



OPEN MEETING

REGULAR MEETING OF THE UNITED LAGUNA WOODS MUTUAL
GOVERNING DOCUMENTS REVIEW COMMITTEE

Monday, April 23, 2018 – 2:00 p.m.
Laguna Woods Village Community Center, Sycamore Room
24351 El Toro Road, Laguna Woods, CA 92637

NOTICE & AGENDA

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of the Report from March 26, 2018
5. Chair's Remarks
6. Member Comments (Items Not on the Agenda)
7. Department Head Update

Consent:

All matters listed under the Consent Calendar are considered routine and/or informational and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

None

Reports:

Items for Discussion and Consideration:

8. Review and Discuss a Proposed Stock Certificate and Envelope
9. Review a resolution for a Corporate Members Meeting regarding allowing Non-Members to use GRF facilities and Clarification of Termination of Directors
10. Review Directors' Code of Conduct in Conflict with Bylaws
11. Continue Review of Updated Resale Documents

Concluding Business:

12. Committee Member Comments
13. Future Agenda Items
 - Investors as Purchasers – May
 - Review Financial Qualifications Policy- May

United Mutual Governing Documents Committee
April 23, 2018

- Review and Update of Election Procedures

14. Discuss date of next meeting date since it is scheduled for Memorial Day, May 28.

15. Adjournment

Juanita Skillman, Chair
Betty Parker, Staff Officer
Telephone: 268-2383



UNITED LAGUNA WOODS
M U T U A L

OPEN MEETING

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GOVERNING DOCUMENTS REVIEW COMMITTEE

Monday, March 26, 2018 – 2:00 PM
Laguna Woods Village Community Center, Sycamore Room
24351 El Toro Road, Laguna Woods, CA 92637

- MEMBERS PRESENT:** Juanita Skillman – Chair; Gary Morrison, Steve Leonard, Maggie Blackwell, and Advisors Bevan Strom and Mary Stone
- MEMBERS ABSENT:** Betty Parker
- OTHERS PRESENT:** VMS Director Dick Rader, and Attorney Jeff Beaumont via phone
- STAFF PRESENT:** Pamela Bashline and Eve Morton

REPORT

1. Call to Order

Chair Skillman called the meeting to order at 2:00 p.m.

2. Acknowledgement of Press

No press was present.

3. Approval of the Agenda

Director Blackwell made a motion to approve the agenda. Director Leonard seconded and there were no objections.

4. Approval of Report from the February 26, 2018 meeting

Director Blackwell moved to approve the report. There were no objections.

5. Chair's Remarks

Chair Skillman informed the committee that there will be a Closed session following this meeting which she will start at 4 p.m.

6. Member Comments (Items not on the agenda)

There were no Member comments.

7. Department Head Update

None

Consent Calendar:

All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

None

Reports:

Items for Discussion and Consideration:

8. Review and Discuss a Proposed Stock Certificate

Discussion ensued regarding stock certificates.

The committee requested that Attorney Jeff Beaumont draft a United stock certificate and insert wording into it from the Bylaws regarding the fact that a Village Membership is non-transferable. He was also asked to provide wording for an envelope to house a stock certificate stating that inheriting ownership of the enclosed Stock Certificate does not entitle the holder to membership in United. Everyone must apply for Membership.

Ms. Morton was asked to review past United Board minutes for indications of the reasons why the certificates given to a Shareholder have changed over the years.

9. Continue Review of Updated Resale Documents

The committee continued to review and update the United resale documents.

Ms. Bashline was asked to incorporate the committee's updates into the real estate agent cover letter, make sure the terms used in the letter were not confusing for the reader, and to bring her proposed version back to the next committee meeting for review.

Ms. Morton was asked to schedule weekly meetings with the Task Force consisting of Chair Skillman, Pamela Bashline, Mary Stone, Bevan Strom, and herself to continue reviewing the resale documents until completion.

Concluding Business:

10. Committee Member Comments

None

11. Future Agenda Items

- Review a resolution for a Corporate Members Meeting regarding allowing Non-Members to use GRF facilities - April
- Investors as purchasers – May
- Review Financial Qualifications Policy- May

12. Next meeting date is on April 23, 2018

13. Adjournment at 4 p.m. into Closed session.



Juanita Skillman, Chair

Certificate No. _____

UNITED LAGUNA WOODS MUTUAL

A NON-PROFIT MUTUAL BENEFIT CORPORATION
INCORPORATED UNDER THE LAWS OF THE STATE OF CALIFORNIA

MEMBERSHIP (STOCK) CERTIFICATE (NONTRANSFERABLE)

THIS CERTIFIES THAT _____, is/are the record owner(s) of one membership, in the form of a Membership (Stock) Certificate, Series _____ of UNITED LAGUNA WOODS MUTUAL, a California non-profit mutual benefit corporation, and is entitled to all of the benefits and privileges of membership, subject to all of the terms, conditions and restrictions set forth in the Articles of Incorporation, bBy-laws and Occupancy Agreement of said corporation. Pursuant to the bBy-laws of said corporation, this membership is subject to a lien to secure payment of any sums which shall be due from the record owner of this membership for any reason whatsoever, including any sums due under any occupancy agreement of said corporation. The corporation may not make distributions to its members except on dissolution of the corporation. **THIS MEMBERSHIP IS NONTRANSFERABLE, whether by will, trust, intestate succession or otherwise.** except as provided in Article III, Section 6, of the bBy-laws of said corporation. A copy of the transfer restrictions as set forth in the bBy-laws are on file with the secretary of the corporation, care of the corporation's managing agent, and on and available from the Laguna Woods Village website, and are open for inspection by a member on the same basis as the records of the corporation. Members may also obtain a copy of said Articles of Incorporation and bBy-laws upon request and for a reasonable charge from the principal office of said corporation, P.O. Box 2220, Laguna Hills, California 92654.

This certificate evidences membership in United Laguna Woods Mutual held only by those signing below. Accordingly, care should be taken to ensure that this certificate is not lost, stolen or destroyed. If this certificate is lost, stolen or destroyed, the holder will be required to make an affidavit of that fact and may be required to post a bond (or other security), indemnify, defend and hold harmless the corporation and/or pay a fee for the issuance of a replacement certificate.

Dated: _____

Signature

Signature

Certificate No. _____

UNITED LAGUNA WOODS MUTUAL

CORPORATION

INCORPORATED UNDER THE LAWS OF THE STATE OF CALIFORNIA

MEMBERSHIP (STOCK) CERTIFICATE (NONTRANSFERABLE)

THIS CERTIFIES THAT _____, is/are the record owner(s) of one membership, in the form of a Membership (Stock) Certificate, **Series** _____ of UNITED LAGUNA WOODS MUTUAL, a California non-profit mutual benefit corporation, and is entitled to all of the benefits and privileges of membership, subject to all of the terms, conditions and restrictions set forth in the Articles of Incorporation, Bylaws and Occupancy Agreement of said corporation. Pursuant to the Bylaws of said corporation, this membership is subject to a lien to secure payment of any sums which shall be due from the record owner of this membership for any reason whatsoever, including any sums due under any occupancy agreement of said corporation. The corporation may not make distributions to its members except on dissolution of the corporation. **THIS MEMBERSHIP IS NONTRANSFERABLE**, whether by will, trust, intestate succession or otherwise, except as provided in Article III, Section 6, of the Bylaws of said corporation. A copy of the transfer restrictions as set forth in the Bylaws are on file with the secretary of the corporation, care of the corporation's managing agent, and on and available from the Laguna Woods Village website, and are open for inspection by a member on the same basis as the records of the corporation. Members may also obtain a copy of said Articles of Incorporation and Bylaws upon request and for a reasonable charge from the principal office of said corporation, P.O. Box 2220, Laguna Hills, California 92654.

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Dated:

Signature

Signature

MEMO

To: Governing Documents Review Committee

From: Jeffrey A. Beaumont, Esq.

RE: SAMPLE WORDING FOR ENVELOPES FOR
MEMBERSHIP CERTIFICATES

Date: April 16, 2018

MEMBERSHIP (STOCK) CERTIFICATE

The enclosed Membership (Stock) Certificate is NONTRANSFERRABLE.

Membership in United may only pass by will and testament, intestate succession or trust bequest if such transfer is approved by United. Members must be fifty-five (55) or older and meet the financial requirements as imposed by United from time to time.

2. Exhibit B attached to said Trust Agreement was amended by agreement dated March 30, 1964 and recorded as Instrument No. 4746 on April 6, 1964 in Book 6992, Page 599 of Official Records in the Office of the County Recorder of the County of Orange, State of California.
3. Exhibit C attached to said Trust Agreement was amended by agreement dated February 1, 1966 and recorded as Instrument No. 8001 on February 11, 1966 in Book 7838, Page 70 of Official Records in the Office of the County Recorder of the County of Orange, State of California.
4. Said Trust Agreement was further amended by agreement dated October 4, 1968 and recorded as Instrument No. 4899 on January 9, 1969 in Book 8841, Page 215 of Official Records in the Office of the County Recorder of the County of Orange, State of California.
5. It is the desire of the parties hereto that said Trust Agreement, as amended, be amended further as set forth herein.

Terms

In consideration of the mutual promises contained herein the parties hereto hereby agree as follows:

1. Paragraph J of Section VII of said Trust Agreement is hereby amended to read as follows:
 - J. TRUSTEE is expressly prohibited from exercising any power vested in it under this Trust for the primary benefit of TRUSTEE or for the benefit of any person other than the beneficiaries of this Trust and their members, provided that subject to prior written consent of the beneficiaries exercising two-thirds of the voting power of TRUSTEE,

as provided in the by-laws of TRUSTEE, TRUSTEE may provide medical services to or permit the use of any medical facilities by persons other than the beneficiaries of this Trust or their members under such terms and conditions as may be determined by TRUSTEE.

2. Section IX of said Trust Agreement is hereby amended by adding the following paragraphs E, F, and G:
 - E. Wherever the word "Cooperatives" is used in this agreement or in any exhibit attached hereto, including any amendments of this agreement or exhibits attached hereto, it shall also mean management bodies of condominium housing projects at Rossmoor Leisure World of Laguna Hills, California.
 - F. Wherever the words "Members of Cooperatives" are used in this agreement or in any exhibit attached hereto, including any amendments of this agreement or exhibits attached hereto, they shall also mean the members of the management bodies of condominium housing projects at Rossmoor Leisure World of Laguna Hills, California.
 - G. In the event the development of a cooperative housing project or a condominium housing project is not financed with a mortgage loan insured by the FHA, then the amount to be transferred by the cooperative in trust to Golden Rain shall be determined by Golden Rain.
3. Paragraph 8 of Exhibit B attached to said Trust Agreement, as amended, is hereby amended to read as follows:
 8. The extent of the services to be provided by GOLDEN

RAIN, the rules and regulations with respect to the use of the Improvements, the persons entitled to receive said services or to use said Improvements and the charges therefor shall be determined and established by the Board of Directors of GOLDEN RAIN in its sole discretion, provided that the furnishing of any medical services to or the use of any facilities by persons other than the Cooperatives or members of the Cooperatives shall be subject to prior written consent of the Cooperatives exercising two-thirds of the voting power of Golden Rain, as provided in the by-laws of Golden Rain.

4. The amendment to the Trust Agreement dated October 4, 1968 and recorded as Instrument No. 4899 on January 9, 1969 in Book 8841, Page 215 of Official Records in the Office of the County Recorder of the County of Orange, State of California, is hereby superseded and cancelled.
5. This agreement shall be effective upon execution of written consent by United California Bank, The Bowery Savings Bank, Metropolitan Life Insurance Company, Government National Mortgage Association and Great Western Savings and Loan Association of Southern California, as Mortgagees of the real property of certain parties to this agreement, and the Federal Housing Administration.

Dated: SEP 29 1971

GOLDEN RAIN FOUNDATION OF LAGUNA HILLS

By R L Price, Pres
R. L. Price, President

Bylaws Adopted September 29, 2014
Golden Rain Foundation of Laguna Woods

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6.4.4.1 A removed Director may not be a candidate to fill a vacancy at the election where removed.

6.4.4.2 Election to fill a vacancy created by removal of a Director shall be held at the meeting at which the vacancy was created; and nominations in anticipation of removal, and election shall conform to 8.4.

6.4.5 Automatic Vacancy. Any Director who misses four (4) regular monthly meetings within any twelve (12) month period shall automatically be removed from the Board of Directors, with such removal to be effective upon mailing notice to such Director from the President.

6.4.6 Vacancies Not to be Filled by Board of Directors. Vacancies on the Board of Directors of this Corporation, may not be filled by a vote of the Board of Directors of this Corporation.

6.4.6.1 A vacancy for a Directorship with less than one hundred (100) days remaining in the Director's term, shall be left vacant until filled at the annual election.

6.4.6.2 All other vacancies shall be filled by a Special Election held in accordance with 8.4.

6.4.7 Term of Successor Director. The term of any Director elected to fill a vacancy, as provided herein, shall be the unexpired term of the predecessor.

6.4.8 No Vacancy on Reduction of Number of Directors. No reduction of the authorized number of Directors shall have the effect of removing any Director before that Director's term of office expires.

6.5 MEETINGS OF BOARD OF DIRECTORS

6.5.1 Open Meeting Requirements. Regular, special, and organizational meetings of the Board of Directors shall be open to all Mutual Members of this Corporation during such portion of the meeting that is not designated as Executive Session in conformance with the Open Meeting Act section of the Davis - Stirling Common Interest Development Act. Mutual Members shall be permitted to speak at the open portion of Board Meetings, subject to reasonable time limits and rules established by the Board.

6.5.2 Location of Meetings. Meetings of the Board of Directors may be held at any time and place within Orange County, California that has been designated from time to time by resolution of the Board. In the absence of such designation, meetings shall be held at the principal office of this Corporation.

UNITED LAGUNA WOODS MUTUAL

DIRECTORS CODE OF CONDUCT

Proposed May, 2017

This Code of Conduct is implemented with the purpose of protecting and advancing the interests of United Laguna Woods Mutual ("United"). This Code of Conduct is mandatory for and binding on all directors, officers, committee members or other volunteers of United.

BOARD & MEMBERSHIP MEETINGS

Directors should be respectful to one another and to Members, staff and all residents and vendors in the community, to ensure that business is carried out in an orderly and expedient fashion during and outside meetings. Directors should respect United's parliamentary rules, policies, practices, and decorum. Director comments and deliberations must be in clear and simple terms, and must avoid repetition, disruptive behavior, profanity, personal attacks, rhetorical concerns discussed by the same person, or harassment. Directors are expected to act with integrity, demonstrating zero tolerance for unethical behavior, both for themselves and their colleagues. Directors are expected to have courage and demonstrate a willingness to do the right thing and make the right decisions, even if it is difficult or unpopular (i.e., no fence sitting). The violation of these rules may result in a director's or officer's involuntary recusal pursuant to United's Governing Documents and applicable law, and may result in discipline pursuant to the Governing Documents and applicable law.

BOARD RESPONSIBILITIES

The general duties for directors are to enforce United's governing documents, collect and preserve United's financial resources, insure United's assets against loss as required by the governing documents or applicable law, and keep the common areas in a state of good repair. To fulfill that responsibility, directors must:

- regularly attend all Board meetings and committee meetings for assigned committees. If you miss three (3) consecutive committee meetings you are subject to being removed from the committee.
- Be prepared for all meetings that you are attending.
- review material provided in preparation for board meetings.
- be punctual and on time for all meetings.
- demonstrate professional etiquette and behavior.
- stay focused at meetings and do not be distracted by doing outside activities, such as pleasure reading, using electronic devices, etc.

- actively participate in board and committee deliberations; recognize the difference between productively participating in discussions and counter-productively dominating deliberations through the volume or length of comments. Work with other members of the Board/committee to create workable compromises as necessary.
- stay on topic, ask questions as they are needed but be sure the questions are related to the current topic being discussed.
- make relevant, informed comments focused on the specific aspect of the issue being considered.
- review the Association's financial reports.
- make reasonable inquiry before making decisions.
- make all decisions and actions in good faith, and in consideration of the best interests of United, and not in the best interests of the individual director or faction of the community.
- Board members must not take actions or make decisions that result in a personal benefit to the director at the expense of United.
- avoid relationships, such as unique business, financial or personal relationships (or hoped-for-relationships) that create an actual or the perception of a conflict of interest.
- act with professional courtesy and respect towards fellow directors, members, residents and vendors.
- all Board members must present themselves to our Members with high level of professionalism during our meetings, as well as when meetings are not held. Please be sure that what you say and how you say it represents the opinion of the Board.
- do not respond to the mass emails within our community, with your email response, especially those that pertain to issues before the Board. Any such emails can be used in legal disputes against you and our Board.
- legal issues must be advised from United Board Members to the President who will advise United's legal counsel, and as direction is provided from legal counsel the President will so advise the Board. Any two directors may contact United's legal counsel if they believe, based on good cause and support, that the President is breaching his/her obligations as President and/or director.

PROFESSIONAL CONDUCT

In general, directors and committee members must conduct all dealings with Members, residents, vendors and staff with professional courtesy, honesty and fairness. This means that directors must not engage in any harassing, abusive, threatening, intimidating or discriminatory conduct. The Board has a "no discrimination and harassment" policy. The following will not be tolerated:

- disparaging, offensive, racist and/or bigoted remarks, including any remarks and statements made to any Member, resident and their family members or visitors, including but not limited to, any contractor, sub-contractor, plumber, landscaper, vendor, communications and service provider.

- disparaging, off color, offensive and/or bigoted remarks, including remarks and/or statements made to anyone claiming to be, or perceived to be lesbian, gay, transgender, bi-sexual, homosexual, trans-sexual, or any person that enters the community.
- disparaging, offensive, racist and/or bigoted remarks regarding the race, color, creed, culture, ethnicity, country of origin, citizenship, and/or citizenship status made to any resident, their family members, visitors, including, but not limited to, any contractor, sub-contractor, landscaper, plumber, vendor, communications and service provider.

Directors must safeguard information that belongs to United. Directors and committee members are responsible for protecting United's confidential information. As such, they may not use confidential information for the benefit of themselves, or their relatives, or for persons with whom they have a business relationship. Except when disclosure is duly authorized by the Board or committee (i.e., majority), or legally mandated, no director or committee member may disclose confidential information. Confidential information includes, without limitation:

- private personal information of fellow directors, committee members or staff.
- private personnel information of United's members.
- disciplinary actions against or concerning members of United.
- assessment collection information against or concerning members of United.
- legally privileged communications (including disputes or otherwise), and communications deemed confidential by the board, in which the board is or may be involved--directors may not discuss such matters with persons not on the board without the prior approval of the board of directors, which may also require the approval of United's legal counsel. Failure to follow these restrictions could constitute a breach of the attorney-client privilege and result in the loss of confidential information.

INTERACTING WITH STAFF

Directors shall not direct staff unless with Board authority (i.e., majority). However, directors may work with staff when necessary in the following situations: to carry out decisions of the Board; to carry out decisions of a committee, made within the scope and authority of the committee; and to gather information in preparation of an upcoming action of the Board as proposed in a pending agenda. Notwithstanding, directors shall not interact with staff in a manner that prevents them from fulfilling their primary job responsibilities.

DISCLOSURE & RECUSAL

Directors and committee members must immediately disclose the existence of any actual and potential conflict of interest relating to him- or herself or his or her membership or manor. Directors and committee members must withdraw from participation in decisions in which they have an actual, material interest; however, it is strongly recommended that directors withdraw from participation in decisions in which they also have a potential material interest.

A director or member of a committee shall not vote on any of the following matters:

- discipline of the director or committee member.

- an assessment or fee against the director or committee member for damage to the common area or facilities.
- a request, by the director or committee member, for a payment plan for overdue assessments.
- a decision whether to foreclose on a lien on the separate interest of the director or committee member.
- review of a proposed physical change to the separate interest of the director or committee member.
- a grant of exclusive use common area to the director or committee member.

VIOLATIONS OF POLICY

Directors and committee members who violate this policy are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to immediate disciplinary action, including, but not limited to:

- censure.
- removal from committees.
- removal as an officer of the board.
- request for resignation from the board.
- recall by the membership.
- legal proceedings.

Prior to taking any of the actions described above, the Board (or an executive committee appointed for this purpose) shall investigate the potential violation. The Board or committee shall review the evidence of violation, endeavor to meet with the director/committee member believed to be in violation, confer with United's legal counsel, and (if a committee) present its findings and recommendations to the Board for appropriate action. The Board shall endeavor to meet with the director/committee member in executive session prior to imposing disciplinary action against that person.

ACKNOWLEDGMENT

I acknowledge that I have received and read the United's Directors Code of Conduct and have had the opportunity to ask questions about same. I understand my obligations as a director/committee member under this Code of Conduct and will act in accordance with my obligations.

Signature: _____ Date: _____

Print name: _____

- (vi) Whenever new Rules are promulgated or Rules are amended, notice shall be given to Members and Qualifying Residents, subject to *Civil Code* 4340 or any superseding statute.
- (b) Delegation. The Board may delegate the management of the activities of the Corporation to any person or persons, or management company, provided that the activities and affairs of the Corporation shall be managed and all Corporate powers shall be exercised under the direction of the Board.

SECTION 2. NUMBER AND QUALIFICATION OF DIRECTORS

- (a) The authorized number of Directors shall be eleven (11), all of whom shall be Members in good standing and full-time (i.e., annual occupancy no less than ten (10) months), primary residents of the Corporation.
- (b) No Member shall be eligible to be elected to the Board of Directors who is shown on the books of account of the Corporation to be more than thirty (30) days delinquent in payment of any sums due to the Corporation under his or her Occupancy Agreement or otherwise, and who has been given notice thereof and the opportunity for a hearing concerning the delinquency. No employee of the Corporation or managing agent may be a Director.
- (c) Any Director or spouse who has a direct or indirect financial interest in any business organization or who becomes a director, officer or employee of any business, agency of any county, state or federal government (other than a charitable organization or any entity listed on any publicly traded exchange), incorporated or otherwise, which engages in business transactions with the Corporation, shall immediately disclose such relationship to the Board of Directors upon its occurrence.

ARTICLE VII DIRECTORS

SECTION 1. ELECTION AND TERM OF OFFICE OF DIRECTORS

- (a) Terms of Office. Directors of a sufficient number to fill vacancies created by expiring terms of office shall be elected at each annual meeting of Members. The directors shall serve for a term of three (3) years, with either four (4) directors or three (3) directors elected each year. All directors shall hold office until their successors are elected.
- (b) Nomination of Directors. Any Member may nominate any qualified Member as a candidate, including himself or herself pursuant to reasonable voting and election Rules and Regulations enacted or amended by the Board from time to time.

SECTION 2. VACANCIES

- (a) Generally. A vacancy shall be deemed to exist on the occurrence of any of the following: (i) the death, resignation, or removal of a director; (ii) an increase in the authorized number of directors; or (iii) the failure of the Members to elect a sufficient number of directors at a meeting or election called for that purpose.
- (b) Resignation. Any director may resign upon giving written notice to any member of the Board, and unless the notice specifies otherwise, such resignation shall be effective immediately upon receipt.
- (c) Removal by Board. The Board may, by resolution or majority vote at a meeting of the Board in executive session, remove a director and declare his or her directorship vacant if he or she: (i) has

been declared of unsound mind by a final order of court; (ii) has been convicted of a felony; (iii) has been found to have breached any duty to the Corporation or standard of conduct of directors under applicable law, by a final order or judgment of court; (iv) fails to attend three (3) consecutive regular meetings of the Board that have been duly noticed; or (v) fails or ceases to meet the qualifications of a director as specified herein.

- (d) Removal by Members. The Members may remove directors by a vote of the majority of the eligible voting power of the Corporation, pursuant to applicable law and any Rules and Regulations promulgated by the Board.
- (e) Filling Vacancies. Vacancies on the Board shall be filled by a majority vote of the remaining directors though less than a quorum, or by a sole remaining director unless the vacancy is created through removal of a director, in which case the vacancy shall be filled by the affirmative vote of a majority of the Members represented in person at a duly held meeting of the Members (at which a quorum is present). The Members may fill any vacancy or vacancies not otherwise filled by the Board, at an election conducted by Secret Ballot pursuant to the procedures herein. The successor director shall serve for the unexpired term of his or her predecessor.

SECTION 3. REGULAR MEETINGS; PLACE OF MEETINGS; MEETINGS BY TELEPHONE

- (a) Place of Board Meetings. Regular and special meetings of the Board of Directors may be held at any place within the County that has been designated from time to time by resolution of the Board and stated in the notice of the meeting.
- (b) Regular Board Meetings. Regular meetings shall be held at least monthly. Other regular meetings of the Board shall be held at such time as shall be fixed by the Board and communicated to all directors and all Members.
- (c) Special Board Meetings. Special meetings of the Board may be called for any purpose at any time by the President or by any two directors.
- (d) Notice to Directors. Notice of the time, place, and general purpose of special meetings of the Board shall be given to each director not later than four (4) days in advance of a special meeting in open session, or forty-eight (48) hours in advance of a special meeting held in executive session, except for any emergency meeting in which case notice shall be given to each director as promptly as practicable. Notice may be given to directors by first-class mail, postage prepaid, or by delivering personally or to the director's contact address as reflected in the Corporation records, or by telephone, including a voice messaging system or other system or technology designed to record and communicate messages, including, but not limited to, text messaging, telegraph, facsimile, electronic mail, or by any other method to which the director has consented in writing. Notice of any Board meeting shall be deemed satisfied for any director who signed a written waiver of notice or a written consent to holding the meeting, or who approved the minutes of the meeting.
- (e) Action by the Board at a Meeting: Meeting Requirement. The Board shall not take action on any item of business outside of a meeting, except as provided herein. Further, the Board shall not conduct a meeting via a series of electronic transmissions, including, but not limited to, electronic mail, except to conduct an emergency meeting if all members of the Board unanimously consent in writing to that action, and if the written consent or consents are filed with the minutes of the meeting. Written consent to conduct an emergency meeting may be transmitted electronically.

As used herein, "item of business" means any action within the authority of the Board, except actions the Board has validly delegated (including, without limitation, to its managing agent or an officer or committee); and "meeting" means any congregation of a majority of the Board at the same time to hear, discuss, or deliberate upon any item of business that is within the authority of the Board, whether at the same place or by a teleconference in which a majority of Board members are connected electronically through audio or video or both, conducted in compliance with applicable law. Except for a meeting solely in executive session, the notice of such a teleconference meeting shall identify a physical location where Members of the Corporation may attend, and at least one member of the Board shall be present at that location, and Board members participating in the meeting must be able to hear one another and any Members of the Corporation speaking at the meeting.

- (f) Agenda Requirement. Except as described below, the Board may not discuss or take action on any item at a meeting, except an emergency meeting, unless the item was placed on the agenda included in the notice that was posted and distributed for the meeting. However, a member who is not on the Board may speak on issues not on the agenda, and a member of the Board, or a managing agent or other agent or employee of the Corporation, may do any of the following:
- (i) Briefly respond to statements made or questions posed at a meeting;
 - (ii) Ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities, whether in response to questions posed by a Member of the Corporation or on his or her own initiative;
 - (iii) Provide a reference or other resources for factual information to Corporation agents or employees;
 - (iv) Request agents or employees to report to the Board at a later meeting concerning any matter, or direct Corporation agents or staff to place a matter of business on a future agenda;
 - (v) Direct Corporation agents or staff to perform administrative tasks necessary to carry out any of the above;
 - (vi) Take action on an item of business not on the agenda if (i) a majority of the Board determines at the meeting that an emergency situation exists, as described herein, or (ii) if two-thirds of the Board members at the meeting (or, if less than two-thirds of the Board is present, then all Board members present) decide that there is a need to take immediate action and that the need for action came to the attention of the Board after the agenda was posted and distributed, or (iii) the item appeared on an agenda for a prior meeting of the Board that occurred not more than 30 calendar days previously and, at the prior meeting, action on that item was continued to the current meeting.
- (g) Quorum and Vote. A majority of the authorized number of directors, except any directorships deemed vacant, shall constitute a quorum for the transaction of any Board business, except to adjourn. Every act or decision done or made by a majority of the directors present at any meeting at which a quorum is initially present shall be deemed a valid act or decision of the Board. The Board may continue to transact business at a duly held meeting, where a quorum was initially present, notwithstanding the withdrawal, recusal, or departure of directors; however, any action must be approved by at least a majority of those directors initially present for that meeting, unless otherwise required herein, or by the Articles, or by law.

- (h) Adjournment. A majority of the Directors present, whether or not constituting a quorum, may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of adjournment to any other time or place shall be given prior to the time of the adjourned meeting to the Directors who are not present at the time of the adjournment.
- (i) Board Meetings in Open Session. With the exception of any meeting held in executive session, any Member of the Corporation may attend all Board meetings. Any Member may speak at any Board meeting subject to reasonable regulation of time limits and protocols established by the Board, and provided that the Member does not interrupt or interfere with the transaction of scheduled Board business.
- (j) Board Meetings in Executive Session. Members may not attend meetings of the Board in executive session except as permitted by law or by the Board. The Board may meet exclusively in executive session or, by vote of a majority of the directors present at a meeting at which a quorum is present, may adjourn a meeting in open session at any time for purposes of reconvening in executive session to discuss: (i) litigation in which the Corporation is or may become a party; (ii) matters relating to the formation of contracts with third parties; (iii) Member discipline; (iv) personnel matters; or (v) attorney-client privileged communications. The Board must meet in executive session if requested by a Member who may be subject to the collection of delinquent assessments, a fine, penalty, or other form of discipline and the Member who is the subject of the disciplinary proceeding shall be entitled to attend the executive session. Any matter discussed in executive session shall be generally noted in the minutes of the meeting, taking into consideration the need to maintain confidentiality.
- (k) Board Meeting Minutes. The minutes, minutes proposed for adoption that are marked to indicate draft status, or a summary of the minutes, of any meeting of the Board of Directors, other than minutes of an executive session, shall be available to the Members within thirty (30) days following the meeting. The minutes, proposed minutes, or summary of the minutes shall be distributed to any Member on request and on reimbursement of the Corporation's costs of making that distribution. Members shall be notified in writing at the time that the pro forma budget is distributed, or at the time of any general mailing to the entire membership, of the Members' right to have copies of the minutes of any Board meeting and how and where those minutes may be obtained.
- (l) Members' Right to Notice of Meetings. Members shall be given notice of the time and place of Board meetings in open session, except for "emergency meetings," at least four (4) days prior to the meeting. Members shall be given notice of the time and place of Board meetings in executive session, except for "emergency meetings," at least two (2) days prior to the meeting. Notice shall be given by posting the notice in a prominent place or places within the Common Area, by mail or, if the Member has consented in writing, by email or facsimile transmission. Notice may also be given by delivery of the notice to each Unit in the development, or by newsletter or similar means of communication. For purposes of this Section, an "emergency meeting" of the Board means a meeting called by the President or by any two Members of the Board other than the President under circumstances that could not have been reasonably foreseen that require immediate attention and possible action by the Board and that of necessity make it impracticable to provide prior notice to the Members as required by applicable law.
- (m) Action Without Meeting by Unanimous Written Consent. To the extent that applicable law prohibits the Board from doing so, the Board may not take any action without a meeting. However, the Board may unanimously consent in writing to holding an emergency meeting by electronic communication, in compliance with these Bylaws and applicable law. If any other action is permitted by law to be taken by unanimous written consent, nothing herein shall be deemed to prohibit the same. Any such written consent(s) shall comply with applicable law and shall be filed

with the Secretary and recorded in the minutes, and in such case the action by written consent shall have the same force and effect as a unanimous vote of the directors.

- (n) Compensation. Directors, officers, and members of committees shall not be entitled to compensation for their services. Acceptance of any direct or indirect compensation for Corporation service shall disqualify any person or entity for Corporation service as a director, officer, or committee member. "Compensation" does not include reimbursement for actual expenses as may be deemed just and reasonable by the Board.

ARTICLE VIII COMMITTEES

SECTION 1. COMMITTEES

The Board of Directors may designate one or more committees, each consisting of two or more Directors, to serve at the pleasure of the Board. The duties and powers of these committees shall be determined by the Board, provided that the authority of the committee is limited to advising the Board and all final action is subject to the specific approval of the Board.

SECTION 2. APPOINTMENT TO COMMITTEES

All committee chairpersons and committee members (Directors) shall be Members and members of the Board of Directors and appointed by the President subject to approval of the Board of Directors. Executive Committees have no advisors and have final authority unless appealed to the Board as a whole. Non-voting advisors to the committees shall be designated by the appropriate Committee Chairperson, subject to the approval of the Board. The number of advisors per committee shall not be more than the number of Directors on the committee.

ARTICLE IX OFFICERS

SECTION 1. OFFICERS

The officers of the Corporation shall be a President, one or more Vice-Presidents, a Secretary, and a Chief Financial Officer who shall be the Treasurer, all of whom shall be Members and members of the Board of Directors. The Corporation may have such other officers as may be provided in these Bylaws or as are elected by the Board of Directors, or both. Officers shall perform the duties provided in these Bylaws and such other duties as may be authorized or directed by the Board of Directors.

SECTION 2. ELECTION OF OFFICERS

The officers of the Corporation shall be chosen by the Board of Directors, and each shall serve at the pleasure of the Board for a one (1) year term and until their successors are elected, subject to the rights, if any, of an officer under any contract of employment. A person elected to fill a vacancy shall serve only for the remainder of the term of his or her predecessor.

SECTION 3. REMOVAL OF OFFICERS

Any officer may be removed, with or without cause, by the Board of Directors, at any regular or special meeting of the Board.

SECTION 4. RESIGNATION OF OFFICERS

Any officer may resign at any time by giving written notice to the President, Secretary or Board of Directors. Any resignation shall take effect at the date of the receipt of that notice or at any later time specified in that notice; and, unless otherwise specified in that notice, the acceptance of the resignation shall not be necessary to make it effective.



Information You Need When Selling/Buying a Share in United Laguna Woods Mutual

Thank you for your interest in transacting a resale transfer in United Laguna Woods Mutual (“United”). The purpose of this document is to provide you with key information about United and what you need to know before you get started.

A Seller is either an individual(s) named on a Membership Certificate or is an estate representative who intends to dispose of the United share of stock. A Buyer is a prospective Shareholder/Member who intends to purchase the right to occupy a particular Unit in United.

Who we are:

United is a non-profit mutual benefit corporation which owns and manages all real property including the Units, carports, and laundry facilities within United’s boundaries at Laguna Woods Village (“Village”). In a Cooperative, each Shareholder/Member is granted the right to occupy a specific Unit under the terms of an Occupancy Agreement together with the ownership of one Membership in the Corporation.

As a stock-cooperative, ANY interior or exterior alterations require United Board approval. All alterations shall be the responsibility of the Shareholder/Member, including, but not limited to: care, maintenance, and all associated costs thereof.

United is a designated senior housing development as defined under California Civil Code § 51.3. The Village facilities, including recreational facilities and amenities, are overseen by the Golden Rain Foundation (“GRF”) for the benefit of all United Shareholders/Members.

Shareholder/Members must adhere to the Articles of Incorporation, Bylaws, Occupancy Agreement, Rules and Regulations, and any Resolutions or Policies (“Governing Documents”) of United and GRF. Under the terms of the Corporation’s Bylaws, the Board has the first option to purchase the Seller’s Membership. The Governing Documents are available for review at www.lagunawoodsvillage.com.

Who can buy:

To own a share and reside in United, a prospective Shareholder/Member must meet the following requirements:

1. Age Restrictions – be at least 55 years of age;
2. Financial Qualifications –
 - a. Assets equal to the purchase price of the Unit plus \$125,000;
 - b. Income of at least \$40,000 per year at the time of purchase;For more information, refer to the Financial Qualifications Policy;
3. Apply and be approved for Membership by the United Board of Directors;
4. Limitation - You may not own, inherit or be listed on more than one Certificate.

Process for Selling/Buying

If, after review of the information identified here and in the Resale Package; and after meeting ALL the above referenced requirements, the prospective Seller/Buyer elects to proceed with the resale transfer; the prospective Seller/Buyer must adhere to the resale transfer process outlined below:

Step 1: Seller or escrow company to complete and submit a First Inspection Request / “Intention to Leave Corporation” form, which provides that for a period of 30 days after written notification, United Mutual shall have an option, but not the obligation, to purchase the Membership. This document must be submitted within 24 hours of the Unit being listed. Allow 10 business days for the first inspection process.

Step 2: Seller to complete and submit the “Seller’s Authorization for Release of Information” to authorize United to **release information** to a third party.

Step 3: The escrow company must submit a complete **Resale Package** to the Resident Services Department for submittal to the United Board. This process can take up to 15 business days.

Step 4: Upon **Board approval**, the Resident Services Department faxes an “Escrow Closing Notification and Transmittal Report” to the escrow company. This is contingent upon United completing a **final inspection** and the **escrow company satisfying the escrow demand**. United Stock Certificates are given to the escrow company, and a signature by the prospective Shareholder/Member is required.

Step 5: After the **final inspection** is complete and the **escrow demand is satisfied**, escrow can close. The escrow company sends the closing notice to the Resident Services Department. Resident ID cards and vehicle decals can be obtained after the closing notice is received and resident information is entered into the Laguna Woods Village database.

As described above, a Membership application process has been established and certain conditions must be met before escrow can close. The Unit must be inspected to ensure that United has approved all structural and landscape alterations. All documents required can be found in the Resale Package located at www.lagunawoodsvillage.com.

Associated Fees:

The following fees are associated with the resale of the share of stock:

Administration Fee:	\$350
First Inspection Fee:	\$90
Final Inspection Fee:	\$60
Escrow Cancellation:	\$112

If you require additional information or assistance, please contact a Membership Counselor at (949) 268-2011.



Resale Package

This package contains all documents required for transacting a resale in United Laguna Woods Mutual (“United”). United is a cooperative where each Shareholder/Member is granted the right to occupy a specific Unit under the terms of each Occupancy Agreement together with ownership of one share in the Cooperative. The resale process differs from a Condominium and this package is to assist you in the process.

This package contains key information the seller, potential buyer, and real estate/escrow company should know. To ease the process, a document checklist has been created for each.

Before you get started, ensure that the potential buyer meets the qualifications to own a share of stock and reside in United. The prospective buyer must meet the following requirements:

- Age Restrictions – be at least 55 years of age;
- Financial Qualifications –
 - Assets equal to the purchase price of the Unit plus \$125,000;
 - Income of at least \$40,000 per year at the time of purchase;For more information refer to the Financial Qualifications Policy; and
- You may not own nor be listed on more than one Certificate.

If all of the above conditions are met, proceed with familiarizing yourself with the key definitions in this package and submit the required documents for review by the United Board of Directors (“Board”). **Only completed form submittals shall be accepted. Failure to provide accurate contact information can delay the process.**

If you require additional information or assistance, a Membership Counselor can be reached at 949-268-2011.

The Resale Packages are processed by the Resident Services Department. The normal business hours of operation are Monday through Friday, 8:00 am to 5:00 pm.



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Definitions

- a. **Application** – the form prescribed by United to apply for approval to purchase a share in United.
- b. **Approval** – written authorization to purchase a share in United; granted by the United Board of Directors.
- c. **Assessment** – the monthly amounts which Shareholder/Members are bound to pay pursuant to the terms of their respective Occupancy Agreements. Also known as carrying charges.
- d. **Buyer** - a prospective Shareholder/Member who intends to purchase the right to occupy a particular Unit in United
- e. **Certificate** -
- f. **Charge** – fee, fine, and/or monetary penalty that United may levy upon a Shareholder/Member pursuant to the Governing Documents.
- g. **Co-habitant** – persons who live together as spouses or persons who are domestic partners within the meaning of Section 297 of the Family Code.
- h. **Community** – Laguna Woods Village.
- i. **Co-occupant** – Non-Member resident as defined by Civil Code 51.3 and who is approved by the Board of Directors.
- j. **Cooperative** – In a cooperative, Shareholders are Members of a corporation which own all real property, including the dwelling units, carports, and laundry facilities within the Mutual's boundaries, and each Shareholder is entitled to occupy a specific dwelling unit under the terms of an Occupancy Agreement. Also known as Corporation.
- k. **Corporation** -
- l. **Golden Rain Foundation (GRF)** – the Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation. GRF oversees the facilities, including recreational facilities and amenities.
- m. **Governing Documents** – all of the following, collectively, the Articles of Incorporation; the Bylaws; Occupancy Agreements; the Rules and Regulations; and any Resolutions or Policies of the Board; all the same may be lawfully amended or modified from time to time.
- n. **Identification (ID) Card** – photo ID card issued by GRF to Shareholders/Members, Co-occupants, and Lessees of the Community authorizing use and access to the Community Facilities.
- o. **Shareholder/Member** - entitled to Membership in United and approved by the Board of Directors to exclusively occupy a Unit and to whom a Stock and/or Membership Certificate of the Corporation has been issued. Also known as Qualified Resident.
- p. **Occupancy Agreement** – the agreement between United and its Shareholder/Member, respectively, under the terms of which said Shareholder/Members are entitled to enjoy possession of their respective Units and the use of facilities owned by United and GRF.
- q. **Qualifying Resident** – any person who is at least 55 years of age and who has been approved by the Board of Directors for occupancy of a Unit.
- r. **Resident Shareholders/Members** –
- s. **Seller** - Either an individual(s) named on a Membership Certificate or is an estate representative who intends to dispose of the United share of stock



- t. **Staff** – employees of the Managing Agent authorized to act on behalf of United.
- u. **Sub-Lessee(s)** – a person who sub-leases a Unit from a Shareholder/Member and approved by the Board of Directors.
- v. **United** – is a non-profit cooperative housing corporation which owns and manages all real property within the original 21 cooperative mutuals.
- w. **Unit** – a dwelling unit owned by the Corporation; specifically, the exclusive rights to occupy a specific portion of real property within the Development.
- x. **Unit** – a dwelling unit owned by the Corporation; specifically, the exclusive rights to occupy a specific portion of real property with the Development.
- y. **Vehicle Decals** – identifying marker, supplied by GRF, for resident access and parking within the Community other than by guests or contractors.

Fees

The following fees are associated with the resale of the share of stock:

Administration Fee:	\$350
First Inspection Fee:	\$90
Final Inspection Fee:	\$60
Escrow Cancellation:	\$112



Escrow Documentation Checklist

Included √	FORMS AND DOCUMENTS All documents must be complete, signed and dated
	1. Resale Notification (Prepare in triplicate)
	2. Financial Statement and Credit Information - signed and dated
	3. Verifications for all income and assets listed in the Financial Statement and Credit Information form (i.e., copies of current Federal Income Tax returns, signed and dated, including Schedules A & B, copies of bank statements, stock certificates, 1099's, property tax bills, investment account statements, etc.
	4. Shareholder Application, with age verification attached
	5. Occupancy Agreement and General Conditions - acknowledged by signature of shareholder.
	6. Signed copy of Escrow Instructions
	7. Sellers' United Laguna Woods Mutual Certificate/Lost Instrument Bond
	8. Resale Inspection Report and Notice of Intent to Leave (prospective Shareholder and Seller information completed by Escrow Officer).
	9. Alteration and Landscape Responsibility Agreements
	10. Memorandums of Termination of Occupancy
	11. Information for Shareholders
	12. Golden Rain Foundation Trust Facilities Fee
	13. Other documents as may be determined by the Staff

REQUIREMENTS FOR CLOSING ESCROW

1. To make the necessary arrangements for the Final Inspection of the unit, call the Resale Inspections Office at 949-597-4636 a minimum of five days prior to the close of escrow.
2. For an update regarding outstanding payments, late charges and service charges, call the Accounting Department at 949-597-4221.
3. All Resident ID Cards and decals must be collected and sent to the Resident Services Department either with the Resale Notification or Closing Notification. If missing, submit Declaration of Loss affidavit, executed by Seller. If the Seller had financing on his Unit, the Certificate must be requested from the lender. Note: in the event that seller cannot produce the Certificate, seller must obtain a Lost Instrument Bond.
4. Following the Board of Directors' waiver of purchase and the Resident Services Department authorization to close escrow, the following are required:
 - a. Escrow Closing Notification (in duplicate);
 - b. Issuance of separate checks to cover Agency and Depository items.

ALLOW 15 BUSINESS DAYS FOR OBTAINING BOARD APPROVAL AFTER RECEIPT BY THIS OFFICE.



Seller's Authorization To Release of Information

EMAIL FORM TO: resales@vmsinc.org	UNIT NO: _____
Unit Address: _____	

The undersigned, listed below as Seller/Member, hereby authorizes the Staff to furnish information concerning the Mutual and the Unit located at the above address, in the City of Laguna Woods, California, 92637. Documents or information which may be released to the escrow officer include:

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Members' names of record and vesting ▪ Addresses & telephone numbers ▪ Social Security Numbers ▪ Occupants' names of record ▪ Trust and Will information – Seller's estate ▪ Letters Testamentary / Small Estate Affidavit ▪ Current monthly shareholder assessment fees ▪ HOA United Laguna Woods Mutual Certification | <ul style="list-style-type: none"> ▪ Documents as required by Civil Code Section 4525 ▪ Assessment delinquency collection status ▪ Supplemental Property Tax information ▪ Board Approved special assessments ▪ Unpaid fees, charges and fines ▪ Copies of Board Minutes as required ▪ Other |
|--|---|

It is the Seller's responsibility to turn over to the new Shareholder/Member, copies of United's governing documents. If the Seller is unable to do so, those documents, plus any additional documents, will be provided by the Staff, upon Seller's approval of this release, and the charges billed to the Seller in accordance with Civil Code Section 4525.

In addition, if the Shareholder/Member's lender requests information of pending litigation involving United or Golden Rain Foundation, the undersigned authorizes release of such litigation information, if any, to the shareholder's lender:

Name of Lender _____

Lender's Address _____

Lender's Telephone Number () _____

This authorization may be used only for the purpose of providing information to a prospective Shareholder/Member or the agent, and/or the escrow officer. This authorization represents the express written approval of the undersigned, and the undersigned releases United, the Golden Rain Foundation and their Staff from all liability for disclosing such information. I understand that I have the right to receive a copy of this information.

This authorization is effective as of the date hereof, and will remain in effect until _____(date).

This authorization shall remain in effect until cancelled in writing by the Shareholder/Member.

DATE	NAME OF SELLER (PRINT)	SIGNATURE OF SELLER

IF THIS RELEASE IS EXECUTED BY SOMEONE OTHER THAN SELLER/MEMBER, PLEASE INDICATE RELATIONSHIP AND PROVIDE SUPPORTING DOCUMENTS SHOWING APPOINTMENT TO ACT:

<input type="checkbox"/> Successor Trustee	<input type="checkbox"/> Court appointed Executor or Administrator	<input type="checkbox"/> Attorney-in-fact for Member
<input type="checkbox"/> Court-appointed Guardian or Conservator of Member		<input type="checkbox"/> Other



First and Final Inspection Request/Intention to Leave Corporation

MAIL TO:

Laguna Wood Village
Resale Inspections Department
P.O. Box 2220
Laguna Hills, CA 92654-2220
EMAIL: resales@vmsinc.org

DELIVER TO:

Laguna Woods Village, Community Center
Resale Inspections Department
24351 El Toro Road
Laguna Woods, CA 92637

DATE: _____ **STREET NAME:** _____ **UNIT:** _____

OCCUPIED: [] **VACANT:** [] **CARPORT NO:** _____

- Intention to Leave Corporation** - Via Resolution 01-06-113.
- Request for 1st Inspection Report** - Via Resolution 01-08-16, a First Inspection fee will be billed as a Chargeable Service to the Shareholder-and is valid for six months.
- Request for Final Inspection Report** - Via Resolution 01-08-16, a Final Inspection fee will be collected through escrow.
- Update Information**

Seller's Acknowledgement of Fees / Date

Escrow Company

Company Name: _____
 Escrow Officer: _____
 Escrow Number: _____
 Address: _____
 Phone Number: _____
 Fax Number: _____
 Escrow Email: _____

ESTIMATED ESCROW CLOSE DATE: _____

Seller's Real Estate Company

Company Name: _____
 Agent Name: _____
 Address: _____
 Phone Number: _____
 Fax Number: _____
 Agent Email: _____

Buyer

Name: _____
 Address: _____
 Phone Number: _____
 Cell Phone: _____ (IMPORTANT CONTACT INFORMATION)

Seller

Shareholder of Record: _____
 Address: _____
 Phone Number: _____

Inspections on co-op's include interior inspections; how are we to enter the property?

Lockbox: _____

Contact Seller: _____

Contact Agent: _____



Settlement Process for Corrections Funds Held

MAIL TO:

Laguna Wood Village
Resident Services-Correction Settlements
P.O. Box 2220
Laguna Hills, CA 92654-2220
EMAIL: resales@vmsinc.org

DELIVER TO:

Laguna Woods Village, Community Center
Resident Services-Correction Settlements
24351 El Toro Road
Laguna Woods, CA 92637

The Resale Inspection Process provides a record of all items for which correction will be required. Upon the close of escrow, all items noted as Corrections on the Final Inspection Report will be processed by the Resident Services Department.

ISSUANCE OF WORK ORDERS: Work Orders will be entered for all items of work for which funds were held in the transaction. Work Orders will be dispatched either to an in-house technician or to outside vendors for processing.

COMPLETION OF WORK: Upon completion of all items for which funds were held, reimbursements and/or refunds to the Seller and/or Buyer will be processed.

CORRECTIONS BY SHAREHOLDER/MEMBERS: In accordance with applicable policy, Shareholder/Members may elect to complete items of correction and submit for reimbursement. *Please contact Resident Services to ascertain the applicable policy for Corrections noted on a given Final Inspection.*

INSPECTION/VERIFICATION REQUIREMENT: Once notified of completion, an inspection by Staff will be conducted to confirm completion of each item of work was completed by the Shareholder/Member.

SUBMITTING INVOICES FOR CORRECTIONS COMPLETED BY SHAREHOLDER/MEMBER: Submitting the following *required documentation* will effectuate the timely processing of the Corrections Settlement and any resulting reimbursements:

A summary letter describing the work for which the reimbursement is requested, including:

- Description of work performed (countertops installed, heat source restored, etc.);
- Name of person who completed the work;
- The amount of reimbursement requested;
- The name and mailing address to which the reimbursement should be mailed.

A copy of the invoice for service(s) rendered meeting the following criteria:

- Signature of the vendor;
- Printed on the vendor's letterhead;
- Details of the item(s) of specific work performed;
- Details of the cost(s) per line item.

Proof of payment in full:

- If paid in cash, a signed document from the vendor showing that the work was completed and payment made in full by cash;



- If paid by credit card, a copy of the credit card voucher or the credit card statement showing the vendor and amount paid;
- If paid by check, a copy of both sides of the cancelled check - or a copy of the bank statement showing the check cleared along with a copy of the duplicate check carbon.

**Please note that incomplete submittals will be returned for additional information.
Thank you, in advance, for your cooperation.**



Resale Notification

UNIT ADDRESS: _____ ESCROW NO: _____ DATE: _____

An escrow has been opened which involves a proposed sale and transfer of the Shareholder in your corporation and Golden Rain Foundation of Laguna Woods Village as follows:

Seller's Broker:	Buyer's Broker:
Seller(s):	
Buyer(s) and Vesting:	
Selling Price: \$	
Name(s) of Person(s) who will reside:	

In accordance with your instructions, the following are enclosed:

- A. Financial Statement with income and asset verification for each person on title
- B. Membership Application form with appropriate age / identity verification for each person on title
- C. Escrow Instructions
- D. Occupancy Agreement signed by each proposed Transferee
- E. Occupancy Application for non-member residents with appropriate age / identity verifications
- F. Memorandum of Occupancy Agreement signed by each proposed Transferee
- G. Memorandum of Termination of Occupancy Agreement signed by each Transferor
- H. Subordination Agreement signed by each proposed Transferee
- I. Guarantor Statement plus financial verification and verification of age / identity
- J. United Membership Certificate issued to Transferee with guaranteed signature
- K. Seller's Resident Identification Card(s): _____
- L. Information for New Shareholder/Members
- M. _____

The undersigned (escrow officer) hereby attests that a request for first inspection was submitted to the Alterations Division on _____. It is understood that a final inspection shall be submitted to the Buyer(s) prior to the close of escrow. **If the Mutual waives its option to purchase and approves the proposed Shareholder/Member**, and so informs us in writing, we will then proceed with the processing of this escrow, which is scheduled to close on or about _____ (date).

By: _____	For: _____
Escrow Officer	Escrow Company
For Office Use Only:	Yes No
Meets Age Requirement	<input type="checkbox"/> <input type="checkbox"/>
Meets Income Requirement?	<input type="checkbox"/> <input type="checkbox"/>
Meets Asset Requirement?	<input type="checkbox"/> <input type="checkbox"/>
Exceeds the number of stock allowed?	<input type="checkbox"/> <input type="checkbox"/>
	Verified by: _____ Membership Counselor

ACTION BY MUTUAL BOARD OF DIRECTORS

By approving this application for Membership, said Corporation waives the option to purchase the Membership, subject to the conditions that both transferor(s) and transferee(s) comply with the requirements of the Mutual prior to the close of escrow, and that neither the Mutual nor the Golden Rain Foundation shall incur any expenses in this transaction. The approval and waiver shall be effective as of the close of escrow.

APPLICATION DENIED	APPLICATION APPROVED
The Board of Directors of this Mutual Corporation has reviewed this application. Based on the information provided, the application is denied .	The Board of Directors of this Mutual Corporation has reviewed this application. Based on the information provided, the application is approved .
SIGNATURE	SIGNATURE
SIGNATURE	SIGNATURE
SIGNATURE	SIGNATURE



Escrow Closing Information

MAIL TO:

Laguna Wood Village
Resale Inspections Department
P.O. Box 2220
Laguna Hills, CA 92654-2220
EMAIL: escrowclosings@vmsinc.org

DELIVER TO:

Laguna Woods Village, Community Center
Resale Inspections Department
24351 El Toro Road
Laguna Woods, CA 92637

ESCROW NO: _____

UNIT NO: _____

The above numbered escrow covering the subject unit has closed on: _____

We request Gate Access Passes or ID cards to be issued as follows:

RESIDENT MEMBERS: _____

NON-RESIDENT MEMBERS: _____

NON-MEMBER RESIDENTS: _____

Your assistance is appreciated.

Sincerely,
Escrow Officer

Name of Escrow / Realty Company/Representative: _____

Escrow Phone Number: _____

Escrow Email: _____



Escrow Closing Notification and Remittance Report

ESCROW CO. NAME & ESCROW NO. :		Date:
		Closing Date:
Please be advised that escrow has closed. Attached are payments, charges and/or fees due per your demand.		
1.	DEPOSITORY ACCOUNT: A separate check, made payable to United Mutual, representing the following:	
	a. Monthly Assessment due for the period _____.	
	b. Late Charges	
	c. Other	
	TOTAL	\$
2.	AGENCY ACCOUNT: A separate check, made payable to United Mutual, representing the following:	
	a. Administration Fee (United* = \$350) *Additional fee of \$280 applies for all cash sales in United.	
	b. Final Inspection Fee (United \$60)	
	c. Chargeable Services (includes First Inspection fee and other costs)	
	d. Cable T.V. (Broadband Services)	
	e. Lost/Missing ID Card(s) \$25 each	
	f. Physical Properties Corrections / Repairs	
	g. Non-standard Landscape Restoration Charges	
	h. Contingency for Inspection Corrections and Landscaping Estimates	
	FUNDS PAID BY SELLER, \$ _____ BUYER, \$ _____	
	i. Trust Facilities Fee (\$5,000)	
	j. Other:	
	TOTAL	\$
3.	SUPPLEMENTAL PROPERTY TAXES: Separate check, made payable to "United Laguna Woods Mutual."	
	TOTAL	\$
4.	In addition, we enclosed the following:	
	<input type="checkbox"/> Occupancy Agreement with term to begin at close of escrow.	
	<input type="checkbox"/> Gate entry passes, ID cards & vehicle decals.	
	<input type="checkbox"/> Declaration of Loss affidavit for gate entry passes, ID cards, and vehicle decals.	
	<input type="checkbox"/> Other -	
5.	The Final Inspection was completed by the Alterations Department on	Date:
6.	Seller's forwarding address is:	
7.	Name and Address of Lender	Loan #
8.	If unit financing is involved in the resale of a Co-operative , we have submitted the Memorandum of Occupancy Agreement and the Memorandum of Termination of Occupancy Agreement to the Orange County Recorder on the date of closing, and requested that the original be mailed to the Resident Services Resale Department.	
	Escrow Officer: _____	



Responsibility Agreement For Non-Standard Landscape

Unit No.

MAIL TO:

Laguna Wood Village
 Resale Inspections Division
 P.O. Box 2220
 Laguna Hills, CA 92654-2220

EMAIL: alterations@vmsinc.org

DELIVER TO:

Laguna Woods Village, Community Center
 Resale Inspections Division
 24351 El Toro Road
 Laguna Woods, CA 92637

The Escrow Office should complete and return this form with Escrow Closing Documents and payment demand checks. Please send one duplicate copy to the attention of the Alterations Division at the above address. **THIS FORM MUST BE RECEIVED BEFORE THE ISSUANCE OF A FINAL INSPECTION.**

This office has been notified that the Unit noted above has non-standard landscape, and both the prospective Shareholder/Member and seller have been informed accordingly. The Landscape Division has determined that the cost to restore the landscaping to community standards is: \$

In accordance with the governing rules of United Laguna Woods Mutual, the Prospective Shareholder understands that he may accept or refuse to accept the non-standard landscaping. Further, the Prospective Shareholder understands that if he/she accepts it, he/she also accepts all future responsibility for its care and maintenance, and all associated costs thereof.

Both Prospective Shareholder and Seller understand that if the Prospective Shareholder refuses to accept such responsibility, the Seller is required to pay the costs of all work required to restore the landscaping to the community standard, including the removal of non-standard plants and hardscape, and the planting of standard plants.

ACNOWLEDGEMENT BY PROSPECTIVE SHAREHOLDER

- [] Prospective Shareholder accepts the non-standard landscaping, and agrees to be responsible for any and all costs related to its future maintenance.
- [] Prospective Shareholder declines to accept the non-standard landscaping, and directs the Escrow Officer to so inform the Staff. Restoration costs are to be withheld from the proceeds of resale transfer of membership.

Signature	Print Name	Date
Signature	Print Name	Date

ACNOWLEDGEMENT BY SELLER

Seller has been informed that the Unit has non-standard landscaping. Seller will be charged the amount shown above to restore the property to community standard landscaping if the Prospective Shareholder refuses to accept the non-standard landscaping.

Signature	Print Name	Date
Signature	Print Name	Date

Escrow Officer Signature:	Escrow No.:	Date:
---------------------------	-------------	-------



Responsibility Agreement for Alterations

I have received an inspection report prepared by United that identifies any alterations that have been made by previous Shareholder/Members; and I agree that I will be responsible for the care and maintenance of any alterations made previously or that I may make in the future.

#1 Name (Print):	Signature:	Date:
#2 Name (Print):	Signature:	Date:
#3 Name (Print):	Signature:	Date:

ACNOWLEDGEMENT BY PROSPECTIVE SHAREHOLDER
--

- | |
|--|
| <input type="checkbox"/> Prospective Shareholder accepts the non-standard alteration, and agrees to be responsible for any and all costs related to its future maintenance. |
| <input type="checkbox"/> Prospective Shareholder declines to accept the non-standard alteration, and directs the Escrow Officer to so inform the Staff. Restoration costs are to be withheld from the proceeds of resale transfer of membership. |

Signature	Print Name	Date
Signature	Print Name	Date

ACNOWLEDGEMENT BY SELLER

Seller has been informed that the Unit has non-standard alterations. Seller will be charged the amount shown above to restore the property to community standard if the Prospective Shareholder refuses to accept the non-standard alteration.

Signature	Print Name	Date
Signature	Print Name	Date

Escrow Officer Signature:	Escrow No.:	Date:
---------------------------	-------------	-------



RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:

UNITED LAGUNA WOODS MUTUAL
POST OFFICE BOX 2220
LAGUNA WOODS, CALIFORNIA 92654 - 2220

THIS SPACE FOR RECORDER'S USE ONLY

Memorandum of Termination of Occupancy Agreement

THIS MEMORANDUM OF TERMINATION OF OCCUPANCY AGREEMENT IS MADE AS OF _____, _____
by and between United Laguna Woods Mutual, a California nonprofit mutual benefit corporation ("United")
and _____
_____ ("Member").

The property with which this Memorandum of Termination of Occupancy Agreement is concerned is that certain real property located in
the City of Laguna Woods, County of Orange, and State of California, commonly known as _____
and Unit _____, Building _____ as set forth in the Exhibit _____ to that certain Memorandum of Occupancy Agreement recorded in the
Official Records of Orange County, California on May 10, 2013 as Instrument No. 2013000284997, which is a cooperative apartment
(the "Unit") in the community commonly known as Laguna Woods Village. *See Legal Description*

By an unrecorded document entitled Occupancy Agreement dated _____, 20 _____, United leased the Unit to Member
for an initial term of three years beginning on the date of recordation of the Memorandum of Occupancy Agreement recorded as
Instrument No. _____ the date of the Occupancy Agreement, which term could be automatically renewed for
successive terms of three years as provided in Article 4 of the Occupancy Agreement.

This Memorandum of Termination of Occupancy Agreement memorializes the Agreement between United and Member that the period
of the Occupancy Agreement (and the Member's right to occupy the Manor) was terminated by the Board of Directors or by mutual
consent as of
 _____ the date of recordation of this memorandum of Termination of Occupancy Agreement.

IN WITNESS WHEREOF, United and Member have executed this Memorandum of Termination of Occupancy Agreement.

SHAREHOLDER(S)

UNITED LAGUNA WOODS MUTUAL - OWNER

By: _____
Authorized Agent



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 Orange)

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 Orange)

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)



Shareholder/Membership Application

PLEASE PRINT USING BLACK INK OR TYPE

Unit No.

LIST NAMES EXACTLY AS THEY WILL APPEAR ON CERTIFICATE AND OCCUPANCY AGREEMENT

APPL #	TITLE	LAST NAME	FIRST AND MIDDLE INITIAL	PHONE NUMBER/EMAIL	FOR BUSINESS OFFICE USE ONLY
1	<input type="checkbox"/> MR. <input type="checkbox"/> MS. <input type="checkbox"/> MISS <input type="checkbox"/> MRS.				
2	<input type="checkbox"/> MR. <input type="checkbox"/> MS. <input type="checkbox"/> MISS <input type="checkbox"/> MRS.				

APPL #	DATE OF BIRTH	MARITAL STATUS	TO RESIDE IMMEDIATELY?	TAX RESPONS. *	AGE VERIFICATION ATTACHED	SOCIAL SECURITY NUMBER
1		<input type="checkbox"/> MARRIED <input type="checkbox"/> SINGLE <input type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
2		<input type="checkbox"/> MARRIED <input type="checkbox"/> SINGLE <input type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
* ENTER A CHECKMARK FOR THE PARTY RESPONSIBLE FOR INCOME TAX REPORTING - ONLY ONE PARTY MAY BE RESPONSIBLE - THIS IS REQUIRED BY FEDERAL LAW						

IN CASE OF EMERGENCY - NOTIFY		
NAME	RELATIONSHIP	TELEPHONE NO. & MOBILE

ACKNOWLEDGMENTS AND AFFIRMATIONS														
I agree that I will be responsible for the monthly assessment payments; and I will comply with all the governing rules of the United Mutual and Golden Rain Foundation. I have received the notice informing me of the possible existence of asbestos in certain buildings.														
I AFFIRM, UNDER PENALTY OF PERJURY, THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT	FOR COMMUNITY SERVICES OFFICE USE ONLY													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">#1 Name (Print):</td> <td style="width: 40%;">Signature:</td> <td style="width: 30%;">Date:</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> <tr> <td>#2 Name (Print):</td> <td>Signature:</td> <td>Date:</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	#1 Name (Print):	Signature:	Date:				#2 Name (Print):	Signature:	Date:					
#1 Name (Print):	Signature:	Date:												
#2 Name (Print):	Signature:	Date:												

READ ATTACHED MEMBERSHIP AND OCCUPANCY REQUIREMENTS



United Mutual Membership and Occupancy Requirements

All prospective members and occupants are required to meet age restrictions as defined by Federal and State statutes and in accordance with United Occupancy Agreement and Bylaws. Please attach copies of appropriate documents which verify applicant's age - these may include passport, driver's license, and birth certificate or baptismal certificate.

MEMBER – A Shareholder who has been approved for Membership by the Board and entered into the corporate records. When the Membership is vested in a Trust, the Trustor is considered the Member.

In order to reside, at least one of the occupants must be 55 years of age or older; any other Co-occupants who reside must be at least 45 years of age, except a spouse who may be any age. Adult disabled children may reside under certain conditions. (Section 51.3 of the California Civil Code)

Shareholders in good standing are entitled to one vote in Mutual elections.

Prospective Shareholder Members must sign Occupancy Agreements, including the General Terms and Conditions attachment.

CO-OCCUPANTS - Non-members who reside with the approval of the United Mutual Board of Directors.

NOTE: THE CARE PROVIDERS ARE NOT ENTITLED TO THE USE OF COMMUNITY FACILITIES, EXCEPT AS THE GUEST OF AN APPROVED RESIDENT. A CARE PROVIDER BADGE WILL BE ISSUED AND MUST BE WORN AT ALL TIMES.

Non-members may be Co-occupants only if they reside with the Member or are Sub-lessees of the Member.

Co-occupants may reside upon the approval of an Application for Co-Occupancy by United Mutual's Board of Directors and which must be executed by all Shareholder Members.

OCCUPANCY LIMITS

The maximum number of persons who may occupy a unit is equal to the number of original construction bedrooms, plus one.

UNIT ASSESSMENTS

Monthly Assessments provide for the occupancy of no more than two persons. An additional monthly assessment is charged for the third occupant.

IDENTIFICATION CARDS

Resident Identification cards are issued to all approved residents of the community. Cards are the property of GRF, and must be returned at the termination of residency. Replacements will be issued subject to the schedule of fees.



Golden Rain Foundation Facilities Fee



UNIT NO:

As Trustee of the Golden Rain Foundation (“GRF”) of Laguna Hills Trust, the GRF Board of Directors is required to preserve and protect the recreational and other amenities available to all residents of Laguna Woods Village®. Effective January 1, 2018, all purchases of a separate interest in Third Laguna Hills Mutual (condo), United Laguna Woods Mutual (cooperative) and Mutual Fifty (condo) must include collection of a Trust Facilities Fee in the amount of \$5,000 per transaction as an obligation of the purchaser.

Choose one option of payment below.

Payment
Option #1:

I / we agree to pay at the time of closing of escrow the Trust Facilities Fee in the amount of \$5,000

Payment
Option #2:

I / we agree to pay over a period not to exceed seven years (84 months) the Trust Facilities Fee in the amount of \$5,000 plus additional fees that result in a total principal amount of \$5,252 plus interest at 2% per annum.

#1 Name (Print): *	Signature:	Date:
#2 Name (Print):	Signature:	Date:
#3 Name (Print):	Signature:	Date:

* If Payment Option #2 is selected, the first Owner/Member name must reflect the person to whom the billing statement for the Trust Facilities Fee will be mailed.



Promissory Note

Principal Amount: \$5,252

Principal Amount with interest: \$5,632.59

RECITALS

For value received, the undersigned payor(s), _____ (“Payor(s)”), promises to pay to the order of Golden Rain Foundation of Laguna Woods, a California nonprofit mutual benefit corporation (“Payee”), at 24351 El Toro Road, Laguna Woods, California, Attention: Accounting Department (or through a direct debit or similar ACH debit, if available), at the times and on the terms specified in this promissory note (“Note”), the sum of Fifty-Two Hundred and Fifty-Two Dollars (\$5,252.00) (“Principal”), together with interest thereon at the rate of two percent (2%) per annum (but in any event not to exceed the maximum rate permitted by law) (“Interest”), as payment of the Five Thousand Dollars (\$5,000.00) Facilities Fee, and the monthly administrative fee in the amount of Two Hundred Fifty-Two Dollars (\$252.00), plus interest, all fully amortized over the seven (7) year term, as further set forth below.

Payor(s) acknowledges that Payor(s) has been given the opportunity to pay the Five Thousand Hundred Dollars (\$5,000.00) Facilities Fee all at once at the time of transfer, and so to avoid paying the Interest and the administrative fee, but that Payor(s) has instead elected to enter into the seven (7) year payment plan, as authorized by California law, and to pay in accordance with all terms and conditions in this Note.

Promise to Pay. The Principal and Interest shall be amortized over a period of seven (7) years, and all due and payable in seven (7) years, with eighty-four (84) monthly payments of Sixty-Seven Dollars and Six Cents (\$67.06) each. The first monthly payment shall be made on _____, 20__, and subsequent monthly payments shall be paid on or before the first day of each succeeding calendar month.

Late Charge. Payor(s) agrees that in the event that any payment due hereunder is in default for more than ten (10) days, it would be extremely difficult to fix the actual damages resulting to Payee. Therefore, Payor(s) agrees to pay to Payee the sum of Ten Dollars (\$10.00) upon each such default, as liquidated damages and not as a penalty, to compensate the Payee for the expenses of administering the default.

Acceleration. The holder of this Note may, at its option, accelerate the maturity of all payments to become due hereunder upon the occurrence of any of the following events, in which event the unpaid balance of this Note shall become immediately due and payable without demand, presentment or notice, all of which are hereby expressly waived, and the holder may pursue collection through Small Claims Court or initiate any other appropriate legal proceeding to collect the outstanding amount owed under this Note:

(a) Failure to make any two (2) consecutive payments when due, (b) Insolvency of Payor(s), or filing by or against Payor(s) of a Petition of Bankruptcy, either voluntary or involuntary, (c) If Payor(s) sells his or her unit, or if Payor(s) dies, then the remaining outstanding balance of Principal hereunder at that time shall be due and payable in one lump sum and upon such payment, this Note shall be deemed paid in full.

Attorney’s Fees; Governing Law. In the event of any controversy or dispute arising from non-payment of this Note, the prevailing party shall be entitled to recover from the non-prevailing party or parties reasonable expenses including, without limitation, attorneys’ fees and costs actually incurred. This Note shall be governed by and construed in accordance with, and all disputes hereunder shall be governed by, the internal laws of the State of California. This Note shall be binding on the Payor(s) successors and assigns.

IN WITNESS WHEREOF, Payor(s) has executed this Note as of the date first written above.

#1 Name (Print):	Signature:	Date:
#2 Name (Print):	Signature:	Date:



Financial Statement and Credit Information

PLEASE PRINT USING BLACK INK OR TYPE

UNIT NO:

THE CORPORATION MAY ELECT TO OBTAIN APPLICANT'S CREDIT HISTORY FROM A NATIONAL CREDIT REPORTING BUREAU. IN ACCORDANCE WITH THE BYLAWS, AND OCCUPANCY AGREEMENT, AS APPLICABLE TO COOPERTIVE MEMBERSHIP, I (WE) PROVIDE THE FOLLOWING INFORMATION:

APPLICANT NAME	AGE	SOCIAL SEC. NO.	MARITAL STATUS:			
1.			<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			
2.			MARITAL STATUS: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			
PRESENT ADDRESS	CITY	STATE	ZIP	<input type="checkbox"/> OWN <input type="checkbox"/> RENT	YRS	MONTHLY PAYMENT
1.						
2.				<input type="checkbox"/> OWN <input type="checkbox"/> RENT		

PURCHASE INFORMATION		
1. PURCHASE PRICE	\$	6. FINANCING? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. DOWN PAYMENT	--	6a. LENDER'S NAME
3. LOAN AMOUNT	--	6b. MONTHLY LOAN PAYMENT
4. BAL. DUE AT CLOSE OF ESCROW	\$	7. MINIMUM MONTHLY ASSESSMENT
5. BAL. TO BE PAID FROM:		8. TOTAL MONTHLY PAYMENT
<input type="checkbox"/> SALE OF HOME <input type="checkbox"/> ASSETS <input type="checkbox"/> OTHER		

ANNUAL INCOME AFTER PURCHASE OF STOCK CERTIFICATE FOR UNIT- ATTACH VERIFICATIONS			
	APPLICANT 1	APPLICANT 2	TOTAL
A. SALARY & WAGES	\$	\$	\$
B. SOCIAL SECURITY / SSI			
C. PENSION #1			
D. PENSION #2			
E. RENTAL INCOME (NET)			
F. ANNUITIES / IRA'S			
G. DIVIDENDS & INTEREST			
H. TRUST DEEDS - INTEREST EARNED			
I. PRIVATE BUSINESS **			
J. TRUST INCOME			
K. DISABILITY COMPENSATION			
L. OTHER			
TOTALS	\$	\$	\$

**** NOTE: AN APPLICANT WHO DERIVES PRINCIPLE INCOME FROM A PERSONAL BUSINESS MUST ATTACH A CURRENT BALANCE SHEET AND OPERATING STATEMENT**



Financial Assets

Please provide verification of annual income and assets with this form. You must submit copies of a current, SIGNED Federal Income Tax return; and copies of recent bank statements, investment statements, paycheck stubs or any other documentation which will verify the information you have provided in this financial statement.

LIFE INSURANCE	Premiums/Year	Total in Force	Policy Loans \$		Net Cash Value \$
BANK ACCOUNTS	Bank Name a.	Address/Branch	Account Number	Account Type	Account Balance \$
	b.				\$
	c.				\$
RESIDENTIAL PROPERTY	Address a.	City, State	Annual Payments \$	Balance Owing \$	Estimated Equity \$
	b.		\$	\$	\$
INCOME PROPERTY	Address a.	City, State	Net Income/Year \$	Balance Owing \$	Estimated Equity \$
	b.		\$	\$	\$
STOCKS & BONDS	Companies, shares, (attach schedule if necessary)				Market Value \$
CERTIFICATES OF DEPOSIT	Institutions (attach schedule if necessary)				Market Value \$
GOVERNMENT BONDS	Issuing Agency (attach schedule if needed)				Maturity Value \$
OTHER ASSETS	Attach Schedule				Market Value \$
	TOTAL ASSET VALUE				\$
	LESS: PURCHASE PRICE				\$
	NET ASSET VALUE AFTER PURCHASE				\$

I (we) swear, under penalty of perjury, that the information provided in this Financial Statement and the supporting documents are true.

#1 Name (Print):	Signature:	Date:
#2 Name (Print):	Signature:	Date:



Financial Qualification Policy

Revised February 13, 2018

Resolution 01-18-24

Prospective Shareholders of Units in (United) are required to meet minimum financial requirements for Membership as set forth below. All income and assets claimed must be verified by presenting documentation acceptable to the Mutual Board of Directors.

All applicants shall submit the most recent year's Federal income tax return, signed and dated, including Schedules A and B, in addition to other verification documents. If income is derived from an owned business, the appropriate business tax schedules and a profit and loss statement are required.

Where there is more than one prospective Shareholder, income and assets can be calculated collectively, if each is eligible and intends to reside.

Membership applicants to United are required to submit a completed Financial Statement/Credit Information form, together with satisfactory verification of identity, income and assets.

ASSET REQUIREMENT

The prospective Shareholder shall submit satisfactory verification of assets equal to the purchase price of the Unit plus \$125,000. Prospective transferees (i.e., outside escrow) are required to demonstrate a minimum asset base of \$125,000 only.

Acceptable assets will be those that are considered to be liquid, marketable or income producing. Only aged accounts (180 days) will be considered. Acceptable assets include, among others:

- Equity in U.S. residential property
- Savings accounts in U.S. financial institutions
- Cash value life insurance
- Certificates of deposit, money market accounts in U.S. financial institutions.
- IRA, SEP, 401(k) and Keogh accounts
- US, state or municipal government bonds - valued at current market prices
- American traded investments, (NYSE, Amex, OTC, NASDAQ, etc.) valued at current market prices
- Mortgages and promissory notes, provided that interest is reported on the applicant's tax return
- Equity in U.S. income producing real estate

Excluded from consideration are the following, among others:

- Mobile Homes
- Recreational vehicles, boats and trailers
- Vacant land
- Automobiles
- Artwork, jewelry, furs and collections such as coins, dolls, stamps and other similar items
- Term life insurance
- Annuity funds, which cannot be withdrawn in lump sum
- Anticipated bequests or inheritances
- Promissory Notes whose income is not reported on the perspective transferee tax return
- Community property



INCOME REQUIREMENTS

Prospective Shareholders shall submit from a recognized Credit Reporting Agency (e.g. Equifax, TransUnion, Experian), a full credit report and FICO score dated within 60 days prior to the application submittal.

Prospective Shareholders and transferees must provide satisfactory verification of income of at least \$40,000 per year at the time of purchase.

1. Acceptable verifications include, among others:

- The most recent Federal Tax returns
- W - 2 Forms or paycheck stubs
- Bank, credit union or investment account statements
- Letters from bankers
- Notices of annuities and Social Security payments
- Pensions
- Trust income
- Disability income
- Residential / commercial property rental income

2. Unacceptable income verifications include, among others:

- Letters from employers, accountants, bookkeepers and attorneys
- Income not reported on Federal income tax returns
- Funds held outside US borders

OWNERSHIP OF MULTIPLE MEMBERSHIPS

United does not permit ownership of more than one cooperative Membership, except under an interim dual Membership agreement which is issued for six months.

FINANCIAL QUALIFICATION WAIVERS

Shareholders who purchase a replacement Unit do not have to re-qualify financially for Membership, if there is no change to the Membership vesting and the dual interim agreement is in effect.

Current members of one Mutual who wish to purchase in another Mutual are required to meet the financial requirements of the Mutual in which they are purchasing.

A former member may obtain a waiver of financial qualifications if the replacement Membership is purchased within 90 days of the closing of the sale of the previously owned Membership, and vesting in the new Unit is exactly the same as the vesting in the Unit previously owned.



DISCRETIONARY AUTHORITY

United Board of Directors may, but is not obligated to, deny or approve applications for Membership based on the conditions herein. The Board of Directors, exercising prudent business judgement, may also deny or approve, in its sole and absolute discretion, applications based on other material factors, such as, but not limited to, history of bankruptcy, excess liabilities, or history of non-compliance as a member in United, GRF, or other Mutuals in Laguna Woods Village.

MEMBERSHIP

Membership in United is created, and starts, with the later occurring of the following:

- Written approval of Membership by the United Mutual Board of Directors;
- Issuance of a Membership Stock Certificate;
- The signing of an Occupancy Agreement; and
- Upon close of escrow.

Upon Membership approval the Occupancy Agreement entitles the Member to occupy the Unit for three years, which is automatically renewed for three-year terms per Article 4 of the Occupancy Agreement, unless terminated by transfer or United's non-renewal or termination by the Board of Directors.



Residency Restrictions Important Information – Please Read Carefully

UNIT NO:

Please note the following residency restrictions, including but not limited to:

Initial(s)

- Laguna Woods Village is an independent-lifestyle & age-restricted community (as defined by California Civil Code §51.3) that does not provide any form of healthcare or assisted living. Each resident is responsible for his/her own care and welfare.
- Appearance of the community is important, and residents are required to keep their balconies, patios, walkways, and carports free from clutter.
- When moving into the community, residents are required to break down and stack moving boxes next to trash dumpsters for routine pick-up. Please be advised that there are weight and volume restrictions. A call to Resident Services at (949) 597-4600 can arrange to have excessive moving material hauled away as a chargeable service. When moving out of the community, the seller is responsible for hauling away excessive materials/furniture.
- Members are required to check with the Alterations Division before making any internal and external alteration. Alterations are prohibited without prior review and consent. Contact the Alterations Division at (949) 597-4616 or email: alterations@vmsinc.org. Contractors' trash must not be put into community dumpsters.
- Relatives and other guests may stay overnight for a total of 60 days in any 12-month period. Relatives and guests may not stay in a resident's home during the absence of the resident.
- Board approval is required not for all persons wishing to reside in the community. Contact the Resident Services Department at (949) 597-4369 before any change in residency status.
- The maximum number of persons allowed to occupy a Unit is equal to the number of original construction bedrooms plus one. There are additional monthly fees for more than two occupants.
- Units may not be sublet for more than twelve months and not less than ninety days.
- United is billed directly from the Tax Assessor and the Shareholder/Member reimburses the Mutual through monthly assessments. Members of United are cautioned to prepare for property tax increases in monthly assessments.

I/We, the undersigned, have read the above and agree to comply with the rules of this community.

#1 Name (Print):	Signature:	Date:
#2 Name (Print):	Signature:	Date:



Key File Program

The Resident Services Department maintains keys to Units within the Community for the convenience of Laguna Woods Village residents. The Key File Program is completely voluntary and is not a requirement, but is highly recommended.* Keys maintained in this program are secured. Shareholders/Members are encouraged to participate in this program. The program is available:

1. Should an emergency maintenance repair be required during a resident's absence, access can be made to the Unit to effect repairs;
2. An approved resident can obtain the key(s) to the Unit to gain access when they have misplaced or otherwise cannot locate their keys.

Any emergency access keys that the Seller submitted to Laguna Woods Village are returned during the resale process.

To submit keys for your Unit into the Key File Program, please visit:

**Laguna Woods Village – Community Center
Resident Services Department
24351 El Toro Road
Laguna Woods, CA 92637**

*Alternatively, leave a key with a trusted neighbor and inform Village Security.



Instructions For Trustee Shareholder Membership

The following instructions identify the documents and forms that are required to issue membership Shareholder Membership certificates to trustees:

1. A letter addressed to United Laguna Woods Mutual from a lawyer, certified public accountant, or enrolled agent expressing an opinion that the current beneficiary of the trust is treated as the owner under the provisions of Section 671 et seq., of the Internal Revenue Code of 1986, (or any successive provision.)

An example would be “I have reviewed the terms and conditions of the Doe Family Trust dated January 2, 2006 and conclude that John and Mary Doe are now treated as owners of the Doe Family **Trust under the provisions of Section 671, et seq., of the Internal Revenue Code of 1986.**” The bolded words must be included in this letter. If the Mutual Shareholder is having his/her lawyer prepare this letter, he/she may also request the letter to include a specific description of the manner in which the certificate should be issued. An example would be “John Doe and his successors in trust as trustees of the Doe Family Trust dated January 2, 2006.”

2. A standard **Occupancy Agreement** and the **Addendum** attached to this set of instructions each signed by the trustee and the current beneficiary of the trust. (The person identified as the owner in the tax opinion described in item 1 above must be the same person identified as current beneficiary in the Addendum to the Occupancy Agreement.)



Occupancy Agreement

PARTIES

The parties to this Agreement are UNITED LAGUNA WOODS MUTUAL, a California nonprofit mutual benefit corporation (hereinafter referred to as the "Corporation" and _____ (hereinafter referred to as the "Member").

RECITALS

1. The Corporation owns and operates a cooperative housing project of Laguna Woods Village, in the City of Laguna Woods, and the County of Orange, State of California, with the intent that its members shall have the right to occupy the dwelling units thereof under the terms and conditions hereinafter set forth.
2. The Member is the owner and holder of one membership of the Corporation, Series _____ and of one membership of Golden Rain Foundation of Laguna Woods, a California nonprofit mutual benefit corporation (hereinafter referred to as the "Foundation").

TERMS

In consideration of the mutual promises contained herein, the parties hereby agree as follows:

1. The Corporation hereby lets to the Member and the Member hereby hires from the Corporation that a certain dwelling unit located at Laguna Woods Village described as _____, Laguna Woods, California, including Carport No. _____ to have and to hold said dwelling unit unto the Member, his personal representatives and authorized assigns, subject to the terms and conditions set forth herein, in the Articles of Incorporation, Bylaws, Rules and Regulations of the Corporation, now or hereafter in effect, and the General Conditions attached hereto and also recorded as part of Instrument No. 2013000284997 in the Official Records in the Office of the County Recorder of the County of Orange, State of California (the "General Conditions"), and made a part hereof for a term of three years. **The term of this Occupancy Agreement is renewable automatically for successive three-year periods under the terms and conditions of Article 4 of the General Conditions.**
2. Until further notice from the Corporation, the monthly assessment for the above-described dwelling unit shall be \$ _____ per month.
3. The term of this Occupancy Agreement begins at 12:01 a.m. on _____, 20____.
Executed on _____, 20____ at Laguna Woods, California.

Member

Member

If this Occupancy Agreement is being executed by a trustee as the "Member," the current beneficiary of the trust must be an occupant of the dwelling unit and, by executing this Occupancy Agreement in the space provided below, it agrees as follows:

I agree to be bound by and act in accordance with all provisions of this Occupancy Agreement as if I was the Member, and upon demand by the Corporation, I agree to fulfill all obligations of the Member under this Occupancy Agreement.

Beneficiary

Beneficiary

UNITED LAGUNA WOODS MUTUAL
A California nonprofit mutual benefit corporation
by

Authorized Agent



GENERAL CONDITIONS

ARTICLE 1. MONTHLY CARRYING CHARGES

During the term of this Occupancy Agreement, the Member shall pay to the Corporation a monthly sum referred to as "Carrying Charges," equal to one-twelfth of the Member's proportionate share of the sum required by the Corporation, as estimated by its Board of Directors, to meet its annual expenses, including but not limited to the following items:

- a) The cost of all operating expenses and services furnished by or at the expense of the Corporation, including charges by the Foundation for facilities and services furnished by the Foundation.
- b) The cost of necessary management and administration.
- c) The amount of all taxes and assessments levied against the property of the Corporation for which it is required to pay.
- d) The cost of fire and extended coverage insurance and such other insurance as the Corporation may effect or as may be required by any mortgage on any of the Corporation's assets.
- e) The cost of furnishing water, gas, electricity, garbage and trash collection, master TV antenna service and other utilities, to the extent furnished by the Corporation.
- f) All reserves established by the Corporation, including the general operating reserve and the reserve for replacements.
- g) The estimated cost of repairs, maintenance and replacements of property to be made by the Corporation.
- h) The amount of principal, interest and other required payments on any mortgage on any of the Corporation's assets, including mortgage insurance premiums, if any.
- i) Any other expenses of the Corporation approved by the Board of Directors, including the payment of operating deficiencies, if any, for prior periods.

The Board of Directors of the Corporation shall determine the Carrying Charges from time to time. Said sums shall be estimated on an annual basis and divided by the number of months remaining in the then current fiscal year but in no event shall the member be charged more than his proportionate share thereof as determined by the Board of Directors. That amount of the Carrying Charges required for payment on the principle of any mortgage on any assets of the Corporation or any other capital expenditures shall be credited upon the books of the Corporation to the "Paid-In Surplus" account as a capital contribution by the members of the Corporation. Until further notice from the Corporation, the monthly Carrying Charges for the dwelling unit shall be the amount set forth in paragraph 2 of this Occupancy Agreement.

ARTICLE 2. PAYMENT OF CARRYING CHARGES

Upon commencement of the term of this Occupancy Agreement, the Member shall make a payment on account of

Carrying Charges for the remainder of the calendar month, the amount of which shall be the portion of the Carrying Charges for one month prorated on the basis of the number of days of occupancy. Thereafter, Carrying Charges shall be paid in advance not later than the first day of each calendar month. Carrying Charges shall be paid to the Corporation or its authorized representative at such place and in such manner as the Corporation shall determine from time to time.

ARTICLE 3. EXCESS CARRYING CHARGES

If for any fiscal year of the Mutual during the term of this Occupancy Agreement, the income of the Mutual exceeds expenses (including reserves) for the same fiscal year, Member agrees that he or she shall not, by reason of such occurrence, be entitled, and hereby waives any right, to receive a refund or credit of all or any portion of the Carrying Charges previously paid by Member in such fiscal year. Member further agrees that all or any portion of the amount assessed and collected by the Mutual in excess of the amount required to meet the anticipated expenses (including reserves) of the Mutual shall be applied by the Board of Directors of the Mutual, in its sole discretion, to reduce the anticipated expenses (including reserves) of the Mutual as determined by the Board of Directors for the next succeeding fiscal year of the Mutual.

ARTICLE 4. MEMBER'S OPTION TO RENEW

The term of this Occupancy Agreement shall be extended and renewed from time to time by and between the parties hereto for further periods of three years each from the expiration of the initial term herein granted, upon the same covenants and agreements as herein contained unless: (1) this Occupancy Agreement is sooner terminated by the Corporation in accordance with the terms hereof, or (2)(a) notice of the Member's election not to renew shall have been given to the Corporation in writing at least four months prior to the expiration of the then current term, and (b) the Member shall have on or before the expiration of said term (i) endorsed its membership for transfer in blank and deposited same with the Corporation, and (ii) met all its obligations and paid all amounts due under this Occupancy Agreement up to the time of said expiration, and (iii) vacated the dwelling unit and all other premises of the Corporation, leaving them in good state of repair. Upon compliance with provisions (a) and (b) of this Article, the Member shall have no further liability under this Occupancy Agreement and shall be entitled to no payment from the Corporation.

ARTICLE 5. USE OF PREMISES

Subject to this Article 5, the Member shall use the dwelling unit covered by this Occupancy Agreement as a private dwelling for those authorized to occupy it by the Corporation and for no other purpose, and the authorized occupants of the dwelling unit may enjoy the use, in common with the other members of the Corporation, of all facilities of the Corporation so long as the Member continues to own the aforesaid membership of the

Corporation uses its dwelling unit as a private dwelling for authorized occupants and abides by the terms of this Occupancy Agreement. The Member shall not permit or suffer anything to be done or kept in or about the dwelling unit or other premises of the Corporation which will increase the rate of insurance on any building or other property of the Corporation or on the contents thereof or which will obstruct or interfere with the rights of other members of the Corporation or annoy them by unreasonable noises or otherwise nor will it commit or permit any nuisance in or about the dwelling unit or other premises of the Corporation or commit or suffer any immoral or illegal act to be committed thereon. The Member shall comply with all of the requirements of governmental authorities with respect to the dwelling unit and all other premises of the Corporation. If by reason of the occupancy or use of the dwelling unit or any other building of the Corporation by the Member the rate of insurance on any building or other property of the Corporation shall be increased, the Member shall become personally liable for the additional insurance premiums. The Member shall not permit any person to occupy the dwelling unit (except as a guest) without the prior written consent of the Corporation. A guest of a member may occupy the dwelling unit for no more than 60 days (whether or not consecutive) in any year. The Member acknowledges and agrees that Laguna Woods Village is a senior citizen housing development and, therefore, that residency in the dwelling unit is restricted to persons 55 years of age or older and to certain other qualified permanent residents. The Member agrees to reside in, occupy and use the dwelling unit in conformity with the age restrictions sanctioned by California Civil Code Section 51.3, as hereafter amended, and any successor statute thereto. Any occupancy, for any duration, of the dwelling unit by a person other than a Member, and visitation by third parties with any Member or non-Member occupant of a dwelling unit, shall be upon all terms and conditions set forth in this Occupancy Agreement, in the articles, bylaws, rules and regulations of the Corporation and the Foundation in effect from time to time, without limiting the generality of the foregoing, any non-Member occupant of a dwelling unit, and all third-party visitors of Members or non-Member occupants of a dwelling unit, derives any right to use and enjoy the dwelling unit and the facilities and other property of the Corporation and the Foundation solely as a guest or invitee of the Member and shall be subject to all rules, regulations, penalties and assessments applicable to the Member. Notwithstanding any liability of any non-Member occupant of a dwelling unit or of any guest or invitee of any Member or non-Member occupant of a dwelling unit, the Member shall be fully responsible for, and hereby indemnifies and holds the Corporation and the Foundation harmless from, the conduct of, and any and all losses to or demands upon the Corporation resulting from the acts of omissions of, any non-Member occupant of a dwelling unit and all guests and invitees of the Member or the non-Member occupant of the Member's dwelling unit.

ARTICLE 6. MEMBER'S RIGHT TO PEACEABLE POSSESSION

In return for the Member's continued fulfillment of the terms and conditions of this Occupancy Agreement, the Member may have and enjoy for his sole use and benefit the dwelling unit hereinabove described, after obtaining occupancy. If the Member for any reason shall cease to be an occupant of the dwelling unit other than during occupancy by a non-Member occupant approved by the Corporation in writing, the Member shall surrender to the Corporation possession thereof.

ARTICLE 7. SUBLETTING PROHIBITED

The Member shall not assign this Occupancy Agreement or sublet this dwelling unit without the prior written consent of the Corporation. Rents under any sublease shall be assigned to the Corporation, the sublease shall be delivered to the Corporation and the Corporations shall be empowered to collect rents and apply the rents in reduction of sums due from time to time under this Occupancy Agreement. The sublease shall be in a form acceptable to the Corporation, shall require the subtenant to abide by the terms of the Occupancy Agreement during his sub tenancy, and shall give the Corporation an irrevocable power to dispossess or otherwise act for the sub lessor in case of default under the sublease. As more particularly set forth in Article 5, above, the Member shall continue to be liable for all obligations hereunder and shall be responsible to the Corporation for the conduct of his sublease notwithstanding the fact that the Member may have sublet the dwelling unit with the consent of the Corporation. Consent to one subletting shall not obligate the Corporation to consent to any other subletting.

ARTICLE 8. TRANSFER, PLEDGES

Neither this Occupancy Agreement nor any right contained therein may be transferred or assigned except in the same manner as may now or hereafter be provided for the transfer or assignment of memberships in the bylaws of the Corporation. Similarly, neither this Occupancy Agreement, nor any right contained herein, nor the membership of the Member in the Corporation, or the Member's membership certificate may be assigned or pledged by the Member as security for the repayment of any indebtedness of the Member without the prior written consent of the Corporation. Consent by the Corporation to any such assignment or pledge shall not be deemed or construed to be consent by the Corporation to any future or successive assignments or pledges. The Member agrees that any such consent by the Corporation to any such assignment or pledge shall be upon terms and subject to all conditions set forth in any agreement (a "Recognition Agreement") entered into by and between the Corporation and the assignee or pledgee of the Member prior to or concurrently with such assignment or pledge. Without limiting or modifying the foregoing, the Member specifically acknowledges and agrees that a Recognition Agreement may provide for the payment by the Corporation to the Member's assignee or pledgee of certain sums which otherwise would be payable by the Corporation to the Member.

ARTICLE 9. MANAGEMENT, TAXES AND INSURANCE

The Corporation shall provide necessary management, operation and administration; pay or provide for the payment of all taxes or assessments levied against assets of the Corporation, procure and pay or provide for the payment of fire insurance, extended coverage and other insurance as required by any mortgage on property of the Corporation and such other insurance as the Corporation may deem advisable. The Corporation shall not provide insurance on the Member's interest in the dwelling unit or on the Member's personal property. The Member shall reimburse the Corporation for the portion of real property taxes and assessments attributable to the Member's dwelling unit.

ARTICLE 10. UTILITIES

The Corporation shall provide electricity for exterior use, water for exterior and interior use, sewage disposal, garbage and trash collection and master TV antenna service. The cost of such services shall be included in the Carrying Charges. Electricity for interior use shall be individually metered and billed by Southern California Edison Company or any successor utility and paid directly by the Member.

ARTICLE 11. REPAIRS

(a) By Member. Subject to the terms of any Recognition Agreement, the Member agrees to repair and maintain the dwelling unit at the Member's own expense as follows:

- 1) Any repairs or maintenance necessitated by the Member's own negligence or misuse; and
- 2) Any redecoration of the interior of the dwelling unit; and
- 3) Any repairs or maintenance on any air conditioner installed in the dwelling unit; and
- 4) Any maintenance, repairs and replacements of appliances within the interior of the dwelling unit (including, but not limited to, refrigerators, cook tops, hoods and ovens), and any cabinet modifications/alterations and other upgrades related to the installation of those appliances, that are designated as the responsibility of the Member under the Corporation's "Appliance Policies" adopted on March 11, 2003, as may be amended from time to time; and
- 5) Any repairs or maintenance of all fixtures and other items within the interior surfaces of the perimeter walls, floors and ceilings of the dwelling unit that are designated as the responsibility of the Member under the Corporation's "Summary of Chargeable Maintenance Services" adopted on June 12, 2007, as may be amended from time to time; and
- 6) Any repairs or maintenance of alterations and additions made by the Member (or any predecessor of the Member) in the interior or exterior of the dwelling unit, as described in Article 12 of this Occupancy Agreement.

(b) By Corporation. The Corporation shall provide and pay for all necessary repairs, maintenance and replacements, except as specified in clause (a) of this Article, including but not limited to unaltered kitchen and bath floors and countertops. The officers and agents of the Corporation shall have the right to enter the dwelling unit of the Member in order to effect necessary repairs, maintenance, and replacements, and to authorize entrance for such purposes by employees of any contractor, utility company, municipal agency, or others, at any reasonable hour of the day and in the event of emergency at any time.

(c) Right of Corporation to make repairs at Member's expense.

In case the Member shall fail to effect the repairs, maintenance or replacements specified in clause (a) of this Article in a manner satisfactory to the Corporation and pay for same, the Corporation may do so on behalf of the Member, and upon demand by the Corporation the Member shall reimburse the Corporation promptly upon receipt of a bill for same.

(d) Payment by Member. The Member shall pay the Corporation for any maintenance, repairs, replacements or other services specified in clause (a) of this Article which are the obligation of the Member to provide, where such maintenance, repairs, replacements or other services are rendered by the Corporation at the request of the Member. The Member agrees to make such payment promptly upon receipt of a bill for same from the Corporation.

ARTICLE 12. ALTERATIONS AND ADDITIONS

The Member shall not make any structural alterations to the interior or exterior of the dwelling unit or to any pipes, electrical conduits, plumbing or other fixtures connected therewith, or remove any additions, improvements, or fixtures from the dwelling unit without prior written consent of the Corporation. The Member shall not install or use in the dwelling unit, any air conditioning equipment, washing machine, clothes dryer, electric heater, or power tools without prior written consent of the Corporation. The Member shall remove any such equipment promptly upon request of the Corporation.

Any alterations, additions, fixtures or improvements installed by the Member or any predecessor of the Member, whether within or without the dwelling unit, shall be repaired or maintained by the Member at its own expense and in a manner satisfactory to the Corporation. If the Member should fail to do so, such repairs or maintenance may be performed by the Corporation and upon demand by the Corporation, the Member shall reimburse the Corporation therefor forthwith.

ARTICLE 13. MEMBERSHIP IN THE FOUNDATION

Prior to occupancy of the dwelling unit, the Member shall become a resident member of the Foundation and shall pay such dues, assessments, fees and charges now or hereafter determined by its Board of Directors. The extent and nature of facilities and services provided by the Foundation, the fees and charges therefor, and the persons to whom available shall be determined by the Foundation from time-to-time.

GENERAL CONDITIONS continued

ARTICLE 14. DEFAULT BY MEMBER

If at any time after the happening of any of the events specified in clauses (a) to (h) of this Article, the Corporation shall give to the Member a notice that its rights under this Occupancy Agreement will expire at a date not less than ten (10) days thereafter, all of the Member's rights under this Occupancy Agreement will expire on the date so fixed in such notice, unless in the meantime the default has been cured in a manner deemed satisfactory by the Corporation, it being the intention of the parties hereto to create hereby conditional limitations, and it shall thereupon be lawful for the Corporation to re-enter the dwelling unit and to remove all persons and personal property therefrom, either by summary dispossession proceedings or by suitable action or proceeding at law or in equity or by any other proceedings which may apply to the eviction of tenants, and to repossess the dwelling unit in its former state:

- a) If at any time during the term of this Occupancy Agreement the Member shall cease to be the owner and legal holder of a membership in the Corporation unless the Corporation gives its consent in writing to a transfer or assignment under which Member has a right to continue possession.
- b) If the Member attempts to transfer, assign or pledge this Occupancy Agreement in a manner inconsistent with the provisions of the bylaws or this Occupancy Agreement.
- c) If at any time during the term of this Occupancy Agreement the Member shall be declared bankrupt under the laws of the United States.
- d) If at any time during the term of this Occupancy Agreement a receiver of the Member's property shall be appointed under the laws of the United States or of any State.
- e) If at any time during the term of this Occupancy Agreement the Member shall make a general assignment for the benefit of creditors.
- f) If at any time during the terms of this Occupancy Agreement the membership in the Corporation owned by the Member shall be duly levied upon and sold under the process of any Court.
- g) If the Member shall fail to pay any sum due pursuant to the provisions of this Occupancy Agreement.
- h) If the Member, any non-Member occupant of the dwelling unit or any guest or invitee of the Member or such non-Member occupant of the dwelling unit, shall default in the performance of any of their respective obligations under this Occupancy Agreement.

The Member hereby expressly waives any and all right of redemption in case it shall be dispossessed by judgment of any Court; the words "enter", "re-enter", and "re-entry", as used in this Occupancy Agreement are not restricted to their technical legal meaning and in the event of a breach or threatened breach by the Member, any non-Member occupant of the dwelling unit, or any guest or invitee of the Member or such non-Member occupant of the dwelling unit, of any of the covenants or provisions of this Occupancy Agreement; the Corporation shall have the right of injunction and the right to

invoke any remedy allowed by law or in equity as if re-entry, summary proceedings, and other remedies were not herein provided for.

The Member expressly agrees that there exists under this Occupancy Agreement a landlord-tenant relationship and that in the event of a breach or threatened breach of any covenant or provision of this Occupancy Agreement by the Member, or non-Member occupant of the dwelling unit, or any guest or invitee of the Member or such non-Member occupant of the dwelling unit, there shall be available to the Corporation such legal remedy or remedies as are available to a landlord under the laws of the State of California for the breach or threatened breach by a tenant of any provision of a lease or rental agreement. The Member hereby waives any and all notices and demands for possession as provided by the laws of the State of California.

ARTICLE 15. COMPLIANCE WITH REGULATIONS

The Member shall preserve and promote the cooperative ownership principles on which the Corporation and the Foundation have been founded, abide by the articles of incorporation, bylaws, rules and regulations of the Corporation and of the Foundation and any amendments thereto now or hereafter in force and by its acts of cooperation with other members, bring about for itself and its fellow members a high standard in home and community conditions.

ARTICLE 16. EFFECT OF FIRE LOSS

In the event of loss or damage by fire or other casualty to the dwelling unit without the fault or negligence of the Member, the Corporation shall determine whether to restore the damaged premises and shall further determine, in the event such premises shall not be restored, the amount which shall be paid to the Member to redeem the membership of the Member and to reimburse the Member for such loss as it may have sustained. If, under such circumstances, the Corporation elects to restore the premises, Carrying Charges shall not abate, wholly or partially, unless otherwise determined by the Corporation. If the Corporation elects not to restore the premises, the Carrying Charges shall cease from the date of such loss or damage.

ARTICLE 17. INSPECTION OF DWELLING UNIT

Representatives of any mortgagee holding a mortgage on the property of the Corporation occupied by the Member, the officers and agents of the Corporation, and with the approval of the Corporation, the employees of any contractor, utility company, municipal agency or others, shall have the right to enter the dwelling unit of the Member and make inspection thereof at any reasonable hour and at any time in case of emergency involving danger to life or property, regardless whether such potential danger actually exists.

ARTICLE 18. SUBORDINATION

The cooperative housing project, of which the dwelling unit is a part, was constructed with the assistance of a mortgage loan made by a private lending institution. This Occupancy Agreement and all rights, privileges and benefits hereunder are and shall be



GENERAL CONDITIONS continued

at all times subject to, subordinate and inferior to the lien of a first mortgage or deed of trust and the accompanying documents executed to secure the principal sum, to any and all modifications, extensions and renewals of such loans, to any mortgage or deed of trust made in replacement of such mortgage or deed of trust and to such additional loans or advances as may thereafter be made by or borrowed from the beneficiary, its successors or assigns, together with interest thereon, and to any mortgages or deeds of trust, consolidation agreements and other accompanying documents given to secure any such additional loan or advances which may at any time hereafter be placed on the real property of the Corporation, or any part thereof. The Member hereby agrees to execute, at the Corporation's request and expense, any instrument which the Corporation or any lender may deem necessary or desirable to effect the subordination of this Occupancy Agreement to any such mortgage or deed of trust, and the Member hereby appoints the Corporation and each and every officer thereof, and any future officer, such Member's attorney-in-fact during the term hereof to execute any such instrument on behalf of the Member. The Member hereby expressly waives any and all notices of default and notices of foreclosure of said mortgage and deed of trust which may be required by law. In the event a waiver of such notices is not legally valid, the Member hereby designates the Corporation as its agent to receive and accept such notices on the Member's behalf.

ARTICLE 19. NOTICES

Whenever the provisions of law, the bylaws of the Corporation or this Occupancy Agreement require notice to be given to either party hereto, such notice may be given in writing by depositing the same in the United States mail, in a postpaid, sealed envelope addressed to the person to whom the notice is to be given, at his or her address as the same appears in the books of the Corporation and the time of mailing shall be deemed to be the time of the giving of such notice.

ARTICLE 20. FISCAL REPORTS

The Corporation shall furnish to the Member a review of the financial statement of the Corporation in accordance with the provisions of applicable law.

ARTICLE 21. REPRESENTATIONS

No representations, other than those contained in this Occupancy Agreement, shall be binding upon the Corporation.

ARTICLE 22. RIGHTS AND REMEDIES

The rights and remedies available to the Corporation in the event of any breach of this Occupancy Agreement by the Member, any non-Member occupant of the dwelling unit, or occupant of the dwelling unit, or any guest or invitee of the Member or such non-Member occupant of the dwelling unit, whether provided by this Occupancy Agreement or by law, are cumulative. The exercise of any such right or remedy shall not be deemed to be a waiver of the same right or remedy for the

same or any other breach by the Member. The failure to exercise any right or remedy available to the Corporation for any breach of this Occupancy Agreement by the Member shall not be deemed to be a waiver of any of its rights or remedies in the event of any other breach by the Member.

ARTICLE 23. LATE CHARGES AND ATTORNEY'S FEES

The Member covenants and agrees that, in addition to the other sums that have become or will become due pursuant to the terms of this Occupancy Agreement, the Member shall pay to the Corporation a late charge in an amount determined by the Corporation, reasonable costs of collection and interest at a rate determined by the Corporation for each payment of Carrying Charges or part thereof not paid within 15 days after the date payment is due.

If the Member shall default in making payments of any sum payable to the Corporation or if the Member, any non-Member occupant of the dwelling unit, or any guest or invitee of the Member or such non-Member occupant of the dwelling unit defaults in the performance of any of their respective obligations under this Occupancy Agreement, and the Corporation has obtained the services of an attorney with respect to any such default, the Member shall pay to the Corporation any costs or fees involved, including reasonable attorney's fees, notwithstanding the fact that a suit has not yet been instituted. In case a suit is instituted, the Member shall also pay costs of suit in addition to the aforesaid costs and fees.

ARTICLE 24. SUCCESSOR, ASSIGNEES, ETC.

Subject to the limitations on assignments, transfers, pledges and subletting set forth elsewhere herein, the provisions of this Occupancy Agreement shall be binding on the successors, assignees, heirs and personal representatives of the Member.

ARTICLE 25. AMENDMENTS

This Occupancy Agreement may not be amended or modified without the prior written consent of the Corporation and shall not be enforceable unless in the form of a written instrument executed by the party against whom enforcement is sought. Member acknowledges and agrees that the Corporation may condition its consent to any amendment or modification upon the Corporation's receipt of a written consent to the change from any assignee or pledgee of the Member, regardless whether that consent is required by the terms of any Recognition Agreement.



Addendum To Occupancy Agreement – Trustor Membership

1. IDENTIFICATION	Unit No.
Date of Occupancy Agreement	Date of Declaration of Trust Or Order Establishing Trust
Trustee Member *	
Current Beneficiary *	

2. MODIFICATION OF RECITAL
<p>A. The Current Beneficiary has a bona fide intention to reside in the described dwelling unit and the Trustee has a bona fide intention to permit that residency.</p>

3. MODIFICATION OF GENERAL CONDITIONS
<p>A. The current Beneficiary guarantees the performance of all obligations of the Trustee Member and agrees to abide by all of the provisions of the General Conditions of the Occupancy Agreement as if the Current Beneficiary were the Member.</p> <hr/> <p>B. Only the person treated as the beneficial owner of the trust for federal income tax purposes under Section 671 et seq. of the Internal Revenue Code of 1954 (or any successive provision) and approved for membership and such persons as would be permitted to reside in the Unit if title were held by that beneficial owner will be permitted to reside in the Unit.</p> <hr/> <p>C. Within a reasonable time after the trust ceases to be one of which the Current Beneficiary or any other person approved for membership is treated as the beneficial owner of the trust for income tax purposes under Section 671 et seq. of the Internal Revenue Code of 1954 (or any successive provision), the Trustee shall transfer the membership either to an individual approved for membership or to the trustee of a qualified trust.</p>

_____ Current Beneficiary	_____ Trustee
_____ Current Beneficiary	_____ Trustee
_____ Date	

* If more than one Trustee Member or more than one Beneficiary, then each must sign the addendum.



Interim Dual Membership Agreement

THIS INTERIM DUAL MEMBERSHIP AGREEMENT ("Agreement") is executed as of the _____ day of _____, 20____, by and between UNITED LAGUNA WOODS MUTUAL, a California Nonprofit Mutual Benefit Corporation ("United") and _____ ("Purchaser") with reference to the following facts:

A. Purchaser is the owner of one Membership in United and has executed an Occupancy Agreement with United in connection with such ownership. Under the terms of the Occupancy Agreement, Purchaser has the exclusive right to occupy certain premises owned by United and commonly described as _____ Laguna Woods, California ("First Unit" and first Membership).

B. Purchaser desires to purchase a second Membership in United and execute a second Occupancy Agreement with United, thereby permitting Purchaser to occupy certain other premises owned by United and commonly described as _____, Laguna Woods, California (the "Second Unit" and the "Second Membership"). **Duration of this agreement shall be six months from the date of this agreement, subject to renewal at the Board's discretion.**

C. In reliance upon the covenants and representations of Purchaser hereinafter set forth, United consents to Purchaser's purchase of a Second Membership in United, execution of a second Occupancy Agreement with United, and occupancy of a second unit while still the owner of the first Membership, subject to the following terms and conditions:

Purchaser shall pay all amounts due or which hereafter become due on each Membership shall continue throughout the entire duration of Purchaser's ownership of such Memberships. If the Occupancy Agreement related to any such Membership terminates for any reason whatsoever prior to Purchaser's sale of that Membership, then Purchaser shall not be obligated to pay any amounts that become due on such Membership after the termination of the related Occupancy Agreement.

2. Purchaser represents and warrants that he has undertaken, or will undertake immediately, all reasonable efforts to sell the First Membership, including but not limited to offering the First Unit for sale. Purchaser further represents and warrants that the First Membership and right to occupy the First Unit is presently offered for sale at an asking price of _____ dollars (\$_____)

which Purchaser believes is a fair and reasonable asking price for the First Unit, and that Purchaser shall not remove the First Unit from the Resale Market.

3. Purchaser is solely responsible for the resale of both Memberships and the rights to occupy both Units. No representation, guarantee, or assurance has been made to the purchaser by the Golden Rain Foundation of Laguna Woods, United or any agent, representative, attorney, or employee, regarding the sale of the Membership or occupancy rights.

4. Purchaser shall not make or file, or cause to be made or filed, any claim or action against the Golden Rain Foundation of Laguna Woods, or any agent, representative, attorney, or employee, arising out of, connected with, or incidental to Purchaser's failure to obtain a suitable purchaser for either Membership or right to occupy either Unit.

5. This Agreement is only between United and the Purchaser, and is solely intended to establish the additional rights, duties, and obligations of United and Purchaser for the limited time period during which Purchaser owns two Memberships and the right to occupy the First Unit and the Second Unit. Nothing in this Agreement shall operate to relieve or in any way affect the obligation of any real estate broker, whether presently existing or hereafter arising, to perform its obligations under any listing agreement with Purchaser for the sale of the first Membership or right to occupy the first unit.



6. Purchaser acknowledges and agrees that: (a) Purchaser is prohibited from owning more than one Membership and the right to occupy more than one Unit, except under certain limited circumstances which are not applicable to this transaction; (b) Purchaser's permission to own more than one Membership and the right to occupy more than one Unit is granted by United to Purchaser under this Agreement only for a limited duration as an accommodation to Purchaser; (c) nothing in this Agreement shall be construed as a waiver or modification or any kind whatsoever of the general prohibition against Purchaser's ownership of more than one Membership and the right to occupy more than one Unit; and (d) Purchaser shall sell or otherwise dispose of one of the Memberships within six months.
7. This Agreement shall be treated as an addendum to the Occupancy Agreement executed by Purchaser in connection with Purchaser's purchase of the second Membership. Any failure to comply with this Agreement shall constitute a breach of the Occupancy Agreement.
8. Nothing in this agreement shall be construed to allow Purchaser to sublet either unit.
9. Purchaser is hereby aware of the Corporation policy that limits the execution of an Interim Dual Ownership Agreement to one (1) in any two-year period.
10. Purchaser shall provide a copy of this Agreement to all present and future licensed real estate broker(s) with whom purchaser has listed, or lists, either Membership immediately upon listing such Membership and occupancy right with such broker.

IN WITNESS WHEREOF, the parties to this Agreement has executed this Agreement on the day and year first above written.

"Purchaser"

"United" United Laguna Woods Mutual, a California Nonprofit Mutual Benefit Corporation

By:

Signature

Signature

Name Printed

Name Printed – Authorized Agent

Signature

Name Printed



RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:

UNITED LAGUNA WOODS MUTUAL
POST OFFICE BOX 2220
LAGUNA HILLS, CALIFORNIA 92654 - 2220

THIS SPACE FOR RECORDER'S USE ONLY

Memorandum of Occupancy Agreement

THIS MEMORANDUM OF OCCUPANCY AGREEMENT IS MADE AS OF _____, _____ by and between United Laguna Woods Mutual, a California nonprofit mutual benefit corporation ("United") and _____ ("Member").

The property with which this Memorandum of Occupancy Agreement is concerned is that certain real property located in the City of Laguna Woods, County of Orange, and State of California, commonly known as _____ and Unit _____, Building _____ as set forth in the Exhibit _____ to that certain Memorandum of Occupancy Agreement recorded in the Official Records of Orange County, California on May 10, 2013 as Instrument No. 2013000284997, which is a cooperative apartment (the "Unit") in the community commonly known as Laguna Woods Village. *See Legal Description*

By an unrecorded document entitled Occupancy Agreement dated _____, 20____, United leased the unit to Member for an initial term of three years beginning on the date of recordation of the Memorandum of Occupancy Agreement recorded as Instrument No _____, the date of the Occupancy Agreement, which term could be automatically renewed for successive terms of three years as provided in Article 4 of the Occupancy Agreement.

This Memorandum of Occupancy Agreement is subject to the conditions, covenants and provisions, including those pertaining to the assessments, limitations on use, construction of improvements, and transfer of any interest in the leasehold estate or portions thereof, provided in the Occupancy Agreement.

IN WITNESS WHEREOF, United and Member have executed this Memorandum of Occupancy Agreement as of the date set forth above.

MEMBER(S)

UNITED LAGUNA WOODS MUTUAL – OWNER
By:

Signature

Signature

Name Printed

Name Printed – Authorized Agent

Signature

Name Printed



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 Orange)

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 Orange)

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)



Subordination Agreement

UNIT NO:

Date of Recognition Agreement: _____

Name of Lender: _____

Acknowledgement by Borrower:

I have received a copy of that Recognition Agreement between United Laguna Woods Mutual and the Lender, and I specifically consent to subordinate my rights under my Occupancy Agreement and the Bylaws of United Laguna Woods Mutual to those of the Lender set forth in that document. By way of illustration (and not to the exclusion of other rights), I agree that the Lender's consent may be required to transfer my unit and that Lender may be entitled to receive money I otherwise would receive from the proceeds of sale or in the event of redemption or surrender of my Membership, casualty, loss or condemnation.

Lender may need notification when unit is sublet.

Dated: _____

Borrower: _____

Borrower: _____

Borrower: _____

For Office Use Only

Lender's ID Number: _____



Application For Co-Occupancy Permit

	<input type="checkbox"/> UNITED	UNIT ADDRESS				
ATTACH VERIFICATION OF VALID AGE - DRIVER'S LICENSE / PASSPORT / BIRTH CERTIFICATE / MILITARY ID						
	LAST NAME	FIRST NAME	MI	SOC SEC #	BIRTHDATE	OFFICE USE ONLY
1.						
2.						
1.	MARITAL STATUS <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SEPARATED <input type="checkbox"/> SINGLE			IF UNDER 45 YEARS OF AGE, INDICATE IF <input type="checkbox"/> SPOUSE / REGISTERED DOMESTIC PARTNER		
2.	MARITAL STATUS <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SEPARATED <input type="checkbox"/> SINGLE			IF UNDER 45 YEARS OF AGE, INDICATE IF <input type="checkbox"/> SPOUSE / REGISTERED DOMESTIC PARTNER		
APPLIC. RELATIONSHIP TO OWNER		PREVIOUS ADDRESS		CITY	STATE	ZIP
IN EMERGENCY, NOTIFY		RELATIONSHIP TO APPLICANT	ADDRESS			TEL NO.
OWNER / CO-OCCUPANT ACKNOWLEDGMENTS						
WE HEREBY APPLY FOR APPROVAL FOR THE APPLICANT TO RESIDE IN THE UNIT IDENTIFIED ABOVE AS A NON-MEMBER OCCUPANT, AND AFFIRM THAT THE INFORMATION PROVIDED HEREIN IS ACCURATE TO THE BEST OF OUR KNOWLEDGE. WE HAVE READ THE TERMS AND CONDITIONS FOR SUCH OCCUPANCY ON THE REVERSE SIDE OF THIS APPLICATION, AND AGREE TO BE BOUND BY THE TERMS THEREIN. WE HAVE RECEIVED A COPY OF THE NOTICE INFORMING US OF THE POSSIBLE EXISTENCE OF ASBESTOS IN CERTAIN BUILDINGS.						
WE SWEAR, UNDER PENALTY OF PERJURY, THAT THERE WILL NOT BE A LANDLORD-TENANT RELATIONSHIP BETWEEN OWNER AND OCCUPANT, AND THAT NO RENTS WILL BE PAID OR COLLECTED DURING THE DURATION OF APPLICANT'S OCCUPANCY, UNLESS A LEASE IS EXECUTED THROUGH THE GOLDEN RAIN FOUNDATION (GRF) LEASING OFFICE.						
*All Members & Occupants Must Initial "No Rent Paid or Collected" Agreement _____						
OWNER NAME (PRINT)		OWNER SIGNATURE		DATE	TO RESIDE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
OWNER NAME (PRINT)		OWNER SIGNATURE		DATE	TO RESIDE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
1. CO-OCCUPANT SIGNATURE		DATE	2. CO-OCCUPANT SIGNATURE		DATE	
COMMUNITY SERVICES DEPARTMENT USE ONLY						
FLOORPLAN: _____ # BEDROOMS: _____ # PERSONS RESIDING IF THIS PERMIT IS APPROVED _____						
ID CARD FEES TO BE COLLECTED: \$ _____ <input type="checkbox"/> EXEMPT (spouse/domestic partner status verified)						
IF APPLICANT IS UNDER 55 YEARS OF AGE, INDICATE IF QUALIFYING RESIDENT HAS BEEN VERIFIED. <input type="checkbox"/> YES <input type="checkbox"/> NO						
DOES THE APPROVAL OF THIS APPLICATION EXCEED THE NUMBER OF PERSONS PERMITTED TO OCCUPY THIS UNIT? <input type="checkbox"/> YES <input type="checkbox"/> NO						
VERIFIED BY: _____ OCCUPANT'S PHONE # _____						
ACTION BY MUTUAL BOARD OF DIRECTORS						
APPLICATION DENIED				APPLICATION APPROVED		
The Board of Directors of this Mutual Corporation has reviewed this application. Based on the information provided, the application is denied .				The Board of Directors of this Mutual Corporation has reviewed this application. Based on the information provided, the application is approved .		
SIGNATURE				SIGNATURE		
SIGNATURE				SIGNATURE		
SIGNATURE				SIGNATURE		
DATE:				DATE:		

Application For Co-Occupancy Permit

PRIMARY RULES GOVERNING OCCUPANCY

THE PARTIES TO THIS AGREEMENT ARE THE MUTUAL CORPORATION, HEREINAFTER REFERRED TO AS "THE MUTUAL"; THE MEMBER(S), HEREINAFTER REFERRED TO AS "THE MEMBER(S)", AND WHOSE SIGNATURE APPEARS ON THE REVERSE SIDE OF THIS APPLICATION; AND THE APPLICANT(S) FOR OCCUPANCY, HEREINAFTER REFERRED TO AS "CO-OCCUPANT(S)", AND WHOSE SIGNATURE APPEARS ON THE REVERSE SIDE OF THIS APPLICATION. IN CONSIDERATION OF THEIR MUTUAL UNDERTAKINGS, THE PARTIES HERETO AGREE AS FOLLOWS:

1. CO-OCCUPANT(S) SHALL BE ENTITLED TO OCCUPY THE UNIT INDICATED ON THE REVERSE SIDE OF THIS APPLICATION.
2. CO-OCCUPANT(S) AND MEMBER(S) AFFIRM THEIR INTENT THAT THE CO-OCCUPANT WILL RESIDE IN THIS UNIT AND THAT OCCUPANT IS 45 YEARS OF AGE OR OLDER, OR IS THE SPOUSE OR REGISTERED DOMESTIC PARTNER OF THE QUALIFYING RESIDENT.
3. IN UNITED MUTUAL, NON-MEMBERS MAY RESIDE ONLY IF THEY CO-OCCUPY WITH MEMBERS WHO ARE IN RESIDENCE (AND MEET THE REQUIREMENTS OF SECTION 2 ABOVE) OR ARE THE PARENTS OF MEMBERS, WITH ONE QUALIFYING RESIDENT AT LEAST 55 YEARS OF AGE.
4. CO-OCCUPANT(S) SHALL BE ENTITLED TO THE USE AND ENJOYMENT OF THE FACILITIES AND SERVICES PROVIDED BY THE GOLDEN RAIN FOUNDATION ON THE SAME BASIS AS MEMBERS OF THE FOUNDATION, BUT WILL HAVE NEITHER OWNERSHIP NOR VOTING RIGHTS IN THE FOUNDATION OR ANY MUTUAL.
5. MEMBER SHALL BE RESPONSIBLE FOR THE CONDUCT AND DEPARTMENT OF THE CO-OCCUPANT.
6. CO-OCCUPANT SHALL BE SUBJECT TO THE SAME RULES, REGULATIONS, RESTRICTIONS (AND OF THE OCCUPANCY AGREEMENT IN UNITED MUTUAL) THAT ARE APPLICABLE TO MEMBER, EXCEPT WITH RESPECT TO PAYMENT OF CARRYING CHARGES. IF CO-OCCUPANT EVER SHALL BECOME THE LEGAL OR EQUITABLE OWNER OF THE MEMBERSHIP, CO-OCCUPANT WILL APPLY FOR MEMBERSHIP IN THE MUTUAL (AND WILL EXECUTE AN OCCUPANCY AGREEMENT IN UNITED MUTUAL) IN THE FORM GENERALLY USED BY THE MUTUAL AND WILL PAY ALL AMOUNTS DUE PURSUANT TO THE CC&R'S (OR OCCUPANCY AGREEMENT).
7. MEMBER AND CO-OCCUPANT SHALL BE EQUALLY RESPONSIBLE FOR PAYMENT OF ANY CHARGES INCURRED BY CO-OCCUPANT IN RESPECT TO SERVICE PROVIDED BY GOLDEN RAIN FOUNDATION OR THE MUTUAL.
8. MEMBER AGREES TO PAY TO THE MUTUAL AN ADDITIONAL SUM EACH MONTH FOR EACH OCCUPANT OF THE UNIT IN EXCESS OF TWO, (IN EXCESS OF ONE IN THE TOWERS) AT THE RATE PRESCRIBED BY THE MUTUAL.
9. **MEMBERS SHALL BE RESPONSIBLE FOR CANCELING THE CO-OCCUPANCY STATUS AND RETURNING CO-OCCUPANT'S ID CARD AND VEHICLE DECAL WHEN OCCUPANT CEASES TO RESIDE IN THE UNIT.**
10. ANY PARTY MAY TERMINATE THIS AGREEMENT AT ANY TIME UPON THIRTY DAYS WRITTEN NOTICE TO THE OTHER PARTIES TO THIS AGREEMENT.
11. IN ORDER TO INDUCE MUTUAL TO EXECUTE THIS AGREEMENT, THE OTHER PARTIES AGREE THAT THEY HAVE NO RIGHTS AGAINST MUTUAL AS A DIRECT OR INDIRECT RESULT OF THE EXECUTION OF THIS AGREEMENT, AND IN THE EVENT THAT THERE ARE ANY EXPENSES INCURRED BY THE MUTUAL TO ENFORCE THE TERMS OF THIS AGREEMENT, OR TO REMOVE OR TAKE OTHER ACTION, OR TO DEFEND ANY ACTION RELATIVE TO MEMBER OR CO-OCCUPANT, AS A DIRECT OR INDIRECT RESULT OF THIS AGREEMENT, MEMBER AND CO-OCCUPANT AGREE TO HOLD THE MUTUAL HARMLESS FROM AND TO PAY ALL COSTS OR EXPENSES INCURRED BY MUTUAL, INCLUDING, BUT NOT LIMITED TO, ATTORNEY'S FEES, COURT COSTS OR RELATED EXPENSES.
12. CO-OCCUPANT(S) OF THIRD MUTUAL AND MUTUAL FIFTY AFFIRM THAT THEY HAVE NOT BEEN CONVICTED OF A FELONY WITHIN THE PAST 20 YEARS, NOR A MISDEMEANOR INVOLVING MORAL TURPITUDE WITHIN THE PAST 5 YEARS.
13. GUESTS MAY STAY A MAXIMUM OF 60 DAYS PER YEAR, AND ONLY WHILE THE QUALIFYING SENIOR RESIDENT IS IN RESIDENCE.

NOTICE TO MEMBERS AND APPLICANTS

APPROVAL OF THIS APPLICATION BY THE MUTUAL, IN AND OF ITSELF, DOES NOT CONFER ANY RIGHT ON THE CO-OCCUPANT OTHER THAN THE REVOCABLE RIGHT TO OCCUPY THE UNIT NAMED ON THE REVERSE OF THIS FORM. AS INDICATED, BOTH MEMBER AND MUTUAL GENERALLY HAVE THE RIGHT TO TERMINATE OCCUPANT STATUS AT ANY TIME, WITHOUT CAUSE; PROVIDED, HOWEVER, THAT SECTION 51.3 OF THE CALIFORNIA CIVIL CODE MAY BE INTERPRETED TO INHIBIT THIS RIGHT OF TERMINATION IN CERTAIN CIRCUMSTANCES.

Disclosure Notice: Asbestos-Containing Construction Materials



NOTICE

TO: EMPLOYEES, CONTRACTORS EMPLOYED BY THE LAGUNA WOODS VILLAGE ASSOCIATIONS, MEMBERS AND PROSPECTIVE PURCHASERS OF DWELLING UNITS AT LAGUNA WOODS VILLAGE, LAGUNA WOODS

FROM: VILLAGE MANAGEMENT SERVICES, INC.

SUBJECT: DISCLOSURE NOTICE: LAGUNA WOODS VILLAGE BUILDINGS CONSTRUCTED WITH ASBESTOS-CONTAINING CONSTRUCTION MATERIALS

Health & Safety Code 25915.2 and 25915.5 require the Mutual to provide annual notice about the existence of asbestos-containing materials ("ACM") in non-residential "public" buildings in the Mutual to all employees and contractors performing work within said buildings, and to all Members of the Mutual.

In addition, the Mutual is required to disclose to new owners, within 15 days of acquiring title to a Unit, the existence of asbestos-containing material in non-residential "public" buildings within the Mutual.

Village Management Services, Inc., as Employer, and as Agent, for the Associations which own or manage the buildings at Laguna Woods Village, Laguna Woods for their Members, hereby notifies all its Employees, Contractors and all Mutual Members and Transferees, that some buildings within Laguna Woods Village have been surveyed and found to contain asbestos.

The analytical method used to determine asbestos content was polarized light microscopy/dispersion staining. Since the community has an active Asbestos Operations and Maintenance program, testing is ongoing. Because of the high cost to conduct a complete asbestos survey and analysis of all buildings, surveys are conducted only upon repair, remodel, addition to or removal of a building or part of a building suspected to contain asbestos materials, as required by Labor Codes. The Certificates of Analysis for any testing received to date are available to employees, contractors, owners and tenants and transferees for review and photocopying from the Laguna Woods Village Human Resources/Safety Office, 24351 El Toro Road, Laguna Woods, CA., between 9:00a.m. and 5:00 p.m., Monday through Friday.

The following buildings in Laguna Woods Village, Laguna Woods were constructed prior to 1979 and thus may contain asbestos in one or more construction materials: All community facilities buildings (with the exception of Clubhouse Seven, the Mini-Gym at Clubhouse One, the Broadband Services Bldg., the Laguna Woods Village Community Center Bldg., the Vehicle Maintenance Bldg., and a portion of the Warehouse -- all constructed after 1979), including Clubhouses and outbuildings, Library, Maintenance Warehouse Bldg., Stables, Gatehouses, Garden Center buildings, all detached laundry buildings, and residential buildings Nos.1 through 5543 inclusive.

Page Two

At the time most of the buildings in Laguna Woods Village were constructed, asbestos-containing materials met local codes as well as state and federal regulations and were extensively used in *many* building products including but not limited to: ceiling tile, floor tile/linoleum and mastic, textured wall surfaces, sprayed acoustical ceilings, fire doors, structural fireproofing, pipe/boiler insulation, attic insulation, and heating duct material/insulation.

According to the National Cancer Institute and the Environmental Protection Agency, any asbestos in these materials does not present a threat to health so long as the asbestos is not disturbed and does not become airborne.

However, because breathing asbestos has been known in some instances to cause cancer and other forms of lung disease, sanding, scraping, drilling, sawing, crushing, tearing/breaking up, or otherwise disturbing asbestos-containing materials presents a potential health risk. Therefore, you are directed not to perform such tasks in areas with ACM present or suspected unless the area/materials have been tested and found not to contain asbestos or if specifically assigned or contracted to do such work and it is in accordance with all federal, state, and local laws as well as internal guidelines called for in the Asbestos Operations and Maintenance plan and other company safety and environmental policies and procedures.

Village Management Services, Inc. employees whose work orders require them to construct, repair, maintain or otherwise disturb construction materials that may contain asbestos are hereby directed to follow the current regulations and policies noted above and to wear the required protective equipment, prior to performing such work. Questions concerning instructions and equipment should be directed to the HR/Safety Supervisor at (949) 597-4321.

It is illegal to place asbestos materials or debris in Laguna Woods Village trash dumpsters. Such materials must be disposed of separately in accordance with State and County regulations to avoid fines. Contact the HR/Safety Supervisor at (949) 597-4321 for details.

If you become aware of any asbestos-containing material becoming damaged or otherwise disturbed, please contact Laguna Woods Village Customer Service at (949) 597-4600, or the HR/Safety Supervisor at (949) 597-4321.

January 1, 2016

Village Management Services, Inc.