

## MUTUAL OPERATIONS

### SHAREHOLDER REGULATIONS

#### Lockout Procedures

The following procedures will be in effect for units after the death of a shareholder/owner:

1. Death of Shareholder/Owner, with Surviving Shareholder/Owner Living in the Unit

If there is a surviving shareholder/owner living in the unit at the time of death of the other shareholder/owner, irrespective of whether the death occurred inside or outside of the unit, Security will deliver the Golden Rain Foundation Bereavement Work Book (“Bereavement Book”) to the unit.

2. Death of Sole Owner

a. Unattended Death

If the death of the shareholder/owner is unattended – i.e., no individuals are present at the time of death - and the unit is sealed per law enforcement or coroner’s order, then no one, including, without limitation, next of kin, trustees, nonresident co-owners, visitors/guests, or registered caregivers, may access the unit until otherwise directed by law enforcement or the coroner. In the event that any individual desires to enter the unit, the Mutual reserves the right to prevent such entry pending further authorization from law enforcement or the coroner. Security will place the Bereavement Book at the front of the unit, and reserve the right to place a knob lock on the door. If the door is unable accommodate a knob lock, a plywood sheet may be affixed over the door.

b. Attended Death

If the death of the shareholder/owner is attended, Security will complete a DOA Report, which will identify all individuals present at the time of death and will deliver the Bereavement Book to the unit. Security will instruct all individuals present, who identify themselves as the legal authority of the unit, to visit the Stock Transfer Office, as soon as reasonably possible, in order to present evidence of same. Security may also verify such legal authority. Notwithstanding the foregoing, Security will inform all persons present that no one may stay in the unit overnight without Mutual permission, unless they are a qualifying resident, qualified permanent resident, or registered co-occupant. Visitors/guests may request, from the Mutual Board of Directors (“Board”), pursuant to Mutual Policy 7555, an emergency waiver to remain in the unit for a limited period of time.

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If Security is unable to verify legal authority at the unit, all person's present will be asked to leave the unit until legal authority is established at the Stock Transfer Office. From there, and until otherwise decided by the Stock Transfer Office, Security reserves the right to place a knob lock on, or affix a plywood sheet to, the door of the unit

**3. Reporting of Death to Mutual Board**

The Stock Transfer Office will report shareholder/owner deaths to the Mutual Board within two (2) business days, and will include the following information, without limitation:

- a. Name of decedent;
- b. Date and location of death;
- c. Identification of persons present at unit (if any);
- d. Name, relationship and contact information of surviving shareholder/owner (if any);
- e. Name, relationship and contact information of decedent's emergency contacts (if no surviving shareholder/owner is present at the unit);
- f. If legal authority has been established;
- g. If/how the unit was secured; and
- h. If there are any registered co-occupants, caregivers or pets at the unit.

**MUTUAL**  
**THREE**

**ADOPTION**  
**12-14-18**