

**MUTUAL OPERATIONS****PHYSICAL PROPERTY****Hardwood and/or Tile Flooring - Mutual Seventeen Only, effective 05-07-02**

**WHEREAS**, Due to the possible transmission of noise in multiple-floor condominiums, Mutual No. Seventeen has determined to adopt regulations prohibiting the installation of hardwood-surfaced flooring or tile in the living room area, dining room area, bedrooms and/or hallways of those units on the second and third floors.

**BE IT RESOLVED**, That those units which have had hardwood-surfacing flooring and/or tile installed in the living room area, dining room area, bedrooms and/or hallways prior to the adoption date of this regulation shall be "grandfathered in" until such time as the unit is first sold, transferred or leased.

At that time, the Corporation may require that the hardwood-surfaced flooring and/or tile be replaced with carpet prior to the Board's approval of the lease, transfer or sale, and the closure of any escrow associated therewith.

**FURTHER**, That owners may install hardwood (including "Pergo"-type) or ceramic tile flooring in the kitchen, front entry, closet area(s), and bathroom(s) under the following conditions:

1. All types of flooring must be installed on top of a suitable sound-absorbent layer of material;
2. Ceramic tile must also be installed on "hardie-backer" sheeting;
3. Written approval must be obtained from the Mutual 17 Board of Directors;
4. A permit must be obtained from the Physical Property Department of the Golden Rain Foundation.

Form 7403.17A must be completed by prospective buyers of units on the second or third floors.

**MUTUAL ADOPTION**

SEVENTEEN: 07 May 02

(Clerical Corrections made 12-22-10)

(May 02)



**MUTUAL OPERATIONS****RESIDENT REGULATIONS****Laundry Room Use – Mutual Seventeen Only**

1. Laundry room facilities are for the exclusive use of residents of Mutual Seventeen. Non-residents are prohibited from using the laundry rooms, except that caregivers may use the laundry facilities to do a resident's laundry and their own laundry IF they reside with a resident on a 24-hour basis. It is the resident's responsibility to instruct their caregiver(s) in the proper use of the laundry facilities and to ensure that caregiver(s) comply with all the laundry room regulations. Part-time caregivers and visitors are not allowed to use the laundry facilities to do their own laundry.
2. Residents are responsible for any damage to the laundry room facilities caused by themselves or their caregiver.
3. Laundry room facilities are available for use between the hours of 7 a.m. and 10 p.m. only. All laundering operations must be completed by 10 p.m.; if they are not, the machines must be shut down for the night and the work resumed the next day.
4. Only residents' reasonably-sized personal items are to be washed and dried. Washing and/or drying commercial-type items, or items brought in from outside the Mutual, is prohibited. The following items are also prohibited:
  - Drapes, heavy blankets, comforters, quilts, sleeping bags, and car covers;
  - Materials containing grease, gritty dirt, polishes, waxes or animal hair;
  - Rubber- or plastic-backed mats, rugs or runners;
  - Footwear of any kind, except light, soft bedroom slippers;
  - Any fiberglass material, including curtains;
  - Large or heavy rugs of any kind; the maximum allowable size is 24" x 36";
  - Pillows.
5. Washers must be loaded properly; i.e., maintain the proper amount of items in the machines so as not to under-load or overload the machines. Improper loading often causes the machines to be damaged when they become imbalanced. Loading with just one or two items, apart from being an unnecessary waste of water, is almost guaranteed to cause imbalance during the spin cycle. If there is any uncertainty about the loading, residents should stay with the machine when it spins and rearrange the load if there is any sign of imbalance. Conserve water by washing full loads only, as much as possible. Check and remove any items from the pockets of all clothing before placing clothing in a machine (be especially careful to remove Kleenex-type tissues).



**MUTUAL OPERATIONS****RESIDENT REGULATIONS****Laundry Room Use – Mutual Seventeen Only**

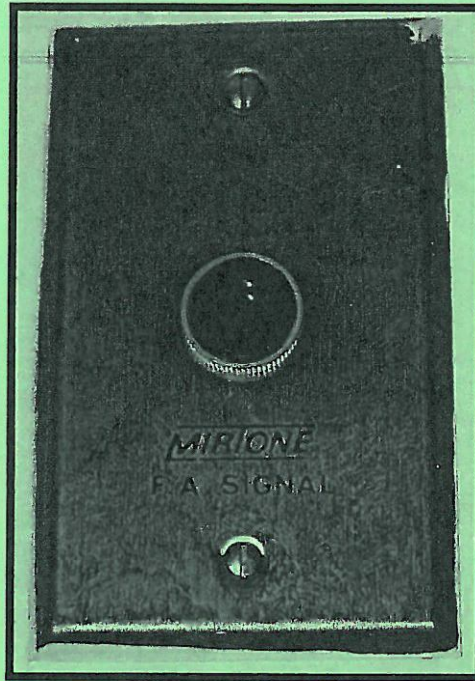
6. Carefully read the detergent instructions on the container to determine the correct amount of detergent to be used based on the load size. The use of too much detergent often causes a washing machine to overflow.
7. Dyeing or tinting fabrics in the washing machines or laundry tubs is prohibited.
8. Small items and items with metal zippers, metal buttons, clips or any other attached metal objects must be placed inside a suitable mesh or cloth bag before being washed or dried.
9. Items that have been hand washed, or other items containing excess water, such as wet bathing suits, must not be placed in the dryers unless they are cushioned with a reasonable amount of other spun-dried items.
10. A maximum of three washers or three dryers may be used at any one time by a resident. Machines must be emptied within 20 minutes of cycle completion or anyone waiting to use the machine(s) may remove the load in order to do so.
11. If you open a dryer containing laundry belonging to someone else, and the contents are not dry, remember to restart the dryer after you close the door.
12. Keep the laundry room clean and tidy at all times. If you spill detergent, bleach, softener, etc. on the machine or floor, clean it up. The trash containers are for lint, fabric softener sheets, and other small miscellaneous items. Detergent or bleach containers may not be placed in these trash containers – they must be taken to the recycle bin in the garage area.
13. Always clean the dryer lint filter after each use. Lint which is left to accumulate in the dryer vent pipes can be a fire hazard. Lint filters may not be rinsed in the laundry tubs since the lint tends to clog the drain line.
14. If you find a washer or dryer that is not functioning correctly, place an "Out of Order" sign on it and notify one of the directors or attach a separate note to the machine explaining the problem.
15. Turn off the lights if there is no one in the laundry room when you leave. The door must be kept closed at all times.

**MUTUAL ADOPTION****AMENDMENTS**

SEVENTEEN: 04 Apr 07



# FIRE ALARM HORN



The above is a picture of a fire alarm horn. One of these fire alarm horns is located near the front door inside each unit. A few new ones may be red in color. Even though this is inside your unit, you cannot do with it as you please.

You cannot paint, cover, disable or remove it. This fire alarm horn is required by the Fire Department and is there for your own protection.

This fire alarm horn must be in working condition before the closing escrow papers can be signed by the Board representative. This could delay an escrow closing because the repair has to be done by a professional, licensed alarm technician.

We conduct tests of the fire alarm system once a year.

If you have purchased a unit that does not have the fire alarm horn, please let one of the Directors know and we can arrange to have it replaced at the seller's expense.

If escrow has already closed, the repair will be at your expense.

Thank You.

Mutual Seventeen Board of Directors



# **PROPER USE OF GARBAGE DISPOSAL**

When using the garbage disposal do the following:

1. Turn on the cold water.
2. Turn on the disposal.
3. Feed the material into the disposal a little at a time.
4. When the grinding noise stops, turn off the disposal but let the water continue to run for about 30 seconds.
5. Turn the disposal on every day, even though you are not putting it to normal use.
6. Use a mirror to locate the RED re-set button on the bottom surface of the unit. Press this button if the disposal does not operate when you turn it on.

If the disposal still does not work, call a plumbing contractor or GRF Maintenance.

## **DO NOT ATTEMPT TO GRIND THESE ITEMS:**

Bones  
Carrot peelings  
Celery & rhubarb stalks  
Coffee grounds  
Corn cobs, husks, or silk  
Egg shells  
Onion skins  
Pea pods  
Potato peelings  
Any fibrous materials (they tend to jam the disposal)

Grind ice to sharpen blades.

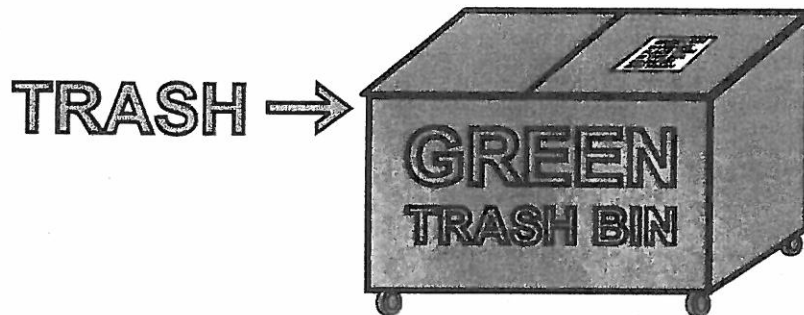
Grind lemon, lime or orange rinds to deodorize the unit.



# GUIDE TO RECYCLING

## SEPARATING RECYCLE PRODUCTS FROM TRASH

CALMET, the waste collection company serving Leisure World, has provided a SORT (Saving Our Resources Together) guide for the disposal of products from the home.



**DON'T FORGET**



**TO BAG IT**

The following items must be placed in the GREEN trash bins

Bathroom waste



Bathroom tissues



Carbon paper



Cat litter (**bagged & tied**)

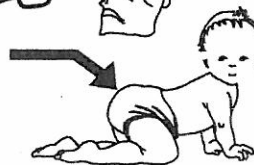
Ceramic/Glass plates/cups



Clothes & shoes



Disposable diapers



(**bagged & tied**)

Disposable razors



Drinking glasses



Anything grown from the ground



Flooring

Food waste



Mirrors



Paper towels



Sponges



Soiled paper plates, napkins  
and diapers



Styrofoam



Toothpaste tubes & pumps



Water hoses

Waxed paper



Window glass bottles



### "Paper or Plastic?"

The environmental impacts embodied in paper & plastic bags are about the same, but paper is much easier to recycle. The best solution is to request paper bags at the store, purchase recycling shopping bags, or re-use your own plastic bags by bringing them to the store each time.

# GUIDE TO RECYCLING

## SEPARATING RECYCLE PRODUCTS FROM TRASH

CALMET, the waste collection company serving Leisure World, has provided a SORT (Saving Our Resources Together) guide for the disposal of products from the home.

The following items should be placed in the WHITE RECYCLE bin

### GLASS:

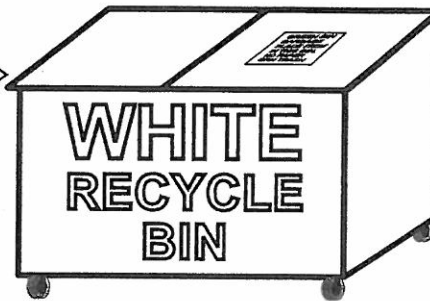
Clear, Brown and Green:

Liquor, wine, beer, soft drink  
and juice bottles

Food jars (no lids)



RECYCLE →



DON'T FORGET



TO BAG IT

### METAL:

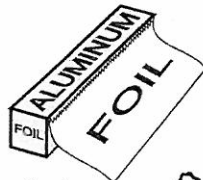
Aluminum foil

Aerosol cans (empty)

Food cans & lids

Wire coat hangers

Soda and juice cans



### PLASTIC:

Milk jugs

Soda, juice & water bottles

Soap bottles

Containers (with Numbers 1 to 7)

Grocery bags (plastic)



### PAPER:

Newspapers

Junk mail and magazines

Envelopes and paper

Computer paper

Wrapping paper (non-metallic)

Cereal boxes (take out liner)

Egg cartons (no Styrofoam)

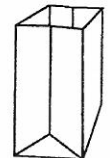
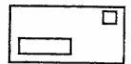
Paper shopping bags

Phone books

Tissue boxes

Cardboard boxes (flattened)

Juice drink boxes



### "Paper or Plastic?"

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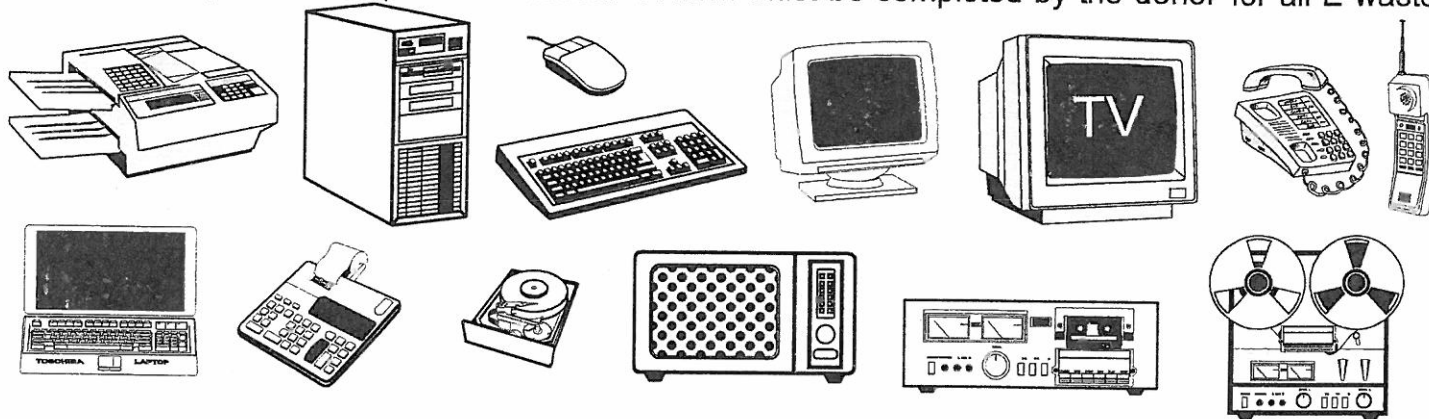
# IT IS AGAINST THE LAW TO PLACE THE FOLLOWING ITEMS INTO EITHER THE GREEN or the WHITE REGULAR WASTE CONTAINERS

- Electronic Waste\*
- Household Batteries\*\*
- Pesticides & herbicides
- Smoke detectors
- Paint cans & all paint products
- Auto products (batteries, oil, etc.)

The items listed above are considered **HOUSEHOLD HAZARDOUS WASTE**. The law prohibits putting any hazardous liquids or hazardous waste material in your regular waste containers. This waste **MUST** be handled separately. These items and other household hazardous items must be taken to a **Hazardous Waste Collection Center**. The closest site is **RAINBOW DISPOSAL**, 17121 Nichols Street, Huntington Beach. Phone **(714) 847-3581**.

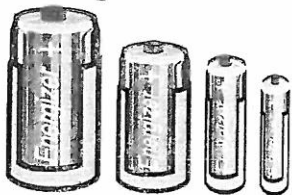
For more information on dropping off **Household Hazardous Waste** items, call the number above or the County of Orange Integrated Waste Management Department at **(714) 834-6752**.

**\*Electronic waste - E-waste** may be taken to the **Service Maintenance Dept.** during certain hours. Call 431-6586, at ext. 369, for information. A form must be completed by the donor for all E-waste.



## EXAMPLE OF ELECTRONIC WASTE OR E-WASTE

**\*\* Household batteries** may be taken to the **Service Maintenance Dept.** or the **News Office** during office hours, or to the **Hospitality Center** in CH-6 from 9-11 a.m.



AUTO, GOLF CART, AND ALL LEAD-ACID BATTERIES WILL NOT BE ACCEPTED. THESE BATTERIES MUST BE TAKEN TO A **HAZARDOUS WASTE COLLECTION CENTER**. FOR INFO. (714) 834-6752 or (714) 847-3581

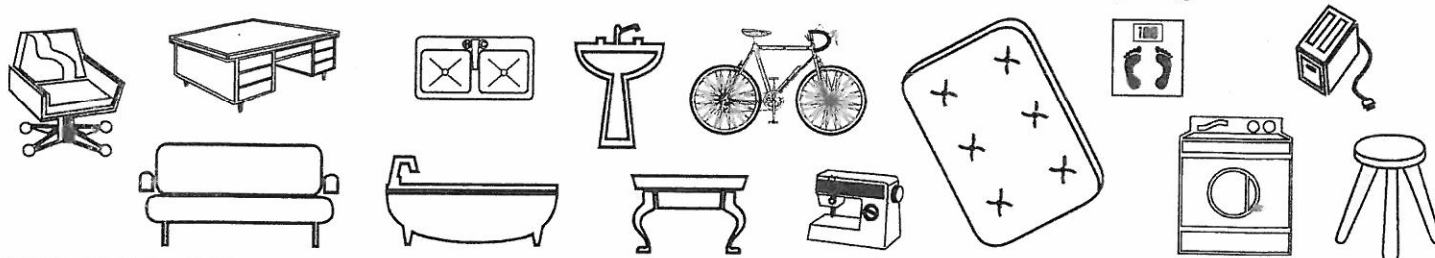
Take to **Service Maintenance Dept.**



**FLUORESCENT TUBES  
&  
LIGHT BULBS**



**FURNITURE, MATTRESSES, WATER CLOSETS, AND OTHER LARGE ITEMS MUST BE TAKEN TO THE NORTH-WEST CORNER OF LEISURE WORLD. DIRECTIONS ARE: North on Oak Hills Rd., Turn Right - into the Mini Farm area. Use the Resident Recycling Containers.**



**IF IN DOUBT, ASK YOUR BUILDING CAPTAIN OR A DIRECTOR.**