



Mutual Administration Committee

Agenda

Administration Conference Room

Tuesday, September 8, 2015

1:00 p.m.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Notice of Quorum
3. Chair's Announcements
 - a. Introduction of Guests and Staff
 - b. Rules of Order
 - c. Chair's Report
4. Approval of Minutes
 - a. Minutes of August 11, 2015 (pp. 1-9)
5. Shareholder/Member Comments – Agenda Items Only
(Limited to 4 minutes per person)
6. Correspondence
 - a. Correspondence regarding Pet Registration Requirement (pp. 10-11)
7. Old Business
 - a. 2016 Budget Review
 - i. Mutual Administration (p. 12)
 - ii. Stock Transfer, Cost Center 33 (pp. 13-14)
 - b. Preliminary-Filing Solutions – Stock Transfer
 - c. Legal Review of Stock Transfer Documents – Pet Policy and Physician's Certification Update
 - d. Disclosures on Pre-Listing Review – Update (pp. 15-19)
 - e. New Resident Information Policy 1110-33 to Policy and Procedures Subcommittee – Update (pp. 20-22)

- f. Social Services-Scope of Services Provided
- g. HUD Fair Housing and ADA Workshop for Mutual Boards – Update
- h. Proposal to President's Council for a Funding Coalition for Legal Council on HUD Fair Housing and ADA - update

8. New Business

- a. Review of Draft Powers of Attorney Trustees and Inheritors' Assistance Guide (pp. 23-33)
- b. Consensus for Mutuals to Access the Portal

9. Policies

- a. Adopt/Revise (not applicable)
- b. Rescind (not applicable)

10. Staff Reports

- a. Departmental Head Carol Weller
- b. Executive Director Randy Ankeny

11. President's Comments

12. Shareholder Member Comments

13. Committee Member Comments

(Limited to 4 minutes per person)

14. Next Meeting/Adjournment

- a. Next Mutual Administration Committee meeting – Tuesday, October 13, 2015



MUTUAL ADMINISTRATION COMMITTEE MINUTES

Administration Conference Room

Tuesday August 11, 2015

1:00 PM

CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting of the Mutual Administration Committee was called to order by Chair Rapp at 1:00 p.m., on Tuesday, August 11, 2015, in the Administration Conference Room. Mrs. Wood led the Committee in the Pledge of Allegiance.

ROLL CALL

Present:	Ms. K. Rapp, Chair	Mrs. J. Reed
	Mr. L. Blake	Ms. L. Stone
	Mr. P. Hood	Mrs. M. Wood
	Mr. B. Lukoff	Ms. R. Winkler, Ex-Officio
	Mr. P. Moore	

Staff and	Mr. R. Ankeny, Executive Director
Guests:	Mrs. C. Weller, Mutual Administration Director
	Ms. J. Hopkins, Mutual Administration Assistant Manager
	Ms. P. Snowden, GRF Representative, Mutual Two
	Ms. L. Stone, GRF Representative, Mutual Three
	Mrs. J. Reed, GRF Representative, Mutual Four
	Mrs. C. Damoci, GRF Representative, Mutual Twelve
	Mr. P. Friedman, GRF Representative, Mutual Fifteen
	Mrs. D. Bennett, Recording Secretary
	Thirteen Shareholder/Members

CHAIR'S ANNOUNCEMENTS

The Chair welcomed the Committee Members, guests and staff and requested that members and members exhibit an appropriate amount of decorum.

MINUTES

The regular meeting minutes of July 14, 2015 were approved, as corrected, by consensus of the Committee.

SHAREHOLDER/MEMBER COMMENTS

No Shareholder/members offered comments.

CORRESPONDENCE

The Committee did not receive any correspondence.

OLD BUSINESS

Budget for Cost Center 33, Stock Transfer (Preliminary) and Budget for Cost Center Mutual Administration (Preliminary)

The Mutual Administration Director presented the preliminary budget for Cost Center 33, Stock Transfer and for Mutual Administration (Cost Center number to be assigned).

Legal Review of Stock Transfer Documents – Pet Policy, Liability Insurance, Physician's Certification

Mr. Lukoff MOVED, Mrs. Wood seconded and carried unanimously –

TO direct the Mutual Administration Director to contact legal counsel,
at a cost not to exceed \$5,000.00, to draft suitable policy on Pet,
Service and Support animals, for presentation to the Mutual
Administration Committee.

Disclosures on Pre-Listing

The Mutual Administration Director presented a draft revising the Pre-Listing form formatted to afford greater legibility and storage/filing. The draft document will be presented to the Physical Properties Committee for review.

Policy 1110-33, New Resident Information

At the previous Mutual Administration Committee meeting, a motion was carried to send Policy 1110-33, New Resident Information, to the Policy & Procedures Sub-committee for review. The Sub-committee has not yet met to review the policy.

NEW BUSINESS

Sub-Committee for Document Review – Welcome Book, Bereavement Packet, Pink Book Reorganization

The Chair advised that Golden Rain Foundation (GRF) Corporate Secretary Reed will chair the

Mutual Administration Sub-Committee, 08/11/15

Document Review Sub-committee. The purpose of the Document Review Sub-committee is to review documents relevant to the Shareholder/members, including, but not limited to the Welcome Book and the Bereavement Packet. The Pink Book will be reviewed by legal counsel. Mrs. Reed called for volunteer sub-committee members; Mr. Crandall, Mutual Fifteen President, Mr. Melody, Mutual Fourteen President, Ms. Rapp, GRF Representative from Mutual Seven, Ms. Snowden, GRF Representative from Mutual Two, and Ms. Stone, GRF Representative from Mutual Three volunteered to serve on the Sub-committee.

Social Services Liaison – Scope of Services Provided

The Committee reviewed concerns in reference to the Social Services Liaison position title, prompted by the elimination of the Social Services Department within the Leisure World Medical Center. The Social Services Liaison position does not provide, by definition or by the professional intent of Social Services, services which would cover a discipline to improve the quality of life and the subjective well-being of individuals nor crisis intervention. As circumstances dictate, the Social Service Liaison reaches out to the Seal Beach Police, the Orange County Fire Authority and/or state and federal organizations, as well as providing notice to family members.

The consensus of the Committee was to recommend to the Executive Committee consideration of re-titling the Social Services Liaison position.

HUD Fair Housing and ADA Workshop for Mutual Boards

The Committee reviewed community needs for additional training on Fair Housing (DEFH) for the benefit of all GRF and Mutual Board members. Training would be provided in the format of a seminar, located in Clubhouse Four, with the required professional speaker, resources, food and beverages. The estimated cost is not to exceed \$3,500.00. The seminar would take place during the last week of October, 2015.

Mr. Lukoff MOVED, seconded by Mr. Blake and carried unanimously –

TO recommend the Finance Committee approve non-budgeted funds, in the amount of \$3,500.00, Cost Center 30, Administration, to provide a training seminar on Fair Housing to GRF and Mutual Board members.

Proposal to the Presidents' Council for Coalition Funding Legal Counsel at HUD Fair Housing

The Chair initiated a discussion to propose to the Presidents' Council the creation of a funding coalition, one dollar per door, to mobilize resources to secure legal counsel at HUD Fair Housing.

List of Services Provided to Mutuals, per Month, for. \$56, per Apartment

The Chair acknowledged that a growing number of services are being provided to the Mutuals and felt it would be beneficial to quantify the increase. The Mutual Administration Director will provide the data to the Committee.

STAFF REPORTS

Mrs. Carol Weller, Mutual Administration Director, presented her report, as attached.

Mr. Randy Ankeny, Executive Director, presented his report. He announced a September 16, 2015 Town Hall meeting, in Clubhouse Two, at 2:00 p.m. and 6:00 p.m., pertaining to fire and fire safety. He also forecast the need for additional staff to address the escalating obligations to shareholder/members.

PRESIDENTS COMMENTS

The President of the Golden Rain Foundation, Ms. Ronde Winkler, spoke on the agreed upon need for a written guide to provide the policies and procedures set forth and required of Shareholder/members during their lifetime or to the appropriate persons when the Shareholder/member is unable to make legal decisions for themselves or upon the Shareholder/member's demise. A draft of the Power of Attorney, Trustees & Inheritor's Assistance Guide will be reviewed by the Document Review Sub-committee. The President also spoke on the complicated and subjective issues facing the community and its operation.

MEMBER COMMENTS

Six shareholder/members and the Executive Director spoke on various topics related to the operations of the community.

COMMITTEE MEMBER COMMENTS

Five Committee members spoke on the proceedings of the Committee meeting.

CHAIR'S COMMENTS

The Chair thanked committee members, staff and guests for attending and participating in the meeting. The next scheduled meeting of the Mutual Administration Committee will be held on Tuesday, September 8, 2015, at 1:00 p.m., in the Administration Conference Room.

ADJOURNMENT

The meeting was adjourned at 2:38 p.m.

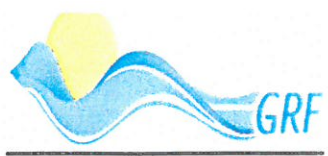
Ms. K. Rapp, Chair
Mutual Administration Sub-Committee
dfb/08.11.15

MOTIONS:

- **TO** direct the Mutual Administration Director to contact legal counsel, at a cost not to exceed \$5,000.00, to draft suitable policy on Pet, Service and Support animals, for presentation to the Mutual Administration Committee.
- **TO** recommend the Finance Committee approve non-budgeted funds, in the amount of \$3,500.00, Cost Center 30, Administration, to provide a training seminar on Fair Housing to GRF and Mutual Board members.

ACTIONS:

- The Committee reached consensus to recommend to the Executive Committee consideration of re-titling the Social Services Liaison position.
- The Mutual Administration Director will quantify the increase of services requested by the Mutuals and present the data to the Committee.



Mutual Administration Director's Report Inclusive Through July, 2015

August 10, 2015

To: Mutual Administration Committee

A. Budget Variance Report			
•6100000	Salaries & Wages	\$ 4,472.00	Under Budget- temporary reduction staff
•6484500	Postage	\$ 1,083.00	Under Budget- Reduced Certified Mail
•5345000	Certificate Preparation Fee- Esc	\$ 1,225.00	Over Budget- 9.3% increase in escrows
•5360000	Certificate Preparation Fee	\$ 1,100.00	Over Budget-due to decrease of transfers
•5380330	Guest Pass Income	\$ 377.00	Over Budget- price increase per pass
•6482500	Election Expenses	\$ 57,955.00	Over Budget by \$2,955.00/ special election

B. Mutuals 1 Through 17			
• Escrows Closed	277		↑ 15.5% over 2014 @237 sales
• Escrow Sales Prices Jan-July	\$53,949,199.00		↑ 15.7% over 2014 @\$46,073,300.00
• Aging receivables Collected	\$146,006.00		↑ 76% over 2014 @ (\$53,309)
• Rules Compliance Letters	1422		↑ 88.5% over 2014 @ (549 letters)
• Membership fees Collected	\$664,760.00		
• Registered Caregivers	230		
• New-Distribution Copy Ctr. Collections	\$ 2,590.00		
• New-ID Cards & Passes sold	\$19,497.00		
• Pets Registered	908		
• Total Open Social Services Cases	95		
• Trust Reviews sent to attorney	208		
			Year-to-Date

C. Mutual Administration Sub-Committee	
• Mutual Attorney's Opinions re: Liability Insurance	Pending Policy Development
• Review and Update of Welcome to Leisure World Book	In progress Mutual Admin Sub Com.
• Prepare for Review POA/Trustees & Inheritance Guide	In Progress
• Review of Pet Policy & Service Animal Requirements	In progress
• 2016 Budget for Mutual Admin & Stock Transfer	In Progress

D. Insurance & Legal

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Legal	6	9	10	6	14	15	17					
Insurance	2	3	2	3	3	4	3					

Mutual Administration Activity Recap Through June, 2015

Breakdown By Mutual

A. Aging Receivables

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Mu 1	-0-	\$3,304	\$3,242	\$0	\$740	\$1,736	\$737						
Mu 2	\$11,024	\$2,518	\$0	\$0	\$5090	\$4,916	\$0						
Mu 3	-0-	-0-	\$1,375	\$476	\$6094	\$426	\$0						
Mu 4	\$10,827	-0-	\$0	\$3,339	\$-0-	\$-0-	\$0						
Mu 5	-0-	-0-	\$4,085	\$0	\$5746	\$1,500	\$0						
Mu 6	-0-	-0-	\$1,486	\$0	\$-0-	\$-0-	\$0						
Mu 7	\$5,990	\$3,468	\$1,030	\$1,877	\$-0-	\$7,412	\$1877						
Mu 8	-0-	-0-	\$0	\$2,906	\$-0-	\$-0-	\$0						
Mu 9	-0-	\$2,779	\$2,600	\$1,127	\$4194	\$1,086	\$0						
Mu 10	-0-	-0-	\$0	\$0	\$-0-	\$0-0	\$0						
Mu 11	\$5,517	-0-	\$851	\$0	\$-0-	\$-0-	\$0						
Mu 12	-0-	\$1,100	\$1,477	\$0	\$-0-	\$5,429	\$495						
Mu 14	-0-	-0-	\$0	\$0	\$1242	\$-0-	\$0						
Mu 15	\$5,727	\$175	\$5,983	\$9,147	\$1274	\$-0-	\$0						
Mu 16	-0-	-0-	\$0	\$0	\$-0-	\$-0-	\$0						
Mu 17	-0-	\$504	\$0	\$0	\$-0-	\$2,016	\$0						
Total	\$39,087	\$13,848	\$22,129	\$18,932	\$24,380	\$24,521	\$3109						Total \$146,006.

B. Rules Compliance Letters

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Mu 1	0	19	170	1	21	12	15						
Mu 2	3	1	77	100	151	25	9						
Mu 3	1	0	5	2	19	3	0						
Mu 4	1	1	10	9	13	20	2						
Mu 5	4	2	4	4	9	6	5						
Mu 6	38	5	41	4	7	2	6						
Mu 7	1	4	4	0	0	3	9						
Mu 8	33	9	4	10	14	8	30						
Mu 9	16	14	13	2	8	7	4						
Mu 10	2	5	57	30	5	2	4						
Mu 11	2	1	4	4	2	1	2						
Mu 12	2	3	16	3	4	10	3						
Mu 14	2	2	3	1	7	4	4						
Mu 15	10	9	6	4	16	24	7						
Mu 16	0	0	0	2	10	0	2						
Mu 17	39	5	0	3	2	8	4						
Total	154	80	423	179	288	135	106						Total 1422

Recap

Rules Compliance Letters sent to date 2015: 1422

Total in 2014: 1244

Total in 2013: 749

Letters Sent to date thru July 2014 (549)

↑88.5% over 2014

C. Escrows Closed & Yearly Recap

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Mutual 1	3	4	2	7	1	4	8						
Mutual 2	3	3	6	3	4	7	2						
Mutual 3	2	0	1	3	3	3	4						
Mutual 4	1	1	1	4	3	5	4						
Mutual 5	2	2	2	8	3	3	3						
Mutual 6	0	1	4	3	4	2	7						
Mutual 7	2	1	2	1	3	2	4						
Mutual 8	2	4	4	1	2	2	4						
Mutual 9	0	3	1	3	5	4	6						
Mutual 10	0	1	1	1	0	1	0						
Mutual 11	0	1	0	5	1	0	3						
Mutual 12	0	2	2	4	1	2	2						
Mutual 14	0	2	4	2	3	3	1						
Mutual 15	5	1	7	5	3	5	7						
Mutual 16	0	0	0	0	0	0	1						
Mutual 17	0	1	0	0	1	2	2						
Total	20	27	37	50	37	45	58						277

Escrow Recap		
2015: Sales Year-to-Date through July:	277	2015 ↑ 15.5% over 2014 year to date @ 237 sales
2014: Total Sales for year:	419	
2013: Total Sales for Year:	629	
2012: Total Sales for Year:	458	

Total Money Sales Year-to-Date 2015:	\$53,949,199.00	2015 ↑ 15.7% over 2014 @\$46,073,300.00
Total Money Sales Year to Date 2014:	\$46,073,300.00	
Total Money Sales Year to Date 2013:	\$52,876,800.00	
Total Money Sales Year to Date 2012:	\$31,266,899.00	

D. Trust Letters Sent to Attorney

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Mutual 1	1	0	3	2	1	9	2						
Mutual 2	5	1	1	3	2	3	7						
Mutual 3	1	0	0	5	1	5	0						
Mutual 4	1	2	3	4	3	1	5						
Mutual 5	2	3	2	2	3	0	1						
Mutual 6	4	0	0	3	4	3	1						
Mutual 7	1	1	1	1	1	0	2						
Mutual 8	1	2	1	0	1	5	3						
Mutual 9	1	1	4	0	1	3	3						
Mutual 10	0	0	0	2	1	0	2						
Mutual 11	0	1	1	1	0	1	0						
Mutual 12	1	5	1	3	2	0	3						
Mutual 14	3	3	1	2	3	3	2						
Mutual 15	5	4	5	1	4	3	4						
Mutual 16	0	0	0	0	0	0	0						
Mutual 17	1	3	0	2	1	1	1						
Totals	27	26	23	31	28	37	36						208

E. Registered Pets	Pets Dogs	Pets Cats	Other Pets			F.	Caregivers Registered
Mu 1	75	32	3			Mu1	21
Mu 2	63	36	1			Mu 2	19
Mu 3	44	21	1			Mu 3	26
Mu 4	35	24	0			Mu 4	16
Mu 5	42	14	2			Mu 5	22
Mu 6	44	18	0			Mu 6	13
Mu 7	32	20	1			Mu 7	12
Mu 8	31	10	2			Mu 8	10
Mu 9	56	19	1			Mu 9	16
Mu 10	26	24	1			Mu 10	20
Mu 11	28	14	1			Mu 11	7
Mu 12	30	16	1			Mu 12	22
Mu 14	35	10	0			Mu 14	8
Mu 15	41	29	0			Mu 15	15
Mu 16	2	3	0			Mu 16	2
Mu 17	7	7	1			Mu 17	
Total	591	297	20	Total Pets	908	Total	230

G. Social Services Cases						
Mutuals	Cases Open	Cases Closed		Mutuals	Cases Open	Cases Closed
1	16	0		9	3	0
2	14	0		10	4	0
3	9	0		11	3	0
4	6	1		12	2	0
5	10	0		14	4	0
6	3	0		15	7	0
7	8	0		16	1	0
8	4	0		17	1	0
Total Current Cases 95				Total closed in July 1		

H. Social Services Types of Cases	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Total New Cases	21	11	17	9	14	10	16					
Closed Cases	12	22	12	17	27	20	1					
Home Visits	32	26	24	21	11	14	24					
Office Visits	25	12	5	8	6	10	21					
Calls	48	46	33	33	17	31	70					
County Reports	3	2	3	1	0	7	3					
Resource Information	23	12	12	6	1	10	33					
GRF Department Referral	15	12	3	10	0	14	1					
Health Care Center Referral	7	11	4	0	0	0	1					
Total →	186	154	113	105	76	116	170					

FVI

✓ Kelly Rogers
August 13, 2015

TO: Carol Weller, Mutual Administration Director
cc: Randy Ankeny, Executive Director; Sue Rotter, President, Mutual 7; Joyce Retella, Secretary, Mutual 7

RE: Flyer for Pet Registration – Policy 7501

“ONLY” is reminiscent of the early days of when dogs were just being discussed at LW, and when LW was known as an “old person’s place” with many “rules” authored by grumpy people who had to have their own way and I bet didn’t like dogs. Archaic at best.

Yes, a 6 ft. leash would be ideal but walking a dog isn’t always perfect or easy. Many factors need to be considered as to the type of leash, whether 6 ft. or retractable, that is best for the dog and pet parent.

Some dogs cannot be closely tethered to a pet parent for several reasons: 1) The dog is faster and stronger than the pet parent and takes the chance of pulling her/him over; 2) The dog enjoys sniffing the grass several feet from the concrete sidewalk and where the grass is not level, lots of spongy places, holes and is scary to walk on; which in itself is precarious for a pet parent to walk; (3) The dog belongs to a pet parent who has had surgery, is not feeling well, and/or has other disabling physical attributes; 4) Several of my neighbors get along very well with their pets on retractable leash’s which can be shortened simply by closing it up tightly by pressing a thumb activated braking system for greater control. This lock system functions well and allows the dog to roam comfortably.

I find the word “ONLY” offensive. I also feel that a possible “citation” offensive. Perhaps there should be a review of the current pet rules. Walking a dog is a personal thing between dog and pet parent and each one is different.

Mutual 7 is a wonderful place to live and the directors and officers work very hard. Their efforts are really appreciated. However, this “leash” topic needs to be addressed LW wide.

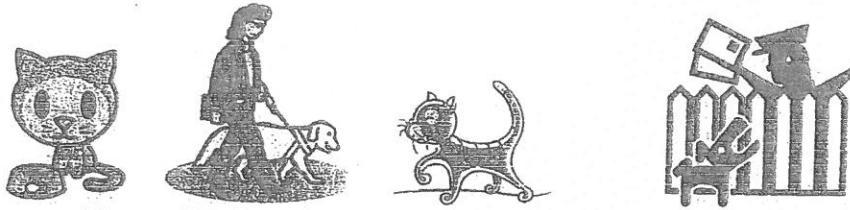
Thank you for your consideration.

Carol D. Fraser
13141 St. Andrews Dr., #160G
Mutual 7



Seal Beach Mutuals

Please Register Your Pet



Pet Registration is Required Under Policy 7501

Pets are an Important Part of Our Community

- Pets are part of our community and our family.
- Please register your pet at the Stock Transfer Office.
- You are required to provide proof of HO6 Insurance with liability coverage at the time of registration.
- Policy 7501 sets forth reasonable rules and regulations.
- Quadruped pets are limited to 25 pounds at maturity.

•IMPORTANT: Once registered, you will receive a special decal to affix to the front of your apartment letting emergency personnel know you have a pet in your apartment. You will also receive a tag identifying your mutual.

- Walk your pet on a ~~6-foot~~ leash ~~only~~.
- Retractable leashes are not allowed.
- Remove all pet waste deposited on lawns & sidewalks.



If your pet cat or dog bites the mail person, it may result in a cease of mail delivery and if your cat or dog bites anyone else it may result in litigation and the possible removal of your pet from the community.



- Only one pet per apartment – No Guest's pets allowed.

Caw: Mutual Admin. Director

*Written by Carol Walker -
a crin change*

Golden Rain Foundation
2016 Proposed Operating Budget - Mutual Administration (Draft)
Data as of June 30, 2015

(A)		(B)	(D)	(E)	(D) - (E)	(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2016	2015		2015	2015		2015		2014		
		Total	Budget	Variance	YTD Actual	Projected	Variance	Annualized	Variance	Actual	Variance	
Expenses - Mutual Administration												
6100000 33	Salaries & Wages - Mutual Admin	382,838	0	382,838	0	0	382,838	0	382,838	0	382,838	
6140000 33	Employment Taxes - Mutual Admin	30,595	0	30,595	0	0	30,595	0	30,595	0	30,595	
6142000 33	Workers' Compensation - Mutual Admin	25,169	0	25,169	0	0	25,169	0	25,169	0	25,169	
6143000 33	Group Insurance - Medical - Mutual Admin	40,308	0	40,308	0	0	40,308	0	40,308	0	40,308	
6143300 33	Group Insurance - Dental - Mutual Admin	936	0	936	0	0	936	0	936	0	936	
6143500 33	Group Insurance - Vision - Mutual Admin	576	0	576	0	0	576	0	576	0	576	
6144000 33	401(k) Match - Mutual Admin	11,915	0	11,915	0	0	11,915	0	11,915	0	11,915	
6145000 33	Group Insurance - Life - Mutual Admin	1,704	0	1,704	0	0	1,704	0	1,704	0	1,704	
6146000 33	Long Term Disability Insurance - Mutual Admin	1,980	0	1,980	0	0	1,980	0	1,980	0	1,980	
	Total Wages & Benefits	496,021	0	496,021	0	0	496,021	0	496,021	0	496,021	
6211000 33	Continuing Education - Mutual Admin	1,200	0	1,200	0	0	1,200	0	1,200	0	1,200	
6212000 33	Employee Exams - Mutual Admin	0	0	0	0	0	0	0	0	0	0	
6214000 33	Meals & Special Events - Mutual Admin	1,800	0	1,800	0	0	1,800	0	1,800	0	1,800	
6215000 33	Mileage - Mutual Admin	150	0	150	0	0	150	0	150	0	150	
6410000 33	Office Supplies - Mutual Admin	3,025	0	3,025	0	0	3,025	0	3,025	0	3,025	
6410015 33	Computer Supplies - Mutual Admin	1,235	0	1,235	0	0	1,235	0	1,235	0	1,235	
6434120 33	Legal/Fair Housing	50,000	0	50,000	0	0	50,000	0	50,000	0	50,000	
6438000 33	Other Professional fees	10,000	0	10,000	0	0	10,000	0	10,000	0	10,000	
6482000 33	Dues, Memberships & Books - Mutual Admin	800	0	800	0	0	800	0	800	0	800	
6951000 33	Non Bud Exp for Comm	1,000	0	1,000	0	0	1,000	0	1,000	0	1,000	
	Total Operating Expenses	69,210	0	69,210	0	0	69,210	0	69,210	0	69,210	
	Total Cost Center Expenses	565,231	0	565,231	0	0	565,231	0	565,231	0	565,231	
5330000 33	Income from / (Refund to) from Mutuals	565,231	0	565,231								

Golden Rain Foundation
2016 Proposed Operating Budget - Cost Center 33 - Stock Transfer (Draft)
Data as of June 30, 2015

(A)		(B)	(D)	(E)	(D) - (E)	(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2016	2015	Variance	YTD Actual	2015 Projected	Variance	Annualized	Variance	2014 Actual	Variance	
		Total	Budget									
Expenses - Stock Transfer												
6100000 33	Salaries & Wages - Stock Transfer	264,497	632,335	(367,838)	302,264	622,066	(357,569)	604,528	(340,031)	582,620	(318,123)	
6140000 33	Employment Taxes - Stock Transfer	21,824	51,017	(29,193)	26,031	50,599	(28,775)	52,063	(30,239)	49,187	(27,363)	
6142000 33	Workers' Compensation - Stock Transfer	7,668	30,944	(23,276)	15,143	26,234	(18,566)	30,286	(22,618)	23,186	(15,518)	
6143000 33	Group Insurance - Medical - Stock Transfer	17,208	48,304	(31,096)	22,202	46,352	(29,144)	44,404	(27,196)	48,089	(30,881)	
6143300 33	Group Insurance - Dental - Stock Transfer	624	1,486	(862)	688	1,432	(808)	1,376	(752)	1,679	(1,055)	
6143500 33	Group Insurance - Vision - Stock Transfer	408	865	(457)	427	859	(451)	854	(446)	1,032	(624)	
6144000 33	401(k) Match - Stock Transfer	5,329	17,324	(11,995)	8,217	16,979	(11,650)	16,434	(11,105)	15,833	(10,504)	
6145000 33	Group Insurance - Life - Stock Transfer	1,260	2,862	(1,602)	1,031	2,459	(1,199)	2,062	(802)	1,874	(614)	
6146000 33	Long Term Disability Insurance - Stock Transfer	1,464	3,339	(1,875)	1,076	2,744	(1,280)	2,152	(688)	2,211	(747)	
	Total Wages & Benefits	320,282	788,476	(468,194)	377,079	769,724	(449,442)	754,159	(433,877)	725,711	(405,429)	
6211000 33	Continuing Education - Stock Transfer	600	1,000	(400)	299	797	(197)	598	2	1,142	(542)	
6212000 33	Employee Exams - Stock Transfer	0	0	0	259	259	(259)	517	(517)	0	0	
6214000 33	Meals & Special Events - Stock Transfer	0	0	0	0	0	0	0	0	910	(910)	
6215000 33	Mileage - Stock Transfer	0	120	(120)	0	60	(60)	0	0	0	0	
6410000 33	Office Supplies - Stock Transfer	3,025	6,000	(2,975)	4,008	7,008	(3,983)	8,016	(4,991)	31,126	(28,101)	
6410005 33	Building Supplies - Stock Transfer	0	50	(50)	0	24	(24)	0	0	0	0	
6410010 33	Hospitality - Stock Transfer	500	500	0	0	252	248	0	500	0	500	
6410015 33	Computer Supplies - Stock Transfer	1,035	1,820	(785)	268	1,180	(145)	537	498	0	1,035	
6410020 33	Equipment Expense - Stock Transfer	100	0	100	500	500	(400)	1,000	(900)	0	100	
6410030 33	Printer / Copier Supplies - Stock Transfer	10,000	10,000	0	4,076	9,074	926	8,152	1,848	0	10,000	
6410033 33	Guest Pass Printing - Stock Transfer	15,000	11,000	4,000	582	11,582	3,418	1,165	13,835	0	15,000	
6434115 33	Legal Fees - Trust Review - Stock Transfer	36,000	33,700	2,300	13,964	30,812	5,188	27,928	8,072	2,269	33,731	
6435100 33	Bank Service Fees - Stock Transfer	456	0	456	73	73	383	145	311	0	456	
6444000 33	Equipment Rental - Stock Transfer	9,761	8,575	1,186	5,137	9,427	334	10,275	(514)	9,925	(164)	
6472000 33	Equipment Repair & Maintenance - Stock Transfer	1,000	1,000	0	257	755	245	515	485	461	539	
6478000 33	Service Contracts - Stock Transfer	18,890	18,890	0	6,906	16,350	2,540	13,811	5,079	6,571	12,319	
6482000 33	Dues, Memberships & Books - Stock Transfer	0	575	(575)	139	427	(427)	278	(278)	624	(624)	
6482500 33	Election Expense - Stock Transfer	59,537	55,000	4,537	14,269	41,767	17,770	28,538	30,999	67,300	(7,763)	
6483201 33	Mail-Outs - Periodic	250	0	250	0	0	250	0	250	0	250	
6484000 33	Permits & Licenses - Stock Transfer	100	100	0	99	147	(47)	198	(98)	99	1	
6484500 33	Postage - Stock Transfer	36,000	37,000	(1,000)	16,000	34,498	1,502	32,000	4,000	33,579	2,421	
	Total Operating Expenses	192,254	185,330	6,924	66,836	164,992	27,262	133,673	58,581	154,006	38,248	
	Total Cost Center Expenses	512,536	973,806	(461,270)	443,915	934,716	(422,180)	887,832	(375,296)	879,717	(367,181)	

Golden Rain Foundation
2016 Proposed Operating Budget - Cost Center 33 - Stock Transfer (Draft)
Data as of June 30, 2015

(A)	(B)	(D)	(E)	(D) - (E)	(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2016 Total	2015 Budget	Variance	2015 YTD Actual	2015 Projected	Variance	2015 Annualized	Variance	2014 Actual	Variance
Other Cost Recovery											
5345000 33	Certificate Preparation Fee - Escrow - Stock Tr	155,500	157,500	(2,000)	76,650	155,400	100	153,300	2,200	0	155,500
5360000 33	Certificate Preparation Fee - Non-Escrow - Sto	30,750	30,000	750	13,050	28,050	2,700	26,100	4,650	32,450	(1,700)
5380330 33	Guest Pass Income - Stock Transfer	20,600	15,700	4,900	18,786	26,634	(6,034)	37,572	(16,972)	0	20,600
5380331 33	Copy Fee Income - Stock Transfer	3,600	3,000	600	4,513	6,013	(2,413)	9,026	(5,426)	0	3,600
5380332 33	Trust Processing Fee - Stock Transfer	0	40,625	(40,625)	0	20,310	(20,310)	0	0	0	0
5385000 33	Other Income - Stock Transfer	2,400	2,300	100	1,550	2,702	(302)	3,100	(700)	24,616	(22,216)
	Total Other Cost Recovery	212,850	249,125	(36,275)	114,549	239,109	(26,259)	229,098	(16,248)	57,066	155,784
5330000 33	Income from / (Refund to) from Mutuals	299,686	724,680	(424,994)							



The Terms and Conditions of Pre-Listing Site Visit Report

Important Notice to Seller and Buyer

- Items noted in section (A) are additions to the original structure.
- Items noted in section (A) are the responsibility of the **BUYER** at the close of escrow.
- Seller is responsible for the cost of repairs and removals noted in Section B.
- Temporary patio covers will be removed during any Mutual's re-roofing program.
- Future remodeling may require all not-to-code items to be brought up-to-code.

The Seller and Buyer understands that this site visit is not a home/apartment warranty, guarantee, insurance policy or substitute for real estate transfer disclosures. Further, it is understood that a final site visit will be made within ten working days on interior and exterior of the apartment to order all necessary repairs and replacements on all noted items which have not been completed by the Seller within the allotted ten working days before the close of escrow.

This Site Visit is in addition to the pre-listing site visit. Any cost for additional repairs or to correct incomplete or substandard work by the Seller, will be deducted from the Seller's Repair Deposit that is withheld at the close of escrow. The work will then be completed by GRF employees and/or outside vendors as needed. Reminder: The Seller only has up to the ten working days before Escrow closes to complete any and all repairs to the unit noted in Item (B) on this Pre-Listing Site Visit Report.

SELLER

Name: Jane Smith
Signature: _____
Date: 1-31-14

BUYER

Name: Harold J. Jones
Signature: _____
Date: 1-31-14

SELLER

Name: _____
Signature: _____
Date: _____

BUYER

Name: _____
Signature: _____
Date: _____

Physical Property Inspector

Name: _____
Signature: _____
Date: _____

Mutual Director

Name: _____
Signature: _____
Date: _____

THIS WRITTEN REPORT IS THE PROPERTY OF THE MUTUAL AND THE GOLDEN RAIN FOUNDATION AND SHALL NOT BE USED BY OR TRANSFERRED TO ANY OTHER PERSON OR COMPANY WITHOUT BOTH THE MUTUALS AND GOLDEN RAIN FOUNDATIONS' WRITTEN CONSENT.

Golden Rain Foundation

Mutual Unit Pre-Listing Site Visit

Physical Property staff of the Golden Rain Foundation will conduct a limited visual site visit of the mutual apartment for the purpose of informing the mutual shareholder (**SELLER**), and any prospective **BUYER**, their assignees or agents, of the apartment and any deficiencies found in the condition of the property before escrow or during a membership transfer change of ownership.

Date:	March 1, 2014		
Mutual/Apt. No.	13-045E	Carport No. 144	Carport Space: 34
Physical Property Staff:	Joe Smith		

Seller's Name:	James Jones
Seller's Name:	Sara Jones
Telephone #:	(715) 882-5667
Seller's Agent	Charlene Haider – Prudential
Agent's Telephone:	(719) 999-3344

All items noted in section **(A)** below are noted additions to the original structure.
 All items noted in section **(A)** below become the responsibility of the buyer @ close of escrow.

A	Non-Standard Additions	Permit on File	Date of Permit	Seller's Responsibility - Comments
1.	Garden	<input type="checkbox"/>		
2.	Patio Cover	<input type="checkbox"/>		
3.	Patio Enclosures	<input type="checkbox"/>		
4.	Patio Cabinets	<input type="checkbox"/>		
5.	Patio Concrete	<input type="checkbox"/>		
6.	Skylight 1/Kitchen	<input type="checkbox"/>		
	Skylight 2/Bathroom	<input type="checkbox"/>		
	Skylight 3/Bedroom	<input type="checkbox"/>		
	Skylight 4/Other area	<input type="checkbox"/>		
	Skylight 5/Other area	<input type="checkbox"/>		

A	Non-Standard Additions Cont'd	Permit on File	Date of Permit	Seller's Responsibility
7.	TV Antenna	<input type="checkbox"/>		
8.	Screen Door	<input type="checkbox"/>		
9.	Sliding Glass Door 1	<input type="checkbox"/>		
	Sliding Glass Door 2	<input type="checkbox"/>		
10.	End Window	<input type="checkbox"/>		
11.	Ceiling Fan	<input type="checkbox"/>		
12.	Lights	<input type="checkbox"/>		
13.	Mirrors	<input type="checkbox"/>		
14.	Painted Cabinets	<input type="checkbox"/>		
15.	Temporary Patio Roof	<input type="checkbox"/>		
16.	Air Conditioner	<input type="checkbox"/>		
17.	Heat Pump	<input type="checkbox"/>		
18.	Clothes Washer	<input type="checkbox"/>		
19.	Clothes Dryer	<input type="checkbox"/>		
20.	Microwave	<input type="checkbox"/>		
21.	Dishwasher	<input type="checkbox"/>		

Non-Standard Items - Other Specified Corrections to Be Made By Seller

X	Remove Pet Decal on Window if Applicable <input type="checkbox"/>
23.	
24.	
25.	
26.	
27.	
28.	
29.	
30.	
31.	
32.	
33.	
34.	
35.	

B	Other non-Standard Additions	Responsibility of Seller
	CARPORT & PATIO	Comments
<input type="checkbox"/>	Repair and Paint Stucco at Carport	
<input type="checkbox"/>	Cleanout Carport Storage Cabinets	
<input type="checkbox"/>	Repair and Paint Stucco at Patio	
<input type="checkbox"/>	Cleanout Storage Cabinets at Patio	
<input type="checkbox"/>	Install Porch Light (Required by Code)	
<input type="checkbox"/>	Install Door Bell (Required by Code)	
<input type="checkbox"/>	Electrical Outlet for Carts	
	KITCHEN	
<input type="checkbox"/>	Remove Towel Bars by Refrigerator	
<input type="checkbox"/>	Remove Towel Bars by Stove Top	
<input type="checkbox"/>	Remove Hooks/Nails from Stained Cabinets	
<input type="checkbox"/>	Putty and Stain to Match Existing Cabinets	
<input type="checkbox"/>	Sand Chopping Block	
<input type="checkbox"/>	Sand Breadboard	
<input type="checkbox"/>	Replace Boiler Pan	
<input type="checkbox"/>	Replace Boiler Cover	
<input type="checkbox"/>	Replace Round or Flat Filer in Stove Hood	
<input type="checkbox"/>	Replace Reflector Pans	
<input type="checkbox"/>	Refinish or Replace Formica Countertop	
<input type="checkbox"/>	BATHROOM	
<input type="checkbox"/>	Acid Bath Toilet	
<input type="checkbox"/>	Replace Toilet Seat w/Mut. Standard Color	
<input type="checkbox"/>	Replace Hamper Front, paint to Match	
<input type="checkbox"/>	Replace Shower Doors Due to Cracks	
<input type="checkbox"/>	Replace End Panel Due to Cracks	
<input type="checkbox"/>	Replace Shower Head to Mutual Standard	
<input type="checkbox"/>	Refinish or Replace Formica Countertop	
	MISC. LIVING AREAS	
<input type="checkbox"/>	Replace Door Bumpers in Bath	
<input type="checkbox"/>	Remove Hooks, Nails From all Unit Walls	
<input type="checkbox"/>	Spackle, Sand, Touch-up Paint to match	
<input type="checkbox"/>	Replace Door Bumpers in Living Room	
<input type="checkbox"/>	Replace Door Bumpers in Den	
<input type="checkbox"/>	Replace Door Bumpers in Bedroom	

COMMUNITY OPERATIONS

RESIDENT COMMUNICATION

New Resident Information

The procedure to be used to provide each new member of the Golden Rain Foundation with a "Welcome Kit" consists of two envelopes: one containing "official" information and the other containing "unofficial" information, as follows:

1. The official envelope is marked "Welcome to Leisure World. This envelope contains important documents for your assistance in various details connected with your becoming a resident in the community."

The contents will include:

- Bus schedules
- Service and Facilities Directory
- Golden Age Foundation Brochure
- History of Seal Beach Leisure World Pamphlet
- Voter Registration Information
- Map of Leisure World
- GTE Lineskeeper Option Service Information
- Leisure World Recycle S.O.R.T. Program Information
- Orientation Meeting Schedule
- Tax Assessment Information
- Physical Property Information
- Resales Information
- Religious Directory
- List of Approved Organizations
- Other Board Approved Information

2. The unofficial envelope is marked "This envelope contains information from various business concerns who wish to acquaint you with their goods and services and which you may wish to investigate."

Inasmuch as the businesses represented in this envelope are neither endorsed nor recommended by the Foundation as to their reliability, inclusion of material will be at the discretion of the Manager of Administrative Services, after reasonable assurance that the merchant or firm has a reputation for integrity in their business.

Procedure

Approved: 19 Oct 74
Amended: 11 Mar 85
Amended: 01 Jan 86
Amended: 09 Aug 00

(Aug 00)

**Executive Director
Golden Rain Foundation**

COMMUNITY OPERATIONS

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(Aug 00)

COMMUNITY OPERATIONS

RESIDENT COMMUNICATION

New Resident Information

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Procedure

Approved: 19 Oct 74

Amended: 11 Mar 85

Amended: 01 Jan 86

Amended: 09 Aug 00

Executive Director**Golden Rain Foundation**

(Aug 00)

DRAFT

August 11, 2015



Powers of Attorney Trustees & Inheritor's Assistance Guide

Presented by:
Office of Mutual Administration
Carol A. Weller, Mutual Administration Director

Preface

Seal Beach Leisure World represents an active-membership community of persons 55 years of age and older.

This guide is intended to provide information to Members during their life time or to their family members, loved ones, friends or others at a time when the Member is ill and no longer able to make legal decisions for themselves or upon the Member's decease.

To that end, the Powers of Attorney, Trustees & Inheritor's Assistance Guide has been developed. There is no intent to dispense legal advice, only provide the policies and procedures set forth and required of those persons who are seeking to establish legal representation of a Leisure World Member.

In the following pages, each category will be explained and the process of establishing legal representation set forth.

Please be advised to seek legal advice before legally representing a person or their estate.

Powers of Attorney Trustees & Inheritor's Assistance Guide

Legal Representation of a Member During Their Lifetime or After Their Death

Once a person is recognized as the legal representative of a Member, an entrance pass will be issued and permission established to gain access to the community to conduct business.

You must first establish your legal status by providing the proper legal documents and identification to the Golden Rain Foundation Stock Transfer Office. Such legal documentation may come in the following forms:

During the Lifetime of the Member, please provide:

- Power of Attorney
- Certification or copy of Trust indicating your Trusteeship
- Court Ordered Conservatorship
- A copy of your photo-ID (Drivers' License, Passport, etc.)

After the Death of a Member, please provide:

- Certified copy of the Member's Death Certificate.
- Certification or copy of a Trust indicating your Trusteeship.
- Court Order indicating your individual appointment as Executor.
- **EXCEPTION:** A Will is not acceptable for purposes of legal representation of a Leisure World Member. A Will must pass some Court process and a resulting properly filed court order is required. Please seek legal advice.

Please Note: A Non-resident, Co-owner designation on the stock ownership is a beneficiary status and as such, that person has immediate access to the unit upon the death of the Member with full authority to conduct legal business. A Non-resident, Co-owner may list and sell the unit or if they so desire, may assume the stock ownership and move into the deceased Member's unit providing they qualify and are approved by the Mutual Corporation.

Powers of Attorney Trustees & Inheritor's Assistance Guide

Powers of Attorney

During the lifetime of a Member, it may be suggested by legal counsel that a family member, loved one or friend represents the Member's interests by a Power of Attorney. There are many types of Powers of Attorney and differing limitations of those documents. Your legal counsel will advise you of the document which best represents the needs of the Member and your rights of representation of the Member.

Procedure:

1. When transferring or selling a Member's unit by Power of Attorney, the document must be recorded at the Hall of Records in Orange County, as any such transfer or sale represents a real estate transaction.
2. A duly executed and notarized copy of the Power of Attorney under which you are acting on behalf of the Member must be provided for the corporate file in the Stock Transfer Office.
3. Please Note: A Power of Attorney expires upon the death of the Member.

VERY IMPORTANT! Please review the Power of Attorney Disclosure prepared by the Foundation attorney on the next page for further information on representation of a Leisure World Member by a Power of Attorney.

NOTICE AND DISCLOSURE

Power of Attorney

The Stock Transfer Office is not able to give legal advice of any kind on the instruction and direction of the attorneys for the Golden Rain Foundation. The attorneys, however, have insisted that we give a copy of this Notice and Disclosure to you for your reading, and to procure your signature concerning the fact you have been given instruction as to the documents that are available for you concerning your Stock Ownership, in this case, powers of attorney; Special, Durable or General, etc.

Many individuals desire placing on their stock the name of some relative, loved one, friend, fiduciary, as a resident/member joint tenant, or as a non-resident joint tenant, in order to avoid probate at the time of their decease, and this is permitted. A difficulty many times later arises when the resident member wishes to remove the name of that person from the title of ownership of their Golden Rain Foundation Membership and their Mutual Share of Stock. There is no problem if the other party agrees to execute a transfer of stock ownership to the resident. If they do not wish to sign off via a stock transfer, this creates a problem which can and does result in litigation in Court, which of course is expensive and without any certainty in the outcome for the removal of the joint tenant.

We do not make any recommendations that you place someone on your stock ownership as a joint tenant, or that you execute a "Power of Attorney," or not. This is merely an OPTION. These are decisions strictly to be made by you. We only give you this Notice in order that you may be aware of the potential problems for the future.

Please be advised that any legal document, such as a power of attorney, Trust, or court order, may be sent to corporate counsel for review prior to a transfer or sale of stock.

**PLEASE SEEK LEGAL ADVICE REGARDING
EXECUTING ANY POWER OF ATTORNEY.**

Trusts

Powers of Attorney Trustees & Inheritor's Assistance Guide

Stock to Trust Transfer

Assigning Your Ownership Certificates to Your Trust

An Attorney prepared Trust is a document of specifics, allowing certain actions by a Trustee or a Successor Trustee which may be activated during a Member's lifetime or after the Member's death

It is necessary that the Members, in conjunction with their attorney or legal advisor at the time they make a Trust, make an assignment to their Seal Beach Mutual Share of Stock Certificate and their Golden Rain Foundation Membership Certificate. That assignment may be executed on a separate piece of paper by your legal advisor, or you may execute the pre-printed assignment on the back of each of your two (2) certificates.

Assigning the Unit Ownership to your Trust

- There are two (2) certificates representing the ownership of your unit.
A Mutual Share of Stock certificate.....and
A Golden Rain Membership certificate.
- Both certificates must be assigned to your trust in one of two ways:
Either on the backs of each certificate or,
By assignment separate from the certificates. Please see your Attorney
- Located on the back of each certificate is a pre-printed assignment area.
- There are three blank lines you must fill in and then sign.
- Date each certificate where indicated with the date you completed this assignment.
- Place your certificates with your Trust.
- Make sure your Successor Trustee knows where the certificates are located.
- The named Members, including any non-resident, co-owner indicated on the front of the certificates as the owner(s) must sign the assignment area on the back of each certificate, thus placing the full ownership of a unit into their Trust.

The Stock Transfer Office cannot give legal advice or discuss particular aspects of your Trust with you. Please be advised to meet with your legal advisor prior to making any assignment to your Trust. Additionally, the Stock Transfer office does not maintain copies of your Trust or Trust assignments in the corporate file.

Powers of Attorney Trustees & Inheritor's Assistance Guide

Trusts

Acting as Trustee or Successor Trustee
During the Member's Lifetime

There may be certain provisions of a Member's Trust allowing the Trustee or Successor Trustee to act on the Member's behalf during the Member's lifetime for the following reasons:

1. A Member may choose to legally resign their duties as the Trustee of their Trust and allow the Co-Trustee or Successor Trustee to conduct all business on their behalf.

A notarized Resignation of Trustee, prepared by the Member's legal counsel and a copy of a Certification of Trust is required to be presented to the Stock Transfer Office. Those documents will be sent to the GRF Trust attorney for a review and authorization for the appointed Co-Trustee or Successor Trustee to have legal authority to act on behalf of the Member.

2. A Member may become physically or mentally incapacitated thus initiating the rights of the Co-Trustee or Successor Trustee to act on the Member's behalf.

In this scenario, the provisions of the Trust may set forth a requirement that one or two physicians declare in writing as to the Member's inability to act on their own behalf. The doctor's written declaration(s) and a copy of a Certification of Trust is required to be presented to the Stock Transfer Office. Those documents will be sent to the GRF Trust attorney for a review and authorization for the appointed Co-Trustee or Successor Trustee to have legal authority to act on behalf of the Member.

Powers of Attorney Trustees & Inheritor's Assistance Guide

Trusts

Acting as Trustee or Successor Trustee

After the Member's Death

A designated Successor Trustee seeking to have legal access and representation of a Member's estate after their death are required to provide the following:

- 1. A copy of a Certification of Trust, setting forth the designation of the Successor Trustee and the powers invested to the successor Trustee under the Trust.*
- 2. A Certified Copy of the Member's Death Certificate.*
- 3. A photo ID card such as a Drivers' license or Passport.*

If you do not have a Certification of Trust to establish your right to represent a Member after their death, you have two options:

- 1. You may seek legal advice of an attorney to assist in developing a Certification of Trust.*
- 2. You may submit the entire Member's Trust and that document will be forwarded to the Foundation Attorney for review and establishment of your rights of representation as the Successor Trustee*

Powers of Attorney Trustees & Inheritor's Assistance Guide

Passes and Entrance to the Community

Entrance to the community by a person legally representing a Member, either during their lifetime or after their decease, requires the following steps.

Provide the legal documents to the Stock Transfer Office indicating your right of representation of the Member:

- Power of Attorney
- Certification of Trust
- Court Order
- Order of Conservatorship

Provide Identification: Preferably by:
Drivers' License
Passport

Once your documents are reviewed and approved, a quarterly service pass will be issued. The cost for the pass is \$5.00 each. There are occasions in which a Member's rights are represented by more than one person. In a multiple pass request, each person must present proper identification before a service pass can be issued.

Ownership & Residency Status

Member/Shareholder, Resident - (OWNER OF STOCK)

Persons who are at least 55 years of age or older and may reside in Seal Beach Leisure World; are issued a GRF ID card and have use all of all facilities.

Qualified Permanent Resident - (OWNER OF STOCK)

Person under the age of 55 who may reside in Leisure World with a senior who is at least 55 years of age; are issued a GRF ID card and use of all facilities. In this scenario **a spouse or a domestic partner may be any age**: all non-spouses must be at least 45 years of age to be designated as a Qualified Permanent Resident.

Co-Occupant - (NON OWNER OF STOCK)

A Co-Occupant must qualify by being at least 45 Years of age. They must reside with a Member who is at least 55 years of age, but they do not have any rights of ownership of the unit. They pay a membership fee/have an ID card and can use all facilities. They must vacate the premises of the Member's unit within 90 days of the death or prolonged hospitalization of the Member.

Non-Resident, Co-Owner - (OWNER OF STOCK – Beneficiary status only)

This is a beneficiary status only. A person who's name goes on the ownership certificates; who cannot reside within the confines of Seal Beach Leisure World, but will inherit the apartment upon the Member's death for the avoidance of Probate. A Non-resident, co-owner must be at least 21 years of age.

NOTE: A NON-RESIDENT CO-OWNER DOES NOT HAVE THE RIGHT TO LIVE IN A UNIT, OR USE OF ANY OF THE FACILITIES OR PRIVILEGES OF MEMBERSHIP.