



INFORMATION BULLETIN Community Services Division	BULLETIN DATE	December 15, 2025
	ISSUED BY	Jeff Spies Community Services Manager
	MUTUAL	Third Laguna Hills Mutual
	AUTHORITY	Internal
	EFFECTIVE DATE	January 1, 2026
SUBJECT: Revised Third Resale Package Dated January 1, 2026		

NEWSFLASH - RESALE PACKET REVISIONS - EFFECTIVE JANUARY 1, 2026

Third Mutual's resale package has been updated with an effective date of Thursday, January 1, 2026. It will not be posted on the website until close of business on Wednesday, December 31, 2025. The revisions affect the pages below and **are not** all inclusive:

Page 1 – The cover page was revised in the following ways:

- Under No. 2(a): The last sentence reads, "A disabled child/grandchild may reside under certain conditions (Section 51.3 of the California Civil Code)."
- Under No. 2(b): The language after "Financial qualifications" reads, "Please refer to the Financial Qualifications Policy found on the Laguna Woods Village website under Sales" to note that Third's Financial Qualifications Policy is no longer a part of the resale packet and is available only on the website.
- Steps 1-3 were revised in the following ways:

Step 1: The listing agent schedules a First Inspection by submitting the First and Final Inspection Report Request form (found in this resale packet) **before, or as soon as the property is listed. This report is a required part of the completed packet.**

- Only complete form submittals shall be accepted. Failure to provide accurate contact information for the inspection can delay the escrow process.
- Allow at least 10 business days for the completion of the First Inspection.

Step 2: The HOA disclosure documents can be ordered via homewisedocs.com. Note: that the Seller's Authorization to Release of Information has been removed from the package all together.

Step 3: A complete resale package, including the completed First Inspection Report, must be submitted by escrow to the on-site

management office for processing and submittal to the Third Laguna Hills Mutual Board of Directors. Only printed hard copies will be accepted. Resale packages that are emailed will not be accepted.

Page 3 – The **Table of Contents** was revised in the following ways:

- Removed the Seller's Authorization to Release of Information
- Removed the Financial Qualifications Policy
- Removed the Realtor Information for Prospective Purchases
- Removed Enjoying Your Life in Third Laguna Hills Mutual
- Removed Last Minute Reminders

Page 5 – The **Information and Fees** were revised in the following ways:

- Updated the fee chart to include the new GRF Trust Facilities Fee and the monthly GRF occupancy fee for each additional occupant over two.
- Added a reminder that "Care should be taken to ensure that the correct and most current documents are submitted."
- Updated the membership counselor email address from salesrequirements@vmsinc.org to sales@vmsinc.org.
- Removed the sales phone number.

Page 6 – The **Escrow Documentation Checklist** was updated in the following ways:

- Updated page and document numbers.
- Removed Seller's Authorization for Release of Information form.
- Added the words "Found as a part of Third's Financial Qualifications Policy" after "Assessment/Charges Guarantor Obligation Form (if applicable)."
- Removed Enjoying Your Live in Third Mutual and Last-Minute Reminders.
- Added First Inspection Report (provided by escrow).
- Revised new No. 16: Changed language to "Final Inspection Report" and the email to ResalesInspections@vmsinc.org.

Page 9 – The **Resale Notification** cover page was updated in the following ways:

- Updated the page numbers.
- Under No. 8: Added the words "for Trust Facilities Fee" after "Promisory Note."
- Under No. 11: Added the words "attached to Financial Qualifications Policy" after "Assessment/Charges Guarantor Obligation Form (if applicable)".
- No. 12 is now "First Inspection Report."

- Removed Enjoying Your Live in Third Mutual and Last-Minute Reminders.

Page 11 – Revised the **Escrow Closing Notification and Transmittal Report** to add the new GRF Trust Facilities Fee.

Page 15 – Revamped the middle section under **Shareholder/Membership Application**.

Page 16 – The **Membership and Occupancy Requirements for Condominium Ownership** was updated in the following ways:

- Removed “or baptismal certificate” under the first paragraph.
- Changed the first paragraph under “Member” to “The owner of a condominium unit who has been approved for membership by the board of directors and entered into the corporate records. When the membership is vested in a trust, the trustee is considered the member. Members can be of any age (as permitted by state statute for ownership of property) to own a condominium unit.
- Changed the second and third paragraphs under “Member” to:

In order to reside, at least one of the members must be 55 years of age or older and reside in the unit full-time; any other members who reside must be at least 45 years of age, and reside with the 55-year-old member, except a spouse, who may be any age. A disabled child/grandchild may reside under certain conditions (Section 51.3 of the California Civil Code).

Members in good standing are entitled to one vote in mutual elections.

- Changed the first paragraph under “Co-occupants” to:

Nonmembers who reside with the approval of the Third Mutual Board of Directors and reside with a full-time qualified resident.

- Changed the fourth paragraph under “Co-occupants” to:

Co-occupants may reside only upon the issuance and approval of an application for co-occupancy by the mutual’s board of directors. The application form must be executed by all owners of record.

- Changed the word “buyer” to “Applicant” at the bottom of the page where each buyer is to initial acknowledging that they have read the document.

Page 17 – Changed the email address from salesrequirements@vmsinc.org to sales@vmsinc.org and removed the phone number at the bottom of the “**Third Mutual Members Who Hold More Than One Membership**” page.

Pages 18-20 – Updated the **GRF Trust Facilities Fee** documentation to reflect the increased fee and calculations of the Promissory Note.

Page 21 – The Financial Statement and Credit Information was updated in the following way:

- Added the following language at the top of the page, as the Financial Qualifications Policy was removed from the resale packet: “Third Mutual’s Financial Qualifications Policy can be found here: <https://lagunawoodsvillage.com/sales-information>.”

Documents: Removed the Financial Qualifications Policy, Realtor Information for Prospective Purchases in Third Laguna Hills Mutual, Enjoying Your Life in Third Laguna Hills and Last-Minute Reminders.

Page 24 – Revamped the **Important Information for Third Laguna Hills Mutual** in its entirety. New buyers need to initial and date the document acknowledging that they have read the document and the word “buyer” has also been changed to “Applicant.”

Page 25 – Revamped the **Application for Co-Occupancy Permit**.

NOTE: Please use only 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, 2026, any resale packets that do not carry the January 1, 2026 date, and any incomplete or older applications will not be accepted or processed. Any applications stamped received before January 1, 2026, will be accepted.

Find the most recent resale packet dated May 1, 2024 at lagunawoodsvillage.com > **Sales**.
Select Third Laguna Hills Mutual.

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

Email sales@vmsinc.org with questions about the revisions. Thank you.