

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Unit Pre-Sale Cleanup - Mutual Nine Only

The following information is provided to all relatives, heirs, or Trustees of an estate who will be involved with the disposition of a Mutual unit upon the resident's demise and/or sale of the unit.

1. If the unit is to be sold, a "Notice of Intention to Withdraw" must be filed with the Stock Transfer Office in the Administration Building. This form can be obtained from your realtor or escrow company.
2. For the disposal of trash, use the large dumpster located in the garden area at the northwest corner of the Community on Nassau Drive (behind Mutual Nine). Do not use the trash bins located at the ends of the carports. All trash must be completely contained within these trash bins at the end of the carports and therefore are not suitable for disposing of the large amount of trash generated from cleaning out a unit. Discarded items may not be left outside the trash bins at the end of the carports. Large items and a large quantity of items can be contained within the large dumpster that is located in the garden area at the northwest corner of the Community on Nassau Drive (behind Mutual Nine). Contact a Director of the Mutual for assistance if you are unfamiliar with the area (a list of Directors can be found in the laundry room). If the trash bins are used so that other residents cannot use them or are overloaded with items or if items are left outside the trash bins, the cost of removing these items will be charged against the unit as part of the escrow process.
3. Televisions and other electronic appliances/devices, paint and other combustibles or chemicals may not be placed in any trash dumpster within the Community unless that dumpster/bin is specifically designated to receive such items. Items of this type and liquids containing hazardous materials must be disposed of at a hazardous waste facility. Contact: Huntington Beach Hazardous Waste Collection Center at (714) 847-3581 for information (on Nichols Street, west of Beach Boulevard and south of Warner Avenue), or the Orange County Integrated Waste Management Department at (714) 834-6752. If any of these items are placed in any trash bin or dumpster, the cost of removing these items will be charged against the unit as part of the escrow process.
4. Refrigerator must be emptied and washed inside and out, be turned off, and the doors propped open to vent and dry the interior. If the refrigerator doors are not propped open, the refrigerator must be left on.
5. All food products must be removed from the cupboards and disposed of properly.
6. Cooktop must be cleaned and grease or drippings removed from under the burners. Exhaust filter must be thoroughly washed, or replaced. Replacement filters may be obtained through the Golden Rain Foundation Purchasing Department located at the

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west end of Golden Rain Road.

- 7. Oven must be cleaned and the grates and broiler pan/cover thoroughly washed.
- 8. Kitchen and bathroom countertops, sinks, tub, shower enclosures, and toilets must be thoroughly cleaned.
- 9. Interior surfaces in unit are to be cleaned and the carpet vacuumed.
- 10. Trash must be removed from the unit and patio area to avoid attracting bugs and/or rodents.
- 11. Only patio furniture may be left on the patio during this interim period.
- 12. Electricity must be left on to allow the electric smoke detector system to remain operational.
- 13. Carport storage locker must be cleaned out and left unlocked.
- 14. For additional assistance or information, please contact a Board member.

This policy shall be delivered by the Stock Transfer Office to the person filing the "Notice of Intention to Withdraw" form with said office or the person converting the unit to an estate at said office. This policy shall be included in the pre-listing package of documents by the Physical Property Department.

Your signature below indicates that you have read and understand the policy and guidelines for Mutual Nine.

Print Name of Seller/Executor

Signature of Seller/Executor

Print Name of Agent

Signature of Agent

MUTUAL ADOPTION

AMENDMENTS

NINE: 11-14-05

04-10-06, 09-14-09, 02-11-13