

A G E N D A
PRESIDENTS' COUNCIL
September 2, 2021
Meeting Begins at 9:00 a.m.
Clubhouse Four / Zoom

Join Zoom Meeting: <https://us02web.zoom.us/j/81079626472>

Meeting ID: 810 7962 6472

Passcode: 571222

Join by Phone: +1 (669) 900-9128

TO ATTEND: The Shareholder will be provided with instructions on how to access the call via telephone or via video upon the Shareholder contacting Mutual Administration by emailing mutualsecretaries@lwsb.com or by calling 562-431-6586 ext. 313 with the shareholder's name, unit number, and telephone number by no later than 3:00 p.m. on 09/01/2021, the business day before the date of the meeting.

1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE**
2. **ROLL CALL / INTRODUCTION OF EACH PRESIDENT'S GUEST**
3. **INTRODUCTION OF GUEST(S) AND STAFF:**
 - Susan Hopewell, GRF President
 - Mark Weaver, Facilities Director
 - Jodi Hopkins, Mutual Administration Director
 - Robanne Arshat, Member Resources & Assistance Liaison
 - Alicia Nelson, Optum
 - Priscilla Jimenez, Recording Secretary
4. **ELECT 2021-2022 PRESIDENTS' COUNCIL OFFICERS (p. 1)**
5. **APPROVAL OF MINUTES FOR MEETING**
 - a. Approval of the Regular meeting minutes of August 5, 2021 (pp. 2-6)
6. **GUEST SPEAKER** **Ms. Alicia Nelson**
 - a. Flu Clinic
7. **FACILITIES DIRECTOR** **Mr. Mark Weaver**
 - a. Water Update
8. **MUTUAL ADMINISTRATION DIRECTOR** **Ms. Jodi Hopkins**
 - a. Mutual Administration Monthly Reports (pp. 7-10)
 - b. Stock Transfer Monthly Reports (pp. 11-15)
9. **COUNCIL BUSINESS**
 - a. **New Business**
 - i. Caregiver Pass Application (pp. 16-17)
 - ii. Caregiver Guidelines (p. 18)
 - iii. Co-Occupant Application (pp. 19-25)
 - iv. Yearly Review of Shareholder Documents
 - v. Discuss a Presidents' Council Seminar
10. **PRESIDENTS' COMMENTS**
11. **ADJOURNMENT**

NEXT MEETING: Thursday, October 7, 2021, at Clubhouse Four / Zoom

2021-2022 Presidents' Council Officer Ballot

Nominees Running

PRESIDENT

Mutual 15 President Jackie Dunagan

VICE PRESIDENT

Mutual 10 President Ruthann Arlart

SECRETARY

Mutual 7 President Sue Rotter

**MINUTES OF THE REGULAR MONTHLY MEETING
OF THE PRESIDENTS' COUNCIL
SEAL BEACH LEISURE WORLD
August 5, 2021**

The regular monthly meeting of the Presidents' Council of Seal Beach Leisure World was convened at 9:00 a.m. by President Jackie Dunagan, on Thursday, August 5, 2021, via Clubhouse Four and Zoom Tele-Video Conference.

MEMBERS PRESENT

MUTUAL ONE	Ms. Kathy Almeida (M1 Representative / Zoom)
MUTUAL TWO	Ms. Peggy Keller
MUTUAL THREE	Ms. Carol Ginthner
MUTUAL FOUR	Mr. Dan Conley (M4 Representative)
MUTUAL FIVE	Ms. Linda DeRungs (Zoom)
MUTUAL SEVEN	Ms. Sue Rotter
MUTUAL EIGHT	Ms. Jeri Dolch
MUTUAL NINE	Ms. Beth Mayer
MUTUAL TEN	Ms. Ruthann Arlart
MUTUAL ELEVEN	Mr. Patrick Henehan
MUTUAL TWELVE	Mr. Richard Carson
MUTUAL FOURTEEN	Mr. Lee Melody
MUTUAL FIFTEEN	Ms. Jackie Dunagan
MUTUAL SIXTEEN	Mr. Dale Watkins
MUTUAL SEVENTEEN	Ms. Cathy Gassman (Zoom)

MEMBERS ABSENT

MUTUAL SIX	Ms. Lynn Baidack
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GUESTS

MUTUAL TWO	Ms. Teri Nugent
MUTUAL FIVE	Mr. Kevin Powell (Zoom)
MUTUAL NINE	Mr. Bob Walz
MUTUAL TEN	Ms. Esther Cummings (Zoom)
MUTUAL TWELVE	Ms. Susan Ferraro (Zoom)
MUTUAL FIFTEEN	Mr. Ron Gildner
MUTUAL SIXTEEN	Ms. Loni Gardette (Zoom)
MUTUAL SEVENTEEN	Mr. Peter Hayes (Zoom)

STAFF

Ms. Susan Hopewell, GRF President (Zoom)
Mr. Randy Ankeny, Executive Director
Mr. Mark Weaver, Facilities Director
Mr. Victor Rocha, Security Services Director
Ms. Jodi Hopkins, Mutual Administration Director (Zoom)
Ms. Robanne Arshat, Member Resources & Assistance Liaison
Ms. Jackie Dunagan, Mutual Fifteen President / President of Presidents' Council
Ms. Alicia Nelson, Site Administrator for LWSB Optum Care (Zoom)
Ms. Priscilla Jimenez, Recording Secretary

INTRODUCTIONS/ANNOUNCEMENTS

President Jackie Dunagan welcomed guests and staff to the meeting; each President introduced their invited guest from their Board.

MINUTES

The regular monthly Council meeting minutes of July 1, 2021 were approved, by the Council, as printed.

GUEST SPEAKER

Ms. Alicia Nelson presented the Medical Center Services available for Optum Care at Leisure World Seal Beach.

Ms. Alicia Nelson left the meeting at 9:18 a.m.

FACILITIES DIRECTOR

Mr. Mark Weaver provided an update on the water report.

Mr. Mark Weaver left the meeting at 10:00 a.m.

MUTUAL ADMINISTRATION

Ms. Jodi Hopkins provided an update for Mutual Administration monthly reports and Stock Transfer monthly reports. She also presented the new Member Resources and Assistance Liaison, Ms. Robanne Arshat.

Ms. Robanne Arshat left the meeting at 10:05 a.m.

EXECUTIVE DIRECTOR

Mr. Randy Ankeny provided an update on the renewal of the insurance policy. Mr. Randy Ankeny also provided an update on the Emergency Contact Information Form that has been sent to all Mutuals.

Mr. Randy Ankeny left the meeting at 11:07 a.m.

The Presidents' Council called for a recess at 10:32 a.m. and returned at 10:44 a.m.

UNFINISHED BUSINESS

Nominating Committee

The Presidents' Council discussed the topic of the nominating committee.

NEW BUSINESS

Current Security Procedures Handbook

Mr. Victor Rocha presented the Security Procedures processes and provided updates.

Mr. Victor Rocha left the meeting at 11:42 a.m.

Status of Mutual Administration and Stock Transfer Staff

Ms. Jodi Hopkins provided an update on the status of staff in both Mutual Administration and Stock Transfer.

Special Orders Sample Form

Ms. Jackie Dunagan presented the Mutual Fifteen form on special requests orders.

PRESIDENTS' COMMENTS

The Presidents offered comments during the proceedings of the meeting.

ADJOURNMENT

President Jackie Dunagan adjourned the meeting at 11:59 a.m.

Attest, Sue Rotter Secretary
PRESIDENTS' COUNCIL
pj 08-05-2021

(These are tentative minutes subject to approval by the Presidents' Council at the next regular Presidents' Council meeting.)

Next Council meeting: Thursday, September 2, 2021, at 9:00 a.m., at Clubhouse Four, Zoom Tele-Video Conference and YouTube LIVE.



PRESIDENTS' COUNCIL

SUMMARY REPORT Thursday, August 5, 2021

Action/Request	Person Responsible
1. Approval of Minutes The regular monthly Council meeting minutes of July 1, 2021 were approved, by the Council, as printed.	Recording Secretary
2. Guest Speaker – Alicia Nelson, Optum Care Ms. Alicia Nelson presented the Medical Center Services available for Optum Care at Leisure World Seal Beach.	
3. Facilities Director – Mark Weaver Mr. Mark Weaver provided an update on the water report.	Facilities Director
4. Mutual Administration – Jodi Hopkins Ms. Jodi Hopkins provided an update for Mutual Administration monthly reports and Stock Transfer monthly reports. She also presented the new Member Resources and Assistance Liaison, Ms. Robanne Arshat.	Mutual Administration Stock Transfer
5. Executive Director – Executive Director Mr. Randy Ankeny provided an update on the renewal of the insurance policy. Mr. Randy Ankeny also provided an update on the Emergency Contact Information Form that has been sent to all Mutuals.	Executive Director
6. Unfinished Business – Nominating Committee The Presidents' Council discussed the topic of the nominating committee.	Recording Secretary
7. New Business – Current Security Procedures Handbook Mr. Victor Rocha presented the Security Procedures processes and provided updates.	Security Services Director
8. New Business – Status of Mutual Administration and Stock Transfer Staff Ms. Jodi Hopkins provided an update on the status of staff in both Mutual Administration and Stock Transfer.	Mutual Administration Director
9. New Business – Special Orders Sample Form Ms. Jackie Dunagan presented the Mutual Fifteen form on special requests orders.	Mutual Fifteen President



PRESIDENTS' COUNCIL

Action/Request	Person Responsible
<u>Presidents' Council Follow-Ups – September</u> 1. Approval of Minutes 2. Discuss and vote to elect the 2021-2022 Presidents' Council Officers	Recording Secretary

Mutual Administration

August 2021 - Monthly Reports

RECEPTION

DEPARTMENTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
ADMINISTRATION	40	40	26	45	25	27	25	55					283
DESK VISIT	2	4	27	0	0	0	0	1					34
DISTRIBUTION	13	14	17	12	12	15	10	19					112
FINANCE	99	92	45	38	28	47	71	61					481
GOLDEN AGE FOUNDATION	6	16	27	13	8	10	9	8					97
HEALTH CARE CENTER	20	20	10	25	21	33	26	28					183
HUMAN RESOURCES	20	29	18	16	27	26	32	32					200
IT	3	3	6	8	8	5	5	11					49
LIBRARY	4	13	10	8	8	8	10	22					83
LW NEWS	24	15	19	31	11	38	18	26					182
MUTUAL ADMINISTRATION	63	110	121	132	139	135	133	123					956
MEMBER RESOURCES	28	54	28	31	11	11	13	22					198
MISCELLANEOUS	14	27	16	19	15	23	21	24					159
PHYSICAL PROPERTY	26	32	14	36	45	59	50	64					326
PURCHASING	14	7	4	6	8	18	11	25					93
ON SITE SALES	3	4	7	7	8	5	13	8					55
RECREATION	34	139	72	64	43	40	29	66					487
RV	2	4	3	2	8	16	6	8					49
SECURITY	27	33	42	38	34	60	45	57					336
SERVICE MAINTENANCE	10	11	12	14	30	19	11	20					127
STOCK TRANSFER OFFICE	98	217	238	138	172	391	341	447					2042
SUPERWIRE	13	1	9	5	6	11	9	9					63
TRANSPORTATION	6	17	10	11	23	14	17	22					120
2021 Totals:	569	902	781	699	690	1011	905	1158			6,715		

Mutual Administration

August 2021 - Monthly Reports

LETTERS

MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1 One	1	7	6	2	9	7	9	4					45
2 Two	3	1	5	4	4	3	2	4					26
3 Three	13	3	5	7	2	9	6	2					47
4 Four	4	2	2	0	6	2	4	3					23
5 Five	24	5	12	5	4	13	3	21					87
6 Six	2	6	4	22	12	5	0	7					58
7 Seven	0	2	0	4	4	3	9	0					22
8 Eight	3	1	2	2	5	8	8	4					33
9 Nine	23	5	4	8	2	1	7	8					58
10 Ten	4	5	0	2	5	0	4	3					23
11 Eleven	5	6	10	5	4	6	4	9					49
12 Twelve	2	5	4	6	3	2	4	5					31
14 Fourteen	10	3	4	4	5	1	8	3					38
15 Fifteen	2	5	1	4	7	4	1	6					30
16 Sixteen	2	1	0	0	2	0	0	3					8
17 Seventeen	3	6	0	2	1	0	0	0					12
2021 Totals:	101	63	59	77	75	64	69	82					590
2020 Totals:	174	219	110	44	93	66	48	62	52	185	333	105	1,491
Legal	66	58	54	60	62	61	60	57					
Insurance	5	5	3	5	5	4	4	4					

Mutual Administration
August 2021 - Monthly Reports

COLLECTIONS (Delinquent Accounts, Legal Fees)

MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
One	\$6,088	\$4,967	\$2,820	\$710	\$3,091	\$710	\$10,374	\$2,080					\$30,842
Two	\$2,062	\$0	\$1,388	\$3,087	\$17,167	\$2,047	\$1,060	\$2,442					\$29,252
Three	\$1,084	\$0	\$0	\$637	\$1,167	\$2,891	\$1,846	\$2,391					\$10,016
Four	\$2,434	\$6,998	\$608	\$0	\$0	\$0	\$578	\$578					\$11,196
Five	\$4,543	\$5,544	\$548	\$0	\$3,145	\$3,277	\$1,714	\$3,796					\$22,567
Six	\$2,156	\$620	\$613	\$1,778	\$1,797	\$650	\$375	\$2,676					\$10,665
Seven	\$0	\$3,369	\$5,024	\$4,199	\$650	\$201,247	\$2,231	\$1,171					\$217,892
Eight	\$1,770	\$0	\$0	\$1,634	\$2,890	\$50,471	\$2,343	\$1,071					\$60,179
Nine	\$2,534	\$5,046	\$2,745	\$536	\$1,772	\$1,720	\$2,641	\$600					\$17,595
Ten	\$1,986	\$1,912	\$2,009	\$2,048	\$2,620	\$1,133	\$618	\$1,153					\$13,479
Eleven	\$0	\$1,882	\$501	\$1,082	\$1,072	\$638	\$0	\$1,761					\$6,936
Twelve	\$1,099	\$4,212	\$2,852	\$1,139	\$1,780	\$1,780	\$682	\$1,727					\$15,271
Fourteen	\$82	\$459	\$0	\$0	\$0	\$0	\$0	\$0					\$540
Fifteen	\$0	\$3,121	\$1,666	\$1,666	\$4,133	\$0	\$2,900	\$5,091					\$18,579
Sixteen	\$115	\$689	\$1,342	\$1,552	\$0	\$0	\$0	\$0					\$3,698
Seventeen	\$47	\$1,741	\$1,279	\$1,439	\$460	\$3,468	\$0	\$419					\$8,853
COLLECTED:	\$26,000	\$40,561	\$23,396	\$21,506	\$41,743	\$270,032	\$27,363	\$26,958					\$477,560
2020 Collections	\$49,260	\$36,631	\$32,453	\$38,670	\$17,267	\$67,739	\$41,279	\$48,617	\$22,433				\$354,349

Collections through 2021:	\$477,559.59
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Mutual Administration
August 2021- Monthly Reports

MEMBER RESOURCES & ASSISTANCE LIAISON

	MUTUAL	NEW CASES	CLOSED CASES	HOME VISITS	OFFICE VISITS	CALLS	COUNTY REPORTS	RESOURCE INFORMATION	SELF-REFERRAL	MUTUAL REFERRAL
1	One	2	16	2	8	18	0	9	1	0
2	Two	0	3	0	3	15	0	3	0	0
3	Three	3	9	0	12	13	0	5	0	1
4	Four	0	7	0	3	10	0	2	0	0
5	Five	2	9	0	13	9	0	5	1	1
6	Six	0	4	0	9	9	0	3	0	0
7	Seven	1	1	0	0	4	0	0	0	0
8	Eight	0	1	1	1	6	0	2	0	0
9	Nine	1	5	1	2	13	0	5	0	1
10	Ten	1	7	0	0	10	0	4	0	2
11	Eleven	2	6	0	3	7	0	3	0	2
12	Twelve	0	5	0	4	4	0	5	0	0
14	Fourteen	1	5	1	0	16	0	4	0	2
15	Fifteen	0	3	1	2	5	0	2	0	0
16	Sixteen	0	0	0	0	0	0	0	0	0
17	Seventeen	0	1	0	1	5	0	1	0	0
Totals:		13	82	6	61	144	0	53	2	9

Cases of Food Delivered:

Resources Development

OC Hoarding Task Force
War Era Veteran Benefits - Kristy O'Brien
APS - Andrea Simon & Brenda
Pathways
Home Care Providers
LA Pace - Welbel Health Coastline Pace
Home Instead - Denise Anderman

Projects

Life Expo - continue compiling list of vendors to invite - to be approved by the Mutual Committee; begin drafting the invitation
Resource Booklet: Continued research and adding more resources and structure for the listings
Bus Shuttle -Continue to work with City of Seal Beach to get the residents signed up. 29 residents signed up so far in August
Cal-Fresh & CAP & Meals on Wheels programs - Continued assistance with signing up residents
Connected Rolling Thunder and Y-services for help delivering Food Bank boxes to residents
Golden Age Foundation - Zoom meeting with Laguna Woods GAF explaining their list of services and how they work the program
Continued helping with making dial a ride reservations and helping with doctors appointments

Stock Transfer
AUGUST 2021 - Monthly Reports

ESCROW

MUTUAL		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One	1	6	5	3	4	5	4	5					33
2	Two	5	4	5	7	4	10	6	10					51
3	Three	2	1	3	5	1	9	1	2					24
4	Four	2	1	0	4	1	0	1	3					12
5	Five	4	4	6	4	2	3	4	3					30
6	Six	1	2	2	1	3	1	3	2					15
7	Seven	2	0	1	4	1	4	5	2					19
8	Eight	2	3	5	3	3	4	4	2					26
9	Nine	1	1	2	2	2	1	3	3					15
10	Ten	1	2	1	2	5	2	1	2					16
11	Eleven	1	2	3	6	3	5	2	1					23
12	Twelve	1	0	3	5	3	4	3	0					19
14	Fourteen	0	1	2	2	1	3	4	3					16
15	Fifteen	1	3	4	1	1	6	2	3					21
16	Sixteen	0	0	0	0	0	1	1	1					3
17	Seventeen	1	0	0	1	1	0	1	0					4
TOTALS:		25	30	42	50	35	58	45	42					327
MLS Active Listings at time of report		74	44	38	37	22	18	21	15					

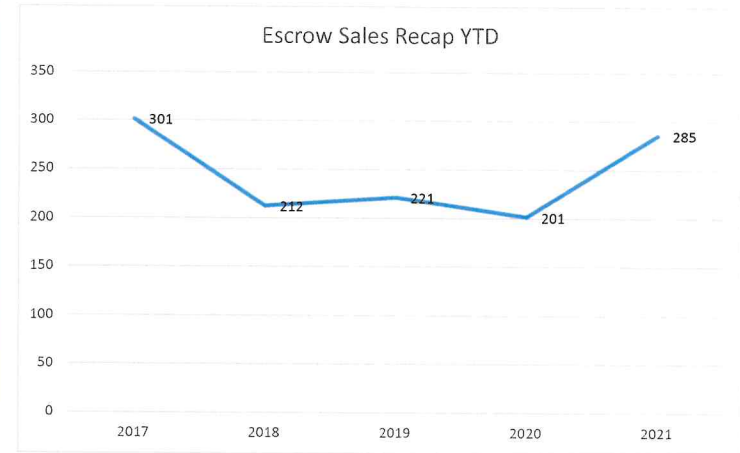


ESCROW RECAP	SALES		YTD Percentage Comparisons				Avg Price Per Home	Price % Change Per Year
	Sales	Prices		Sales		Prices		
Total through August 2021	327	\$ 84,064,946	2021	2017-2021			\$ 257,079	-11.30%
Total Through August 2020	252	\$ 73,034,859	2020	30%		15%	\$ 289,821	36.86%
Total through August 2019	212	\$ 44,893,427	2019	19%		63%	\$ 211,761	8.18%
Total through August 2018	249	\$ 48,741,098	2018	-15%		-8%	\$ 195,747	17.19%
Total through August 2017	357	\$ 59,630,737	2017	-30%		-18%	\$ 167,033	

Stock Transfer
REVISED - JULY 2021 - Monthly Reports

ESCROW

MUTUAL		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One	1	6	5	3	4	5	4						28
2	Two	5	4	5	7	4	10	6						41
3	Three	2	1	3	5	1	9	1						22
4	Four	2	1	0	4	1	0	1						9
5	Five	4	4	6	4	2	3	4						27
6	Six	1	2	2	1	3	1	3						13
7	Seven	2	0	1	4	1	4	5						17
8	Eight	2	3	5	3	3	4	4						24
9	Nine	1	1	2	2	2	1	3						12
10	Ten	1	2	1	2	5	2	1						14
11	Eleven	1	2	3	6	3	5	2						22
12	Twelve	1	0	3	5	3	4	3						19
14	Fourteen	0	1	2	2	1	3	4						13
15	Fifteen	1	3	4	1	1	6	2						18
16	Sixteen	0	0	0	0	0	1	1						2
17	Seventeen	1	0	0	1	1	0	1						4
TOTALS:		25	30	42	50	35	58	45						285
MLS Active Listings at time of report		74	44	38	37	22	18	21						



ESCROW RECAP	SALES		YTD Percentage Comparisons			Avg Price Per Home	Price % Change Per Year
	Sales	Prices		Sales	Prices		
Total through July 2021	285	\$ 72,184,446	2021	2017-2021		\$ 253,279	3.12%
Total Through July 2020	201	\$ 49,366,852	2020	42%	46%	\$ 245,606	-2.61%
Total through July 2019	221	\$ 55,731,228	2019	-9%	-11%	\$ 252,178	-6.47%
Total through July 2018	212	\$ 57,160,384	2018	4%	-3%	\$ 269,624	16.80%
Total through July 2017	301	\$ 69,486,637	2017	-30%	-18%	\$ 230,853	

Stock Transfer
AUGUST 2021 - Monthly Reports

ATTORNEY TRUST REVIEWS

MUTUAL		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One	1	1	2	3	1	4	1	4					17
2	Two	2	2	5	2	5	6	3	1					26
3	Three	4	3	2	0	1	0	1	1					12
4	Four	1	1	1	2	1	2	0	0					8
5	Five	1	0	1	2	2	1	2	6					15
6	Six	0	0	0	3	2	0	1	1					7
7	Seven	0	0	3	1	1	1	1	2					9
8	Eight	1	2	2	2	6	0	2	2					17
9	Nine	1	1	2	2	0	0	1	1					8
10	Ten	1	0	2	2	1	2	1	0					9
11	Eleven	1	1	1	1	0	1	0	2					7
12	Twelve	3	3	2	2	0	1	0	3					14
14	Fourteen	0	2	1	3	4	4	1	1					16
15	Fifteen	1	1	4	1	0	3	1	1					12
16	Sixteen	0	0	0	1	2	0	0	0					3
17	Seventeen	1	0	2	2	3	0	2	0					10
Totals:		18	17	30	29	29	25	17	25	0	0	0	0	190

Trust Reviews through August 2021:	190	21.79%
Trust Reviews through August 2020:	156	

Stock Transfer

August 2021 - Monthly Reports

REGISTRATIONS

MUTUAL		CAREGIVERS	DOGS	CATS	OTHERS	SERVICE	ESA
1	One	36	88	42	4	1	17
2	Two	49	100	60	5	1	12
3	Three	42	76	23	2	1	7
4	Four	20	47	30	0	1	6
5	Five	31	52	22	1	0	13
6	Six	36	68	26	0	0	3
7	Seven	21	52	30	0	0	3
8	Eight	14	45	16	1	0	7
9	Nine	34	69	20	2	2	6
10	Ten	38	36	15	1	0	3
11	Eleven	12	28	9	0	0	1
12	Twelve	41	59	25	0	1	12
14	Fourteen	12	39	17	4	2	2
15	Fifteen	35	67	32	7	0	7
16	Sixteen	0	5	6	0	0	1
17	Seventeen	15	9	2	2	0	1
Totals:		436	840	375	29	9	101

Total Pets & Animals:	1,354
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Stock Transfer August 2021 - Monthly Reports

TRANSFERS

TYPE OF TRANSFER	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
SIMPLE TRANSFERS	14	28	15		6	10	27	16					116
MEMBERSHIP TRANSFERS	2	9	7		0	3	13	9					43
Totals:	16	37	22	0	6	13	40	25	0	0	0	0	159

Simple Transfers include name changes, adding or removing of nonresident co-owners, and removal of owner members.

Membership Transfers are the addition of new owner members on title.

2021 CAREGIVER PASS APPLICATION

Policy 7557

You are required to provide the following to register:

- ☐ Caregiver's Picture ID.
- ☐ Doctor's Note stating part/full time Caregiver needed.
Doctor's note on physician or medical office letterhead.
- ☐ City of Seal Beach Business License.

Mutuals 2, 3, 5, 6, 7, 9, 10, 11, 12, and 14 **must** have a Seal Beach Business License; Policy States "You **SHOULD** have a business license."

Mutuals 1 and 16 **should** (not must) have a Seal Beach Business License. Family Caregivers are exempt from providing a Seal Beach Business License.

Mutuals 4 **does not** require a Seal Beach Business License

Mutual 8 **recommends** a Seal Beach Business License

Mutual/Unit #: _____

Date: _____

Shareholder's Name: _____

Caregiver's Name: _____

New Applicant:	yes <input type="checkbox"/>	no <input type="checkbox"/>	Hospice care:	yes <input type="checkbox"/>	no <input type="checkbox"/>
Full Time:	yes <input type="checkbox"/>	no <input type="checkbox"/>	Part Time:	yes <input type="checkbox"/>	no <input type="checkbox"/>
Evenings/Weekends:	yes <input type="checkbox"/>	no <input type="checkbox"/>	Live-in care:	yes <input type="checkbox"/>	no <input type="checkbox"/>

Agency Employed:	yes <input type="checkbox"/>	no <input type="checkbox"/>
Name of Agency:		
Agency Telephone #:	()	
Agency Address:		

Family Member:	yes <input type="checkbox"/>	no <input type="checkbox"/>
Relationship to Shareholder:		

Self-Employed:	yes <input type="checkbox"/>	no <input type="checkbox"/>
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The undersigned acknowledges that the approval of a Caregiver Pass by the Mutual does not constitute approval of the Caregiver, nor does it represent any direct or indirect liability on behalf of the Golden Rain Foundation or the Mutual Corporation for any actions by said Caregiver approved for a pass. FURTHER: I have read and received a copy of the Caregiver Disclosure and agreed to wear the badge and pass at all times while in this community:

Shareholder's Signature: X _____

Caregiver's Signature: X _____

Pass Expires: _____ Person Receiving Pass: _____

Pass Issued By: _____

Mutual/Unit: _____

Date: _____

CAREGIVER'S APPLICATION

Stock Transfer Office

Confidential Information

Caregiver's Information

First Name	Middle Initial	Last Name
Current Living Address:		Male <input type="checkbox"/> Female <input type="checkbox"/>
Contact Telephone #	Cell Phone #	

Caregiver's Vehicle Information

Vehicle Year, Make & Model	
Vehicle Color	
Vehicle License No.	
Vehicle Insurance Company	Company: _____ Telephone: () _____

CAREGIVER DISCLOSURE

Licensing Requirements:

In order to work as a caregiver in Mutuals 8, 11 and 17, caregivers MUST have a valid City of Seal Beach Business License or work for an agency with a valid City of Seal Beach Business License, per City of Seal Beach Ordinance 1435. A copy of the license must be in the possession of the caregiver at all times.

Mutuals 2, 3, 5, 6, 7, 9, 10, 11, 12, and 14 **must** have a Seal Beach Business License; Policy States "You **SHOULD** have a business license."

Mutuals 1 and 16 **should** (not must) have a Seal Beach Business License. Family Caregivers are exempt from providing a Seal Beach Business License.

Mutuals 4 **does not** require a Seal Beach Business License

Mutual 8 **recommends** a Seal Beach Business License

Caregiver Pass & Badge:

- Pass and Badge must be worn in clear sight at all times.
- Pass must be renewed every (6) months.
- Pass or badge holders may not be transferred or lent to anyone.

Use of Laundry Facilities:

- Caregivers must comply with Policy 7575, Laundry Room Use.
- Part time caregivers may use laundry facilities for shareholder's laundry only.
- Caregivers who are 24-hour live-ins may use washers and dryers for personal use.
- Washers and dryers are to be cleaned after every use. Only two washers and dryers may be used at a time. Washed items are not allowed to be hung on patios.
- Washed items may not be hung on apartment patios.
- **IMPORTANT!** No items soiled with human waste may be placed in washers. Items with human waste must be thrown away in the trash bins by the carports and not disposed of in the Laundry Room.

General Requirements:

- Caregivers must cease any disruptive noise after 10:00 p.m.; no loud radios, or TV.
- Neighbors' rights to peaceful possession must be respected at all times.
- Caregivers may not bring family members, pets or friends into Leisure World.
- Caregivers are not allowed personal use the community facilities.
- Caregivers must comply with the occupancy agreement requirements.
- Caregivers must comply with and assist their shareholder/employer with all Mutual policies.
- Caregivers must comply with all Leisure World traffic regulations.

General Vehicle :

- Caregivers must provide a Photo I.D. such as a Driver's License.
- Caregivers must provide a copy of their auto-insurance card. (Proof of Insurance)

Application & Approval Co-Occupant

The following signed documents pertain to an application by a Shareholder-Members to seek approval by the Mutual Board to include a Co-Occupant in the residency of their unit. Note: A Co-Occupant has no ownership rights in the Leisure World unit. Please fill out the following attached documents:

- ☐ Sign Cover Sheet Disclosure
- ☐ Co-Occupant Application Form
- ☐ Co-Occupant Agreement

Pages 1-2

Pages 3-4

Pages 5-7

Shareholder-Member Name: _____

Shareholder-Member Name: _____

Co-Occupant's Name: _____

Amenities Fee \$4,127 and Setup Fee \$100.00 is paid: Receipt # _____

ID Card Received: _____ Date _____ Staff _____

Important! Please Sign: The Proposed Co-Occupant understands and agrees that the Shareholder-Members must be residing in the Unit full-time with the Co-Occupant and that the Co-Occupant has no rights of residency unless the Shareholder-Members are residing in the Unit full-time.

X _____ Date: _____
Co-Occupant Signature

X _____ Date: _____
Shareholder-Member Signature

X _____ Date: _____
Shareholder-Member Signature

APPROVED BY SEAL BEACH MUTUAL NO _____

By: _____

Title: _____

Date: _____

RECEIVED BY GOLDEN RAIN FOUNDATION

By: _____

Title: _____

Date: _____

TERMS USED IN THIS FORM:

Shareholder – A person who owns one share of Mutual Corporation stock in Leisure World Seal Beach, Mutuals 1 to 16, and lives in the Mutual as a resident. This form does not apply to Mutual 17. This term was originally defined in the Mutual Bylaws. "ARTICLE X. FISCAL MANAGEMENT. Section 7. Miscellaneous. That in the By-Laws of this corporation, the term "member" and "Shareholder" are used interchangeably and shall have the same meaning and refer to those individuals owning the shares of stock of this corporation."

Member – A person who is a member of the Golden Rain Foundation (GRF). Only resident Shareholders can become members of the GRF. Non-resident co-owners (NRCO) are NOT members of the GRF and cannot request co-occupant approval for the unit. This term is defined in the GRF-BYLAWS ARTICLE II. Membership, SECTION III.

Shareholder-Member – a person who is a Shareholder and a Member of the GRF.

Co-Occupant Application

Golden Rain Foundation
Stock Transfer Office

Mutual/Unit: _____

Confidential Information
Maintained In GRF Corporate File

Last Name	First Name	Middle Initial
Date of Birth	City and State of Birth	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Widow <input type="checkbox"/> Widower <input type="checkbox"/> Domestic Partner <input type="checkbox"/>		Retired: Yes <input type="checkbox"/> No <input type="checkbox"/>
	If not retired, Current Occupation	Relationship to Shareholder- Members

Home Phone ()	E-Mail Address
Cell Phone ()	

IMPORTANT: NEXT-OF-KIN OR EMERGENCY CONTACT INFORMATION		
Name	Address	Relationship
Home Phone ()	Work Phone ()	Cell Phone ()

PLEASE ATTACH A COPY OF GOVERNMENT ISSUED PHOTO ID FOR PROOF OF AGE

Does the Co-Occupant have an expectation of ownership interest in the Shareholder-Members' Unit? _____

If yes, please describe your inheritance interest and attach any legal documents which support your future right of inheritance such as a Certification of Trust, Court Order or other.

We hereby certify and declare under penalty of perjury, that the foregoing information is true and correct.

Date this _____ day of _____, 20_____, at Seal Beach Leisure World.

Shareholder-Member Signature

date

Shareholder-Member Signature

date

Co-Occupant's Signature

date

Co-Occupant Agreement

Mutual & Unit: _____

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 principle office and place of business in Orange County, CA, and the Shareholder-Member: _____
Shareholder-Member: _____ and the
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, Seal Beach, Orange County, California, with the intent that its stockholders (Shareholder-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 Shareholder-Members are the owner and holder of one share of common capital stock, Series _____ of the Corporation and have 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).

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

ARTICLE 1. CHARGES

The Shareholder-Members hereby covenant and agrees to pay the Golden Rain Foundation an amount equal to the then current Amenities Fee payable in the same amount as is required of all Shareholder-Members at Leisure World.

ARTICLE 2. CARRYING CHARGES

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

ARTICLE 3. OCCUPANCY AGREEMENT

The Co-Occupant acknowledges reading the Occupancy Agreement existent between the Corporation and the Shareholder-Members and agrees to be bound by all of the terms and provisions therein contained as to residency, and the fact that said apartment 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 Shareholder-Members 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 Shareholder-Members 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 Shareholder-Members.

ARTICLE 6.

The Co-Occupant covenants and agrees that he/she will comply with any and all pertinent corporate regulations, bylaws, and rules of the Corporation and Foundation related to occupancy, and will endeavor with the Shareholder-Members to cooperate with the other residents to bring about, for all residents of the Seal Beach Mutual in which the apartment is located, a high standard of home and community conditions. The Co-Occupant acknowledges, that by his/her acts and actions that if the occupancy is detrimental to the peace, quiet and enjoyment of the Seal Beach Leisure World community, that the same may result in the eviction of the Shareholder-Members and the Co-Occupant, and that there exists between the Shareholder-Members 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).

FURTHER: The Co-Occupant covenants and agrees that he/she has, pursuant to Civil Code, **NO RIGHT** to continue residence in the event of death, dissolution of marriage, upon hospitalization or other prolonged absence of the Shareholder-Members.

ARTICLE 7.

Co-Occupant understands that though they have an ID card for use of the community facilities, Co-Occupant may not attend monthly or Annual Mutual Shareholder-Member Meetings, or hold office, or participate in any governing process of the Mutual Corporation in which they reside or of the Golden Rain Foundation.

Shareholder-Member Signature

date

Shareholder-Member Signature

date

Co-Occupant's Signature

date

SAMPLE