



Laguna Woods Village®

<p><b>INFORMATION BULLETIN</b> Community Services Division</p>	<b>BULLETIN DATE</b>	December 2, 2024
	<b>ISSUED BY</b>	Jeff Spies Community Services Manager
	<b>MUTUAL</b>	United Laguna Woods Mutual
	<b>AUTHORITY</b>	Internal
	<b>EFFECTIVE DATE</b>	January 1, 2025
<p><b>SUBJECT:</b> Revised United Resale Package Dated January 1, 2025</p>		

**NEWSFLASH - RESALE PACKET REVISIONS - EFFECTIVE JANUARY 1, 2025**

United Mutual’s resale package has been updated with a date of 1/1/2025 and will not be posted on the website until close of business 12/31/2024. The revisions affect the following pages as noted below:

**Page 1** – The membership counselor email address at the bottom of the page was changed from [resalesrequirements@vmsinc.org](mailto:resalesrequirements@vmsinc.org) to [salesrequirements@vmsinc.org](mailto:salesrequirements@vmsinc.org).

**Page 2** – The **Table of Contents** was revised to reflect new date of the Annual Insurance Disclosure and Policy Summary from 2023 to 2024.

**Page 6** – The **Escrow Documentation Checklist** was revised as follows:

- At the bottom of the page, the first sentence under No. 3 was rewritten as: “All Resident ID cards must be collected from seller and brought to Community Services with the complete Resale Packet or **before** requesting the final demand to avoid the non-refundable \$125 charge for each card not returned.”
- Under No. 4, the following sentence was revised to: “Allow 21 or more business days to obtain board approval after receipt by this office.”

**Page 7** – The **Seller’s Authorization to Release of Information** was revised as follows:

- The email address at the top of the page changed from [resalesrequirements@vmsinc.org](mailto:resalesrequirements@vmsinc.org) to [salesrequirements@vmsinc.org](mailto:salesrequirements@vmsinc.org).
- The list of information and/or documents were revised as follows:
  - Member’s names of record and vesting
  - Addresses and telephone numbers
  - ~~Social security numbers~~
  - ~~Occupants’ names of record~~
  - ~~Trust and will information—seller’s estate~~
  - ~~Letters Testamentary/Small Estate Affidavit~~
  - Monthly assessment and fees
  - United Laguna Woods Mutual **Membership Certificate information** (bolded words are added language)

- Documents as required by Civil Code §4525
  - ~~Assessment delinquency collection status~~
  - Supplemental property tax information
  - ~~Board approved special assessments~~
  - ~~Unpaid fees, charges and fines~~
  - ~~Copies of board minutes as required~~
  - ~~Other~~
- In the middle of the page, the following sentence was removed: “If the seller is unable to do so, those documents, plus any additional documents, will be provided by Staff, upon seller’s approval of this release, and the charges billed to the seller in accordance with Civil Code Section 4525.”

**Page 10** – The **Resale Notification** cover page was revised as follows:

- Adding a new “No. 9 United Mutual Membership and Occupancy Requirements” that requires the buyer’s initials
- Renumbering the rest of the required documents
- Removing the board of director’s signature lines to approve or deny the application.

**Page 11** – The **Escrow Closing Information** page was revised as follows:

- “Mail to” contact information has been changed to:  
Laguna Woods Village  
Community Services Division: Resales  
P.O. Box 2220  
Laguna Hills, CA 92654-2220  
Email: [EscrowClosings@vmsinc.org](mailto:EscrowClosings@vmsinc.org)
- “Deliver to” contact information has been changed to:  
Laguna Woods Village, Community Center  
Community Services Division: Resales  
24351 El Toro Road  
Laguna Woods, CA 92637

**Page 12** – The **Escrow Closing Notification and Remittance Report** was revised by adding the words “non-refundable” at the end of 2(f) and changing the words “Resident Services” to “Community Services” on the last line of No. 8.

**Page 17** – Under **Shareholder/Membership Application**, the “To reside immediately” box was expanded to the option to choose between “To Reside” or “Not Reside”.

**Page 18** – The **United Mutual Membership and Occupancy Requirements** was revised as follows:

- Under “Member,” in the second paragraph, the words “In order to reside, at least one of the occupants must be 55...” were changed to “In order to reside, the shareholders must be 55...”

- The “Note” paragraph under “Co-occupants” was revised to read: “Note: Care providers are not permitted to use the community facilities, except when it is directly related to providing necessary support to the member or an approved resident. A care provider ID card will be issued and must be worn at all times.”
- Under “Identification cards,” the words “or **before** requesting the final demand to avoid additional charges for not returning ID cards” were added after the words “termination of residency.”
- Two lines were added for the buyer(s) to initial at the bottom of the page acknowledging understanding of information.

**Page 24** – The **Financial Qualifications** Policy was revised as follows:

- At the top of the page, the Resolution number and approval date changed to “Resolution 01-24-60 Adopted June 11, 2024.”

**Page 25** – The definitions of “Third Laguna Hills Mutual” and “Laguna Woods Mutual No. Fifty” were added as “P” and “Q.”

**Page 28** – Under Section III (D)(2), the following paragraph was added:

United recognizes Third Mutual’s multiple-unit-owner requirements. As a condition of approval, any applicant who desires to purchase more than one (1) unit or already owns at least one (1) unit in Third Mutual or Laguna Woods Mutual No. Fifty shall submit satisfactory verification of annual income and net worth requirements. Therefore, members who wish to purchase an additional unit in United Mutual must separately satisfy Third Mutual’s stepped-up income/asset requirements, as now established or as may be amended in the future.

**Page 28** – Under Section III (D)(3), the following sentence was moved from under Section III (E): “Current members of one Mutual who wish to purchase in another Mutual are required to meet the financial requirements of the Mutual in which they are purchasing.”

**Page 29** –The words “in United Mutual” were added under Section III (E)(1) after the words “replacement Unit.”

**Page 36** – Is the current “Annual Insurance Disclosure and Policy Summary – October 1, 2024”

**Page 39** – The Key File Program page was reworded.

**Page 50** – The words “board director or” were added before the words “authorized agent” on the signature line.

**Page 54** – Under **Application for Co-Occupancy Permit**, the following changes were made:

- The words “Golden Rain Foundation (GRF)” were changed to “Laguna Woods Village” in the second paragraph under the “Member/Co-occupant Acknowledgements” section.
- The “Member Acknowledgement of Additional Occupant Fee and Occupancy

Cancellation” section was moved to above the member/co-occupant signature lines.

- Buyers must initial after the first bulleted paragraph under “Member Acknowledgement of Additional Occupant Fee and Occupancy Cancellation” acknowledging and agreeing to pay the additional third-party fee.
- The board of director’s signature lines to approve or deny the application were removed and replaced with a Community Services Div. Use Only box

**Page 55** – The **Application for Co-occupancy Permit – Page 2** was revised as follows:

- The words “and by executing this application” were added on the last line of the intro paragraph.
- No. 3 paragraph was revised to read as follows: “Non-shareholders may reside only if they are approved to co-occupy (and meet the requirements of Section 2 above), and reside with a qualifying member who is at least 55 years of age.”

**NOTE:** Please always use the most recent resale packages **and please delete** all outdated Third Mutual resale packages from your system, as forms are frequently revised and updated. After

January 1, 2025, any incomplete or older applications that don’t have the January 1 date will not be accepted or processed.

Find the most recent resale packet dated 3/15/2024 at [lagunawoodsvillage.com](http://lagunawoodsvillage.com) > [Sales Information](#). **Select United Laguna Woods Mutual.**

**Realtors and escrow officers must inform their staff and clients of these guidelines.**

**NOTE:** Please always refer to the website for the most current documents. The location for all mutual policies has changed with the completion of the redesigned website.

Email [salesrequirements@vmsinc.org](mailto:salesrequirements@vmsinc.org) with questions about the revisions. Thank you.