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## MUTUAL ADMINISTRATION COMMITTEE

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### Agenda

Administration Conference Room  
Tuesday, February 13, 2018  
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:  
Linda Stone, GRF President  
Randy Ankeny, Executive Director  
Jodi Hopkins, Mutual Administration Director  
Blessilda Fernandez, Mutual Administration Manager  
Nancy Ray, Stock Transfer Manager  
Ruben Gonzalez, Facilities Manager  
Cindy Tostado, Member Resources Liaison  
Kheara Aquino, Recording Secretary
  - b. Rules of Order
  - c. Chair's Report
4. **Approval of Minutes**
  - a. Minutes of January 9, 2018 (p. 3-6)
5. **Shareholder/Member Comments – Agenda Items Only**  
(Limited to 3 minutes per person)
6. **Correspondence**
  - a. None
7. **Reports**
  - a. Facilities Manager's Report (handout)
  - b. Member Resource Liaison Report (handout)
8. **Unfinished Business**
  - a. Approval of Stock Transfer Documents reviewed by Corporate Counsel (p. 7-11)
    - i. Promissory Note Disclosure
    - ii. Golden Rain Foundation Membership Application

**9. New Business**

- a. Stock Transfer Documents **(p. 13-27)**
  - i. Tax Warning
  - ii. POA Disclosure
  - iii. Trust Assignment and Disclosure
  - iv. Trust Transfer Request (Unit Transfers by a Trust)
  - v. Insurance Disclosure
  - vi. Transfer Cover Sheet (Request for Transfer of Stock Ownership)
  - vii. Yellow Demands
  - viii. Disclosure Addendum
  - ix. Financial Approval Transfers
- b. Addition of Notary Service **(p. 29)**

**10. Policies**

- a. 1801–33 – Qualified Permanent Resident and Co-Occupant Agreements
- b. 1802–33 – Qualified Permanent Resident Agreement
- c. 1803–33 – Co-Occupant Agreement
- d. 1804–33 – Golden Rain Foundation Request for Additional Occupant Entry
- e. 7730 – Member’s Personal Records

**11. Sub-Committee Reports**

- a. Re-numbering Sub-Committee
- b. Video Sub-Committee

**12. Staff Reports**

- a. Mutual Administration Director Jodi Hopkins / Mutual Administration Manager Blessilda Fernandez – Cost Center – MAC **(p. 47-51)**
- b. Stock Transfer Manager Nancy Ray, Cost Center – 33 and Cost Center – 44 **(p. 53-57)**
- c. Executive Director Randy Ankeny

**13. Shareholder/Member Comments**

*(Limited to 3 minutes per person)*

**14. President’s Comments**

**15. Committee Member Comments**

**16. Next Meeting**

- a. **Tuesday, March 13, 2018**  
**Administration Conference Room**

**17. Adjournment**



## MUTUAL ADMINISTRATION COMMITTEE MINUTES

Administration Conference Room A

Tuesday, January 9, 2018, 1:00 PM

### CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting of the Mutual Administration Committee was called to order by Chair Hopewell at 1:00 p.m., on Tuesday, January 9, 2018, in the Administration Building Conference Room A. Mrs. Reed led the Committee in the Pledge of Allegiance.

### ROLL CALL

Present:	Ms. S. Hopewell, Chair	Ms. L. Stone, Ex-Officio
	Ms. R. Winkler, Vice Chair	Mrs. J. Reed
	Ms. P. Snowden	Mr. R. Stone
	Ms. K. Rapp	Mr. Crossley
	Mr. P. Moore	
Staff and	Mr. R. Ankeny, Executive Director	
Guests:	Ms. J. Hopkins, Mutual Administration Director	
	Ms. B. Fernandez, Mutual Administration Manager	
	Ms. N. Ray, Stock Transfer Manager	
	Mr. R. Gonzalez, Facilities Manager	
	Mrs. C. Tostado, Member Resource Liaison	
	Mrs. K. Aquino, Recording Secretary	
	Twelve shareholder/members	

In accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation (GRF) Board of Directors (BOD) is present at today's posted meeting. The business of the Mutual Administration Committee will be conducted in accordance with the agenda. As a quorum of the board if present, this meeting will be conducted as a committee meeting *and* a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF BOD at its regular Board meeting on the 4<sup>th</sup> Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to exceed three minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes at the next Committee meeting.

## **CHAIR'S ANNOUNCEMENTS**

The Chair welcomed the Committee Members, guests and staff, including GRF President Linda Stone, Mutual Administration Director Jodi Hopkins, Mutual Administration Manager Blessilda Fernandez, Stock Transfer Manager Nancy Ray, Facilities Manager Ruben Gonzalez, Member Resource Liaison Cynthia Tostado, and Recording Secretary Kheara Aquino. She requested that members exhibit an appropriate amount of decorum and turn off cell phones.

## **MINUTES**

The Chair declared the regular meeting minutes of December 12, 2017, approved, as printed.

## **SHAREHOLDER COMMENTS**

One shareholder/member spoke on today's Committee agenda items.

## **CORRESPONDENCE**

The Committee received no correspondence.

## **STAFF REPORTS**

The Community Facilities Manager presented the open SRO Report.

Following questions, Mr. Gonzalez left the meeting at 1:11 p.m.

The Member Resource Liaison presented her statistics report inclusive through December 2017.

Following questions, Mrs. Tostado left the meeting at 1:21 p.m.

## **UNFINISHED BUSINESS**

### Financial Verification Form

Stock Transfer Manager Ray presented an update on the Financial Verification Form additions.

## **NEW BUSINESS**

### Stock Transfer Documents

The Committee discussed the updated Stock Transfer Documents

Ms. Rapp MOVED, seconded by Mrs. Reed and carried unanimously by the Committee members,

**TO**, approve the Stock Transfer Documents as presented to the Committee.

The motion was carried unanimously by the Committee members present.



Seal Beach Leisure World – Active Adult Community Disclosure

The Committee concurred to discuss this topic further at the next Presidents' Council meeting.

**POLICIES**

Policy 7710 – Estate Transaction and Creditors' Claim

Ms. Snowden MOVED, seconded by Ms. Rapp and carried unanimously by the Committee members present

**TO**, recommend that the GRF Board rescind Policy 7710 – Estate Transaction and Creditors' Claim.

The motion was carried unanimously by the Committee members present

Ms. Snowden MOVED, seconded by Ms. Rapp and carried unanimously by the Committee members present

**TO**, recommend that the GRF Board rescind Policy 7710.1 – Admittance to Apartments – Public Administrator's Office.

The motion was carried unanimously by the Committee members present

**SUB-COMMITTEE REPORTS**

Re-numbering Sub-Committee

Ms. Snowden presented on the Re-numbering Sub-Committee.

New Buyer Video Sub-Committee

Ms. Rapp presented on the New Buyer Video Sub-Committee.

**STAFF REPORTS**

The Mutual Administration Director presented her reports.

The Mutual Administration Manager presented the Budget Variance Report inclusive through December 2017.

The Stock Transfer Manager presented her reports.

The Executive Director spoke on various topics throughout the meeting.

**MEMBER COMMENTS**

Several shareholder/members spoke on various items related to the purview of the Committee.

**PRESIDENTS COMMENTS**

President Stone spoke on topics discussed at today's Committee meeting.

**COMMITTEE MEMBER COMMENTS**

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

**CHAIR'S COMMENTS**

The Chair thanked committee members, staff and guests for attending

**ADJOURNMENT**

The Chair adjourned the meeting at 2:38 p.m.

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Ms. S. Hopewell, Chair  
Golden Rain Foundation  
kla 01.18.17



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## COMMITTEE ACTION REQUEST

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**TO:** MUTUAL ADMINISTRATION COMMITTEE  
**FROM:** STOCK TRANSFER - NJR  
**SUBJECT:** CORPORATE COUNSEL REVIEW / MARK UP OF STOCK TRANSFER DOCUMENTS, #2; UNFINISHED BUSINESS FROM JANUARY 9, 2018  
**DATE:** FEBRUARY 13, 2018  
**CC:** STOCK TRANSFER OFFICE, MUTUAL ADMINISTRATION

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The following documents were approved by the Mutual Administration Committee January 9, 2018:

Golden Rain Foundation Membership Certificate  
Mutual Stock Certificate  
Occupancy Agreement

Corporate Counsel reviewed the following Stock Transfer Office documents, and included with this memo are the following **updated** and marked up documents:

Promissory Note Disclosure (the name is Disclosure, not Instructions)  
Golden Rain Foundation Membership Application

Action Requested:

Motion to approve the use of the Corporate Counsel revised marked up documents.



# 2018 Promissory Installment Note Disclosure

For Golden Rain Foundation Membership Amenities Fee

## THIS IS NOT THE AGREEMENT THIS IS ONLY AN INFORMATION DISCLOSURE

Please be informed that in compliance with Civil Code Section 4525, prospective buyers or Membership Amenities Transfer applicants, of a Seal Beach Leisure World apartment may be given the opportunity to finance the Golden Rain Foundation Membership Amenities Fee for a seven-year period. Participants will be required to enter into an agreement with the Golden Rain Foundation by way of the Promissory Installment Note for Membership Amenities Fee.

### Participating Buyers Will:

1. Pay 25% of the membership amenities fee up front in escrow, as part of the buyer's fees;
2. Finance the remainder of the fee for a 7-year period, in 7 annual payments;
3. The annual finance charge on matured, unpaid amounts shall be one percent (1%) per month paid annually on the outstanding balance;
4. In the event the borrower sells his-the share before the membership amenities fee is paid, the balance must be paid in full before the sales transaction is complete.
5. If the borrower defaults in the payment of this Note or in the performance of any of the obligations, and the default continues after proper notification by the Golden Rain Foundation, then the Payee (Golden Rain Foundation) may declare the unpaid principle balance and earned interest immediately due.

If a prospective buyer opts to participate in this Membership Amenities Installment Payment Plan, they will be asked to sign the Promissory Installment Note Agreement. The Promissory Installment Note must be submitted to the Stock Transfer Office in original form for inclusion into the Corporate File. **The annual payment will be on the date and in the month that your newly issued ownership certificates are dated.** It is advisable to consult your financial advisor prior to entering into the Promissory Installment Note Agreement.

***I, we, acknowledge that this document is just a Disclosure, informing us of our right to pay the Membership Amenities Fee in seven (7) annual payments, and does not constitute an agreement to opt to participate in the Promissory Note Agreement process.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



See reverse side of this form for cost information ►

E:\JUNIORS FORMS\FORM PROMISSORY DISCLOSURE 2017.docx Updated 1/23/18 njr

## 2018 Membership Amenities Fee Financing Schedule

<b>Membership Amenities Fee: 1-Person Fee</b>	<b>\$3,054.00</b>
<b>25% Down Payment</b>	<b>\$763.50</b>
<b>Balance To Be Financed</b>	<b>\$2,290.50</b>
<b>Annual Principal Payment</b>	<b>\$327.21</b>

Year	Interest	Interest + Principal = Total Payment
1	\$274.86	\$602.07
2	\$235.59	\$562.81
3	\$196.33	\$523.54
4	\$157.06	\$484.28
5	\$117.80	\$445.01
6	\$78.53	\$405.75
7	\$39.27	\$366.48
<b>Totals</b>	<b>\$1,099.44</b>	<b>\$3,389.94</b>

<b>Membership Amenities Fee: 2-Person's Fee</b>	<b>\$6,108.00</b>
<b>25% Down Payment</b>	<b>\$1,527.00</b>
<b>Balance To Be Financed</b>	<b>\$4,581.00</b>
<b>Annual Principal Payment</b>	<b>\$654.43</b>

Year	Interest	Interest + Principal = Total Payment
1	\$549.72	\$1,204.15
2	\$471.19	\$1,125.62
3	\$392.66	\$1,047.09
4	\$314.13	\$968.55
5	\$235.59	\$890.02
6	\$157.06	\$811.49
7	\$78.53	\$732.96
<b>Totals</b>	<b>\$2,198.88</b>	<b>\$6,779.88</b>

<b>Membership Amenities Fee: 3-Person's Fee</b>	<b>\$9,162.00</b>
<b>25% Down Payment</b>	<b>\$2,290.50</b>
<b>Balance To Be Financed</b>	<b>\$6,871.50</b>
<b>Annual Principal Payment</b>	<b>\$981.64</b>

Year	Interest	Interest + Principal = Total Payment
1	\$824.58	\$1,806.22
2	\$706.78	\$1,688.43
3	\$588.99	\$1,570.63
4	\$471.19	\$1,452.83
5	\$353.39	\$1,335.03
6	\$235.59	\$1,217.24

7	\$117.80	\$1,099.44
<b>Totals</b>	<b>\$3,298.32</b>	<b>\$10,169.82</b>

# Golden Rain Foundation Membership Application

**Confidential Information**

Mutual/Unit \_\_\_\_\_

Married ☐ **Registered Domestic Partners** ☐ Divorced ☐ Single ☐ Widow ☐ Widower ☐  
Retired Yes ☐ No ☐

Last Name	First Name	Middle Initial
Date of Birth	Male <input type="checkbox"/> Female <input type="checkbox"/> Decline to State <input type="checkbox"/>	Removed place of birth
Current Living Address		
Home Phone ( )	E-Mail Address	
Work Phone ( )		
Cell Phone ( )		

Current Occupation: \_\_\_\_\_ If Retired, Previous Occupation: \_\_\_\_\_

Name Of Other Person to Live in Unit	Relationship / Age
Will You Be Registering a Pet? Yes <input type="checkbox"/> No <input type="checkbox"/>	Approx. Weight of Pet?
Are you a current member of the Golden Rain Foundation (GRF)? Yes <input type="checkbox"/> No <input type="checkbox"/>	

## IMPORTANT: NEXT-OF-KIN OR EMERGENCY CONTACT INFORMATION

Name	Address	Relationship
Home Phone ( )	Work Phone ( )	Cell Phone ( )

Name	Address	Relationship
Home Phone ( )	Work Phone ( )	Cell Phone ( )

Signature of Applicant: \_\_\_\_\_

Please attach a copy of your passport OR your birth certificate and driver's license

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## COMMITTEE ACTION REQUEST

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**TO:** MUTUAL ADMINISTRATION COMMITTEE  
**FROM:** STOCK TRANSFER - NJR  
**SUBJECT:** CORPORATE COUNSEL REVIEW / MARK UP OF STOCK TRANSFER DOCUMENTS, #3; NEW BUSINESS  
**DATE:** FEBRUARY 13, 2018  
**CC:** STOCK TRANSFER OFFICE, MUTUAL ADMINISTRATION

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Corporate Counsel reviewed the following Stock Transfer Office documents, and included with this memo are the following marked up documents:

Tax Warning  
POA Disclosure  
Trust Assignment Disclosure  
Trust Transfer Request (Unit Transfers by a Trust)  
Insurance Disclosure  
Transfer Cover Sheet (Request for Transfer of Stock Ownership)  
Yellow Demands  
Disclosure Addendum  
Financial Approval Transfers

Action Requested:

Motion to approve the use of the Corporate Counsel revised marked up documents.

# WARNING

Any change to the title of your unit (adding or deleting anyone) can may result in a re-assessment of your unit and/or a loss of your homeowner's exemption. This will-can increase your property tax.

~~It is advised that you~~ By contacting the Orange County Assessor Office prior to making any change in the title of your unit and-E explaining the change you intend to make, ~~they~~ they will tell you the extent (if any) of re-assessment that will occur from your proposed change.

**For re-assessment information, call (714) 796-0268**

**For loss of homeowner exemption information, call (714) 834-3821**

I have read and understand the above. I further acknowledge and represent that this disclosure is for informational purposes only and that GRF makes no representations or warranties regarding my property tax assessment or homeowner's exemption.

Mutual/Apt#

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# 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 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 after consulting your own legal counsel, as necessary. We only give you this Notice in order that you may be aware of the potential problems for the future.

I, (we) acknowledge receipt of this Notice and Disclosure regarding adding a beneficiary to our stock ownership. I (we) acknowledge that this Notice is for informational purposes only and represent that I (we) have not relied on any inducements, promises, or representations made by GRF or any party representing or serving GRF.

Mutual/apartment Number: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Member's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Member's Signature

St.caw:9-13-10//FORM POADISCLOSURE



# TRUST ASSIGNMENT DISCLOSURE

This notification (Disclosure) is to inform you that you are making a transfer of your ownership and you have:

- (1) Indicated that you have a Trust, and/or
- (2) It has been verified that your current ownership certificates **have** been assigned to your Trust.

Upon completion of this transfer, your newly issued certificates of ownership **are not** issued in the name of your Trust. If you desire to have your ownership certificates become an asset of your Trust, an assignment to the Trust is necessary.

**PLEASE SEEK ADVICE OF LEGAL COUNSEL TO ACCOMPLISH ~~THIS~~ ANY TRUST ASSSIGNMENT.**

I (We) have read this disclosure and understand that if we wish to assign these certificates of ownership to our Trust, we must seek legal counsel. \*I have received, for my information, a copy of the Stock to Trust Instruction Sheet.

\_\_\_\_\_  
Transferor's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Transferor's Signature

Date: \_\_\_\_\_

# Unit Transfers by a Trust

## NOTICE TO TRUSTEES

When a Leisure World unit is an asset of a Trust, the Golden Rain Foundation (GRF) Attorney must review the [certification of trust documents](#) and ownership certificates before a transfer of the apartment ownership is allowed to proceed. This procedure is to assure that the Stock Transfer Office is not making a transfer of ownership which may be contradictory to the terms of a Trust after the death of any of the original Trustees.

## REQUIRED MATERIAL YOU MUST PROVIDE

You will be requested to provide the specific documents to the Stock Transfer Office for review and release by the GRF Attorney prior to proceeding to a transfer. Trust reviews take approximately ten days. Please provide:

- ☐ **\$125 Legal Review of Trust Fee** (Fee represents attorney's fee and GRF pro-rated staff time)
- ☐ **Copy of the ~~Complete Trust or~~ Trust Certification prepared within 30 days of the transaction**
- ☐ **Any Assignments of the Unit to the Trust**
- ☐ **Copies of Ownership Certificates** (front & reverse)  
**Share of Stock Certificate & GRF Membership Certificate**
- ☐ **Copy of Death Certificates** (if applicable)

If there is no viable assignment of the unit to the trust, either on the reverse of the ownership certificates or on a separate assignment document [within the Trust](#), Trust review and transfer release cannot be made. You will be required to seek outside legal advice.

**On advice from the GRF Attorney and to avoid giving inappropriate legal advice, Stock Transfer staff is prohibited from answering any questions directly relating to your Trust.**



# OWNERSHIP TRANSFER BY TRUST REQUEST

Photo ID of all Individuals Participating in the Transfer is Required

Mutual/Unit: \_\_\_\_\_

Acting Trustee's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

I, (we) request a transfer of ownership of the unit shown above as follows:

From (please show **all** currently on title):

\_\_\_\_\_  
\_\_\_\_\_.

To (please show how title is to be held **exactly**):

\_\_\_\_\_  
\_\_\_\_\_.

I, (we) the transferor(s), understand that before any such transfer of ownership can be conducted, the GRF Attorney requires a review of the Trust; and that I, (we) must provide Stock Transfer with the Trust Review Trust Fee, copies of the [Certification of Trust prepared within 30 days prior to the transaction](#), both ownership certificates and any death certificate(s) that may apply.

\_\_\_\_\_  
Requesting Transferor Date: \_\_\_\_\_

\_\_\_\_\_  
Requesting Transferor Date: \_\_\_\_\_

Request received by: \_\_\_\_\_  
(Stock Transfer Assistant)

Trust Review Fee: \_\_\_\_\_





# Transfer

## Request For Transfer Of Stock Ownership

**Date of Document Preparation:**  
**Mutual and Apartment No.**

The undersigned hereby request the transfer and re-issuance of the Mutual Share of Stock Certificate and the Golden Rain Foundation Membership Certificate.....

### In The Name(s) Of

### Reason For Transfer

REPLACING LOST CERTIFICATES

#### Fees

#### Receipt

#### Receipt

- ☐ Transfer Fee
- ☐ 1-Person Membership
- ☐ 2-Persons Membership
- ☐ 3-Persons Membership

\$ 250.00  
~~\$2,605.00~~3,054  
~~\$5,210.00~~6,108  
~~\$7,815.00~~9,162

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ☐ Co-Occupant
- ☐ Co-Occupant Set Up Fee
- ☐ Inspection Fee
- ☐ Mutual 17 Move In Fee

~~\$2,605.00~~3,054  
\$ 100.00  
\$ 250.00  
\$ 100.00

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Person(s) Executing the Transfer ▼

Stock Transfer Agent ► :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_

CONTACT PHONE #: \_\_\_\_\_

### MUTUAL APPROVAL

### GRF BOARD APPROVAL RE: GRF MEMBERSHIP CERTIFICATE

Approval ☐  
Disapproved ☐

Approval ☐  
Disapproved ☐

By: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Date: \_\_\_\_\_

Certificates Received By ► \_\_\_\_\_ Date: \_\_\_\_\_

**Proper Photo ID is required for all Participants of this Transfer of Stock**



Fire



Theft



Water Damage



Natural Disaster

## Insurance Disclosure

### Facts About Insurance Every LW Resident/Shareholder Should Know

Your Mutual's Master Policy covers your Mutual's buildings along with all common areas, but it does not cover.

- Your personal belongings
- Any earthquake damage
- Your personal liability in the event you become legally liable for causing bodily injury and/or property damage to another person
- Non-standard property inside the walls of your condo or co-op, including the nonstructural upgrades, alterations and/or interior or exterior improvements of your co-op or interior of your condo unit. These would include, but not be limited to upgraded doors, double-pane windows, flooring, window treatments, granite countertops, appliances, air conditioning, heat pumps, etc.

As a shareholder in a co-op, you face similar insurance risks as a homeowner, but your insurance needs are somewhat different in that you are only responsible for the non-standard property, upgrades, alterations and/or interior improvements of your unit. Insurance companies do not have a policy that is specifically designed for co-ops so the best fit for your co-op unit is what is called an HO-6 condo policy. This policy is broad enough to provide the coverage you will need to insure your personal property and interior items that are your responsibility, along with your personal liability.

In the event you (or the previous owner) expanded your co-op and everything was property permitted, including bay windows, the expansion becomes part of the Mutual's buildings, and in the event of a covered loss, your unit would be re-built by the Mutual's insurance according to standard building materials only. You would be responsible for any non-standard, non-structural items within the expansion, including but not limited to, upgraded doors, double-pane windows, flooring, window treatments, granite countertops, appliances, air conditioning, heat pumps, etc.

**It is important that you advise your insurance agent  
if your unit contains types of upgrades and/or alterations.**

**Commented [BGT1]:** This disclosure is Mutual specific and should be provided/reviewed by the Mutuals

You should also be sure your personal insurance policy covers you for Additional Living Expenses (ALE). This is normally standard on an **HO-6 policy**. This coverage would come into play if your co-op or condo becomes uninhabitable due to a covered cause of loss, not attributable to the Mutual, such as fire or water damage and would contribute towards the additional living expenses you incur to live elsewhere until such time as your co-op or condo is again habitable.

Your personal liability is also a standard component within an HO-6 policy. This coverage is meant to pay your defense costs in the event you are named in a lawsuit, along with any judgment costs that are levied against you. This coverage is triggered when you have been accused of causing bodily injury or property damage to another person. Examples of loss could include a person(s) injured inside your home, dog bites, golf cart accidents, etc. Any costs an insurance company would pay in the event of a covered cause of loss would only be up to the policy limit you choose.

Many of the more expensive items a resident owns can have limited coverage under a standard HO-6 policy. If you have such items, they should be scheduled within a "Personal Article Floater" to insure you are properly insured. These items include jewelry, furs, expensive cameras, golf equipment, fine arts, collections, computer equipment, etc.

To insure you are properly compensated for your damaged items, you should keep an inventory of all your personal belongings, and those should be sent to your agent. Many insurance companies offer a "household inventory" form that will enable you to list items of concern along with the purchase dates and original costs. Pictures should also be taken of each valuable item, along with each room, including closets, open drawers, and carport storage cabinets that contain items you would want replaced in the event of a loss. Pictures and receipts of major items should be sent to your insurance agent, along with copies being kept in a fireproof safe or an offsite location.

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***I, We have read this Insurance Disclosure and understand that it is recommended that I, (we) maintain insurance on our Leisure World apartment and personal belongings.***

_____ Shareholder's Name	Date: _____
_____ Shareholder's Name	Date: _____
_____ Shareholder's Name	Date: _____

**GOLDEN RAIN FOUNDATION  
TRANSFER YELLOW DEMANDS**

**MUTUAL & APT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

The following person(s) have requested a transfer of membership by inheritance. Please audit the account and furnish the Stock Transfer Office with the necessary information for collection of any amounts that are now due or that may become due.

**CURRENT MEMBER'S NAME(S) :** \_\_\_\_\_

**NEW MEMBER'S NAME(S) :** \_\_\_\_\_

**CONTACT TELEPHONE NO:** \_\_\_\_\_

**NEW MEMBER'S RELATIONSHIP TO CURRENT MEMBER:** \_\_\_\_\_

☐ CHANGE CABLE ACCOUNT NAME

☐ FILE PROP 58 (SON/DAUGHTER)  
SEND TO ACCOUNTING IF APPLICABLE

☐ AUTO DEBIT DELETED

**ACCOUNTS RECEIVABLE**

Monthly Carrying Charges:	\$ _____	<b>TOTAL</b>	
		<b>BALANCE DUE</b>	<b>\$ _____</b>
Late Charges:	\$ _____		
Cable Charges:	\$ _____		
Other:	\$ _____		

Explanation: \_\_\_\_\_

**ADDITIONAL CHARGES DUE AND PAYABLE TO:**

<input type="checkbox"/> GRF	\$ _____	\$ _____	For _____
<input type="checkbox"/> MUTUAL	\$ _____	\$ _____	For _____
<input type="checkbox"/> TAXES	\$ _____	\$ _____	For _____

**FOR ACCOUNTS RECEIVABLE USE ONLY:**

ASSESSED VALUE: \$ _____	CABLE:            NA <input type="checkbox"/> ACTIVE <input type="checkbox"/> DELETED _____
VETERAN            YES <input type="checkbox"/> NO <input type="checkbox"/>	ACH            NA <input type="checkbox"/> ACTIVE <input type="checkbox"/> DELETED _____

Preparer's Initial \_\_\_\_\_ Date \_\_\_\_\_



# Notice of Disclosure Addendum

~~The Mutual Corporation is a separate governing entity. It has specific rules, regulations, and policies regarding residency, pet ownership, powers of attorney, etc. There are also rules for unit remodeling and other issues relating to changes, alterations, modifications, additions, and deletions made by owners to their unit, inside and outside, to include the surrounding garden areas. The purpose of this Disclosure Addendum is to clearly disseminate the boundaries and limitations set forth in policies regarding these subjects.~~

"Golden Rain Foundation (GRF)" is a not a for-profit corporation that holds in trust, operates and maintains the community facilities, streets and other certain improvements and amenities within Leisure World for the benefit of the Members. GRF provides certain services, such as administrative and recreational services. GRF also is responsible, under Management Agreements with each Mutual, for assisting Members in transferring ownership interests and Membership in Leisure World on the terms and conditions set by the Mutuels, respectively.

Initial Here	Initial Here
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## **Notice of Local Federal / State / City Facilities**

All shareholders/owners on title are notified that Leisure World Seal Beach is located within 1-5 miles of Federal, State, and City Facilities such as the Los Angeles Dept. of Water & Power's Haynes Generating Station (Natural Gas Steam Power Plant), the Seal Beach Naval Weapons Station, the Los Alamitos Army Airfield, and the Los Alamitos Joint Forces Training Center, and therefore subject to noise from time-to-time.

Initial Here	Initial Here
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## **Notice of Flight Path**

All shareholders/owners on title are notified that Leisure World Seal Beach may fall in the flight patterns of Los Alamitos Army Airfield, and the Long Beach, Los Angeles, Fullerton, Santa Ana and other local airport/airfields, and therefore subject to noise from air traffic from time-to-time.

Initial Here	Initial Here
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## **Notice of Fill Material**

All shareholders/owners on title are notified that it has been determined and discovered that in some locations at Leisure World Seal Beach, there has been use of fill material and there has been some settling and drainage problems.

*By our signatures below, it is acknowledged that the right held by the participants of this transaction to seek legal advice prior to this transfer of the ownership being completed is wholly their responsibility and right to do so.*

I (we) acknowledge and represent that I (we) have read this Notice of Disclosure Addendum and acknowledge and warrant that I (we) have had opportunity to consult with counsel of my (our) choice. I (we) acknowledge further acknowledge and understand that no representations or warranties, express or implied, have been made by GRF or its agent in connection with the Dwelling Unit or Condominium Unit, except as expressly provided in these written documents provided to me (us) by the Stock Transfer Office.

Further it is acknowledged and understood that this disclosure document does not represent all requirements, rules, regulations and policies pertinent to living in Seal Beach Leisure World, ~~but rather represents a compilation of issues of most interest.~~

\_\_\_\_\_  
Prospective Buyer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prospective Buyer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prospective Buyer's Signature

\_\_\_\_\_  
Date



# Financial Approval

Presented by the Stock Transfer Office  
Membership Transfer

To the Mutual:

Please be notified that the Stock Transfer staff has reviewed all of the financial documents presented by the prospective new members of a Leisure World ~~apartment~~-Unit in the Mutual, and has approved that proposed new member to proceed forward in the membership-transfer process. The Mutual may now interview the prospective new member as shown below:

Mutual/Apt#	
Date:	
Prospective New Member(s)	
Current Member(s)	

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## COMMITTEE ACTION REQUEST

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**TO:** MUTUAL ADMINISTRATION COMMITTEE  
**FROM:** STOCK TRANSFER OFFICE - NJR  
**SUBJECT:** ADDITION NOTARY SERVICE IN THE COPY SHOP  
**DATE:** FEBRUARY 13, 2018  
**CC:** STOCK TRANSFER OFFICE, MUTUAL ADMINISTRATION

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Robert Alvarez is in process of obtaining his Notary certification.

Once Robert has his Notary, Notary services will be available by appointment. The charge for this service is set by the State of California at \$15.00 per signature.

Action Requested:

Motion to recommend to the Mutual Administration Committee approve this service, and recommend that the GRF board approve this service when Robert Alvarez has his Notary.

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## COMMITTEE ACTION REQUEST

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**TO:** MUTUAL ADMINISTRATION COMMITTEE  
**FROM:** STOCK TRANSFER OFFICE - NJR  
**SUBJECT:** REQUEST MAC RECOMMEND GRF APPROVE RESCINDING GRF  
POLICIES 1801-33, 1802-33, 1803-33, 1804-33 AS THESE SHOULD BE  
MUTUAL POLICIES  
**DATE:** FEBRUARY 13, 2018  
**CC:** STOCK TRANSFER OFFICE, MUTUAL ADMINISTRATION

---

GRF Policies 1801-33 through 1804-33 relating to Qualified Permanent Residents and Co-Occupants cover rules relating to the Mutuals and the Mutual Bylaws.

The Policies are:

1801-33	Qualified Permanent Residents and Co-Occupant Agreements
1802-33	Qualified Permanent Resident Agreement Form
1803-33	Co-Occupant Agreement Form
1804-33	Request for Additional Occupant

Copies of the Policies are included with this request.

Action Requested:

Motion to recommend to the Mutual Administration Committee recommend that the GRF board approve rescinding all four policies as the rules involved are Mutual related.



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**COMMUNITY OPERATIONS****RESIDENT CO-OCCUPANTS****Qualified Permanent Resident and Co-Occupant Agreements**

Effective February 1, 1995, in order to comply with Section 51.3 of the California Civil Code, the following classes of citizens may reside in Seal Beach Leisure World:

1. Resident Stockholder or Condominium Owner – a person 55 years of age or older.
2. Qualified Permanent Resident – a person under the age of 55 years who meets all of the following qualifications:
  - a. Is 45 years of age or older, or is a spouse, cohabitant, or person providing primary physical or economic support to the resident stockholder.
  - b. has an ownership interest in, or is in expectation of an ownership interest in the dwelling unit.
  - c. Has written authorization from the Mutual President, or any Mutual officer so designated by the Mutual President, to reside in the dwelling unit.
3. Co-Occupant – a person who meets all of the following qualifications:
  - a. Is 55 years of age or older.
  - b. Does not have a financial interest or expectation of a financial interest in the dwelling unit.
  - c. Has written authorization from the Mutual President, or any Mutual officer so designated by the Mutual President, to reside in the dwelling unit.
4. Health Care Provider – a person of any age hired to provide live-in, long-term or hospice health care to the Resident Stockholder for compensation.

A Resident Stockholder who desires to have a Qualified Permanent Resident reside in a dwelling unit will be required to complete a Request for Additional Occupant Entry form and a Qualified Permanent Resident Agreement. Upon the death or dissolution of marriage, or upon hospitalization or other prolonged absence of the Resident Stockholder, any Qualified Permanent Resident shall be entitled to continue his or her occupancy, residency, or use of the dwelling unit as a permitted resident.

**COMMUNITY OPERATIONS****RESIDENT CO-OCCUPANTS****Qualified Permanent Resident and Co-Occupant Agreements**

A person hired to provide live-in, long-term or hospice health care to the Resident Stockholder for compensation is not eligible to become a Co-Occupant and may not use the community facilities. The Resident Stockholder should apply for a service pass. Upon the death or hospitalization or other prolonged absence of the Resident Stockholder, the health Care Provider has no right to continue his or her occupancy, residency or use of the dwelling unit and the service pass shall be surrendered to the Stock Transfer Office.

A person whose name appears on a share of stock as a Nonresident Co-Owner may not reside in Leisure World as a Qualified Permanent Resident or as a Co-Occupant.

A person who had the right to reside in Seal Beach Leisure World prior to February 1, 1995, shall not be deprived of the right to continue that residency on the same basis as a result of the adoption of this change in policy.

The Executive Director is directed to establish the procedure to implement this policy.

**Policy**

Adopted: 12 Jun 85

Amended: 15 Apr 86

Amended: 12 Apr 94

Amended: 31 Jan 95

**GOLDEN RAIN FOUNDATION****Seal Beach, California**



**QUALIFIED PERMANENT RESIDENT AGREEMENT**

Mortgage Area No. \_\_\_\_\_

File No. \_\_\_\_\_

This AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between SEAL BEACH MUTUAL No. \_\_\_\_\_ (hereinafter referred to as the "Corporation"), a Corporation having its principal office and place of business in Orange County, California, and \_\_\_\_\_ (hereinafter referred to as "Member") and \_\_\_\_\_ (hereinafter referred to as "Qualified Permanent Resident");

WHEREAS, the Corporation was formed for the purpose of acquiring, owning and operating a cooperative housing project to be located at Seal Beach Leisure World (hereinafter called "Leisure World"), Seal Beach, Orange County, California, with the intent that its stockholders (hereinafter called "Members") shall have the right to occupy the dwelling units thereof under the terms and conditions set forth in the Occupancy Agreement; and

WHEREAS, the Member is the owner and holder of one share of common capital stock, Series \_\_\_\_\_ of the Corporation and has a bona fide intention to reside in the project, and the Qualified Permanent Resident is qualified pursuant to Civil Code §51.3 to reside with the Member;

NOW THEREFORE, in consideration of the Mutual promises contained herein, the Corporation hereby consents to the Qualified Permanent Resident residing with the Member in Dwelling Unit NO. \_\_\_\_\_, Seal Beach Mutual No. \_\_\_\_\_, located at Leisure World.

**ARTICLE 1. CHARGES**

The Member hereby covenant and agrees to pay to the Golden Rain Foundation (hereinafter referred to as "Foundation") an amount equal to the then current Initiation Fee payable for membership in the Foundation in the same amount as is required of all other joint-occupant members at Leisure World.

**ARTICLE 2. CARRYING CHARGES**

The Qualified Permanent Resident acknowledges, covenants and agrees that in order to maintain residence with the Member that it is necessary that all monthly carrying charges as set forth in Article 1 of the Occupancy Agreement between the Corporation and the Member be paid. That the Qualified Permanent Resident has, pursuant to the Civil Code, a right to continue in residence in the event of death, dissolution of marriage, upon hospitalization or other prolonged absence of the Member, but only in the event that the carrying charges due and payable for said unit are paid. The Qualified Permanent Resident covenants and agrees to be jointly liable with

**QUALIFIED PERMANENT RESIDENT AGREEMENT**

the Member for all such carrying charges and assessments related to said unit.

**ARTICLE 3. OCCUPANCY AGREEMENT**

The Qualified Permanent Resident acknowledges reading the Occupancy Agreement existent between the Corporation and the Member and agrees to be bound by all the terms and provisions therein contained as to residency, and the fact that said unit is to be used for residential purposes only. The Qualified Permanent Resident agrees and acknowledges that the Qualified Permanent Resident, in order to maintain residence, is jointly liable with the Member for all such charges related to the Seal Beach Mutual unit being occupied.

**ARTICLE 4.**

The Qualified Permanent Resident agrees that no right held by the Qualified Permanent Resident to reside with the Member may be assigned nor transferred to any other person and that no immediate or collateral family member in any relationship with the Qualified Permanent Resident will be allowed to reside with the Qualified Permanent Resident.

**ARTICLE 5.**

The Qualified Permanent Resident is entitled to use any and all of the facilities furnished and provided for members of the Foundation at Leisure World and the Qualified Permanent Resident shall be entitled to enjoy said facilities together with the right of occupancy with the Member.

**ARTICLE 7.**

The Qualified Permanent Resident covenants and agrees that he/she will comply with any and all pertinent regulations, bylaws, and rules of Corporation and Foundation related to occupancy, and will endeavor with the Member to cooperate with the other residents to bring about, for all residents of the Seal Beach Mutual in which the unit is located, a high standard of home and community conditions. The Qualified Permanent Resident acknowledges, that by his/her act and actions that if the occupancy is detrimental to the peace, quiet and enjoyment of the community, that the same may result in the eviction of the Member and the Qualified Permanent Resident, and that there exists between the Member and the Corporation a Landlord-Tenant relationship. The Qualified Permanent Resident acknowledges that he/she may be requested to leave the project or be evicted in the event said individual ceases to be a Qualified Permanent Resident pursuant to the provisions of California Civil Code §51.3.

**QUALIFIED PERMANENT RESIDENT AGREEMENT**

SEAL BEACH MUTUAL NO. \_\_\_\_\_

MEMBER

By: \_\_\_\_\_  
(Authorized Signature)

APPROVED AND ACCEPTED  
GOLDEN RAIN FOUNDATION

QUALIFIED PERMANENT RESIDENT

By: \_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_

**Policy**

Adopted: 12 Jun 85  
Amended: 12 Apr 94  
Amended: 31 Jan 95

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

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**CO-OCCUPANT AGREEMENT**

Mortgage Area No. \_\_\_\_\_

File No. \_\_\_\_\_

This AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between SEAL BEACH MUTUAL No. \_\_\_\_\_ (hereinafter referred to as the "Corporation"), a Corporation having its principal office and place of business in Orange County, California, and \_\_\_\_\_ (hereinafter referred to as "Member") and \_\_\_\_\_ (hereinafter referred to as "Co-Occupant");

WHEREAS, the Corporation was formed for the purpose of acquiring, owning and operating a cooperative housing project to be located at Seal Beach Leisure World (hereinafter called "Leisure World"), Seal Beach, Orange County, California, with the intent that its stockholders (hereinafter called "Members") shall have the right to occupy the dwelling units thereof under the terms and conditions set forth in the Occupancy Agreement; and

WHEREAS, the Member is the owner and holder of one share of common capital stock, Series \_\_\_\_\_ of the Corporation and has a bona fide intention to reside in the project, and the Co-Occupant is qualified as a senior citizen pursuant to Civil Code §51.3 (C) (2) as he/she does not have an ownership interest in, or is not in expectation of an ownership interest in the dwelling unit;

NOW THEREFORE, in consideration of the Mutual promises contained herein, the Corporation hereby consents to the Co-Occupant residing with the Member in Dwelling Unit No. \_\_\_\_\_, Seal Beach Mutual No. \_\_\_\_\_, located at Leisure World.

**ARTICLE 1. CHARGES**

The Member hereby covenant and agrees to pay to the Golden Rain Foundation (hereinafter referred to as "Foundation") an amount equal to the then current Initiation Fee payable for membership in the Foundation in the same amount as is required of all other joint-occupant members at Leisure World.

**ARTICLE 2. CARRYING CHARGES**

The Co-Occupant acknowledges, covenants and agrees that in order to maintain residence with the Member that it is necessary that all monthly carrying charges as set forth in Article 1 of the Occupancy Agreement between the Corporation and the Member be paid.

**ARTICLE 3. OCCUPANCY AGREEMENT**

The Co-Occupant acknowledges reading the Occupancy Agreement existent between the

**CO-OCCUPANT AGREEMENT**

Corporation and the Member and agrees to be bound by all the terms and provisions therein contained as to residency, and the fact that said unit is to be used for residential purposes only. The Co-Occupant agrees and acknowledges that the Co-Occupant, in order to maintain residence, is jointly liable with the Member for all such charges related to the Seal Beach Mutual unit being occupied.

**ARTICLE 4.**

The Co-Occupant agrees that no right held by the Co-Occupant to reside with the Member may be assigned nor transferred to any other person and that no immediate or collateral family member in any relationship with the Co-Occupant will be allowed to reside with the Co-Occupant.

**ARTICLE 5.**

The Co-Occupant is entitled to use any and all of the facilities furnished and provided for members of the Foundation at Leisure World and the Co-Occupant shall be entitled to enjoy said facilities together with the right of occupancy with the Member.

**ARTICLE 6.**

The Co-Occupant covenants and agrees that he/she will comply with any and all pertinent corporate regulations, bylaws, and rules of Corporation and Foundation related to occupancy, and will endeavor with the Member to cooperate with the other residents to bring about, for all residents of the Seal Beach Mutual in which the unit is located, a high standard of home and community conditions. The Co-Occupant acknowledges, that by his/her act and actions that if the occupancy is detrimental to the peace, quiet and enjoyment of the community, that the same may result in the eviction of the Member and the Co-Occupant, and that there exists between the Member and the Corporation a Landlord-Tenant relationship. The Co-Occupant acknowledges that he/she may be requested to leave the project or be evicted in the event said individual ceases to be qualified pursuant to the provisions of California Civil Code §51.3 (2) (B).

The Co-Occupant covenants and agrees that he/she has, pursuant to the Civil Code, no right to continue in residence in the event of death, dissolution of marriage, upon hospitalization or other prolonged absence of the Member.

**CO-OCCUPANT AGREEMENT**

SEAL BEACH MUTUAL NO. \_\_\_\_\_

MEMBER

By: \_\_\_\_\_  
(Authorized Signature)

APPROVED AND ACCEPTED  
GOLDEN RAIN FOUNDATION

CO-OCCUPANT

By: \_\_\_\_\_  
(Authorized Signature)

**Policy**

Adopted: 12 Apr 94

Amended: 31 Jan 95

**GOLDEN RAIN FOUNDATION**

**Seal Beach, California**

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**GOLDEN RAIN FOUNDATION  
REQUEST FOR ADDITIONAL OCCUPANT ENTRY**

- 
1. Name of Qualifying Resident: \_\_\_\_\_
  2. Address of Qualifying Resident: \_\_\_\_\_
  3. Name of Additional Occupant: \_\_\_\_\_
  4. Age of Additional Occupant: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Relationship: \_\_\_\_\_
  5. Reason for request to admit an Additional Occupant: \_\_\_\_\_  
\_\_\_\_\_
  6. Is the Additional Occupant the spouse or cohabitant of the Resident? \_\_\_\_\_
  7. Is the Additional Occupant providing primary physical support to the Resident? \_\_\_\_\_  
If yes, please describe the nature of the physical support being provided (attach a separate page if necessary) \_\_\_\_\_  
\_\_\_\_\_
  8. Is the Additional Occupant providing primary economic support to the Resident? \_\_\_\_\_  
If yes, please describe the nature of the primary economic support being provided (attach a separate page if necessary) \_\_\_\_\_  
\_\_\_\_\_
  9. Does the Additional Occupant have an ownership interest in the Resident's apartment, Mutual share of stock or Golden Rain Foundation membership? \_\_\_\_\_  
If yes, please describe the basis of the ownership interest and attach a copy of any documents showing such ownership interest (attach a separate page if necessary) \_\_\_\_\_  
\_\_\_\_\_
  10. Does the Additional Occupant have an expectation of an ownership interest in the Resident's apartment, Mutual share of stock or Golden Rain Foundation membership? \_\_\_\_\_  
If yes, please describe the source or basis of the expectation of an ownership interest and attach a copy of any document which describes or reveals the basis for such expectation of ownership (attach a separate page if necessary). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GOLDEN RAIN FOUNDATION  
REQUEST FOR ADDITIONAL OCCUPANT ENTRY**

**The Mutual requires that the Additional Occupant be interested by a member of the Board of Directors. You will be contacted to schedule an appointment for the interview. Please provide a telephone number where the Additional Occupant can be reached. Telephone number of Additional Occupant:**

We certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, California.

\_\_\_\_\_  
Print Name of Qualifying Resident

\_\_\_\_\_  
Print Name of Additional Occupant

\_\_\_\_\_  
Signature of Qualifying Resident

\_\_\_\_\_  
Signature of Additional Occupant

Date \_\_\_\_\_ Interviewed by \_\_\_\_\_

☐ APPROVED

☐ APPROVED

☐ DISAPPROVED

☐ DISAPPROVED

**SEAL BEACH MUTUAL NO. \_\_\_\_\_**

**GOLDEN RAIN FOUNDATION**

By \_\_\_\_\_  
(Authorized Signature)

By \_\_\_\_\_  
(Authorized Signature)

Date \_\_\_\_\_

Date \_\_\_\_\_

**Policy**

Adopted: 12 Jun 85

Amended: 12 Apr 94

Amended: 31 Jan 95

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**

(Jan 95)



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## COMMITTEE ACTION REQUEST

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**TO:** MUTUAL ADMINISTRATION COMMITTEE  
**FROM:** MUTUAL ADMINISTRATION OFFICE  
**SUBJECT:** POLICY 7730 – MEMBER’S PERSONAL RECORDS  
**DATE:** FEBRUARY 13, 2018

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On February 13, 2018, the Mutual Administration Committee reviewed Policy 7730 – Member’s Personal Records. The Committee recommended the Golden Rain Foundation (GRF) Board of Directors (BOD) renumber the Policy into the 1000 Series, as it does not belong in the Mutual 7000 series.

Policy 7730 – Member’s Personal Records is a policy for handling the the records of each Member in the Stock Transfer Office.

In addition, in researching Policy 7730 – Member’s Personal Records it was discovered that none of the housing Mutuals have adopted the policy.

I move to recommend MAC send it to the GRF BOD to renumber Policy 7730 – Member’s Personal Records in to the 1000 Series

**MUTUAL OPERATIONS****ADMINISTRATIVE SERVICES****Member's Personal Records**

The Stock Transfer Office maintains a record of each Member's personal background and financial status, which is classified as "Very Confidential." It is for this reason that certain procedures have been established in the handling of our records and complying with the various reproductions requests. The following procedures should be followed when certain records are required by various sources:

1. All personal records are reviewed only by the person or persons authorized by the Board of Directors, usually the President or Vice President.
2. No file is permitted to be removed from the Stock Transfer Office unless accompanied by the Stock Transfer Agent, and is properly accounted for by a signed "out" register showing file number, date and reason for removal.
3. Individual Mutual lists of Members can be obtained by completing a reproduction requisition signed by the President of the Mutual. Once completed, the roster will be issued directly to the President, who, in turn, will distribute to those requesting same.
4. Master lists of all members' addresses can be obtained by completing a reproduction requisition supplied by the Stock Transfer Office and approved by the Golden Rain Foundation Board of Directors.



**Mutual Administration**  
**January 2018 - Monthly Reports**

**COLLECTIONS (Delinquent Accounts, Legal Fees)**

MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
One	\$5,191.00												\$5,191.00
Two	\$1,400.00												\$1,400.00
Three	\$544.00												\$544.00
Four	\$14,200.00												\$14,200.00
Five	\$740.00												\$740.00
Six	\$2,776.00												\$2,776.00
Seven	\$0.00												\$0.00
Eight	\$0.00												\$0.00
Nine	\$0.00												\$0.00
Ten	\$0.00												\$0.00
Eleven	\$634.00												\$634.00
Twelve	\$70.00												\$70.00
Fourteen	\$915.00												\$915.00
Fifteen	\$508.00												\$508.00
Sixteen	\$0.00												\$0.00
Seventeen	\$0.00												\$0.00
<b>TOTALS:</b>	<b>\$26,978.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$26,978.00</b>

<b>Collections through Janaury 2018:</b>		<b>\$26,978.00</b>	<b>6%</b>
<b>Collections through December 2017:</b>		<b>\$435,042.77</b>	

# Mutual Administration

## January 2018 - Monthly Reports

### LETTERS

MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1 One	5												5
2 Two	13												13
3 Three	8												8
4 Four	2												2
5 Five	5												5
6 Six	0												0
7 Seven	11												11
8 Eight	7												7
9 Nine	3												3
10 Ten	0												0
11 Eleven	3												3
12 Twelve	2												2
14 Fourteen	5												5
15 Fifteen	15												15
16 Sixteen	2												2
17 Seventeen	0												0
<b>2018 Totals:</b>	<b>81</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>81</b>
<b>2017 Totals:</b>	<b>94</b>	<b>534</b>	<b>98</b>	<b>640</b>	<b>157</b>	<b>274</b>	<b>224</b>	<b>1087</b>	<b>413</b>	<b>566</b>	<b>379</b>	<b>264</b>	<b>4,730</b>
Insurance Cases	4												4





## Budget Variance Report - December 2017

### Mutual Administration - CC MAC

<u>GL Code</u>	<u>Account Description</u>		<u>Variance</u>	<u>Explanation</u>
6143000	Group Insurance	\$	14,587.00	Favorable-lower participation than budgeted
6213100	Temporary Agency Fees	\$	(23,313.00)	Unfavorable-additional staff needed
6410030	Printer / Copier Supplies	\$	(1,287.00)	Unfavorable- due to increase in letter writing
6483201	Mailouts - Periodic	\$	(1,784.00)	Unfavorable- due to increase in mailout to shareholders
6434120	Legal/Fair Housing	\$	21,512.00	Favorable-use of legal counsel only when necessary
6438000	Other Professional fees	\$	8,000.00	Favorable-no educational training scheduled at this time.
Total Explained Variances			<u>17,715</u>	



P.O. Box 2069  
Seal Beach CA 90740

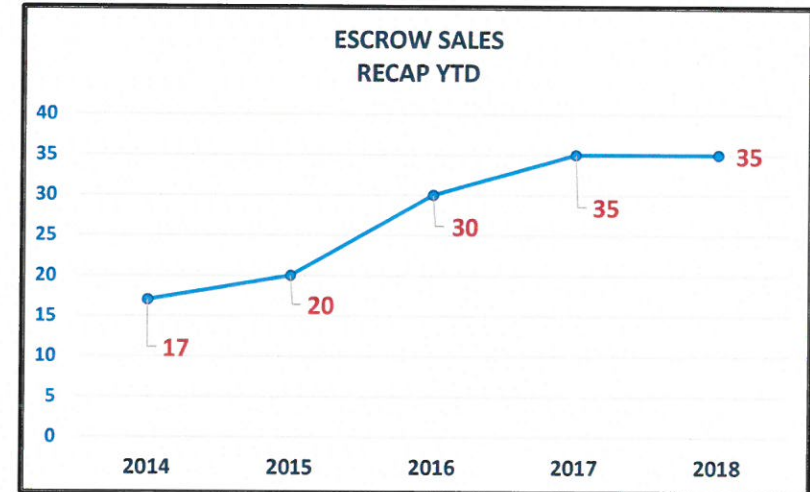
Dec Actuals	Dec Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Mutual Administration								
30,462	27,672	(2,790)	6100000 MAC	Salaries & Wages - Mutual Admin	343,414	342,608	(806)	342,608
2,830	2,065	(765)	6140000 MAC	Employment Taxes - Mutual Admin	27,599	28,358	759	28,358
90	102	12	6142000 MAC	Workers' Compensation - Mutual Admin	5,835	7,790	1,955	7,790
2,091	3,287	1,196	6143000 MAC	Group Insurance - Medical - Mutual Admin	24,858	39,444	14,587	39,444
41	60	19	6143300 MAC	Group Insurance - Dental - Mutual Admin	830	720	(110)	720
35	37	2	6143500 MAC	Group Insurance - Vision - Mutual Admin	461	444	(17)	444
659	669	10	6144000 MAC	401(k) Match - Mutual Admin	7,737	8,281	544	8,281
135	130	(5)	6145000 MAC	Group Insurance - Life - Mutual Admin	1,513	1,560	47	1,560
114	151	37	6146000 MAC	Long Term Disability Insurance - Mutual	1,285	1,812	527	1,812
0	0	0	6211000 MAC	Continuing Education - Mutual Admin	926	1,200	274	1,200
5,007	0	(5,007)	6213100 MAC	Temporary Agency Fees - Mutual Admin	23,313	0	(23,313)	0
22	700	678	6214000 MAC	Meals & Special Events - Mutual Admin	201	1,800	1,599	1,800
0	0	0	6215000 MAC	Mileage - Mutual Admin	0	75	75	75
229	250	21	6410000 MAC	Office Supplies - Mutual Admin	2,409	3,025	616	3,025
0	0	0	6410010 MAC	Hospitality - Mutual Admin	138	0	(138)	0
2,646	200	(2,446)	6410015 MAC	Computer Supplies - Mutual Admin	3,563	1,200	(2,363)	1,200
0	0	0	6410030 MAC	Printer / Copier Supplies - Mutual Admin	1,787	500	(1,287)	500
0	0	0	6434120 MAC	Legal/Fair Housing - Mutual Admin	3,488	25,000	21,512	25,000
0	1,600	1,600	6438000 MAC	Other Professional Fees - Mutual Admin	0	8,000	8,000	8,000
0	0	0	6482000 MAC	Dues, Memberships & Books - Mutual Admin	427	800	373	800
0	0	0	6483201 MAC	Mailouts - Periodic - Mutual Admin	1,784	0	(1,784)	0
1,000	0	(1,000)	6951000 MAC	Committee Discretionary Expense - Mutual	1,000	1,000	0	1,000
45,362	36,923	(8,439)		Total Expenses	452,569	473,617	21,048	473,617
Other Cost Recovery								
0	0	0	5385000 MAC	Other Income - Mutual Admin	27	0	27	0
0	0	0		Total Other Cost Recovery	27	0	27	0
39,469	39,469	0	5330000 MAC	Income / Refund from Mutuals - Mutual Ad	473,617	473,617	0	473,617
39,469	39,469	0		Total Cost Recovery	473,644	473,617	27	473,617
Off Budget Items								
(5,893)	2,546	(8,439)		Net Income / (Expense)	21,076	0	21,076	0

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## Stock Transfer January 2018 Monthly Reports

### ESCROW

MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1 One	6												6
2 Two	3												3
3 Three	0												0
4 Four	2												2
5 Five	2												2
6 Six	3												3
7 Seven	3												3
8 Eight	2												2
9 Nine	4												4
10 Ten	0												0
11 Eleven	2												2
12 Twelve	3												3
14 Fourteen	0												0
15 Fifteen	4												4
16 Sixteen	0												0
17 Seventeen	1												1
<b>TOTALS:</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35</b>
<b>MLS Active Listings at time of report</b>	50												



ESCROW RECAP	SALES		Percentage Comparisons			Avg Price Per Home
	Sales	Prices	Sales		Prices	
Total through Jan 2018	35	9,303,550	2018	2013 - 2017		\$ 265,816
Total through Jan 2017	35	7,254,000	2017	0%	28%	\$ 207,257
Total through Jan 2016	30	6,465,800	2016	17%	12%	\$ 215,527
Total through Jan 2015	20	4,045,900	2015	50%	60%	\$ 202,295
Total through Jan 2014	17	3,506,500	2014	18%	15%	\$ 206,265

## Budget Variance Report - December 2017

### Stock Transfer - Cost Center #33

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	17,497.00	favorable - Previously unfavorable. The appropriate Copy Shop Salaries are now booked in the new Copy Shop Cost Center
6143000	Group Insurance - Medical	(3,960.00)	unfavorable - participation greater than budgeted
6410032	Photo ID Printing	(34,738.00)	unfavorable - unbudgeted ID Card Replacement Project. Total of \$30,000 approved by the GRF Board on 3/28/17. The remaining blank ID cards keep coming in. Original order is 20,000 cards, delivered through November is 16,800 cards.
6478000	Service Contracts	10,503.00	favorable - Contracts for Copy Shop equipment changed to the new Copy Shop Cost Center
6482500	Election Expense	3,067.00	favorable - reduction in election costs
6484500	Postage	21,001.00	Favorable - using less postage than anticipated
5345000	Certificate Preparation Fee - Escrow	65,850.00	favorable - increase in number of escrows
5345001	Certificate Preparation Fee - Non Escrow	4,050.00	favorable - increase in number of transfers
5380330	Guest Pass Income	(23,700.00)	unfavorable - decrease in guest pass
5380332	Trust Processing Fee	(11,500.00)	unfavorable - decrease in number of trusts sent to attorney for review
5385000	Other income	4,871.00	favorable - increase in co-occupant set-up fees
Total Explained Variances		<u>52,941.00</u>	

P.O. Box 2069  
Seal Beach CA 90740

Dec Actuals	Dec Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Stock Transfer								
16,988	21,402	4,414	6100000 33	Salaries & Wages - Mutual Admin	247,479	264,976	17,497	264,976
1,571	1,590	19	6140000 33	Employment Taxes - Mutual Admin	20,665	22,078	1,413	22,078
30	30	0	6142000 33	Workers' Compensation - Mutual Admin	2,010	2,618	608	2,618
2,927	1,381	(1,546)	6143000 33	Group Insurance - Medical - Mutual Admin	20,532	16,572	(3,960)	16,572
101	60	(41)	6143300 33	Group Insurance - Dental - Mutual Admin	833	720	(113)	720
45	52	7	6143500 33	Group Insurance - Vision - Mutual Admin	476	624	148	624
5	485	480	6144000 33	401(k) Match - Mutual Admin	2,831	6,004	3,173	6,004
96	100	4	6145000 33	Group Insurance - Life - Mutual Admin	952	1,200	248	1,200
76	117	41	6146000 33	Long Term Disability Insurance - Mutual	874	1,404	530	1,404
0	0	0	6211000 33	Continuing Education - Mutual Admin	54	600	546	600
0	0	0	6213100 33	Temporary Agency Fees - Mutual Admin	2,556	0	(2,556)	0
0	0	0	6214000 33	Meals & Special Events - Stock Transfer	54	0	(54)	0
471	250	(221)	6410000 33	Office Supplies - Mutual Admin	6,535	3,025	(3,510)	3,025
0	0	0	6410005 33	Building Supplies - Mutual Admin	1	0	(1)	0
0	50	50	6410010 33	Hospitality - Mutual Admin	171	500	329	500
1,467	285	(1,182)	6410015 33	Computer Supplies - Mutual Admin	4,784	1,035	(3,749)	1,035
0	0	0	6410020 33	Equipment Expense - Mutual Admin	940	0	(940)	0
494	760	266	6410030 33	Printer / Copier Supplies - Mutual Admin	5,971	10,000	4,029	10,000
3,775	0	(3,775)	6410032 33	Photo ID Printing - Mutual Admin	34,738	0	(34,738)	0
141	0	(141)	6410033 33	Guest Pass Printing - Mutual Admin	13,356	15,000	1,645	15,000
2,131	2,361	230	6434115 33	Legal Fees - Trust Review - Mutual Admin	30,319	28,325	(1,994)	28,325
5	38	33	6435100 33	Bank Service Fees - Mutual Admin	293	456	163	456
109	791	682	6444000 33	Equipment Rental - Mutual Admin	4,600	9,761	5,161	9,761
45	0	(45)	6472000 33	Equipment Repair & Maintenance - Mutual	528	1,000	472	1,000
47	1,500	1,453	6478000 33	Service Contracts - Mutual Admin	8,387	18,890	10,503	18,890
0	0	0	6482500 33	Election Expense - Mutual Admin	60,003	63,070	3,067	63,070
0	0	0	6483201 33	Mailouts - Periodic - Mutual Admin	0	250	250	250
0	0	0	6484000 33	Permits & Licenses - Mutual Admin	109	100	(9)	100
0	3,000	3,000	6484500 33	Postage - Mutual Admin	14,999	36,000	21,001	36,000
30,526	34,252	3,726		Total Expenses	485,050	504,208	19,158	504,208
Other Cost Recovery								
25,000	14,700	10,300	5345000 33	Certificate Preparation Fee - Escrow - M	260,000	194,150	65,850	194,150
3,500	3,050	450	5345001 33	Certificate Preparation Fee - Non-Escrow	48,000	43,950	4,050	43,950
90	1,738	(1,648)	5380330 33	Guest Pass Income - Mutual Admin	15,745	39,445	(23,700)	39,445
0	300	(300)	5380331 33	Copy Fee Income - Mutual Admin	4,878	3,600	1,278	3,600
1,200	3,530	(2,330)	5380332 33	Trust Processing Fee - Mutual Admin	30,875	42,375	(11,500)	42,375
240	238	2	5380333 33	Member ID Card Income - Mutual Admin.	1,920	2,845	(925)	2,845
15	83	(68)	5380334 33	Map Sales Income - Mutual Admin.	670	1,000	(330)	1,000
210	208	2	5380335 33	Realtor's Service Pass - Mutual Admin.	4,210	2,500	1,710	2,500



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1020 Golden Rain Foundation  
Budget Comparison - GRF  
12/31/2017

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P.O. Box 2069  
Seal Beach CA 90740

Dec Actuals	Dec Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
1,100	281	819	5385000 33	Other Income - Mutual Admin	8,251	3,380	4,871	3,380
31,355	24,128	7,227		Total Other Cost Recovery	374,548	333,245	41,303	333,245
14,246	14,246	0	5330000 33	Income / Refund from Mutuals - Mutual Ad	170,963	170,963	0	170,963
45,601	38,374	7,227		Total Cost Recovery	545,511	504,208	41,303	504,208
				Off Budget Items				
15,075	4,122	10,953		Net Income / (Expense)	60,462	0	60,462	0

P.O. Box 2069  
Seal Beach CA 90740

Dec Actuals	Dec Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Copy & Supply Center								
6,577	0	(6,577)	6100000 44	Salaries & Wages - Copy & Supply Center	33,725	0	(33,725)	0
617	0	(617)	6140000 44	Employment Taxes - Copy & Supply Center	2,638	0	(2,638)	0
457	0	(457)	6143000 44	Group Insurance - Medical - Copy & Suppl	2,234	0	(2,234)	0
13	0	(13)	6143300 44	Group Insurance - Dental - Copy & Supply	44	0	(44)	0
7	0	(7)	6143500 44	Group Insurance - Vision - Copy & Supply	33	0	(33)	0
57	0	(57)	6144000 44	401(k) Match - Copy & Supply Center	227	0	(227)	0
21	0	(21)	6145000 44	Group Insurance - Life - Copy & Supply C	192	0	(192)	0
23	0	(23)	6146000 44	Long Term Disability Insurance - Copy &	115	0	(115)	0
147	0	(147)	6410000 44	Office Supplies - Copy & Supply Center	839	0	(839)	0
0	0	0	6410020 44	Equipment Expense - Copy & Supply Center	322	0	(322)	0
980	0	(980)	6410030 44	Printer / Copier Supplies - Copy & Suppl	3,085	0	(3,085)	0
40	0	(40)	6435100 44	Bank Service Fees - Copy & Supply Center	178	0	(178)	0
1,817	0	(1,817)	6444000 44	Equipment Rental - Copy & Supply Center	11,730	0	(11,730)	0
0	0	0	6472000 44	Equipment Repair & Maintenance - Copy &	27	0	(27)	0
1,866	0	(1,866)	6478000 44	Service Contracts - Copy & Supply Center	6,819	0	(6,819)	0
4,034	0	(4,034)	6484500 44	Postage - Copy & Supply Center	13,034	0	(13,034)	0
943	0	(943)	6911500 44	Inventory Over / Short - Copy & Supply C	1,200	0	(1,200)	0
17,598	0	(17,598)		Total Expenses	76,444	0	(76,444)	0
Other Cost Recovery								
1,541	0	1,541	5380331 44	Copy Fee Income - Copy & Supply Center	3,924	0	3,924	0
1,541	0	1,541		Total Other Cost Recovery	3,924	0	3,924	0
1,541	0	1,541		Total Cost Recovery	3,924	0	3,924	0
Off Budget Items								
(474)	0	474	5990000 44	Materials Recovery - Copy & Supply Cente	(3,830)	0	3,830	0
474	0	(474)	6415000 44	Materials Pass-Thru - Copy & Supply Cent	3,830	0	(3,830)	0
0	0	0		Total Off Budget Items	0	0	0	0
(16,057)	0	(16,057)		Net Income / (Expense)	(72,520)	0	(72,520)	0