintenance, replacement or repair of interior alterations.

SMOKE DETECTORS

Smoke detectors are already installed in M28 Units and are inspected yearly at M28 expense. If the Owners desire more detectors they may install and maintain them at their own expense.

The units installed by the Mutual, however, must remain in place.

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ARCHITECTURAL CONTROL COMMITTEE (ACC)

The ACC shall consist of the seated Board of Directors and two Members in good standing appointed by the Board. The ACC's duties shall be:

- To assure the neat and appropriate exterior appearance of the Mutual.
- To assure safe and proper alterations to the interiors of the manors.
- To assure adherence to the By-laws, CC&Rs and Policies of the Mutual.
- To maintain a Rossmoor-compatible atmosphere.
- To review any alteration requests that MOD may submit to the Committee

ALTERATION APPROVAL PROCEDURES:

1. Owners desiring to make alterations shall comply with the following procedures:

- Obtain the standard Alteration Package from MOD
- Submit plans and specifications (as applicable) to MOD
- Execute (fill out) and submit the Alteration Agreement
- Submit neighboring Owner input/statements (if applicable)
- All documents will be reviewed by MOD personnel, and will be passed to the M28 Board or a representative thereof and then to M28 ACC for review and approval.
- If the Alteration Request is denied, and as provided in Civil Code section 1378(a)(5), the Owner has the right to request reconsideration by the M28 Board in an open Board meeting.
- If the alteration requires a building permit from the City of Walnut Creek Building Department, the Owner or the Owner's representative is responsible for obtaining the permit and paying any fees to the City.

2. M28 ACC Decisions to Be Made in Good Faith

The Owner may present the M28 ACC and the M28 Board with additional information relevant to his or her Alteration Request. The M28 ACC's decisions shall be made in good faith and shall not be unreasonable, arbitrary, or capricious. It is recognized and intended that the M28 ACC will employ subjective criteria and judgments in its review of and determination concerning Alteration Requests, plans and proposals submitted to it. The M28 ACC shall make its decisions from the perspective of the interest of the M28 Project as a whole in the fostering of the coherence, value, attractiveness and aesthetic compatibility of all architectural designs and features in the Project after consideration of such factors the M28 ACC reasonably determines to be relevant and after reasonable investigation consistent with the scope and circumstances of the Alteration Request submitted to the M28 ACC. The M28 ACC shall grant the requested approval only if:

- The Owner has submitted a complete Alteration Request;
- The M28 ACC finds that the Alteration Request, plans and specifications conform to the CC&Rs and to the Rules in effect at the time such request was submitted to the Board; and
- The M28 ACC finds that the proposed alteration will, if approved, be consistent and compatible with the architectural and aesthetic standards prevailing within the M28 Project and will be in harmony with the external design and appearance of other existing structures and improvements within the Project, and as to location with respect to topography and finished grade elevations; and
- The M28 ACC determines that the proposed work would be consistent with the standards of the M28 Project and the purposes of the CC&Rs as to quality of

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workmanship and materials.

3. M28 ACC Decisions Shall Be In Writing

All approvals and rejections of Alteration Requests shall be in writing and shall be issued by the M28 ACC within forty-five (45) days from the date of submission of a complete Alteration Request to the Board. If a request is rejected, the decision shall include an explanation of the M28 ACC's decision.

4. Reconsideration by the Board. If the M28 ACC rejects an Alteration Request, the Owner shall be entitled to reconsideration of the request by the Board of Directors at an open meeting.

5. Commencement of Alteration

Upon receipt of written approval of the Alteration Request, the Owner shall, as soon as practicable, satisfy all conditions of the approval, and diligently proceed with the commencement and completion of all approved work. Commencement of the approved work shall occur, in all cases, within ninety (90) days from the date of such approval.

6. Completion of Alteration

The Owner shall, in any event, complete all approved work within one (1) year after commencement thereof, except that the date for completion may be extended as long as such completion is rendered impossible or would result in great hardship to the Owner due to strikes, fires, national emergencies, natural calamities, or other supervening forces beyond the control of the Owner or his or her agents.

7. See also Work Site Rules on page 10.

LANDSCAPING

Common Area (Not Including Exclusive Use Common Area):

If an Owner wants to change the landscaping in the Common Area, a proposal [including plans, if applicable] must be submitted to the Board for approval. The Mutual Board may require that the Owner obtain and provide the Board with input from the Owners of neighboring Units before considering the request for approval.

Any approved landscape change to Common Area will become the property of the Mutual and be incorporated into its overall landscape design. As a precondition for approving a proposed change, the owner may have to agree to maintain the approved change(s) or contribute to the cost of maintaining the change(s) at a maintenance level satisfactory to the Board. If maintenance does not meet the Board's standards, restoration of the area to its original condition, at the Owner's expense, may be required, at the Mutual's discretion.

Plastic or other non-growing plants may not be placed in any area visible to residents.

Watering

Residents are not permitted to water the common areas. Residents should call MOD if there is a problem with the sprinkler system for common area lawns and/or shrubs.

Tree or Shrub Removal and Trimming

Removal of trees and shrubs from any Common Area shall require Board approval.

The Board may approve an Owner's request to have a tree or shrub removed from such areas if it is:

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- Dead, dying, or seriously diseased
- An immediate or future hazard to people or property
- Unsightly because of age or damage
- Not harmonious with good landscape design
- Permitted by the City of Walnut Creek

Residents may not top, prune, or cut any tree or shrub located in the Common Area; requests to have such work done by the Mutual must be submitted to the Board in writing. The Board will have the sole discretion to decide whether to approve the request. All requests shall include separate statements from Owners of neighboring Units that will be affected by the topping, pruning, or removal.

Exclusive Use Common Area Landscaping

- Patio gardens are allowed only within a porch or patio. Plants in pots on porches must not block walkways or doorways.
- Trees or large shrubs planted in containers may not exceed gutter height at maturity.
- Any plant planted directly in the ground and with a potential mature height greater than five (5) feet requires approval from the M28 ACC (a permit from MOD). Considerations for approval are height, appearance, leaf shed and root spread.
- No action by a resident is permitted that would adversely affect water lines, hose bibs, drainage, erosion or the manor structure.
- Ivy and all other climbing plants must be controlled/pruned so that they do not climb on buildings or extend onto sidewalks.
- Overgrown shrubs or trees that have become invasive or cause problems will be pruned or removed by MOD Landscape personnel at the resident's expense.

ALTERATIONS THAT HAVE NOT BEEN APPROVED:

If an alteration is discovered that has not been approved as required by the CC&Rs and the Rules, the Owner has the option of:

- Removing the alteration and returning the area to its original configuration [to the Mutual's satisfaction], including any upgrades necessary to meet the City of Walnut Creek's building code. The Owner is responsible for all costs associated with the removal and restoration.
- Submitting an Alteration Application to the M28 ACC for approval (see Alteration Approval Procedures above). The Owner is responsible for all costs associated with getting the alteration approved.

The Board will establish a reasonable time limit for the Owner to complete this effort.

If the Owner does not comply, the Board will hold a hearing in accordance with the procedures set forth in the Amended Bylaws and may, at its discretion, employ a contractor to complete one or the other of the foregoing options at the Owner's expense.

WALNUT CREEK MUTUAL NO. TWENTY-EIGHT ASSESSMENT COLLECTION POLICY

This Assessment Collection Policy ("Collection Policy") for Walnut Creek Mutual No. Twenty-Eight (the "Mutual") relates to the collection of assessments pursuant to the Mutual's Amended Declaration of Covenants, Conditions and Restrictions recorded January 23, 2003 (as amended, the "Declaration"), its Amended Bylaws certified January 13, 2003 (as amended, the "Bylaws"), and the California Civil Code, including but not limited to sections 5310(a)(7), 5650, 5655, 5660, 5665, 5670, 5600-5658, and 5730. In the event of any conflict between any provision of this Collection Policy and any applicable statute, the terms of that statute shall prevail and supersede any contrary provision in this Collection Policy.

This Collection Policy rescinds and replaces any policy previously adopted by the Board to govern the collection of assessments. When adopted by the Board, this Collection Policy will become part of the Mutual's Rules, as that term is defined in the Mutual's Declaration.

1. **Definitions.** All capitalized terms that are not otherwise defined in this Collection Policy shall have the definitions ascribed to them in the Declaration. For purposes of this Collection Policy and as provided in Section 1.5 of the Declaration, the term "Assessments" means any or all of the following: Annual Assessments, Special Assessments, Reimbursement Assessments and Enforcement Assessments. As provided in Section 6.8 of the Declaration, monetary penalties or fines imposed by the Mutual's Board of Directors (the "Board") in accordance with the Governing Documents constitute Enforcement Assessments.
2. **Assessments in General.** The Mutual has a duty to levy Annual Assessments and Special Assessments sufficient to perform its obligations under the Governing Documents and California law. Annual Assessments are determined at least once annually and are payable during the year in monthly installments. The Mutual also has the authority to levy Reimbursement Assessments (see Paragraph 5, below).
3. **Obligation to Pay Assessments.** Each Assessment, plus any costs of collection, late charges and interest owed, is an obligation of the Unit Owner at the time it is levied. Each Assessment, plus any costs of collection, late charges and interest owed, is also a lien on the Owner's Unit from and after the time the Mutual causes a Notice of Delinquent Assessment (lien) to be recorded with the Contra Costa County Recorder's Office; provided, however, that unless permitted by law, the Mutual may not enforce collection of liens recorded to secure Enforcement Assessments by non-judicial foreclosure proceedings.
4. **Notice of Assessments.** The Mutual shall give notice to the Unit Owner, in the manner prescribed by law, not less than thirty (30) days nor more than sixty (60) days before any increase in the Annual Assessment or any Special Assessment becomes due. Thereafter, the Board of Directors may elect to provide additional periodic statements of Annual and/or Special Assessments and charges, but lack of such statements does not relieve the Owner of the obligation to pay Assessments.

5. **Reimbursement Assessments.** Section 6.7 of the Declaration authorizes the Mutual to, after compliance with the notice and hearing requirements in the Declaration and the Civil Code, levy a Reimbursement Assessment against any Unit and its Owner to reimburse the Mutual for the expenditure of monies to bring the Unit, its Owner, or any person or pet for whom the Owner is responsible, into compliance with the Governing Documents.

6. **Designation of Agent.** The Board of Directors may designate an agent or agents to collect Assessment payments and administer this Collection Policy. Such designated agent may be an officer of the Mutual, manager, banking institution, law firm or other appropriate agent.

7. **Due Date/Delinquency Date of Assessments.** Unless otherwise specified in writing by the Board, the Annual Assessment is due and payable in equal monthly installments on the first (1st) day of each month during the year. Special Assessments shall be due and payable on the due date specified by the Board. As provided in the Declaration, Reimbursement Assessments and Enforcement Assessments shall be due and payable to the Mutual on the date specified by the Board. Any lump sum, installment, or portion of an Assessment is delinquent if not received as directed by the Board or its designated agent on or before fifteen (15) days after it becomes due. If the due date falls on a weekend or holiday, then the following business day is considered the due date.

8. **Late Charges/Interest.** An Assessment, or any portion thereof, that is delinquent shall incur a late charge as follows: (i) ten dollars (\$10) if not received by the due date; (ii) thirty dollars (\$30.00) if the payment is two (2) months in arrears, and (iii) forty five dollars (\$45.00) if the payment is three (3) or more months in arrears. Beginning thirty (30) days after the Assessment or any portion thereof becomes due, the entire unpaid balance of an Assessment account shall bear interest at the rate of twelve percent (12%) per annum.

9. **Collection Expenses.** Any costs and fees incurred in processing and collecting delinquent Assessment amounts, including, without limitation: late and interest charges; charges for preparation of delinquency notices or referral for collection; postage and copies; filing and recording costs; delivery charges; costs for searches regarding ownership and assets; and attorney's fees and costs ("Collection Expenses") shall become Additional Charges against the Owner and the Owner's Unit and shall be subject to collection action pursuant to this Collection Policy.

10. **Application of Payments.** Payments shall be applied first to Assessments owed. Only after the Assessments owed are paid in full shall payments be applied to Collection Expenses as identified in this Collection Policy.

11. **Notice of Intent to Lien.** If an Assessment account remains unpaid thirty (30) days after it is due, the Mutual or its designated agent shall notify the Owner by certified mail that a lien will be recorded unless the entire balance of the account is paid off within thirty (30) days ("Notice of Intent to Lien"). The Notice of Intent to Lien shall include a general statement of the collection, fee, penalty and lien enforcement procedures of the Mutual, an itemized statement of the charges owed as of the date of the Notice of Intent to Lien, including the costs of preparing the Notice of Intent to Lien, and other disclosures required by law (Civil Code section 5660). Payment may be required in certified funds. Notwithstanding the 30-day delinquency period specified in this Paragraph 11, a Notice of Intent to Lien may be sent to a delinquent Owner at any time during an open escrow involving the Owner's Unit.

12. **Recordation of Lien.** Upon the decision of the Board at an open Board meeting and as reflected in the minutes of that meeting, a “Notice of Delinquent Assessment” lien shall be recorded against the Owner's Unit, without further notice to the Unit Owner, if the Owner fails to pay the entire balance of the account within the time period specified in the Notice of Intent to Lien.

13. **Acceleration of Assessments Due.** Upon the recording of a lien, the Mutual may, at its option, declare due and payable the entire balance of all sums then due or to become due from the Unit Owner, including the balance of the Annual Assessment and of any Special Assessment. This total sum may be included in any foreclosure proceeding or collection action.

14. **Foreclosure of Lien.** After the lien is recorded and at least thirty (30) days have elapsed, foreclosure proceedings may commence when Assessment principal either exceeds the amount, or remains unpaid for the time period, specified in state law. The Board’s decision to initiate foreclosure will be made in executive session and reflected in the minutes of the Board’s next open meeting. The Association shall provide the Owner with all notices and disclosures required by law before commencing foreclosure proceedings and shall also comply with all legal requirements imposed by law.

IMPORTANT NOTICE: IF YOUR SEPARATE INTEREST IS PLACED IN FORECLOSURE BECAUSE YOU ARE BEHIND IN YOUR ASSESSMENTS, IT MAY BE SOLD WITHOUT COURT ACTION.

15. **Limitation on Foreclosure of Enforcement Assessments (Including Monetary Fines).** While monetary fines or penalties imposed by the Board in accordance with the Governing Documents are Enforcement Assessments and constitute Assessments, they may not be enforced by non-judicial foreclosure proceedings unless permitted by law.

16. **Payment Agreement.** The Mutual and its agent are obligated to accept partial payments on an Assessment account. The Board, in its sole discretion, may enter into a written payment agreement with the Owner for periodic partial payments on the balance of the Assessment account, in amounts and on a payment schedule agreed to by the Board, and in accordance with the standards for payment plans, if any exist. The agreement shall include payment of accruing Assessments, however late charges shall not accrue so long as the Unit Owner is complying with the terms of the agreement. The Mutual has no obligation to enter into such an agreement, and any agreement entered into with the Unit Owner shall be reasonable, as determined by the Board in its sole discretion, and for the sole purpose of assuring that the best interests of the Mutual are served. The payment agreement shall be in writing and a provision shall be included that failure to meet any term of the agreement shall give the Board the right to immediately continue the collection process without further notice to the Owner. The Mutual may record a lien to secure payment of delinquent Assessments even if a payment agreement is in place. The Board shall meet with the Owner in executive session within forty-five (45) days of the postmark of a written request for a payment agreement, if the request is mailed within fifteen (15) days of the date of the postmark of the Notice of Intent to Lien unless there is not regularly scheduled Board meeting within that period, in which case the Board may designate a committee of one or more members to meet with the Owner.

17. **Release of Lien.** A Release of Lien will not be recorded until the entire balance of the Unit Owner's assessment account is paid. All charges incurred in recording the Release, including reasonable attorney's fees, will be charged to the Owner's account. Upon satisfaction in full of the entire balance owed, the Mutual shall within twenty-one (21) days record or cause to be recorded a Release of Lien and provide the Owner with a copy of the Release of Lien.

18. **Dispute of Charges.** A Unit Owner may dispute the amount demanded by the Mutual by submitting to the Board a written explanation of the reasons for disputing the amount. A telephone call will not reserve any rights. State law also permits Unit Owners with Assessment disputes to request participation in the Mutual's "meet and confer" program (also known as "internal dispute resolution") or alternative dispute resolution. The Unit Owner should provide the following information regarding an Assessment dispute:

- (a) The Unit Owner's name, mailing address, and account number.
- (b) The exact dollar amount claimed to be in dispute or in error.
- (c) For each charge or payment in dispute, an explanation of the reasons the Owner believes there is an error, with sufficient detail such as dates, names and check numbers, so that the dispute may be investigated efficiently and effectively. If the Unit Owner does not know how the error was made, such statement may be made.
- (d) Copies of checks, letters or other documents referred to or claimed should accompany the written explanation.

19. **Payment Under Protest.** If an Owner disputes any charge or sum levied by the Mutual, including, but not limited to an Assessment, fine, penalty, late fee, or collection cost, and the amount in dispute does not exceed the jurisdictional limits of Small Claims Court, the Owner may, in addition to pursuing internal dispute resolution (also known as "meet and confer"), pay under protest the disputed amount and all other amounts levied, including any fees and reasonable costs of collection, reasonable attorney's fees, late charges, and interest, if any, and commence an action in Small Claims court against the Mutual. However, nothing in this Paragraph 19 shall impede the Mutual's ability to collect Assessments as provided under applicable law.

20. **Internal Dispute Resolution.** An Owner has the right to dispute the Assessment debt by submitting a written request for internal dispute resolution (also known as "meet and confer") pursuant to applicable law.

21. **Alternative Dispute Resolution.** An Owner has the right to request alternative dispute resolution (or "ADR") with a neutral third party pursuant to Civil Code section 5925 and following before the Association may initiate foreclosure proceedings against the Owner's Unit, except that binding arbitration shall not be available if the Association intends to initiate judicial foreclosure.

22. **Other Remedies.** The Mutual reserves the right to avail itself of any other remedy permitted by law and the Mutual's Governing Documents to collect Assessments and related costs and charges, including but not limited to bringing an action in Small Claims or Superior Court. Such remedies may be taken in addition to or in lieu of any action already taken, and commencement of one remedy shall not prevent the Mutual from electing at a later date to pursue another remedy.

23. **Secondary Addresses.** Owners may submit a secondary address to the Mutual for purposes of collection notices. Such information must be submitted in writing, signed by the Owner, and mailed to the Mutual in a manner that confirms receipt by the Mutual. After an Owner identifies a secondary address, the Mutual will send, in the manner prescribed by law, copies of any collection notices to the secondary address provided, in addition to the Unit Owner's primary address shown in the Mutual's records. An Owner may identify or change a secondary address at any time. If a secondary address is identified or changed during any collection process, the Mutual will only be required to send notices to the designated secondary address from the point that the Mutual receives the request.

24. **Address of the Mutual and the Board of Directors.** Owners should respond in writing or make payments to the address directed by the Mutual or its designated agent. If no address is given, correspondence and payments should be provided to the Mutual at the address set forth in the Mutual's annual policy statement.

25. **Dishonored Checks.** At any time that the Mutual or its agent receives a check dishonored by the bank for any reason, a charge of twenty-five dollars (\$25) shall be imposed. The Mutual may also seek damages in accordance with California Civil Code section 1719.

26. **Void Provisions.** If any provision of this Collection Policy is determined to be null and void, all other provisions of this Collection Policy shall remain in full force and effect.

The foregoing Assessment Collection Policy was adopted by the Board of Directors of Walnut Creek Mutual No. Twenty-Eight at an open meeting of the Board held on October 23, 2019 following notice to the Members, the opportunity for Member comment, and Board consideration of the Members' comments, all as required by Civil Code section 4360.

**WALNUT CREEK MUTUAL NO.
TWENTY-EIGHT**

Adopted 10/23/19

WORK SITE RULES

The following rules apply to contractors and other service providers employed by residents. Contractors should be made aware of these rules by residents before they submit an estimate for a job. Any exceptions to these rules require the authorization of a mutual director:

- Normal work hours are 8:00 AM to 5:00 PM, Monday through Friday (except holidays). Operating noisy equipment or doing other work that disturbs neighbors outside these hours is not permitted. Please note that this includes carpet-cleaning trucks.
- Building utilities may not be interrupted without permission from a Mutual director, MOD or the utility provider, with at least 24 hours posted notice except in the case of emergency.
- Walkways and stairways must be kept clear.
- All job debris must be removed daily and the common areas swept clean. Do not discard any waste in the Mutual's trash containers.
- All vehicles must be parked in marked parking areas; do not block any parking spaces or driveways. If parking is limited or if the contractors have several vehicles, they must unload and park vehicles on the street, Under no condition may contractors park all day in a Guest Parking spot.
- Neither put nor store materials in common area or parking spaces.
- Protect landscaping and paint finishes from all work activities; report any damage to a mutual director.
- Do not operate radios, etc., so they can be heard outside a manor

BUSINESS/COMMERCIAL ACTIVITIES

No business or commercial activities may be conducted by Owners, Residents or visitors in the Common Area.

It is the Owner's responsibility to ensure that any business or commercial activities comply with applicable zoning laws or governmental regulations and, if required, proper permits, licenses or other governmental authorization should be obtained.

Any excessive trash resulting from business or commercial activities must be disposed of at the Owner's or Resident's expense.

Use of Units to conduct business or commercial activities is also governed by CC&Rs Section 4.5.

COMMITTEES

STANDING COMMITTEES:

As provided in the Bylaws (Section 10.1), the Board appoints Committee Members, the following are the Mutual's Standing Committees:

- Architectural Control
- Finance
- Landscape
- Social

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NOMINATING COMMITTEE:

As provided in the Bylaws (Section 6.1) and the Mutual's Voting and Election Rules (contained therein), the Board may appoint a Nominating Committee to nominate candidates for election to the Board of Directors.

SPECIAL COMMITTEES:

Other special and ad hoc committees will be appointed by the Board in its discretion.

ASSESSMENTS, INCLUDING DELINQUENCIES

Payment of Assessments, and handling of delinquent Assessments, is also addressed in Article 6 of the CC&Rs.

Monthly Annual (i.e., "regular") Assessments

Payments are due on the first day of each month. Payments may be made by mailing the payment in the envelope provided with the monthly coupon, or putting it in the drop box at the Administration Office in the Gateway Complex. Prior to the beginning of the year, MOD, on behalf of the Mutual, mails all Owners a "coupon book" for the monthly Annual Assessment payments and payment envelopes. The Mutual only mails statements to M28 accounts that are delinquent; separate statements are not mailed to M28 accounts that are current or have a credit balance.

Delinquent Assessments:

All Annual (i.e., regular and Special Assessment payments that have not been received and posted to accounts by 4:40 PM on the 15 day of the month.

INSURANCE

Update to current policy. See also CC&R section 7.1 Article 13, as modified in February of 2012.

The Mutual's master policy is a broad risk policy that covers damage to covered property caused by losses not specifically excluded under the policy. Earthquake is an example of one cause of loss that is excluded by the policy, there are others. The rub is that the policy has a \$100,000 deductible and thus the policy only pays for (as distinguished from covers) losses which are catastrophic.

As set forth below, the risk of losses under \$100,000 are shared by the Mutual and the residents. Mutual 28 has a deductible sharing agreement with all of the other Mutuels in Rossmoor, with the exception of the Waterford. This agreement provides that the Mutual and its membership will pay the first \$10,000 of a loss in the Mutual which is caused by fire, wind and wind-driven rain, vandalism, and other sudden and accidental causes. If the loss exceeds \$10,000 the remainder of the loss up to \$100,000 will be shared by all Mutuels on a prorated basis. Replacement value will be paid for covered property where the loss falls within the agreement. Covered property for purposes of this agreement and the policy includes the structure as well as built-in fixtures and appliances like cabinets, counter tops, and flooring.

Losses falling outside of the deductible sharing agreement will be paid either by the resident responsible or the Mutual, if the Mutual is responsible, or both if neither is responsible. Examples of losses falling outside of the agreement include losses caused by: earthquake, rain leaks, earth movement and building settlement, seepage or overflows, any other normal maintenance item, or failure of an item due to lack of maintenance or resident's personal property or resident alterations.

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If the Mutual is responsible for a loss that falls outside the deductible sharing agreement it will not pay replacement value instead it will pay the depreciated value of the damaged property.

If the resident is responsible the Mutual will pay nothing, except maybe to restore common area. Even if the Mutual pays to restore the common area, ultimately the resident will be expected to pay for such damage.

If neither is responsible, for example in the event of an earthquake, each party would be responsible for their respective property. I.e.: the Mutual would be responsible for the common area and the resident would be responsible for their unit

LEASING

Owners and Residents are reminded that there is a limitation on the number of Units within the Mutual that may be rented at any given time. Leasing of Units and occupancy of Units by persons other than the Owner is covered by CC&Rs Section 4.3 (entitled "Rental of Residences") and Section 4.4 (entitled "Time-Share and Private Exchange Arrangements").

PROCEDURE FOR PROCESSING LEASES:

Requests for permission to rent and other information concerning rental requirements are available at the GRF Administration Office at Gateway. Owners must obtain written approval from the M28 Board before executing a Rental or Lease Agreement. Approval may be requested by submitting a Request to Lease form to the GRF Member Services Department.

If the lease request is approved, the Owner must submit the Lease Agreement and the approved Request to Lease form to the Member Services Department for approval by the Mutual.

A copy of GRF's Resident Regulations, M28's policies, and the governing documents will be given to the lessee [for a fee], who will sign for their receipt.

Failure to obtain a Board-approved lease agreement may be subject to a fine. See Fine Schedule on page14.

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PETS

The keeping of pets in the Mutual is also regulated by Section 4.14 of the CC&Rs entitled "Animals."

Unless prohibited by the Board, each owner may keep no more than two dogs or two cats or one cat and one dog, or any reasonable number of birds, goldfish, turtles, hamsters or other permanently-caged animals, provided that they are not kept, bred or maintained for any commercial purposes, and that they are kept under reasonable control at all times. Keeping and controlling pet animals is expressly subject to any controls or prohibitions that may be adopted by the Board.

When dogs are outside the Manor, they must be on a leash at all times held by a responsible person capable of controlling it. The resident is responsible for cleaning up if the pet defecates.

Cats are not to be outside of the Manor or enclosure at any time.

No pets may be kept in the Mutual that become a nuisance. Pets that are determined by the Board to be noisy or obnoxious are subject to removal from the Mutual.

HEARINGS

Hearings, including required notice requirements, are also addressed in Civil Code section 1363(h) and Section 8.1.4 of the Amended Bylaws.

Conduct of The Hearings

All hearings by the Board will be informal, and will be presided over by the President or the Vice President, who will:

- Read the charges against the member;
- Require that the charges be verified by the testimony of one or more of the persons making them;
- Hear any other witnesses against the member;
- Allow the member to make a statement in his or her own behalf;
- Allow the member to call witnesses in his or her own behalf; and
- Allow the directors present, when and as recognized by the chair, to question the witnesses.

If the member fails to appear at a noticed hearing, the Board may conduct its deliberations and make its decision based on the information available to the Board.

FINES and ENFORCEMENT (Adopted 7/26/17)

Article 10, Subsection 10.5.3 of the CC&Rs covers the Imposition of Sanctions

The following fines may be imposed on any Member found in violation of the Mutual's Policies, Bylaws or CC&Rs except those specified elsewhere in these policies. It is every member's responsibility to make themselves aware of Mutual's policies as well as the fines shown below.

When any violation is observed or reported and then confirmed, the following procedure will be followed:

- The responsible party will be notified. Notification can be through any of the following; personal contact, phone call, or letter of warning. The warning shall cite the applicable governing document(s) for the case at hand.

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- The responsible member will be notified of the time allowed to correct the violation.
- If the responsible member does not correct the violation within the time allowed, then a certified letter stating the Board's intention to impose a fine, including the amount of the fine, will be sent to the member. This letter will include notice that the member may appeal this fine before it is imposed by appearing in person or by sending a written appeal to the Board of Directors. Generally this appeal would take place at the next regularly scheduled Board meeting.
- Failure of the responsible member to appear before the Board, or respond by mail, with a reasonable excuse shall not deprive the Board of being able to act on the violation. If the responsible member does not appeal the proposed fine, either in person or in writing, then the Board may decide the imposition of the fine.
- The responsible member will be notified of the Board's decision by certified mail within 15 days of the Board's taking action.

Any fines imposed by the Board will be due and payable on the 1st of the month or 30 days after assessment, whichever period of time is longer. Payment for a fine which is 30 days overdue will be assessed a late fee of \$50 per month. This amount will be separate and in addition to any late charges for unpaid assessments which may be on record.

When any fine is three (3) months past due the Mutual will seek legal action. This may include an action in Small Claims Court. All court fees will be charged to the responsible member.

If judgment is awarded through Small Claims Court, the Mutual may refer the matter to a collection agency. Any collection fees will be charged to the responsible member.

FINE SCHEDULE

Parking Violation Fines

Members who violate the Mutual's parking rules will be subject to the following fine(s):

- First Violation Warning Notice (either by Mutual or Public Safety)
- Second Violation (same violation within 3 months) \$ 50
- Third Violation (same violation within 3 months) \$ 100
- Subsequent Offenses (same violation within 3 months) \$200

Other Violations of Mutual Policies, Bylaws, or CC&Rs

- After notice and time frame expire \$100
- Same violation within 3 months \$200

Unauthorized Occupancy (no Board-approved Lease Agreement)

- From date that Board becomes aware of the violation \$100/day until corrected.

MAINTENANCE POLICIES

Certain repair and maintenance activities are the responsibility of the Mutual and others are the responsibility of the Unit Owner. A portion of the monthly fees collected pays for maintenance of the Common Area [e.g., landscaping and the exterior of buildings], which is, generally, the responsibility of the Mutual. The maintenance and repair of the interior of a Unit and the Exclusive Use Common Area (i.e.: your yard or patio) associated with a Unit is typically the responsibility of the Unit Owner.

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The CC&Rs provide that the responsibility for Maintenance, Repair and Replacement of Units and Exclusive Use Common Area shall be set forth in Maintenance Policies adopted by the Board from time to time. Appendix H identifies whether the Mutual, or the Unit Owner is responsible for the maintenance or repair of particular components. Unit and Exclusive Use Common Area components not listed on Appendix H shall be the responsibility of the Owner.

Residents should contact MOD directly for any problems involving maintenance, repair or replacement of components. If the problem is the Mutual's responsibility, it will be handled by MOD. If it is the Owner's responsibility, MOD will so advise the Owner. If there is a question about the division of responsibility, MOD will contact the Board to render a ruling.

MOD CHARGES FOR MAINTENANCE AND REPAIR WORK

Labor Charge:

The hourly rate for each serviceperson (worker) on a job is calculated from the time they arrive at the manor or place of work until they depart. The labor charge, which is based on current costs and a mark-up for indirect expenses, is reviewed regularly and adjusted when necessary to recover the costs of providing services. A premium is assessed for work done at overtime rates [after hours and on weekends]. Current charges can be obtained by telephoning the Work Order Desk at 988-7650.

Material Charges:

Any materials needed to complete the job are charged in addition to labor.

Responsibility for Payment:

Items designated as "Mutual Responsibility" in Appendix H will be paid by Mutual No. 28. Items designated as "Resident Responsibility" will be paid by the owner. If resident-billable maintenance or repair is rendered by Mutual Operations Division (MOD), payment is required at the time that service is rendered.

Differences of Opinion:

Order desk personnel advise residents, at the time orders are called in, that some work items "may be billable" to them. Workers also advise residents before commencing work when the work is billable to them. After the worker arrives, if a resident chooses not to have the work performed, the resident will be billed a minimum service charge. If there is a difference of opinion between the worker and resident regarding cost or whether the item is the resident's responsibility, the worker will not commence work, will note "resident refused work" on the work order, and indicate the work is complete. The work order will be processed as usual and the worker's time will be billed as described.

MISCELLANEOUS REGULATIONS

Resolution of Violations or Problems.

In the event that these, or any other violations or discrepancies to these Policies, the following steps should be taken:

- If possible, and feasible, contact the person creating the problem.
- If the problem is a one-time event: e.g.: loud noises, car blocking driveway, etc.
- call Public Safety. Calling Public safety assists resolution in several ways:
 - Gives a record of the event
 - Gets the problem resolved when it's needed

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- Prevents conflicts with neighbors
 - If the problem is of a recurring or chronic nature, please call one of the Board
 - members during reasonable working hours.

AIR CONDITIONERS / HEATING UNITS

As a courtesy, A/C units should not be operated after 10:00 PM except in extremely warm weather conditions. If you have a health problem please inform the Board or your neighbors.

AUTO REPAIR

No motor vehicle shall be repaired or rebuilt within the Mutual.

BIRD SEED FEEDERS; BIRD BATHS

Bird seed feeders are permitted but with the following strict regulations

- The feeders must not be M28 accessible to rodents in any fashion.
- The feeders must be placed over a bare area
- The feeders must not be placed over a deck with spaces between the planking.
- The feeders must not be kept constantly full
- All feeding supplies must be stored inside of your Manor or carport storage cabinet, and not in an outside cupboard

Bird baths are allowed with the following strict regulations:

- Flush and re-fill the bath every day
- Use a brush to remove the algae from the bottom once a week

DOOR-TO-DOOR SOLICITATIONS

Any sort of campaign(s) or other forms of resident canvassing and solicitation are prohibited, except for M28 Board candidates or Golden Rain Foundation Board candidates, or other M28 concerns and issues. The Board will not deny any reasonable request for canvassing.

DRIVING

Except as otherwise posted, the California Vehicle Code (CVC), is enforced in Rossmoor, including the streets within the Mutual 28 Project. The speed limit for streets in Mutual 28 is 10 miles per hour according to the CVC Basic Speed Law.

GUESTS/VISITORS

Owners are required to see to it that their guests, workman, contractors, Contractors' employees and health care employees abide by the Mutual's Governing Documents, including these Policies. Owners may be held responsible for the actions of their guests, including damages caused by guests

HARASSMENT

Harassment or physical or verbal abuse of the Mutual's Directors, Officers, contractors, employees or agents while performing their duties for the Mutual or as a result of the performance of such duties will not be tolerated and may be grounds for disciplinary action by the board.

LAUNDRY

No outside clothesline, clothing rack, or other outside clothes washing, drying, or airing facilities shall be maintained in any patio or deck area if it is visible to persons on the

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street or in other Units, patios or decks.

MOD, MUTUAL AND GRF EMPLOYEES; CONTRACTORS

Golden Rain Foundation prohibits their employees from residing in a Rossmoor Mutual. The Mutual may not employ Owners or Residents of the Mutual. GRF prohibits the hiring of off-duty GRF or MOD employees to do work for individual Owners or Residents or on Manors.

NATURAL DISASTERS (Added 5/25/16)

The Mutual is responsible for the proper maintenance and appearance of the manors and common areas pursuant to its Declaration of Covenants, Conditions and Restrictions (CC&Rs) and Policies.

In the event of an emergency or a natural disaster, the Mutual would be responsible, under certain conditions for restoration as required by the CC&Rs and Mutual Policies.

In such an emergency or natural disaster, the Mutual cannot be the guarantor of the health and safety of individual residents. Emergency food and water storage is an individual responsibility. It is imperative that each resident keep informed about emergency preparedness and develop a plan for dealing with an emergency or natural disaster. Residents are encouraged to take advantage of information available thru such organizations as the Rossmoor Emergency Preparedness Organization and FEMA's CERT training.

NOISES

The following Rules are in addition to the restrictions imposed in Section 4.6 of the CC&Rs and entitled "Offensive Conduct; Nuisances; Noise"

Offensive conduct, nuisances and noise are defined as a level that unreasonably interferes with or is an unreasonable annoyance to residents in neighboring Manors. This includes the following:

- Stereos, radios, televisions, music, and conversations
- Trash and recycling disposals 10:00 PM and before 7:00 AM.
- Air conditioners/Heating Units after 10:00 PM.
- Barking dogs

OFFENSIVE CONDUCT

Activities that cause unreasonable embarrassment, disturbance or annoyance to any resident of the Mutual or interfere with any resident's use and enjoyment of his or her Unit, Exclusive Use Common Area and/or the Common Area and common facilities shall not be permitted and may be grounds for disciplinary action by the Board.

OUTSIDE STORAGE

Nothing is to be stored by Owners or Residents in the Common Area outside of the manors or carport storage closets. No personal items shall be attached to external walls or fences.

Each Owner and Resident shall keep his or her assigned carport in a neat, orderly, sanitary and safe condition.

VEHICLES; PARKING RULES (Updated 1/25/17)

VEHICLES; PARKING RULES Sections 4.19 and 4.20 of the CC&Rs allow the Board to adopt Parking Rules. Except as approved by the Board on a case-by-case basis and for

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good cause shown, trailers, campers, boats, RVs and trucks used for commercial purposes may not be parked on the streets or in the driveways of M28 except for a 24-hour loading or unloading period. If this rule is violated, the Mutual may assess a fine per the Fine Schedule for each 24-hour period that the rule is violated.

Parking within the mutual is restricted to designated parking spaces and residents use of their carports. Owners and Residents of the Mutual may not use the parking spaces designated for Guest Parking except to load and unload passengers, packages and other deliveries, for periods of time not to exceed one (1) hour. The use of Guest parking spaces by non-residents is limited to 72 hours. Residents abusing these parking policies are subject to a fine. See Fine Schedule for details.

Undesignated parking places not in carports are open parking, but are subject to Mutual control. The Board may request that Public Safety investigate and mark vehicles that are: left for long periods of time, improperly parked or not belonging to Residents. If circumstances dictate, these vehicles are subject to either a fine, or towing, or both.

Parking on the grass is not allowed at any time.

Parking of any type of container in the parking areas is limited to the following situations and conditions:

- All such containers require a permit with at least 7 days' notice.
- No container may be wider than 80 inches.
- Any container must be parked with equal distance between the limit lines of the parking space.
- If the container is an assist for moving household property the limit shall be 72 hours.
- If the container is to be used for construction storage the limit shall not exceed the length of time on the Rossmoor-issued alteration permit.
- No containers may be stored in carports except as noted above.

VEHICLE SIZE LIMITATION

In addition to the declaration in CC&RS: 419, to wit "no motor vehicles other than golf carts, two axle passenger vehicles which are of a type customarily used for personal transportation, and standard size pick-up trucks shall be parked or stored upon any area within the Project." The personal vehicle must clear at least 12 inches from the roof and sides and, in the case of the multi-spaced carports, not extend more than 12 inches outside.

WILDLIFE

Other than the bird feeders and baths mentioned previously, the feeding of any other wildlife is prohibited by the Mutual and by GRF.

NEW OWNER ORIENTATION MEETING (Added 5/25/16)

Every new owner shall be required to attend a “New Owner Orientation Meeting” with representatives of Mutual 28’s Board of Directors and the Mutual Operations Division (MOD). The purpose of that meeting is to provide information to the new owners concerning the Declaration of Covenants, Conditions and Restrictions (CC&Rs) and Policies that govern the residents of the Mutual, including the alteration permit procedures that must be followed by Owners who want to make alterations to their Manors and exclusive use common area (such as decks, patios and landscaping).

The Orientation Meeting must take place within 30 days of the close of escrow. If conflicts exist regarding attendance, telephone conferences may, at the discretion of the Board, substitute for in-person meetings. Whenever possible, meetings should be held at the MOD office at 800 Rockview Drive, Walnut Creek, CA

No alteration permit will be granted to the new owner until an Orientation Meeting or conference call has taken place.

RESALES AND RESALE INSPECTIONS

When notified that an M28 manor is going to be sold, MOD as the M28 agent will inspect the unit to determine if the owner has damaged Mutual property or has altered Mutual property without the Board’s approval.

If the Mutual’s property has been damaged, the owner must repair the damage to the Mutual’s satisfaction, or disclose to and ensure that the buyer M28 accepts financial responsibility for future maintenance costs.

If there is an unapproved alteration, the owner may:

1. Remove the alteration at his/her/their expense and return the area to its original configuration to the Mutual’s satisfaction, including any upgrades necessary to meet the City of Walnut Creek’s building code. The owner is responsible for all costs associated with the removal and restoration.
2. Submit an Alteration Application to the Board for approval.

It is the owner’s responsibility to fully disclose to the buyer any pertinent information the Mutual or MOD, as the Mutual’s agent, gives to the owner during the resale process.

APPENDIX I

SOLAR ENERGY POLICY

Pages 1-18

This Appendix sets forth the Solar Energy Policy (“Solar Policy”) for Walnut Creek Mutual Twenty-Eight (the “Mutual”) regarding any photovoltaic solar collectors and other solar energy devices and systems whose primary purpose is to provide for the collection, storage and distribution of solar energy into the structural and electrical systems of a Unit (collectively, “Solar Energy System”). It includes the Mutual’s rules for the application, installation, use, maintenance, repair, replacement and removal (if necessary) of Solar Energy System in the Walnut Creek Mutual Twenty-Eight condominium project (“Project”).

When adopted by the Board, this Solar Policy will become part of the Mutual’s Policies which constitute “operating rules,” as that term is defined in Civil Code section 4340(a) and the Declaration.

It is the intent of this Solar Policy to comply with all laws and regulations, both state and federal, and in particular, Public Resource Code section 25982 and Civil Code sections 714,714.1 (as amended), and 4746. In the event of any conflict between any provision of this Solar Policy and any applicable statute, the terms of that statute shall prevail and supersede any contrary provision in this Solar Policy.

1. DEFINITIONS.

All capitalized terms that are not otherwise defined in this Solar Policy shall have the meanings ascribed to them in the Amended Declaration of Covenants, Conditions and Restrictions of Walnut Creek Mutual No. Twenty-Eight, recorded on January 23, 2003 in the Office of the County Recorder of Contra Costa County, California, as Document No. 2003-0033793-00, and as may be amended from time to time (the “Declaration”).

2. INTRODUCTION.

Because the Project is a “condominium project,” as that term is defined in Civil Code section 4125, each Owner has fee simple title to his or her individual Unit as well as an undivided fractional interest in all of the Common Area of the Mutual. The Mutual is required by the Declaration to maintain, repair and replace the roofs in the Project, including condominium roofs and the roofs of the assigned carports. It is the intent of this Solar Policy to recognize the respective ownership rights of the Owners and to enable the Mutual to perform its exterior maintenance, repair and replacement obligations. As a result, the rights of individuals to install a Solar Energy System on the roof of their condominium unit or assigned carport must be limited to the extent necessary to not infringe upon neighboring Owners’ property rights and to enable the Mutual to perform its maintenance, repair and replacement obligations. Pursuant to the Davis-Stirling Act, authorized potential locations for solar energy systems are the roof of the building in which the applicant resides, or on their assigned carport roof. There is no right to install solar energy systems on any other portion of the Common Area.

3. INSTALLATION.

(a) The installation of a Solar Energy System is subject to the provisions of (i) Article 9 of the Declaration entitled "Architectural and Landscape Control," (ii) this Solar Policy, and (iii) the Mutual's other Policies including, but not limited to, the Mutual's Policy entitled "Alterations" (the "Alterations Policy"). As such, and as required by the Declaration, an Owner wishing to install a Solar Energy System on the roof of their condominium unit or assigned carport is required to submit an Alteration Package to the Mutual's Board in care of Mutual Operations Division (MOD) Alterations Department.

(b) The following documents/information must be included in an Owner's Alteration Package to install a Solar Energy System on the roof of their Unit or assigned carport:

(1) Completed and executed Alteration Application and Alteration Agreement.

(2) All applicable permits, approvals and authorizations from the City of Walnut Creek Building Department.

(3) The name and license of the contractor knowledgeable in the installation of Solar Energy Systems hired to install the Solar Energy System and name of contractor's registered salesperson knowledgeable in the installation of Solar Energy Systems (collectively, the "Installer").

(4) Plans and specifications prepared by the Installer, which include the following: (i) where the Solar Energy System will be located, (ii) the visibility of the Solar Energy System from areas open to public access (e.g., streets, Common Area, Exclusive Use Common Area and neighboring Units), (iii) manufacturer literature for all Solar Energy System components including technical specifications and dimensions (i.e., brand, manufacturer, model number, nature, kind, shape, color, height, width, weight, materials, etc.), and (iv) structural requirements, as well as photographs depicting the panels and equipment to be installed. The plans and specifications shall be to scale showing the physical plan of the building and the locations of existing roof vents, skylights, solar tubes, air conditioning/heat pumps, etc., and the space needed for each of these items to function without obstruction.

(5) Solar site survey prepared by Installer pursuant to Civil Code section 4746, which contains the following information: (i) a determination of total usable area of the roof on which the Solar Energy System will be installed; (ii) a determination of the maximum number of Solar Energy Systems which can be installed on the roof; (iii) a determination of the equitable allocation of the total usable area of the roof among all Owners sharing the same roof; and (iv) a determination of Owner's proportional allocated roof area on the roof.

(6) Copies of all permits, authorizations and approvals from municipalities or other jurisdictions

(7) The Neighbor Contact Form, attached hereto as Exhibit A, which shall provide proof of written notification by Owner to all owners sharing the same roof of the Alteration Application to install the Solar Energy System by completing and including any written objections or comments by an affected Owner regarding the Alteration Application. No Alteration Application may be denied because of objections by an affected Owner. However, objections may be referred to the Mutual's legal counsel or used in establishing reasonable restrictions on the installation. A copy of the solar site survey and the plans depicting how the Solar Energy System will be mounted shall be attached to the Neighbor Contact Form.

(8) An acknowledgement satisfactory to the Mutual that the Owner will procure a homeowner liability insurance policy with limits of at least One Million Dollars (\$1,000,000) within fourteen (14) days of the approval of the Alteration Package and annually thereafter. Additionally, satisfactory evidence to the Mutual that the Mutual is named as additional insureds under such policy with a right of notice of cancellation.

(9) Completed and executed Solar Energy System Installation, Maintenance and Indemnification Agreement, in substantially the form attached hereto as Exhibit B ("Indemnification Agreement"), wherein Owner agrees, among other things, to comply with this Solar Policy and indemnify the Mutual, and its officers, directors, employees, and members from and against all claims, allegations, litigation, arbitration or judgments resulting in whole or in part from the installation, maintenance, use, repair, replacement, removal and reinstallation of the Solar Energy System.

(c) The Alteration Package must be submitted to the Mutual's Board at least fourteen (14) days before the Mutual's next scheduled Board meeting.

(d) Owner must receive written notice of Board approval PRIOR to installation of any Solar Energy System.

(e) Owners are responsible for confirming receipt by the Board of their Alteration Package, supporting documentation, and any other information requested by the Mutual's Board and the ACC.

(f) Except as modified by law, all provisions of Article 9 of the Declaration and applicable Mutual Policies, including the Alterations Policy, shall apply to the installation of Solar Energy Systems.

4. MUTUAL'S RIGHT TO RETAIN CONSULTANT.

In reviewing any Alteration Package for the installation of a Solar Energy System, the Mutual retains the right to have its own solar site survey prepared at Owner's expense. The Mutual also retains the right to hire a consultant, at Owner's expense, to review all information and documentation provided by Owner including, but not limited to, the solar site survey and the plans and specifications as set forth in Paragraph 3 above.

5. LEASING OF SOLAR ENERGY SYSTEMS.

In the event that the Owner is leasing any or all of the Solar Energy System from a third party (rather than purchasing it outright) for installation on the roof of their condominium unit or assigned carport, the Mutual will not be a party to the lease and will not be responsible for maintaining or reinstalling the Solar Energy System in the event that the lease requires such things. In addition, Owner agrees to include a provision in the lease with the third party that the Mutual shall not be responsible for any damages or losses resulting from the Mutual removing the Solar Energy System to enable the Mutual to meet its maintenance, repair and/or replacement obligations as imposed by the Declaration and/or California law. Owner agrees to reimburse the Mutual for the costs incurred for any legal action, including any attorneys' fees and costs, to enforce the provisions of this paragraph.

6. AVAILABILITY OF SPACE.

Owner's installation of a Solar Energy System on the roof of their Unit or assigned carport will be based on the equitable apportionment of available roof space among all Owners sharing the same roof. When the first alteration application to install a Solar Energy System is submitted for each building in the Project, the Mutual's goal will be to assure fair distribution of usable roof space for all Owners sharing the same roof based on the following criteria and constraints: (i) the availability of usable roof space as determined by the solar site survey; (ii) the roof plans and specifications; (iii) the walkways for the maintenance of existing roof equipment, vents, skylights, air conditioning/heat pumps, and gutters; (iv) walkways deemed necessary by the Walnut Creek Fire Department; (v) the number of roof plots (with the same square footage) equal to the number of Units in the building; and (vi) any other criteria or constraints set forth in the solar site survey or roof plans and specifications. The solar site survey and roof plan submitted with the first Alteration Application shall be used to identify a roof plot for future Owners to install a Solar Energy System on the same roof. Owner shall be entitled to identify one unused roof plot for the installation of the Solar Energy System on a first-come, first-served basis. Owner may only install a Solar Energy System on the roof of their Unit or assigned carport. Owner acknowledges that the resulting allocation of roof space may not be able to fully accommodate the solar generation needs of the Owner.

7. APPROVAL GUIDELINES.

The Mutual may impose reasonable restrictions on the installation of Solar Energy Systems. "Reasonable restrictions" are defined as those that do not significantly increase the cost of the Solar Energy System or significantly decrease its efficiency. "Significantly" means an amount exceeding ten percent (10%) of the cost of the Solar Energy System or decreasing the efficiency of the Solar

Energy System by an amount exceeding ten percent (10%), as originally specified and proposed. For photovoltaic systems that comply with state and federal law, a significant or unreasonable restriction is one that results in an increased cost to the Solar Energy System as originally proposed of over \$1,000 or a decrease in the Solar Energy System's efficiency in an amount exceeding ten percent (10%) as originally specified and proposed.

8. DECISIONS IN WRITING.

Any decision on a proposed Solar Energy System installation must be in writing and, if the proposed Solar Energy System is disapproved, the written decision shall include an explanation of why the Alteration Application was disapproved and a description of the procedure for reconsideration of the decision. As provided by Civil Code section 714, a complete Alteration Application for the installation of a Solar Energy System that is not denied in writing within forty-five (45) days from the date of receipt of the Alteration Application by the ACC shall be deemed approved, unless that delay is a result of a reasonable request for additional information.

9. INSTALLATION CONDITIONS.

(a) An Owner may not install a Solar Energy System on his or her own. Installation shall be by a qualified, licensed, and properly insured contractor knowledgeable about installation of Solar Energy Systems or the contractor's registered salesperson knowledgeable in the installation of Solar Energy Systems. Prior to installation, Owner shall provide an acknowledgement satisfactory to the Mutual that the contractor or the contractor's registered salesperson have insurance coverage meeting the following minimums: (i) Worker's Compensation with minimum coverage required by California law; and (ii) Contractor's General Liability (including completed operations) with policy limits of at least \$1,000,000.00, which does not exclude work done at multi-unit projects or condominium developments. Owner shall also provide copies of certificates of insurance for the above policies and endorsements which name the Mutual as an additional insured under such policies and include a waiver of subrogation clause in favor of the Mutual.

(b) All installations must be limited to the flat portions of the roof of the Unit or the roof of the assigned carport.

(c) All installations must be in accordance with the manufacturer's installation specifications and instructions.

(d) All installations must only utilize the components of the Solar Energy System agreed upon by the Mutual to maintain uniformity of all installations in the Mutual. These components include, but are not limited to, (i) non-glare, black solar panels and black frames; (ii) adherence to the distributive solar generating allotment of roof space for the roof as plotted in the solar site survey; and (iii) the installed Solar Energy System must operate at less than 50 decibels.

(e) All installations shall be done in accordance with applicable city, state and federal building, fire, electrical and related statutes, codes and regulations including, but not limited

to, City of Walnut Creek Development Review Services Information Bulletin No. 1B-025 entitled "Submittal Requirements for Photovoltaic Array Systems or Alternative Energy Systems," as amended from time to time.

(f) All installations on Durolast surfaces must be contracted with a Durolast certified roofing company (preferably the company that installed the roof) to reseal the penetrations and recertify the roof warranty before the completion of the installation.

(g) All visible ancillary components including, but not limited to, the conduits, supports, tubing, piping and related materials shall be installed so as to be minimally visible and blend into the material to which they are mounted or placed. When not unreasonable to do so, the Solar Energy System shall be painted and colored to blend into the background onto which it is mounted or placed to the greatest extent possible unless such painting or color blending would void a manufacturer's warranty. Panels must be located entirely within a boundary defined by the roof eaves and the roof peaks. Visibility of the underside of the panels shall be minimized from the Common Area. Visibility of any plumbing, wiring, or auxiliary equipment should also be minimized.

(h) All portions of a Solar Energy System shall be secured in a manner that does not jeopardize the safety or soundness of any structure or the safety of any person within the Project.

(i) There shall be no penetrations into building structures including, but not limited to, walls, ceilings, floors, windows, and roofs, with the following exceptions: (i) any penetrations for wiring, piping or anchoring for a Solar Energy System shall be properly sealed and waterproofed in accordance with industry standards and applicable building codes in order to prevent moisture penetration, resulting structural damage, pest infestations, or loss of warranty, or (ii) any penetrations for installations on Durolast surfaces, a Durolast certified roofing company

(j) To ensure the safety of individuals and allow safe access to the Mutual, Solar Energy Systems shall not obstruct access to or from any Unit, walkway, ingress or egress into any area of the Mutual in order to ensure the safety of individuals and allow safe access to the Mutual.

(k) The installing Owner must obtain all necessary permits, authorizations, and approvals from local regulating agencies and provide copies thereof to the Mutual. A copy of the final City inspection must also be provided to the Mutual.

(l) A Solar Energy System for heating water shall be certified as to all system components and the installation thereof by the Solar Rating & Certification Corporation™ or other nationally recognized certification agency.

(m) A Solar Energy System shall meet all applicable safety and performance standards established by the National Electrical Code, the institute of Electrical and Electronic Engineers (IEEE), and accredited testing laboratories such as Underwriters Laboratories

(UL™) and, where applicable, rules of the Public Utilities Commission regarding safety and reliability.

(n) All installations of Solar Energy Systems shall be completed so as not to (i) materially harm or damage Common Area, the Exclusive Use Common Area, or any other individual Unit; (ii) void any warranties held by the Mutual or other Owners, including the roof warranty; and/or (iii) impair the integrity of any building or structure.

(o) In approving the installation of any Solar Energy System, the Mutual is entitled to rely upon the representation of the Owner and/or his or her contractor that the Solar Energy System fully complies with the safety criteria set forth in this Solar Policy. Should the Mutual later determine that the equipment is not in conformance with such criteria, the Mutual may require the Owner, at his or her sole cost and expense, to remove the Solar Energy System or modify it so that it is in compliance with such criteria.

10. SOLAR SHADE CONTROL.

The Mutual must take into account the effect on Solar Energy Systems (also referred to as “solar collectors”) that may result from shade created by trees or shrubs within the boundaries of the Mutual. The Mutual will be guided by the principal of “first in time is first in right.” If a tree or shrub was planted before the Solar Energy System was installed, the tree or shrub may grow without regard to its effect on the Solar Energy System. The Mutual will not be required to prune, or allow pruning, of trees and/or shrubs which were planted before the Solar Energy System was installed. However, trees or shrubs planted after installation of the Solar Energy System may not be allowed to grow so as to cast a shadow greater than ten percent (10%) of the collector absorption area upon that collector surface at any one time between the hours of 10:00 a.m. and 2:00 p.m. local standard time (Public Resources Code section 25982). Pruning needs shall be dictated and determined by the Mutual’s landscape or tree experts.

11. INSTALLATION PERIOD.

Once work on the approved Solar Energy System has started, all work must be completed within a reasonable period of time, weather permitting (i.e., no later than ninety (90) days after approval), and must not be a safety hazard to residents, guests, neighboring Units, the Common Area, and/or the Exclusive Use Common Area (e.g., location of supplies or tools used for the installation). In the event that the Owner fails to commence work on an approved Solar Energy System within six (6) months of approval, the approval shall be deemed revoked, and the Owner must submit a new Alteration Package for the installation of a Solar Energy System.

12. INSPECTION.

The Mutual may inspect a Solar Energy System at any time to ensure compliance with the provisions of this Solar Policy and the Alteration Package, as approved. Owner shall be responsible for reimbursing the Mutual for any costs incurred by the Mutual in having the Solar Energy System inspected. If the Mutual determines that the installation is not in accordance with the provisions of the Declaration, the Alterations Policy, this Solar Policy and/or the approved Alteration Package, the

Mutual may require the Owner, at the Owner's expense, to remove or otherwise modify the Solar Energy System to comply with the provisions of this Solar Policy and/or the approved Alteration Package.

13. OWNER RESPONSIBILITIES.

Owner and each successive Owner of the Solar Energy System shall be responsible for all of the following:

- (a) Maintaining the Solar Energy System in good condition and repair;
- (b) All costs to repair or replace any damage to the Solar Energy System, the Common Area, the Exclusive Use Common Area, the Unit (if applicable), and/or other Units resulting from the installation, maintenance, use, repair, removal, replacement or reinstallation of the Solar Energy System;
- (c) All costs for the installation, maintenance, use, repair, removal, replacement or reinstallation of the Solar Energy System until it has been permanently removed and for the restoration of the Common Area, the Exclusive Use Common Area, the Unit (if applicable), and/or any other Units to their original condition after the permanent removal of the Solar Energy System;
- (d) Correcting any Solar Energy System safety hazards;
- (e) Painting or replacing the visible components of the Solar Energy System including, but not limited to, conduits and supports when deterioration occurs;
- (f) Recertifying of the roof warranty any time the Solar Energy System is removed, reinstalled or moved; and
- (g) Disclosing to prospective buyers the existence of the Solar Energy System and the related responsibilities that said buyer will assume pursuant to this Solar Policy and applicable law.

14. MUTUAL LIABILITY.

The Mutual is not responsible for any accidents or incidents which may occur during installation, maintenance, use, repair, replacement, removal or reinstallation of the Solar Energy System. Additionally, the Mutual is not responsible for the installation, maintenance, use, repair, replacement, removal, and/or reinstallation of any Solar Energy System. The Mutual is also not responsible for possible glare from the Solar Energy System for nuisance under the Declaration or California law.

15. OWNER LIABILITY.

Owner shall be liable for any injury to persons or property arising from the installation, maintenance, use or removal of the Solar Energy System. The Owner assumes all responsibility for any and all damage to his or her Unit, other Units, Exclusive Use Common Area, and/or Common Area, and any other property damage and/or personal injury resulting from the installation, maintenance, service or removal of the Solar Energy System including, but not limited to, roof leaks and damage caused by roof leaks which are the result of the installation, service or removal of the Solar Energy System. The Mutual may recover from the Owner any expenses it incurs in connection with any violation of this Solar Policy, in any manner provided by law or permitted by the Declaration, Mutual Policies, and Mutual Bylaws including, without limitation, imposition of a Reimbursement Assessment, as provided in Section 6.7 of the Declaration, against the Owner and his or her Unit to reimburse the Mutual for costs incurred, provided the Owner's liability has been established after notice to the Owner and the opportunity for a hearing in accordance with the Governing Documents.

16. MUTUAL'S INCREASED MAINTENANCE COSTS.

Owners shall be responsible for any increased costs incurred by the Mutual in maintaining or repairing the Common Area or those portions of a Unit or Exclusive Use Common Area which the Mutual is responsible under the Governing Documents for maintaining or repairing which are caused by the presence of a Solar Energy System.

17. IMPROPER INSTALLATION.

If a Solar Energy System is improperly installed, the Owner shall be responsible for any costs associated with correcting the installation or relocating the Solar Energy System to another location.

18. OWNER'S MAINTENANCE OBLIGATIONS.

Owner agrees to regularly maintain the Solar Energy System in good condition and repair. Should Owner fail to maintain the Solar Energy System in good condition and repair, the Mutual may remove the Solar Energy System at the Owner's expense. Unless there is an emergency, the Mutual shall provide the Owner with at least fifteen (15) days advance written notice. The Mutual shall not be responsible for any damage to the Solar Energy System or loss of use due to removal of the Solar Energy System. If the Mutual must remove the Solar Energy System, the Mutual may levy a Reimbursement Assessment, as provided in Section 6.7 of the Declaration, to reimburse the Mutual for costs incurred in removing the Solar Energy System, after giving the Owner notice and an opportunity for a hearing in accordance with the Governing Documents. If the Mutual must remove the Solar Energy System, the Mutual shall not be responsible for replacing or reinstalling it. Reinstallation of the Solar Energy System shall be at the Owner's sole cost and expense and shall be in compliance with the Declaration, this Solar Policy, and any other Mutual Policies, including the Alterations Policy.

19. MUTUAL'S MAINTENANCE OBLIGATIONS.

Owner shall be required to remove the Solar Energy System, at his or her own cost or expense, if necessary to enable the Mutual to meet its maintenance, repair and/or replacement obligations as imposed by the Declaration and/or California law. Should an Owner fail to remove the Solar Energy System upon the Mutual's request, the Mutual may remove the Solar Energy System at the Owner's expense. Unless there is an emergency, the Mutual shall provide the Owner with at least thirty (30) days advance written notice. The Mutual shall not be responsible for any damage to the Solar Energy System or loss of use due to removal of the Solar Energy System. If the Mutual must remove the Solar Energy System, the Mutual may levy a Reimbursement Assessment, as provided in Section 6.7 of the Declaration, to reimburse the Mutual for costs incurred in removing the Solar Energy System, after giving the Owner notice and an opportunity for a hearing in accordance with the Governing Documents. If the Mutual must remove the Solar Energy System, the Mutual shall not be responsible for any damage caused to the Solar Energy System. The Mutual shall also not be responsible for replacing or reinstalling the Solar Energy System caused by such removal. Reinstallation of the Solar Energy System shall be at the Owner's sole cost and expense and shall be in compliance with the Declaration, this Solar Policy, and any other Mutual Policies, including the Alterations Policy.

20. REMOVAL OF SOLAR ENERGY SYSTEM.

The sale or removal of a Solar Energy System must be approved by the Mutual and all costs relating to the sale or removal of the Solar Energy System and restoration of the surrounding area shall be the sole responsibility of the Owner. Prior to selling or removing a Solar Energy System, Owner shall submit an Alteration Package in accordance with the Alteration Policy and include the following additional information: (i) obtain a Mutual Alteration Permit and a Walnut Creek city permit; (ii) seal any penetration points with roof tile and, where applicable, paintable sealant, then paint to match adjacent surfaces; (iii) patch any and all holes in interior Units and all other exterior penetrations where solar panel appurtenances were installed; (iv) remove roofing and plywood in areas previously covered by the Solar Energy System and install a new roofing system matching the pre-existing roofing design and roof tile where applicable if the Board deems it necessary; and (v) submit a recertification of the Durolast surface from the Durolast manufacturer if the Solar Energy System is removed from a Durolast surface.

21. RESALE OR TRANSFER OF OWNER'S UNIT.

Upon resale or transfer of Owner's interest in his or her condominium unit which has a permitted Solar Energy System, the buyer or transferee (as the case may be) shall agree in writing to assume all of the Owner's duties and responsibilities as outlined in this Solar Policy. The buyer's or transferee's written assumption of duties and responsibilities shall be in a form acceptable to the Mutual and executed by all of the parties before escrow can close and the transfer of the ownership can be legally completed. This written assumption of duties and responsibilities may be recorded with the county. If a buyer or a transferee does not agree in writing to assume responsibility for the Solar Energy System, the Owner must, prior to the close of escrow, either (i) sell the Solar Energy System to an owner sharing the same roof; or (ii) remove the Solar Energy System and restore the area where the Solar System had been located. If the Owner decides to remove the Solar Energy

System and restore the area where the Solar System had been located, Owner must comply with the requirements set forth in Paragraph 20 above.

22. INOPERABLE SYSTEM/EQUIPMENT.

If a Solar Energy System becomes inoperable, either by damage or termination of service, the Solar Energy System must be removed from the structure within twenty (20) days after receiving written notice from the Mutual and any and all damage to the Common Area, the Exclusive Use Common Area, the Unit and/or other Units (if applicable) repaired at the Owner's expense.

23. REIMBURSEMENT.

The Mutual may recover from the Owner any expenses it incurs in connection with any violation of this Solar Policy, in any manner provided by law or permitted by the Declaration, including, without limitation, imposition of a Reimbursement Assessment, as authorized by Section 6.7 of the Declaration, against the Owner and his or her Unit to reimburse the Mutual for costs incurred, provided Owner's liability has been established after giving the Owner notice and an opportunity for a hearing in accordance with the Governing Documents and California law

24. FAILURE TO COMPLY WITH THIS SOLAR POLICY AND OTHER GOVERNING DOCUMENTS.

An Owner's failure to comply with this Solar Policy and/or any other Governing Documents including, but not limited, to the Declaration and other Mutual Policies, shall be subject to enforcement by the Mutual's Board pursuant to the Governing Documents and applicable California law.

The foregoing Solar Energy Policy was adopted by the Mutual's Board of Directors at an open meeting of the Board held on October 23, 2019, following notice to the Members, the opportunity for Member comment, and Board consideration of the Members' comments, all as required by Civil Code section 4360.

WALNUT CREEK MUTUAL NO. TWENTY-EIGHT

Date: October 23, 2019

Richard Saillard
President

Adopted: October 23, 2019

EXHIBIT A

NEIGHBOR CONTACT FORM

UNDERTAKEN BY:

Name(s): _____

Address: _____ Unit # _____

Walnut Creek, California 94595

Alteration Permit Number: _____

As described in the Solar Policy for Solar Energy Systems, owners wishing to install a Solar Energy System on the roof of the building of their condominium unit or assigned carport must notify each owner sharing the same roof of their intentions to install the Solar Energy System. Please document each contact made and provide the following information.

	Date of Contact	Owner Name	Address	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

EXHIBIT B

SOLAR ENERGY SYSTEM INSTALLATION, MAINTENANCE AND INDEMNITY AGREEMENT

RECORDING REQUESTED BY,
AND WHEN RECORDED, MAIL TO:

Walnut Creek Mutual No. Twenty-Eight
c/o Hughes Gill Cochrane Tinetti, P.C.
Attn: Melissa B. Ward, Esq.
2820 Shadelands Drive, Suite 160
Walnut Creek, CA 94598

APN: _____

(Space Above for Recorder's Use)

Solar Energy System Installation, Maintenance and Indemnification Agreement

This Solar Energy System Installation, Maintenance and Indemnification Agreement ("Agreement") dated _____, _____ ("Effective Date") is entered into by and between Walnut Creek Mutual No. Twenty-Eight ("Mutual") and _____ ("Owner" OR if more than one Owner then, collectively, "Owners"), who may hereafter collectively be referred to as the "Parties." For valuable consideration, the receipt of which is hereby affirmed, the Parties agree as follows:

1. Owner is the record owner of the property commonly known as _____ [insert address], Walnut Creek, California ("Unit").
2. The Unit is located within the Walnut Creek Mutual No. Twenty-Eight condominium project in the City of Walnut Creek, County of Contra Costa, and State of California ("Project") and is more particularly described in **Exhibit "A,"** attached hereto and incorporated herein by this reference.
3. Owner, the Unit, and the Project are subject to the Mutual's Amended Declaration of Covenants, Conditions and Restrictions of Walnut Creek Mutual No. Twenty-Eight ("Declaration") recorded on January 23, 2003, as Document No. 2003-0033793-00, and its duly adopted Bylaws, policies and guidelines.
4. Owner has requested permission from the Mutual to install a Solar Energy System (as that term is defined in the Association's Solar Energy Rules) in the following location _____ [insert description]. The Mutual has adopted a Solar Energy Policy ("Solar Policy") in compliance with *Public Resource Code* section 25982, *Civil Code* section 714, *Civil Code* section 714.1, and *Civil Code* section 4746, which impose reasonable conditions for the approval of such applications.
5. This Agreement shall be binding upon the Owner and all successor owners of the Unit, and shall put all potential and successor owners of the Unit on notice of the terms and obligations imposed herein.
6. Owner shall comply with all requirements of the Association's governing documents including, but not limited to, the Declaration, the Solar Policy, and other Mutual Policies.
7. Owner shall comply with all applicable governmental laws, regulations and procedures, and shall obtain all required City of Walnut Creek permits and authorizations before installing the Solar Energy System. The Solar Energy System shall meet all applicable governmental and industry safety standards and local permitting requirements.

8. Installation of the Solar Energy System shall be performed by a licensed contractor or the contractor's registered salesperson knowledgeable in the installation of Solar Energy Systems meeting all the requirements set forth in the Association's written approval of Owner's request for permission to install a Solar Energy System and otherwise imposed by the Association.

9. Owner shall be responsible, at Owner's sole cost and expense, for maintaining the Solar Energy System in good condition and repair. Should an Owner fail to maintain the Solar Energy System in good condition and repair, the Mutual may remove the Solar Energy System immediately in the event of an emergency or, if not an emergency, after giving the Owner notice and an opportunity for a hearing in accordance with the Association's governing documents, at the Owner's expense. The Mutual shall not be responsible for any damage to the Solar Energy System or loss of use due to removal of the Solar Energy System. If the Mutual must remove the Solar Energy System, the Mutual may levy a Reimbursement Assessment, as authorized by the Declaration, to reimburse the Mutual for costs incurred in removing the Solar Energy System, after giving the Owner notice and an opportunity for a hearing in accordance with the Association's governing documents. If the Mutual must remove the Solar Energy System, the Mutual shall not be responsible for replacing or reinstalling it. Reinstallation of the Solar Energy System shall be at the Owner's sole cost and expense and may require a new application.

10. Owner shall be responsible, at Owner's sole cost and expense, to maintain a homeowners' liability insurance policy providing One Million Dollars (\$1,000,000) in coverage, which names the Mutual as an additional insured under the policy with a right to notice of cancellation.

11. Owner shall be responsible for all costs to repair any damage to the Unit, the Common Area, the Exclusive Use Common Area and/or any other property damage and/or personal injury resulting from the installation, maintenance, repair, replacement, use, removal and/or reinstallation of the Solar Energy System including, but not limited to, roof leaks and damage caused by roof leaks which are the result of the installation, maintenance, repair, replacement, use, removal and/or reinstallation of the Solar Energy System.

12. Owner shall be responsible for all costs for the installation, maintenance, use, repair, removal, replacement and/or reinstallation of the Solar Energy System until it has been permanently removed and for the restoration of the Common Area, the Exclusive Use Common Area, the Unit, and/or other Units after the permanent removal of the Solar Energy System.

13. Owner shall remove the Solar Energy System at Owner's sole cost and expense if necessary to enable the Mutual to meet its maintenance obligations imposed by the Declaration. Should an Owner fail to remove the Solar Energy System, the Mutual may remove the Solar Energy System immediately in the event of an emergency or, if not an emergency, after giving the Owner notice and an opportunity for a hearing in accordance with the Association's governing documents, at the Owner's expense. The Mutual shall not be responsible for any damage to the Solar Energy System or loss of use due to removal of the Solar Energy System. If the Mutual must remove the Solar Energy System, the Mutual may levy a Reimbursement Assessment, as authorized by the Declaration, to reimburse the Mutual for costs incurred in removing the Solar Energy System, after giving the Owner notice and an opportunity for a hearing in accordance with the Association's governing documents. If the Mutual must remove the Solar Energy System, the Mutual shall not be responsible for replacing or reinstalling it. Reinstallation of the Solar Energy System shall be at Owner's sole cost and expense and may require a new application.

14. The Mutual shall not be responsible for any accidents or incidents which may occur during installation, maintenance, repair, replacement, use, removal and/or reinstallation of the Solar Energy System. Additionally, the Mutual shall not be responsible for the installation, maintenance, repair, replacement, use, removal and/or reinstallation of the Solar Energy System.

15. Owner agrees to indemnify and hold harmless the Mutual, its members, officers, directors, managing agents, and employees, from and against all losses, claims, expenses, causes of action, costs, demands, damages, expenses, judgment or liabilities, arising out of or relating in any way to the installation, maintenance, repair, replacement, use, removal and/or reinstallation of the Solar Energy System. Owner further agrees to indemnify and hold harmless the Mutual for any economic damage the Mutual suffers, including the voiding of any roof warranty, as a result of the installation, maintenance, repair, replacement, use, removal and/or reinstallation of the Solar Energy System.

16. The Mutual may recover from Owner any expenses it incurs in connection with any violation of the Solar Policy, in any manner provided by law or permitted by the Declaration, Solar Policy, or Mutual Policies including, without limitation, imposition of a Reimbursement Assessment against Owner and his or her Unit to reimburse the Mutual for costs incurred, provided Owner's liability has been established after notice to the Owner and the opportunity for a hearing in accordance with the Mutual's governing documents.

17. The Mutual shall be entitled to recover from Owner all costs, including attorneys' fees, necessary to enforce the provisions of this Agreement. In the event of any litigation, arbitration, or other legal proceeding arising out of this Agreement, the prevailing party shall be entitled to recover its attorneys' fees and costs expended as a result.

18. This Agreement and the covenants contained herein shall run with the land and shall be binding on and inure to the benefit of the Parties and their successors-in-interest, including any future owners, purchasers and transferees of the Unit.

19. This Agreement may be executed in counterparts by the Parties hereto and shall be effective when all Parties have executed the Agreement. Each counterpart will constitute an original.

20. The Parties agree that this Agreement may be recorded in the Official Records of the County of Contra Costa, State of California, and further agree to take such further actions and execute such additional documents as are reasonably necessary to effectuate recording of this Agreement.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT AS OF THE EFFECTIVE DATE.

MUTUAL:

Walnut Creek Mutual No. Twenty-Eight

By: _____
[insert name here]

Its: _____
[insert title here]

OWNER(S):

Owner Name: [insert name here]

Owner Name: [insert name here]

EXHIBIT "A"
Legal Description

[insert legal description of the Unit]

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF _____

On _____, before me, _____, Notary Public, personally appeared, _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF _____

On _____, before me, _____, Notary Public, personally appeared, _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

The Board shall have the power to impose fines and other sanctions for violations of the Mutual's parking policies or other governing documents. Sanctions shall include the authority to cause the towing of vehicles which are parked within the Mutual in violation of any of the provisions of the Mutual's parking policies or other governing documents. The Mutual shall comply with all applicable provisions of the Vehicle Code, Walnut Creek Ordinances, and assure compliance with all Mutual governing documents, including the Policies.

The Mutual shall display at all entryways, signs of not less than 17"x22" with lettering not less than 1" in height, prohibiting public parking and indicating, among other things, that violating vehicles will be removed at the owner's expense. Only authorized vehicles, as described in the CC&Rs at section 4.19 shall be allowed to park in the Mutual. Unauthorized or prohibited vehicles as described in the CC&Rs at section 4.19 may be towed.

All vehicles parked within the Mutual in violation of the Mutual's parking policies or other governing documents, may be towed without prior ticketing or notice.

The Mutual may, but is not obligated to, issue prior written warnings or place notices or "tickets" on offending vehicles before having those vehicles towed.

A vehicle may be immediately towed if it is illegally parked within 15 feet of a fire hydrant, in a fire lane or it interferes with entrance or exit from the Mutual.

Costs incurred by the Mutual relating to the towing and/or storage of any vehicle parked in violation of any provision of the Mutual's parking policies or other governing documents shall be assessed as a Reimbursement Assessment (see CC&Rs at section 6.7) against the Mutual Member responsible or whose household members, sublessees, invitees or guests are responsible for the presence of such vehicle.

WALNUT CREEK MUTUAL NO. TWENTY-EIGHT

VOTING AND ELECTION RULES

(Adopted 12/30/19)

1. General.

- 1.1 These Rules are intended to comply with Civil Code sections 5100 through 5130 and shall apply to Member voting: (1) to elect or remove Members of the Board of Directors; (2) regarding assessments; (3) regarding amendments to the governing documents; (4) regarding the granting of exclusive use of common area property; and (5) at the discretion of the Board of Directors, regarding any other matter that may be the subject of a vote of Mutual Members. These Rules shall become effective on December 31, 2019.
- 1.2 As used in these Rules, "general notice" means providing notice by one or more of the following methods: any method provided for delivery of an individual notice pursuant to Civil Code section 4040; inclusion in a billing statement, newsletter, or other document; posting the printed document in a prominent location that is accessible to all Members, if the location has been designated for the posting of general notices by the Mutual in the annual policy statement (e.g., on the bulletin board in the Gateway Administration Center); if the Mutual broadcasts television programming on GRF-owned Rossmoor Channel 28 for the purpose of distributing information on Mutual business to its Members, by inclusion in the programming.

2. Access to Mutual Media and Facilities.

- 2.1 No candidate or Mutual Member advocating a point of view for purposes related to an election covered by these Rules shall be allowed access to any form of Mutual media including, but not limited to, newsletters, common area bulletin board, internet website, social media pages or television programming after written ballots are distributed as specified in Section 7.1 until the conclusion of the election. "Mutual media" shall not include correspondence to the Members via first-class mail, personal delivery, or email. For purposes of this section, "advocacy" shall not include the following: (1) "get out the vote" efforts or publication of communications in any format which are solely for the purpose of encouraging Members to timely return ballots to the Inspector(s) of Elections for tabulation; (2) descriptions of the purpose and effect of a proposed rule change pursuant to Civil Code section 4360; or (3) a factual summary of significant changes to the governing documents accompanying the text of a proposed amendment pursuant to Civil Code section 5115(e).
- 2.2 "Equal access" shall mean, for written statements on any platform, publication of written statements not to exceed a predetermined number of words and, for broadcast statements on any platform, including GRF-owned Rossmoor Channel 28, broadcast statements not to exceed a predetermined length of time. The Board may require that broadcast statements be pre-recorded in order to comply with the predetermined time limit. The

Board shall not edit or redact any statement, and shall not be required to publish any statement, written or broadcast, which exceeds the predetermined word or time limit.

- 2.3 The Mutual shall not be responsible or liable for the content of any statement published pursuant to the "equal access" rules. The author or proponent of any statement or point of view shall be solely responsible and liable for the content of their statements. All statements published in Mutual media pursuant to the "equal access" rules must identify the author or proponent, which author or proponent must be a Mutual Member to be eligible to publish in Mutual media. Anonymous statements will not be accepted or published.
- 2.4 If the Mutual uses Mutual media to advocate for a particular position (excepting "get out the vote" activities as described above) regarding an election of Directors to the Board, then it shall make the same media in a comparable format (but not necessarily contemporaneously) available to all candidates to allow advocacy by the candidate(s) regarding the Mutual position. Additionally, the Board may, but is not required to, generally make Mutual media (i.e., posting on the Mutual's official bulletin board, official website, broadcasting via GRF-owned Rossmoor Channel 28 or other television or internet video channel, or other notices mailed or delivered by the Mutual to the owners of the Units) available to candidates running for election to the Board for purposes that are reasonably related to the election in which that candidate is running. If the Board allows such general access to Mutual media, then all candidates shall be allowed equal access to the same media.
- 2.5 If the Mutual uses Mutual media to advocate for a particular position (excepting "get out the vote" activities as described above) regarding any other matter, then it shall make the same media in a comparable format (but not necessarily contemporaneously) available to Members advocating a point of view. Additionally, the Board may, but is not required to, generally make Mutual media (i.e., posting on the Mutual's official bulletin board, official website, broadcasting via GRF-owned Rossmoor Channel 28 or other television or internet video channel, or other notices mailed or delivered by the Mutual to the owners of the Units) available to Members for purposes that are reasonably related to the election in which the Mutual advocated a position.
- 2.6 For each election of Directors, the Mutual may, but is not required to, schedule one "Meet the Candidates" town hall meeting at GRF common area meeting space where each nominated candidate may attend and speak to any Mutual Members choosing to attend according to guidelines which may be established by the Board of Directors.
- 2.7 For each other election subject to these Rules, the Mutual may schedule one informational meeting at GRF common area meeting space at which any Member advocating a point of view which is the subject of a pending election may attend and address the attendees according to guidelines which may be established by the Board of Directors.

- 2.8 With the exception of refreshments which may be provided at the above assemblies, no Mutual funds shall be used for campaign purposes in connection with any election which is subject to these Rules.
- 2.9 The Board shall ensure that all candidates for election to the Board are given access to common area meeting space, at no cost, for purposes related to their campaigns.
- 2.10 Whenever the Board places a matter before the Members which requires Member approval, the Board shall ensure that Members advocating a point of view on the matter are given access to common area meeting space, at no cost, for purposes reasonably related to advocating their point of view, whether or not they agree with the point of view advocated by the Board on the matter at issue.

3. Qualifications of Candidates.

- 3.1 Consistent with Civil Code section 5105(b), candidates for the Board of Directors must meet qualifications as set forth hereafter.
 - 3.1.1 Be a Member of the Mutual prior to the close of nominations;
 - 3.1.2 Be current in all regular and special assessment payments, to the extent that the Bylaws hold current directors to the same standard;
 - 3.1.3 Not have a past criminal conviction that would either (a) prevent the Mutual from purchasing the fidelity bond coverage required by Civil Code section 5806 should the person be elected, or (b) terminate the Mutual's existing fidelity bond coverage as to that person should that person be elected; and
 - 3.1.4 No more than one (1) Owner of any particular Unit may serve on the Board at the same time.

4. Nomination of Candidates.

- 4.1 To the extent not in conflict with Civil Code sections 5100 and 5105, candidates for the Board of Directors shall be nominated as set forth hereafter.
 - 4.1.1 At least 30 days before any deadline for submitting a nomination, the Mutual shall provide general notice of the procedure and deadline for submitting a nomination and shall give all Members an opportunity to nominate themselves as candidates for the Board of Directors.
 - 4.1.2 Interested persons must inform the Mutual's managing agent or Board of Directors in writing of their request to be a candidate for the Board of Directors (self-nomination). Any self-nominated candidate must disclose a past criminal conviction that would either prevent the Mutual from purchasing the fidelity bond coverage required by Civil Code section 5806 should the person be elected or terminate the Mutual's existing fidelity bond coverage as to that person should that candidate be elected to the Board.

- 4.1.3 Nominations for candidates wishing to be included on the mailed ballots shall close on the date established by the Mutual. All nominations to be included in the written ballot must be in writing and delivered to the Mutual by the deadline established by the Mutual, which deadline shall be in advance of the date on which the ballots are mailed.
- 4.1.4 The Mutual shall review all persons so responding for compliance with the qualifications identified in Section 3 of these Rules.
- 4.1.5 All qualified persons who timely respond to the Mutual's solicitation shall be candidates for the Board of Directors at the next election.
- 4.1.6 The Mutual shall provide general notice of the following at least 30 days before the ballots are distributed:
 - a. The date and time by which, and the physical address where, ballots are to be returned by mail or handed to the Inspector(s) of Elections;
 - b. The date, time and location of the meeting at which ballots will be counted; and
 - c. In an election of Directors, the list of all candidates' names that will appear on the ballot (i.e., the candidate registration list).
- 4.1.7 The Mutual shall permit Members to verify or correct, by providing documentary evidence (including, but not limited to, a grant deed or general power of attorney) satisfactory to the Inspector(s) of Elections, the accuracy of their individual information on the candidate registration list (as applicable) and the voter list. The voter list shall include the voter/Member's name, voting power, and either the physical address of the voter's (a) Unit, or (b) parcel number, or (c) both, and the mailing address for the ballot if it differs from the physical address of the separate interest or if only the parcel number is used.

5. Inspector(s) of Elections.

- 5.1 The Board shall appoint one or three Inspector(s) of Elections who shall perform all functions required by Civil Code sections 5105 and 5110, including:
 - 5.1.1 Determine the number of Members entitled to vote and the voting power of each;
 - 5.1.2 Determine the authenticity, validity and effect of proxies, if any;
 - 5.1.3 Receive and be the custodian of ballots, and direct the location to which ballots shall be sent until tabulated by the Inspector(s) of Elections;
 - 5.1.4 Correct errors or omissions on the candidate registration list (if any) and/or voting list within two business days of the errors or omissions being reported, with receipt of satisfactory documentary evidence;

- 5.1.5 Hear and determine all challenges and questions in any way arising out of or in connection with the right to vote;
 - 5.1.6 Count and tabulate all votes;
 - 5.1.7 Determine when the polls shall close, with the discretion to extend the deadline for voting as necessary;
 - 5.1.8 Determine the results of the election; and
 - 5.1.9 Report the results of the election to the Board of Directors.
- 5.2 Eligible Inspectors of Elections may include:
- 5.2.1 Any Mutual Members who are not Members of or candidates for the Board of Directors nor relatives of Members or candidates for the Board of Directors; and
 - 5.2.2 An individual third party who is not currently employed or under contract to the Mutual for any compensable services other than serving as an Inspector of Elections.
- 5.3 The Mutual may, at the discretion of the Board of Directors, provide reasonable compensation to the Inspector(s) of Elections.
- 5.4 The Inspector(s) of Elections may appoint and oversee additional persons to verify signatures and to count and tabulate votes as the Inspector(s) deem appropriate, provided that the appointed persons would themselves be eligible to serve as Inspector(s) of Elections pursuant to Section 5.2, above.

6. Voting Rights.

- 6.1 Each Mutual Member shall be entitled to a single vote with regard to each matter that is the subject of a pending election. For purposes of these Rules, therefore, all record owners of a single Unit shall collectively constitute one "Mutual Member." In an election of Directors, each Mutual Member shall be entitled to cast the number of votes equal to the number of Directors to be elected. However, cumulative voting is not permitted. Write-in candidates are not permitted in an election of Directors.
- 6.2 A Member shall not be denied a ballot for any reason other than not being a Member at the time when ballots are distributed.
- 6.3 A ballot may not be denied to a person with general power of attorney for a Member and a ballot of a person with general power of attorney for a Member must be counted if returned in a timely manner (i.e., by the ballot return deadline).
- 6.4 The voting period will run from the date on which ballots are distributed (as specified in Section 7.1, below) until the polls are closed.

7. Voting Procedures.

- 7.1 Mailing of voting packets. At least 30 days before the election, one voting packet shall be delivered to each Mutual Member. Each packet shall contain the following:
- 7.1.1 The ballot or ballots;
 - 7.1.2 Two sealable envelopes. The smaller (inner) envelope shall have no markings identifying the voter. The larger (outer) envelope shall be pre-addressed to the Inspector(s) of Elections, Walnut Creek Mutual No. Twenty-Eight. The upper left corner of the larger envelope shall contain the Member's name, address, and Unit number that entitles the Member to vote (or provide spaces to fill in such information) and provide a place for the Member's signature;
 - 7.1.3 Instructions on how to use the two-envelope system; and
 - 7.1.4 Notice of the date, time and location of the meeting of the Board or Members at which the ballots will be opened and tabulated.
 - 7.1.5 A copy of these Voting and Election Rules (via individual delivery or posting to an internet website and including the corresponding website address on the ballot together with the phrase, in at least 12-point font: "The rules governing this election may be found here: rossmoor.com website.").
- 7.2 Ballot content. Each ballot shall contain the following:
- 7.2.1 In an election of Directors, each candidate's name listed alphabetically;
 - 7.2.2 The identification of any other matter that is the subject of a pending Member vote;
 - 7.2.3 A statement of when ballots must be returned by mail or hand delivery.
- 7.3 Receipt of ballots.
- 7.3.1 All ballots shall be received by the Inspector(s) of Elections at locations as specified by the Inspector(s) of Elections.
 - 7.3.2 If so directed by the Inspector(s) of Elections, the Mutual's management staff shall maintain a log of all ballot envelopes received, noting whether the outer envelopes were signed or unsigned. The Inspector(s) of Elections may contact Members who return unsigned envelopes and make arrangements for Members to sign the envelopes prior to the date that the ballots are opened and tabulated.
 - 7.3.3 Once a ballot has been received by the Inspector(s) of Elections, it may not be revoked. A ballot shall be considered received when the voting packet envelope (the outer envelope containing the inner envelope containing the ballot) has been received by the Inspector(s) of Elections.

7.3.4 Each ballot received by the Inspector(s) of Elections shall be treated as a Member present at a meeting for purposes of establishing a quorum if a quorum is required by the governing documents or California law to conclude the election.

7.3.5 The sealed ballots, signed outer voter envelopes, voter list, proxies, and (if applicable) candidate registration list (collectively, the "Mutual election materials") shall at all times be in the custody of the Inspector(s) of Elections or at a location designated by the Inspector(s) until after the tabulation of the vote at a properly noticed, open meeting of the Members or the Board of Directors, and until the time allowed by Civil Code section 5145 for challenging the election has expired (i.e., one (1) year after the election), at which time custody shall be transferred to the Mutual.

7.4 Proxies.

7.4.1 The Mutual shall have the option, but shall not be obligated, to distribute proxies for any election covered by these Rules. If the Mutual distributes a proxy form, any instruction given in that proxy directing the manner in which the proxy holder is to vote shall be set forth on a separate page of the proxy that can be detached and given to the proxy holder to retain. The proxy holder may then cast the Member's vote by secret ballot which will be provided by the Inspector(s) of Elections upon presentation of the proxy.

7.4.2 If a Member attempts to use a proxy, any instruction given in that proxy directing the manner in which the proxy holder is to vote should be set forth on a separate page of the proxy that can be detached and given to the proxy holder to retain. The proxy holder may then cast the Member's vote by secret ballot which will be provided by the Inspector(s) of Elections upon presentation of the proxy.

7.4.3 In the event the Mutual's Bylaws are amended to prohibit voting by proxy in connection with votes of the Members and/or Member meetings, voting by proxy shall not be permitted.

7.5 Election by acclamation. Unless prohibited by the Bylaws, if, as of the published deadline for nominations, the number of qualified candidates nominated does not exceed the number of Directors to be elected, then the individuals nominated and qualified to be elected may be declared elected on a date determined by the Board and the Inspector(s) of Elections, in which case written notice of the election results shall be given to the Members.

8. Tabulation of Ballots.

8.1 The voting packet envelopes shall be opened by the Inspector(s) of Elections after the close of the of the polls which shall be determined by the Inspector(s). The Inspector(s) of Elections, or their designees, may verify the Member's information and signature on the outer envelope prior to the opening and tabulation of ballots.

- 8.2 The voting packet envelopes shall be opened and the ballots tabulated by the Inspector(s) of Elections in public at a properly noticed, open meeting of the Members or of the Board of Directors.
- 8.3 Any candidate or other Member of the Mutual may witness the counting and tabulation of the ballot. However, no Mutual Member or candidate shall communicate with the Inspector(s) during the tabulation process, and all Members and candidates must remain at least five feet away from the counting area. The Inspector(s) of Elections may cause the removal of any observer who interferes with or disrupts the counting or tabulation process.
- 8.4 At the meeting at which ballots are to be opened and tabulated, the Inspector(s) of Elections may announce to the Members present those Members who neglected to sign the outer envelope and provide an opportunity for those Members to sign the outer envelope prior to tabulation of the ballots.
- 8.5 In the event there is a tie between candidates for the last open position on the Board, a runoff election shall be conducted via secret written ballot in accordance with these Rules. Under these circumstances, the procedures set forth above regarding the nomination of candidates shall not apply.
- 8.6 The results of the election shall be promptly reported to the Board of Directors and shall be recorded in the minutes of the next meeting of the Board of Directors.

9. Additional Procedures.

- 9.1 The Board of Directors shall give general notice of the tabulated results of the election within 15 days by a communication directed to all Members.
- 9.2 One year after the conclusion of the election, the Inspector(s) of Elections shall transfer custody of all ballots, signed outer voter envelopes, voter list, proxies and (if applicable) candidate registration list ("Mutual election materials") to the Mutual; the Mutual shall maintain the Mutual election materials for an additional two (2) years.
- 9.3 In the event of a re-count or challenge, the Inspector(s) of Elections shall, upon written request, make the Mutual election materials available for inspection by the challenging Mutual Member or its authorized representative. Outer voter envelopes may be inspected but may not be copied. The Mutual shall be entitled to redact the address of any Member on the voter list who has opted out of the membership list and the voter list. Any re-count shall be conducted in a manner designed to preserve the confidentiality of the vote.

Adopted on December 30, 2019
by the Board of Directors