



**Senior Canyon Mutual Water Company**  
P.O. Box 600, Ojai, California 93024

## **REAL PROPERTY SALE AND SHARE TRANSFER PACKET**

**General:** Water service to the sale property is provided by Senior Canyon Mutual Water Company (Senior Canyon), a non-profit mutual water company that is wholly-owned by its member shareholders. (See attached Fact Sheet). Water service to the property cannot be provided to the new property owner without a transfer of the shares of stock appurtenant to the land from seller to buyer.

To effectuate the transfer of shares, all information and forms described in this packet must be timely provided and all amounts owing on the selling shareholder's account including an account servicing fee must be fully paid. Real estate agents should specify in their offers if buyer or seller is paying the amounts due.

In addition, the new shareholder (buyer) or shareholder's representative must schedule and hold a meeting on the property with Senior Canyon's Acting Manager and Head of Operations to review important aspects of Senior Canyon's water service policies, rules, and regulations and to identify any Senior Canyon buried pipelines or other facilities located on the property.

### **Transfer Process:**

1. Apply for Transfer of Shares and Water Service – AS SOON AS POSSIBLE during escrow, provide Senior Canyon with the Application for Transfer of Shares and Water Service form. Provide this and all documents to:

Senior Canyon Mutual Water Company  
P.O. Box 600  
Ojai CA 93024

Tel: (805) 448-9805; email: [jan@seniorcanyonwater.com](mailto:jan@seniorcanyonwater.com)

2. Share Transfer and Payoff Information – Senior Canyon will return this form providing information on the shares of stock held by the selling shareholder and the amount to pay off any monies owed to Senior Canyon.
3. On-Site Meeting – Buyer must schedule and hold this meeting with Senior Canyon on the property prior to share transfer.
4. Provide Signed Share Transfer Documents and Payment – Provide Senior Canyon with the following signed documents, as applicable:
  - a. On-Site Meeting Checklist and Acknowledgement
  - b. Share Assignment Separate from Certificate
  - c. Original Certificate(s) of Stock or Affidavit of Lost Certificate(s) of Stock
  - d. Actual Closing Date statement from Escrow
  - e. Check payable to Senior Canyon Mutual Water Company for all amounts owing as of closing date
5. New Certificate – Senior Canyon will issue a new certificate of stock to the new property owner in the name that title is held to the property



**Senior Canyon Mutual Water Company**  
P.O. Box 600, Ojai, California 93024

## **FACT SHEET**

### **About Us**

*Senior Canyon Mutual Water Company (Senior Canyon) provides safe, high-quality drinking water, agricultural irrigation water, and trusted service to our shareholders.*

Senior Canyon serves about 3.5 square miles in the East End of the Ojai Valley, and provides both domestic and agricultural water to its 230 shareholders. The Company produces agricultural water from five wells and potable water from a horizontal well/tunnel and two surface sources high up in Senior Canyon. To ensure a sufficient water supply at all times, Senior Canyon also maintains two service connections with Casitas Municipal Water District. This allows the Company to purchase supplemental water when needed, which is generally during the drier summer and fall months.

### **Governance**

Senior Canyon is a non-profit mutual water company organized as a California general stock corporation. As a public water system, Senior Canyon is regulated under the US EPA Safe Drinking Water Act and reports to the California State Water Resources Control Board.

*Senior Canyon is owned 100% by the property owners it serves, who are shareholders in the Company.*

Senior Canyon is governed by an all-volunteer Board of Directors consisting of seven board members. Board elections are held every year in April at an annual shareholder meeting. The Board establishes policy and makes decisions based on the company's governing documents, goals, operations, and finances. Board meetings are held on the third Friday of every month.

The Company has three full-time employees, two part-time employees, and has retained a General Counsel.

Senior Canyon is committed to the highest standards of quality, fiscal responsibility, efficiency, accountability, transparency, and dedication to sustainability and environmental stewardship.

### **Governing Documents**

All shareholders should familiarize themselves with Senior Canyon's governing documents, which are binding on both the Company and its individual shareholders. These documents are located on Senior Canyon's website, <https://seniorcanyonwater.com/>, and principally consist of:

- [Articles of Incorporation](#)
- [By-Laws](#)
- [Rules and Regulations for Water Service](#)
- [Water Rates and Charges](#)

**Senior Canyon Mutual Water Company**  
**Application for Transfer of Shares and Water Service**

Property Address:

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Escrow Company:

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Escrow Number:

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Estimated Closing Date:

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Buyer, as named below, hereby applies for the transfer of shares of stock in the Senior Canyon Mutual Water Company appurtenant to the property listed above and for continuation of water service to that property with no expansion of use. *Buyer understands and agrees that ownership of shares of stock in the Company coupled with ownership of property within the Company's service area shall not in itself entitle the buyer/new shareholder to water service, as it is acknowledged that Senior Canyon's By-laws, the Rules and Regulations for Water Service, and all other rules, regulation and requirements of the Company lawfully made, shall first be complied with.*

Name of Buyer(s) (in the name that title is to be held):

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Name of Buyer Representative (if applicable)

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Buyer/Representative Signature:

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Date:

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Buyer Address:

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Buyer Phone Number(s):

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Buyer Email Address:

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Name of Seller(s) in the name that title is held:

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Name of Seller Representative (if applicable)

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Seller Address:

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Seller Phone Number(s):

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Seller Email Address:

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**Senior Canyon Mutual Water Company  
On-Site Meeting Checklist and Acknowledgement**

Property Address: \_\_\_\_\_

Escrow No. \_\_\_\_\_

On \_\_\_\_\_ (date), a meeting at the above property address was held with Senior Canyon's Acting Manager or Board Member and Head of Operations to review important aspects of Senior Canyon's water service policies, rules, and regulations and to identify any Senior Canyon buried pipelines or other facilities located on the property.

Name(s) of Senior Canyon management staff or Board Member attending:

\_\_\_\_\_  
\_\_\_\_\_

Name(s) of Senior Canyon operations staff attending:

\_\_\_\_\_  
\_\_\_\_\_

Name(s) of New Property Owner or Owner Representative attending:

_____	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Owner Representative
_____	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Owner Representative
_____	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Owner Representative
_____	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Owner Representative

At the meeting, the following topics were addressed:

- An overview of Senior Canyon organization and governance was discussed.
- Copies of By-Laws, Rules and Regulations for Water Service, and Water Rates and Charges documents were provided.
- Locations of Senior Canyon buried pipelines, meter(s), or other facilities at the property were identified.

Other issues or concerns regarding Senior Canyon water service to the property were discussed as noted here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acknowledged By:

Property Owner/Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Senior Canyon Mutual Water Company  
Share Transfer and Payoff Information**

Property Address: \_\_\_\_\_

Escrow No. \_\_\_\_\_

To: Name of Escrow Company \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Shares Held: \_\_\_\_\_

Evidenced by Certificate Number(s) \_\_\_\_\_

In the name of: \_\_\_\_\_

\_\_\_\_\_

Amount of assessment: \$ 115 per share, paid annually.

Amount of unpaid assessment: \$ \_\_\_\_\_ for the period of: \_\_\_\_\_

Amount of unpaid water bills: \$ \_\_\_\_\_ for the period of: \_\_\_\_\_

Miscellaneous changes owing: \$ \_\_\_\_\_

Share Transfer Fee: \$ 2000 per share

Total Amount Due prior to the transfer: \$ \_\_\_\_\_

Upon receipt of the above Total Amount Due, plus any additional charges or assessments\*, together with the original certificate(s) of stock and duly executed assignment of same, we will issue a new certificate.

\*We will promptly notify you of any additional charges or assessments that may become due prior to the closing date.

SENIOR CANYON MUTUAL WATER COMPANY

BY: \_\_\_\_\_

(signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Senior Canyon Mutual Water Company  
Share Assignment Separate from Certificate**

Property Address: \_\_\_\_\_

Escrow No. \_\_\_\_\_

For value received, we, the undersigned seller/current shareholder, hereby sell, assign, and transfer unto:

\_\_\_\_\_  
(buyer/new shareholder in name as title of property is to be held)

\_\_\_\_\_ shares of stock of the Senior Canyon Mutual Water Company, represented by certificate #(s)

and do by irrevocably appoint \_\_\_\_\_  
(name of title company)

to transfer said shares on the books of Senior Canyon Mutual Water Company, with the power of substitution to accept said transfer accordingly.

Original certificate(s) of stock:

\_\_\_\_\_ is(are) in possession of the undersigned seller(s) and attached.

\_\_\_\_\_ is(are) not in possession of the undersigned and an Affidavit of Lost Certificate(s) of Stock is attached.

Name of Seller: \_\_\_\_\_

Authorized Representative Name (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Seller: \_\_\_\_\_

Authorized Representative Name (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If additional sellers, please submit copies of this page.*

**Senior Canyon Mutual Water Company  
Affidavit of Lost Certificate(s) of Stock**

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Escrow No. \_\_\_\_\_

To: Senior Canyon Mutual Water Company  
P.O. Box 600  
Ojai, CA 93024

Re: Lost Certificate(s) of Stock

The undersigned hereby declares under penalty of perjury that:

The undersigned is the owner of certificate(s) of stock issued by Senior Canyon Mutual Water Company, registered in the name of:

\_\_\_\_\_

and represented by:

Certificate Number(s) \_\_\_\_\_ for \_\_\_\_\_ share(s) of stock.

The undersigned has examined their records and, after diligent search, is unable to find the above certificate(s) of stock and believes that the certificate(s) has(have) been lost.

The undersigned has not transferred, sold, encumbered, or pledged any of the shares represented by the certificate(s).

In consideration for issuing a new certificate(s), the undersigned releases Senior Canyon Mutual Water Company and any successor from any and all liability relating to the original certificate(s) and agrees to accept full responsibility at any and all time for all damages, costs, or expenses the undersigned may suffer or incur by reason of presentation, production, or payments of said original certificate(s).

In the event of discovery of the original certificate(s), the undersigned agrees to return them to the Company for destruction, marked "CANCELLED".

Name of Shareholder: \_\_\_\_\_

Authorized Representative Name (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Shareholder: \_\_\_\_\_

Authorized Representative Name (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_