



Community Services Department
Housing Authority

1922 Artesia Boulevard
Redondo Beach, California 90278
www.redondo.org

tel: 310 318-0635
fax: 310 798-8463

October 21, 2025

Lisa McMullen
Escrow Officer / Manager
Chartwell Escrow
21250 Hawthorne Boulevard, Suite 410
Torrance, California 90503

Re: Escrow No. CWT-LM-871

Dear Ms. McMullen:

These instructions are submitted by the City of Redondo Beach (the “**City**”) and the Housing Authority of the City of Redondo Beach (the “**Authority**”) in connection with the following transaction.

Paula Marie Broussard, Trustee of the Alma Darlene Harshman Trust dated January 8, 2020 (the “**Seller**”) and Debra Merrill (the “**Buyer**”) have entered into that certain California Residential Purchase Agreement and Joint Escrow Instructions dated August 18, 2025 relating to the sale of the residential unit located at 2001 Artesia Blvd., #301, Redondo Beach, California 90278. The “**Unit**” is more particularly described in the legal description attached to this letter as Exhibit A.

The Unit is subject to the covenants, conditions, restrictions, limitations and provisions contained in the following agreements:

1. The Affordable Housing Agreement Imposing Restrictions on Real Property by and between the City and Watt Communities at the Montecito, LLC, a California limited liability company dated October 17, 2006, and recorded May 5, 2008 as Instrument No. 2008-0785404 of the official records of Los Angeles County, California (the “Affordable Housing Agreement”); and

2. Declaration of Covenants, Conditions, Restrictions and Reservation of Easements for The Montecito - Tract No. 60361, dated May 16, 2007 and recorded May 5, 2008 as Instrument No. 2008-0785401 in the official records of Los Angeles County, California.
3. Related Amendments including but not limited to the Sixth Amendment to the Declaration of Covenants, Conditions, Restrictions and Reservation of Easements for The Montecito – Tract No. 60361 dated February 6, 2012 and recorded February 21, 2012 as instrument No. 2012-0274129, in the office records of Los Angeles County, California (“the Amendments”).
4. Addendum to Grant Deed Covenants, Restrictions and Option to Purchase (Moderate Income) between the City of Redondo Beach, the Redevelopment Agency of the City of Redondo Beach, and Alma D. Harshman, dated February 16, 2010 attached as Exhibit A to Grant Deed (Condominium) by Watt Communities at the Montecito, LLC (Grantor) and Alma D. Harshman (Grantee), recorded on March 8, 2010 as Instrument No. 2010-0310688, in the official records of Los Angeles County, California (the “Addendum”).

The Affordable Housing Agreement, Amendments and Addendum place certain income and sale price limits on the Unit to assure that the Unit remains affordable to moderate income senior households. Performance of these obligations is secured by that certain Performance Deed of Trust (Option to Cure and Purchase Agreement) dated February 16, 2010 and recorded in the official records of Los Angeles County on March 8, 2010 as Instrument No. 2010-0310690. The Seller is the trustor; the City is the beneficiary; and Chicago Title Company is the trustee of the Performance Deed of Trust.

The Buyer, the City, and the Authority will execute an Agreement Containing Covenants, Restrictions and Option to Purchase [Moderate Income] (the “**2025 Covenants Agreement**”) for recordation against the Unit. The Covenants Agreement also requires the Buyer to execute a Performance Deed of Trust (Option to Cure and Purchase Agreement) in favor of the City and the Authority, for recordation against the Unit (the “**2025 Performance Deed of Trust**”).

The purpose of this letter is to provide the City’s and Authority’s instructions relating to the above referenced transaction. Your recordation of the “**Recording Documents**” shall be deemed to be your acceptance of these escrow instructions. However, we ask that you return to the undersigned a copy of this letter signed by you, indicating your acceptance of these instructions.

The City and Authority hereby instruct the Escrow Agent as follows. The transaction will close when all conditions precedent to the transaction have been satisfied.

I. DOCUMENTS

Enclosed herewith are the following documents that will need to be returned to the Authority prior to execution by the City and the Authority.

1. One original of the 2025 Covenants Agreement that has been signed by the Buyer.
2. One original of the 2025 Performance Deed of Trust that has been signed by the Buyer.
3. One original of this escrow instructions letter that has been signed by Lisa McMullen, Escrow Officer/Manager.

The signed documents are to be returned to the following address:

Imelda Delgado, Housing Manager
Housing Authority of the City of Redondo Beach
1922 Artesia Boulevard
Redondo Beach, California 90278

II. CLOSING PROCEDURES

You are instructed to close this transaction when and only when all of the following occurs:

1. The City and the Authority have deposited into escrow one original 2025 Covenants Agreement executed in recordable form by the Buyer, the City and the Authority.
2. The Buyer has deposited into escrow one original 2025 Performance Deed of Trust, executed in recordable form by the Buyer.
3. The City and the Authority have deposited into escrow one original Request for Notice Under Section 2924b Civil Code - City, and one Request for Notice Under Section 2924b Civil Code - Authority in recordable form (the "**Request for Notice**"):
 - a. The Request for Notice documents will be delivered to escrow without signatures.
 - b. After the first trust deed mortgage loan has been recorded, escrow will fill in the instrument number and recordation date for the first trust deed mortgage loan in both of the Requests for Notice.
 - c. The City will pick up the originals from escrow after being notified that the blanks have been filled in.

4. All of the Buyer's and Seller's conditions precedent to closing this transaction have either been satisfied or waived by the party to be benefited and you have received confirmation from the Buyer and the Seller that you are to proceed with this transaction.
5. You have committed to complying with all the instructions contained in these escrow instructions.

In closing escrow, you will adhere to the procedures set forth in the instructions below. All requirements with respect to closing shall be considered as having taken place simultaneously and no delivery shall be considered as having been made until all deliveries and closing transactions have been accomplished. Do not record or deliver any of the documents described above unless all conditions to closing are satisfied. When all conditions precedent to the close of escrow have been satisfied, you are authorized to:

1. With respect to any documents that have not been dated (whether or not such documents are to be recorded), fill in the date of recordation. With respect to any other blanks in the documents, fill in the appropriate information (for example, recording information or dates of other documents). If you have any questions regarding how to fill in any blanks, please contact the undersigned immediately.
2. With respect to any documents that do not have a legal description appended, insert the legal description attached to this letter as Exhibit A.
3. Record the following documents (the "Recording Documents") in the Land Records of Los Angeles County, California, in the following order and in no other order:
 - a. The Substitution of Trustee and Full Reconveyance
 - b. The grant deed conveying fee title to the Unit from the Seller to the Buyer.
 - c. The 2025 Covenants Agreement.
 - d. The 2025 Performance Deed of Trust.
4. Promptly after recordation, conformed and certified copies of the Recording Documents (showing all recording information) are to be delivered to:

Imelda Delgado, Housing Manager
Housing Authority of the City of Redondo Beach
1922 Artesia Boulevard
Redondo Beach, California 90278

5. These instructions may be modified only by written or telephonic instructions from the undersigned. If any of the instructions in this letter cannot be followed for any reason, please call the undersigned immediately.
6. Please bill the Seller for any charges you incur associated with the foregoing documents. Any documents signed by the City and/or the Authority are entitled to free recording pursuant to Government Code §27383:
 - a. If any of such documents do not contain a legend to that effect, please insert the legend in the upper left corner of such documents.
 - b. Neither the City nor the Authority shall incur any expense in connection with the fulfillment of these escrow instructions.
 - c. All costs incurred by you with respect to this escrow shall be the sole obligation of the Seller.

Very truly yours,

City of Redondo Beach, a chartered municipal corporation

Housing Authority of the City of Redondo Beach, a public body, corporate and politic

By: _____
James A. Light
Mayor and Chairman

The undersigned acknowledges receipt of the within escrow instructions and agrees to proceed in accordance therewith.

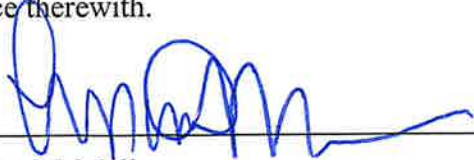
By:  _____
Lisa McMullen
Escrow Officer / Manager
Chartwell Escrow

EXHIBIT "A"
LEGAL DESCRIPTION

Real property in the City of Redondo Beach, County of Los Angeles, State of California,
described as follows:

A CONDOMINIUM COMPOSED OF:

PARCEL 1:

A) AN UNDIVIDED 874/47,349 INTEREST IN AND TO LOT 1 OF TRACT NO. 60361, IN THE CITY OF REDONDO BEACH, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 1329, PAGE(S) 43 TO 45, INCLUSIVE, OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

EXCEPT THEREFROM UNITS 201R TO 216R, INCLUSIVE, 301R TO 316R, INCLUSIVE, AND 401PH AND 416PH, INCLUSIVE, AS SHOWN AND DEFINED ON THE CONDOMINIUM PLAN RECORDED MAY 5, 2008 AS INSTRUMENT NO. 2008-0785400, OFFICIAL RECORDS.

B) UNIT 301, AS SHOWN AND DEFINED ON THE CONDOMINIUM PLAN ABOVE MENTIONED.

PARCEL 2:

AN EXCLUSIVE EASEMENT FOR PARKING SPACE PURPOSES OVER THOSE AREAS NUMBERED "34PS" AS SHOWN AND DEFINED AS EXCLUSIVE USE COMMON AREA ON THE CONDOMINIUM PLAN ABOVE MENTIONED.

PARCEL 3

AN EXCLUSIVE EASEMENT FOR BALCONY OR PATIO PURPOSES OVER THOSE AREAS BEARING THE UNIT NUMBER DESIGNATION FOLLOWED BY THE LETTER "B" AS SHOWN AND DEFINED AS EXCLUSIVE USE COMMON AREA ON THE CONDOMINIUM PLAN ABOVE MENTIONED.

PARCEL 4

AN EXCLUSIVE EASEMENT FOR STORAGE CLOSET PURPOSES OVER THOSE AREAS BEARING THE UNIT NUMBER DESIGNATION FOLLOWED BY THE LETTER

“S” AS SHOWN AND DEFINED AS EXCLUSIVE USE COMMON AREA ON THE
CONDOMINIUM PLAN ABOVE MENTIONED.

Assessor's Parcel Number: 4155-030-078