



Laguna Woods Village

INFORMATION FOR ESTATE AGENTS AND HEIRS OF MEMBERS

This information is provided to you as the executor, administrator, trustee, heir or beneficiary of the estate of a deceased member. It is important that you understand the limitations and responsibilities of your authority, the obligations of the estate and the governing rules of the community as they may apply to your situation.

Authorized persons will be issued a gate pass by the community access department which will permit access to the community. Resident ID Cards and vehicle decals belonging to deceased members are not transferable and must be surrendered to the community association.

The business office is located in the Community Center: 24351 El Toro Road, across the street from the Home Depot/Stater Brothers Shopping Center. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. The Security Division is open for business 24 hours a day, 7 days a week (including holidays).

IMPORTANT TELEPHONE NUMBERS: (949)

Automated Switchboard Operator	597-4200
Security Supervisor (24/7)	597-4257
Community Access (Gate Passes)	597-4443
Property Service (Maintenance)	597-4600
Social Services Department	597-4267
Transfer/Estate Adm. Specialist	597-4225
Membership Counselor	597-4219
Monthly Assessment Payment Rep.	597-4221
Lease Permit Office	597-4323

GENERAL INFORMATION

The community was established as an age-restricted community, as defined under California Civil Code §51.3. Membership is limited to persons 55 years of age and older. Residents are permitted to have guests stay overnight for a maximum of 60 days per 12-month period, and only in conjunction with the occupancy of a qualified resident. There is no age limit for non-resident ownership of condominiums.

Following the death of an owner, the estate agent or heir may need to record certain legal documents with the Orange County Recorder's Office. These may include the Affidavit of Death of Joint Tenant, or a deed transferring legal ownership of the property from the name of the deceased to the recipient. The recording of these documents is the responsibility of the estate.

All legal owners are required to apply for membership in the housing corporation. There are minimum financial requirements and all applications are subject to approval by the Board of Directors.

It is not possible to provide all of the necessary information here, because many estate issues are complex. **Please contact the Transfer/Estate Administrative Specialist at (949) 597-4225** for specific information about your particular situation.

TRANSFERRING OWNERSHIP (NON-SALE)

Non-sale transfers of ownership that do not involve an escrow are coordinated by appointment by calling **(949) 597-4225**. There is a fee involved and the process generally takes 7 – 14 business days following a complete application submittal.

USE OF COMMUNITY FACILITIES

Use of community facilities is limited to registered residents and their guest(s). Guests must be accompanied by a resident whenever using the facilities. Non-resident owners are not eligible to use the amenities unless accompanied by a resident.

OTHER AVAILABLE SERVICES

The *Laguna Woods GLOBE*, a subsidiary of the *Orange County Register*, is a privately operated subscription newspaper devoted entirely to the community. Advertising services are available through its office located in the Community Center. The telephone number is **(949) 837-5200**.

Village Television is a community operated cable channel, which also offers advertising services. That office can be reached at (949) 830-0182.

MONTHLY ASSOCIATION ASSESSMENTS

Each membership is legally obligated to pay monthly fees. Delinquencies incur late charges and can result in lien and foreclosure proceedings. For more information, please contact the Manor Payments Representative at **(949) 597-4221**.

MANOR MAINTENANCE AND REPAIRS

Each housing mutual corporation provides limited maintenance service through the monthly maintenance fees. Services not covered under the monthly fees can be provided as a chargeable service. Only members are authorized to request work as a chargeable service. **Please contact the Resident Services Department at (949) 597-4600 to schedule service.**

OCCUPANCY

This is an age-restricted community, as defined in the State Civil Code. Persons who wish to reside must meet the age requirements for residence, generally 55 years of age. Residency requires the prior written approval of the Mutual Board of Directors.

You may not occupy the manor or permit another person to occupy the manor until you have received the approval of the Board of Directors.

SELLING OR LEASING CONDOMINIUM

If the estate wishes to lease the condominium to a third party, the ownership must be transferred out of the name of the deceased prior to the execution of a lease. The estate may find its own tenant, or use a realtor, but all lease permits must be processed through the Golden Rain Lease Permit Office. Lessees must meet the legal age requirements for residence in a senior citizen community. **For more information about leasing the property, call the Lease Permit Office at (949) 597-4323.**

If the estate wishes to sell the property without leasing or occupancy, it is not necessary to transfer ownership prior to the sale. The seller(s) must possess legal authority to sell, either as successor trustee(s) or through Letters Testamentary issued by the courts, and this is handled through the escrow process.

CONDOMINIUM MEMBERSHIP

In order to become a member of Third Mutual or Mutual Fifty, the heir must (1) record a new grant deed or have a Court Order of Distribution showing that legal ownership has been transferred; and (2) apply for Membership by appointment **(949) 597-4225**.

CO-OPERATIVE MEMBERSHIP

United Mutual is a stock-cooperative and there is no grant deed. A membership certificate (share of stock in the corporation) is issued through the United Mutual Board of Directors. The owner of the stock has the exclusive right to occupy the dwelling unit (subject to Board approval) through a continuing leasehold interest. The property owner is the United Mutual Corporation. The Corporation pays the property taxes through the monthly fees collected from the stockholder.

It is a requirement that the original membership certificate be returned to the corporation upon sale, transfer, or change of the membership. If the owner has encumbered the property with a mortgage, it is likely that the lender is holding the certificate as collateral. Similarly, if the owner has obtained property tax assistance from the State of California, the State liens the property and holds the United Mutual Stock Certificate until the assistance is repaid at time of sale or death of the owner.

Only real persons or revocable living trusts may own stock in United Mutual. After the death of the Trustor, the Successor Trustee should distribute the stock certificate within the earliest reasonable timeline. Please refer to United Mutual Bylaws, Article III Section 6, Transfer of Memberships.

EXECUTORS / ADMINISTRATORS / TRUSTEES

Generally, if the deceased left a will, it must be probated in the appropriate court of jurisdiction, Superior Court in Orange County. Until that court issues Letters Testamentary, the executor, administrator or heir has no legal authority to occupy, rent, sell or act for the estate. **Until Letters Testamentary or Letters of Administration are issued, the manor is accessible only under the authority of the Public Administrator's Office (714) 567-7660.**

The leadership of the community recognizes the authority of the Trustee or Successor Trustee to carry out the distribution of the assets as provided by the trust. The person who inherits becomes the legal owner, but may not become the Member until a membership application is completed and approved by the Board of Directors. **Membership transfers are scheduled by appointment only by calling (949) 597-4225.** There are financial requirements for Membership and the Transfer/Estate Administrative Specialist can provide you with the documentation necessary for transfer.

IMPORTANT INFORMATION
Please share this with your
estate-planning attorney.