

SEAL BEACH MUTUAL NO. TWELVE AT A GLANCE---THINGS YOU SHOULD KNOW

1. When Escrow Closes

- Stock Transfer will issue a Member/Resident photo ID card.
- Go to the Security office in Building 5 for vehicle Mutual ID decals, Gate Access RFID tags, and additional information on how to authorize visitors. You must present the following valid documents: Proof of Insurance, DMV Registration, DMV driver license and your GRF Identification card.
- Inspect your unit. Check within 1 or 2 days and report nonstandard items problems right away. Otherwise you may be responsible for repair or deposit, rather than the previous shareholder. Call your Parcel Director to report problems.
- Cleaning and painting the interior are the responsibility of the new shareholder.
- **HO6 (Condominium) insurance is necessary.** Shareholders need HO6 insurance to cover: a) personal belongings; b) upgrades to the unit; c) personal liability; d) living expenses; and e) loss assessment. The Mutual carries insurance for Mutual standard property. Anything that has been upgraded or improved since the original building was erected is considered non-standard. You are fully and solely responsible to purchase coverage.
- The Golden Rain Foundation packet you receive includes a wealth of information on amenities, Leisure World map, the Hospitality Center includes Vending Machines to Snacks & Drinks. Food Trucks, and bus service both inside and outside Leisure World.
- Each building has a Building Captain who helps to keep you informed of Mutual matters. Please notify your Building Captain or Parcel Director if you take extended vacations or are hospitalized for an extended time.

2. Before Moving in

- Contact:
 - **Southern California Edison – 800-655-4555.**
 - **Security – 562-594-4754** (Security will locate and save space for your moving truck/van.
- Select your television, telephone, and Wi-Fi provider and make arrangements with them. Contact numbers are at the front of this booklet.
- Provide a key for your patio lock box unless you have a standard door and lock.

3. Monthly Payments and Charges

- Payments may be made by:
 - Automatic (EFT/ACH) payments from your checking account.
 - Pay by check from Statement of Account mailed to you each month.
 - Checks or cash, paid at the cashier's office in Administration Building.
 - Credit/Debit cards are NOT accepted.

- Monthly Charges include:
 - Property taxes including Orange County User Fee
 - Mutual assessment
 - GRF assessment
 - New Shareholders may receive an adjustment from tax assessor at time of resale.

4. Legal Information

- Stock Certificate is not a deed, but a 1/452nd share of Seal Beach Mutual No. Twelve with the exclusive right to live in your unit under the terms of your Occupancy Agreement.
- The Occupancy Agreement states that you agree to abide by the "...rule and regulations of the corporation...".
- Mutual 12 Rules, Regulations and Procedures are found at:
<http://www.lwsbmutual12.com/policies> OR drop down menus at www.lwsb.com.
- All Rules and Regulations are adopted/ratified by the Board of Directors after shareholder review and input.
- Posting of General Notices, Minutes of Meetings, recently adopted or ratified Rules along with other important documents or information are on the bulletin boards in the Laundry Rooms. Escrow Disclosures are the seller's responsibility to provide.

5. NO RENTAL of Mutual 12 apartments is allowed.

6. Directors

- Mutual 12 has 7 Directors. Each Director has a parcel of buildings.
- All Directors are volunteers and are not paid employees.
- Each elected Director has the obligation and responsibility to make decisions on behalf of all shareholders in Mutual 12.
- Since 1963, their combined volunteer service has allowed the monthly assessment fees to remain very affordable.

- If you need anything call your Parcel Director listed on the Roster posted in the laundry rooms. Call hours 8 a.m to 4:30 p.m.-Monday through Friday.

7. Board Meetings

- Monthly Board Meetings are held the second Thursday of the month at 9:00 a.m. You are encouraged to attend.
- Agendas for all regular and special Mutual 12 meetings are posted in each Laundry Room and on the Mutual's website (<http://www.lwsbmual12.com>).
- An Annual Meeting of Shareholders is held in June where you, as a shareholder, elect the Board of Directors.

8. Annual Budget Report and Policy Statement-Financial Statements

- The Mutual 12 document will be provided to you upon move-in and is mailed to each unit in mid-November. The Golden Rain Foundation's disclosures will be also provided at that time.
- The yearly Audited Financial Statements for Mutual 12, as well as the Golden Rain Foundation, will be mailed as required.

9. Trash – Recycle – Food Scraps – See information sheets included in this booklet

- Dispose of boxes by breaking them down and putting them in the WHITE TRASH BIN.
- Large items must be taken to the large dumpsters located adjacent to the mini-farms (1.8 acres).
- Electronic items have a special container located at the Service Maintenance Yard. Small light bulbs may be taken to the Copy Supply Center in Building 5. Fluorescent lights may be taken to the Service Maintenance yard.
- Paint, batteries and other hazardous items must be taken to Hazardous Waste Disposal. The closest is at 17121 Nichols St., Huntington Beach. 714-834-6752.
- Trash is picked up twice weekly (Wednesday and Saturday). Wrap trash and non-recyclables in plastic bags.
- Place only recyclable items in the WHITE BIN. Styrofoam and plastic bags go in the LARGE GREEN BIN.
- Place Food Scraps in SMALL green organic waste container. Picked up on Friday.

10. Standard and Nonstandard Repairs and Replacements

- See detailed information sheets included with this booklet.
 - Shareholder Responsibility (Rule 12-7505-1)
 - Mutual Responsibility (Procedure 12-7622-3)

- The GRF Inspector reviewed the nonstandard items on your preinspection list and provided a list covering most of the items that are not part of the original standards.

11. Decorating and Structural Alterations

- No permit is required for interior painting, wallpaper, and window coverings.
- PERMIT is required for all flooring and carpets. (Rule 12-7405-1)
- Exteriors must remain as they are painted by the Mutual.
- Alterations to structure and common area including TV dish installation require a GRF Building Permit (Rule 12-7480-1 Architectural Standards.)
- Smaller modifications to the premises require an Approval Form (Form 12-7480.1-4) signed by a Mutual 12 Director with Board approval.

12. Repair and Service

- Report problems or need for non-emergency repairs to your Parcel Director between 8 a.m. and 4:30 p.m. weekdays. Call Service Maintenance 562-431-3548, direct for emergency repairs. (toilet stoppage, sink stoppage, water flooding)
- For an emergency after 4:30 weekdays and on weekends or holidays, call Security (562-594-4754).
- Non-emergency items called in after hours or direct to Service Maintenance will be charged to the shareholder.

13. Fire and Safety Inspections (Rule 12-7410-1)

- Your unit will be inspected by the Physical Property/Fire Safety Inspector and a Director of the Mutual every odd numbered year.

14. Laundry Room (Rule 12-7575-1)

- Laundry rooms are open from 7 a.m. to 9 p.m.
- Please do not use more than two washers or dryers at a time.
- Report washer and dryer problems to the equipment provider (National Service). Please provide the Laundry Room Building number and machine number on the machine. (714) 633-1811
- FOLLOW THE Laundry Room rules posted on the bulletin board. See detailed information included with this booklet.
- Watch the bulletin boards for posted meetings, minutes and other important documents and information.

15. Carports (Rule 12-7502-1)

- Your assigned carport space is noted on the welcome page of this booklet.
- All vehicles must have a current GRF registration decal.
- All vehicles must have a current registered license plate.
- Carports are cleaned monthly. Remove your car the cleaning day posted in your carport.
- Carport space may only be rented or loaned to Mutual 12 shareholders. Stock Transfer has the required forms to be signed and filed.
- Only a bicycle/tricycle, ladder and folding grocery cart may be stored on the carport platform in front of the car. Use locks and chains.
- Only one vehicle parked headed in.
- Please park in your carport as visitor parking is limited.

16. Electric Carts (Rule 12-7507-1)

- A charging pad must be installed at your unit and requires a GRF Building Permit.
- Gasoline carts other than authorized service vehicle are not allowed on walkways or turf.

17. Patios (Rule 12-7415-1)

- Patios are for outdoor living only. After the initial 30 day move-in period, patios must be kept clean and uncluttered.
- Maintain a 36" clear path from all windows and doors.
- Use GRF facilities for hobbies.
- Hang clothes to dry at the Laundry Room patio lines, not on your patio.
- One patio sale per year is permitted. You must have a permit available from Stock Transfer completed and signed by a Mutual 12 Director (Rule 12-7508-1 and Form 12-7508-4).

18. Barbeques (Rule 12-7427-1)

- Charcoal Briquettes are not allowed.
- Other BBQ's shall not be used under the patio roof and shall not be used less than 10' from the building. (Fire Code Section 1103.3.2.6)
- Barbeques must be stored on an open patio or outside.

19. Gardens (Rule 12-7425-1 Landscape)

- Shareholders may garden in the common area in front of their unit in compliance with Rule 12-7425-1 included in this booklet.
- GRF Building Permit and Mutual 12 Approval may be required.
- Some plants and other changes are not allowed.
- There are special rules for pots.
- Hardscape requires a Mutual Form 12-7480.1-4 permit.

- Garden sprinkler systems require a GRF Building Permit.
- Gardeners do maintenance; watering is your responsibility.
- Do not give instructions to the Mutual gardeners. If you have a concern, tell your Parcel Director.
- Per the Mutual 12 Landscape Contract, Mutual gardeners may only do work for individual shareholders after hours at shareholder expense.
- If you want to do your own garden maintenance or hire a personal gardener to garden within the rules and regulations limitations, ask a director for red flags.

20. Guests/Visitors (Rule 12-7555-1)

- You are responsible for your visitors. Please encourage visitors to follow our traffic rules. Any infractions will be your responsibility.
- Guests and visitors are expected to comply with all Mutual regulations.
- Overnight guests may stay not more than sixty (60) days in a 12-month period. Shareholder must be present in residence.
- Guests may not use facilities, such as, but not limited to, the golf course, swimming pool and exercise room. They may participate in some activities with the sponsoring groups' authorization.
- Guest/Visitors may not bring pets.
- Overnight guest cars must have an overnight parking permit available from Security on the dash.
- Mutual 12 parking permits may be obtained from a Mutual 12 Director.

21. Caregivers (Rule 12-7557-1)

- Caregivers must:
 - Register with Stock Transfer;
 - Wear a caregiver badge; and
 - Have caregiver vehicle identification.

22. Pets (Rule 12-7501-1)

- One cat or dog of limited size is allowed per unit. See pet policy available in Stock Transfer for other pets and rules.
- Register your pet at the Stock Transfer Office.
- Dogs and cats must be supervised and on a leash no longer than 6 feet when outside.
- Clean up after your pet.
- Guest may not bring pets.

23. LW WEEKLY

- The weekly newspaper is delivered every Thursday to every residence. It is the official Golden Rain Foundation Publication serving the shareholders of Leisure World.
- Important announcements, Mutual and Golden Rain Meetings and Governance.
- Learn about clubs and activities.
- Find Services in the classified section.

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