MINUTES OF MEETING

CALIFORNIA LAW REVISION COMMISSION

FEBRUARY 23, 2006

SACRAMENTO

A meeting of the California Law Revision Commission was held in Sacramento on February 23, 2006.

Commission:

Present: Edmund L. Regalia, Chairperson

David Huebner, Vice Chairperson

Sidney Greathouse Frank Kaplan Susan Duncan Lee William E. Weinberger

Absent: Diane F. Boyer-Vine, Legislative Counsel

Noreen Evans, Assembly Member

Pamela L. Hemminger

Bill Morrow, Senate Member

Staff: Nathaniel Sterling, Executive Secretary

Brian P. Hebert, Assistant Executive Secretary

Steven E. Cohen, Staff Counsel Barbara S. Gaal, Staff Counsel

Debora Larrabee, Administrative Assistant

Consultants: None

Other Persons:

Oliver Burford, Executive Council of Homeowners, San Jose

Randall E. Cape, Granite Bay

Frank Collard, Southern California Rock Products Association, South Pasadena

Denise Duncan, Mattos & Associates, Sacramento

Lisa Engel, Assembly Committee on Housing and Community Development, Sacramento

John A. Hartog, Executive Committee, State Bar Trusts and Estates Section, Oakland

Cora L. Henning, Sacramento County Public Law Library, Sacramento

Carole Hochstatter, Bakersfield

Bonnie Laderman, Springfield Homeowners Association, Rocklin

Stephen F. Lambert, Lambert & Rogers Appliance, El Cajon

David L. Mandel, Senior Legal Hotline, Sacramento

Terry M. McGann, Government Strategies, Inc., for ECHO, Sacramento

Marjorie Murray, California Alliance for Retired Americans, Sacramento Dick Nash, Building Industry Credit Association, Los Angeles Chris Neri, Department of Real Estate, Sacramento Karen Raasch, American Association of Retired Persons, Sacramento Larry Robinson, Springfield Homeowners Association, Rocklin Valerie Rose, Government Strategies, Inc., Sacramento Bruce Rudman, Abdulaziz, Grossbart & Rudman, North Hollywood Janet Shaban, Sacramento Mary Pat Toups, Laguna Woods Norma J. Walker, Bakersfield Norm Widman, Lumber Association of California and Nevada, San Diego Jean Willis, Sacramento County Public Law Library, Sacramento

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MINUTES OF NOVEMBER 18, 2005, COMMISSION MEETING

- The Commission approved the Minutes of the November 18, 2005,
- 2 Commission meeting as submitted by the staff.

ADMINISTRATIVE MATTERS

Report of Executive Secretary

- The Executive Secretary reported that the Speaker of the Assembly has appointed Noreen Evans as Assembly Member of the Commission.
- The Executive Secretary reported that the Commission has hired Debora
- 7 Larrabee as its new administrative assistant. Ms. Larrabee works half time in the
- 8 Commission's Sacramento office. Ms. Larrabee was present at the meeting and
- 9 was introduced to the Commission.

Meeting Schedule

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The Commission considered Memorandum 2006-1, relating to the Commission's meeting schedule for 2006. The Commission revised the schedule proposed by the staff, and adopted the following schedule for the remainder of 2006:

6	April 2006	Sacramento
7	Apr. 27 (Thur.)	9:00 am – 4:30 pm
8	June 2006*	Sacramento
9	June 22-23 (Thur./Fri.)	9:00 am – 4:30 pm
10	August 2006	Burbank
11	Aug. 18 (Fri.)	9:30 am – 5:00 pm
12	October 2006	Burbank
13	Oct. 27 (Fri.)	9:30 am – 5:00 pm
14	December 2006	Burbank
15	Dec. 8 (Fri.)	9:30 am – 5:00 pm
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17	*The June meeting is ten	tatively scheduled for two
18	days but may be reduced	
19	depending on workload.	

LEGISLATIVE PROGRAM

The Commission considered Memorandum 2006-2, relating to the Commission's 2006 legislative program. The staff orally updated the chart attached to the memorandum with the information that the recommendation on enforcement of judgments under the Family Code has been introduced as AB 2126 (Lieu and Leno).

STUDY A-100 – CONTRACTUAL ARBITRATION IMPROVEMENTS FROM OTHER JURISDICTIONS

The Commission considered Memorandum 2006-6, reporting on the results of the meeting of arbitration stakeholders convened by the staff on January 5, 2006. Consistent with the results of that meeting, the Commission decided to discontinue its study of contractual arbitration.

STUDY H-821 – MECHANICS LIEN LAW

- The Commission considered Memorandum 2006-3, relating to mechanics lien
- 2 law. The Commission made the following decisions.

Location, Numbering, and Organization of Statute

The Commission approved the concept of relocating the private work portion of the mechanics lien law to the end of the Civil Code and the public work portion of the mechanics lien law to the Public Contract Code.

Design Professionals Lien

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35 36 The Commission directed the staff to continue the process of incorporating the design professionals lien into the mechanics lien law, making sure that nothing in the mechanics lien law is inappropriately applied to the design professionals lien.

In reworking the draft, the staff should ensure that the law clearly states that the design professionals lien ends when construction begins, and at that point the design professional's remedy is a mechanics lien. In that connection the staff should consider the possibility that site work may have a different completion date than construction work for lien commencement and termination purposes.

The staff should also consider basing the standard for an exempt project under the design professionals lien on the value of the project as stated in the building permit.

Multiple Owners

The Commission revised the co-ownership provision to read:

§ 3082.260. Co-owners

3082.260. (a) An owner may give a notice or execute or file a document under this title on behalf of a co-owner if the owner acts on the co-owner's behalf and includes in the notice or document the name and address of the co-owner on whose behalf the owner acts.

(b) Notice to the owner of an interest in property is effective as to a co-owner of that interest. Notice to the owner of a leasehold or other interest in property that is less than a fee is not effective as to the owner of the fee. Nothing in this subdivision limits the effect of notice to a reputed owner where that notice is authorized by statute.

Comment. Section 3082.260 is new. It generalizes provisions found in former Sections 3092 (notice of cessation) and 3093 (notice of completion), and clarifies the effect of giving or receiving notice

by co-owners. <u>Under subdivision</u> (b), notice to the owner of a leasehold may be effective as to the owner of the fee where the owner of the leasehold is the reputed owner of the fee and notice is given pursuant to statutory authority to notify the reputed owner. See, e.g., Section 3089.120 (preliminary notice requirement).
See also Sections 3082.100 ("owner" defined), 3082.190 ("work

of improvement" defined).

Contract Change

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The Commission revised the definition of "contract" along the following lines, subject to staff review of the statutes in which the term is used to make sure the statute is appropriately applied to a direct contract or a subcontract.

§ 3082.022. Contract

3082.022. "Contract" means an agreement between an owner and a direct contractor that provides for all or part of a work of improvement and . The term includes a contract change.

Comment. Section 3082.022 continues former Section 3088 and adds a reference to a contract change. The term "contract change" has replaced "written modification of the contract" as used in former Section 3123. This codifies the effect of *Basic Modular Facilities, Inc. v. Ehsanipour,* 70 Cal. App. 4th 1480, 83 Cal. Rptr. 2d 462 (1990).

This definition does not apply if the provision or context requires otherwise. Section 3082 (application of definitions). See, e.g., Sections 3082.100 (contract of purchase), 3082.310 (subcontract).

See also Sections 3082.025 ("direct contractor" defined), 3082.100 ("owner" defined), 3082.190 ("work of improvement" defined).

The staff should do further research on use of the terms "contract price" and "reasonable value of the work" in the mechanics lien law to determine whether recovery is limited to the lesser of the two amounts, or whether that rule only applies in the case of a voidable contract.

Notice Provisions

- 33 Terminology
- The Commission decided to stick with terminology of giving rather than serving notice, and making proof of notice rather than proof of service.
- 36 Contents of Notice
- The Commission adopted the staff proposal for a general provision on contents of notice, along the following lines.

§ 3082.236. Contents of notice 1 2 3082.236. (a) Except as otherwise provided by statute, notice under this title shall include all of the following information, to the 3 extent known to the person giving the notice: 4 5 (1) The name and address of the owner or reputed owner, and the nature of the owner's interest. 6 (2) The name and address of the direct contractor. 7 (3) The name and address of the construction lender, if any. 8 9 (4) A description of the site sufficient for identification, 10 including the street address of the site, if any. If a sufficient legal description of the site is given, the effectiveness of the notice is not 11 affected by the fact that the street address is erroneous or is 12 omitted. 13 (5) The name, address, and relationship to the parties of the 14 15 person giving the notice. (6) If the person giving the notice is a claimant: 16 (i) A general statement of the kind of labor, services, 17 equipment, or material provided. 18 (ii) The name of the person to or for which the labor, 19 20 services, equipment, or material is provided. (iii) A statement of the claimant's demand, after 21 deducting all just credits and offsets. 22 (b) Notice is not invalid by reason of any defect in form if the 23 notice is sufficient to substantially inform the person given notice of 24 25 the information required by this section and other information required in the notice. 26 Comment. Section 3082.236 is new. It generalizes and 27 28 standardizes provisions found throughout former law. See, e.g., former Sections 3092 (notice of cessation), 3093 (notice of 29 completion), 3097 (preliminary notice), 3103 (stop notice), 3252 30 (notice to principal and surety). 31 The staff should verify that the only provision under existing law calling for 32 the nature of the owner's interest (subdivision (a)(1)) is the notice of completion; 33 in that case, the staff should eliminate that requirement from the draft. 34 The staff should also review the general requirement of a statement of the 35 claimant's demand (subdivision (a)(6)(iii)). It may be appropriate to limit this 36 requirement to "if known" or "to the extent known" or a similar standard. Or it 37 may be appropriate to require the claimant's demand in specified notices only.

Manner of Giving Notice

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The Commission approved the general manner of giving notice set out in the memorandum:

1	§ 3082.237. Manner of giving notice
2	3082.237. Except as otherwise provided by statute, notice under
3 4	this title may be given by any of the following means: (a) Personal delivery.
5	(b) Mail in the manner provided in Section 3082.240.
6	(c) Leaving the notice and mailing a copy in the manner
7	provided in Section 415.20 of the Code of Civil Procedure for service of summons in a civil action.
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9 10	Comment. Section 3082.237 is new. It generalizes and standardizes provisions found throughout former law. See, e.g.,
11	former Sections 3097 (preliminary notice), 3103 (stop notice), 3144.5
12	(notice of release bond), 3227 (notice to principal and surety), 3259.5
13	(notice of recordation of notice of completion), 3260.2 (stop work
14 15	notice). This title may prescribe a different or more limited manner of
16	This title may prescribe a different or more limited manner of giving a particular notice. See, e.g., [to be provided].
17	The draft should make clear that, where a manner prescribed in the Code of
18	Civil Procedure is incorporated by reference, only the manner is incorporated
19	and not the Code of Civil Procedure time extensions. The staff should consider
20	spelling out the manner of giving notice under the Code of Civil Procedure,
21	rather than incorporating it by reference.
	Mailed Notice
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23	The Commission approved the following clarification of the mailed notice
24	provision:
25	§ 3082.240. Mailed notice
26	3082.240. The following provisions apply to notice given by mail
27 28	under this title: (a) Notice shall be given by (i) first class registered or certified
20 29	(a) Notice shall be given by <u>(i) first class</u> registered or certified mail or by <u>(ii) Express Mail or</u> another method of delivery
30	providing for overnight delivery.
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32	Posting
33	The Commission approved the concept of a general provision on posting
34	notice:
35	§ 3082.245. Posting
36	3082.245. A notice required by this title to be posted shall be
37	posted in a conspicuous location at the site and at the main office of
38	the site, if one exists.

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Comment. Section 3082.236 is new. It generalizes and standardizes provisions found in former law. See, e.g., former

1 2	Sections 3094 (notice of nonresponsibility), 3260.2 (stop work notice).
3	The Commission directed the staff to make clear either by definition or by ar
4	addition to the statute that posting in this context means displaying in a specific
5	physical location rather than depositing in the mail.
6	Recorded Notice
7	The Commission directed the staff to review the source of the language
8	relating to an instrument "deemed duly recorded without acknowledgment"
9	(Section 3082.250(b)).
10	Electronic Notice
11	The Commission approved the concept of authorizing electronic notice where
12	the parties have agreed to it:
13	§ 3082.235. Written notice
14	3082.235. (a) Notice under this title shall be in writing.
15	(b) Written notice under this title may be given by electronic
16	communication to the extent authorized under Section 3082.243.
17	Comment. Subdivision (a) of Section 3082.235 generalizes
18	various provisions of existing law. See, e.g., former Civ. Code §§
19 20	3092 (notice of cessation), 3093 (notice of completion), 3094 (notice of nonresponsibility), 3097 (preliminary notice (private work)), 3098
20 21	(preliminary notice (public work)), 3103 (stop notice).
22	Subdivision (b) is new.
23	See also Section 14 (writing includes printing and typewriting).
24	§ 3082.243. Electronic communication
25	3082.243. (a) As used in this section, "electronic
26	communication" includes electronic transmission of written or
27	graphical material by electronic mail, facsimile, or other means, but
28	does not include voice communication.
29 30	(b) A notice under this title may be given to a person by means of electronic communication if the person has expressly indicated a
31	willingness to receive the notice by means of electronic
32	communication.
33	Comment. Section 3082.243 is new. It is drawn from
34	Government Code Section 11340.85 (administrative procedure act).
35	See also Section 14 (writing includes printing and typewriting).
36	See also Section 3082.110 ("person" defined).
37	The Commission considered the question of how the agreement should be
38	expressed and proved. The staff should review the provisions of the Uniform

Electronic Transactions Act and E-Sign for possible guidance on this issue.

Proof of Notice

 The provision on proof of mailed notice was revised along the following lines:

§ 3082.240. Mailed notice

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- (c) Proof that the notice was given in the manner provided in this section shall be made by (1) a may be made by any of the following means:
- (1) A return receipt, delivery confirmation, signature confirmation, or other proof of delivery or attempted delivery provided by the United States Postal Service, or a photocopy of the record of delivery and receipt maintained by the United States Postal Service, showing the date of delivery and to whom delivered, or in the event of nondelivery, by the returned envelope itself (2) proof .
- (2) <u>Proof</u> of mailing certified by the United States Postal Service, or (3) a.
- (3) A tracking record or other documentation certified by an express service carrier showing delivery or attempted delivery of the notice.

The Commission will seek comment on whether the United States Postal Service is sufficiently reliable that subdivision (c)(2), relating to a certificate of mailing, should be sufficient.

Proof of Personal Delivery

The Commission approved the proof of notice provision as set out in the memorandum:

§ 3082.239. Proof of notice

3082.239. (a) Proof that notice was given to a person in the manner required by this title shall be made by the proof of notice affidavit described in subdivision (b) and, if given by mail, shall be accompanied by proof in the manner provided in Section 3082.240.

- (b) A proof of notice affidavit shall show all of the following:
- (1) The time, place, and manner of notice and facts showing that notice was given in the manner required by this section.
- (2) The name and address of the person to which notice was given, and, if appropriate, the title or capacity in which the person was given notice.

Comment. Section 3082.239 is new. It generalizes and standardizes provisions found throughout former law. See, e.g., former Sections 3097 (preliminary notice), 3260.2 (stop work notice).

Address of Person to be Notified

 The Commission approved the general address provision set out in the statute:

§ 3082.238. Address at which notice is given

- 3082.238. (a) Notice under this title shall be given to the person to be notified at an address prescribed in this section. If the person giving notice knows of more than one address for the person to be notified, notice shall be given at the last known address of the person to be notified.
- (b) Notice under this title shall be given to the person to be notified at the address of the person's residence or place of business, or at any of the following addresses:
- (1) If the person to be notified is an owner, at the address shown on the contract, the building permit, or a construction trust deed.
- (2) If the person to be notified is a construction lender, at the address shown on the construction loan agreement or construction trust deed.
- (3) If the person to be notified is a direct contractor, at the address shown on the contract or building permit, or on the records of the Contractors' State License Board.
- (4) If the person to be notified is a claimant, at the address shown on the contract, preliminary notice, claim of lien, stop payment notice, or claim against a payment bond, or on the records of the Contractors' State License Board.
- (5) If the person to be notified is the principal or surety on a bond, at the address provided in the bond for service of notices, papers, and other documents.

Public Entity

The Commission approved the general provision on notice to a public entity as set out in the memorandum:

§ 42065. Notice to public entity

42065. Notice to a public entity shall be addressed to the public entity at the office of the disbursing officer of the public entity or at another address specified in the contract.

Comment. Section 42065 supersedes former Section 3098 (preliminary notice of public work). Notice under this part may be given by mail or personal delivery as provided in Section [3082.237 (manner of giving notice)].

When Notice is Complete

The Commission approved the general provision in the memorandum on when notice is complete:

1	§ 3082.255. When notice complete
2	3082.255. Notice under this title is complete at the following time:
4	(a) If given by personal delivery, when delivered.
5	(b) If given by mail, when deposited in the mail or with an
6 7	express service carrier in the manner provided in Section 1013 of the Code of Civil Procedure.
8	(c) If given by leaving the notice and mailing a copy in the
9 10	manner provided in Section 415.20 of the Code of Civil Procedure for service of summons in a civil action, five days after leaving the
11	notice.
12	(d) If given by posting, when posted.
13 14	(e) If given by recording, when filed for record in the office of the county recorder.
15	The staff should review the various draft provisions to ensure that the
16	reference to "mailing" is used consistently to refer to the type of mailing —
17	registered, certified, or first class. In this connection it may be clearer to set out
18	the effect of Code of Civil Procedure provisions, rather than incorporating them
19	by reference.
20	Preliminary Notice
21	In response to issues raised in the memorandum, the Commission declined to
22	propose any changes in the basic operation of the preliminary notice system.
23	Notice of Filing Claim of Lien for Record
24	The Commission decided to proceed with its proposal to require notice to the
25	owner at the time the claim of lien is recorded. The staff should double check that
26	the mechanics of the notice requirement will work.
27	Penalty for Recording False Claim of Lien
28	The Commission declined to make any revisions in its current proposal to
29	allow liability for a false claim of lien. The Commission agreed to review a
30	suggestion by Gordon Hunt to develop a provision parallel to the system used to
31	determine the validity of a stop notice in a public work contract.
32	Time for Commencement of Enforcement Action
33	The Commission approved the revision to the time for commencement of a
34	lien enforcement action as set out in the memorandum:
35	§ 3083.710. Time for commencement of enforcement action
36 37	3083.710. (a) The claimant shall commence an action to enforce a lien and record either a notice of the pendency of the action or of an

extension of credit under subdivision (b) within 90 days after recordation of the claim of lien.—If and record a notice of the pendency of the action within 100 days after recordation of the claim of lien. Except as provided in subdivision (b), if the claimant does not record either commence an action and record notice of the pendency of an action or an extension of credit the action within the time provided in this subdivision, the claim of lien expires and is unenforceable.

(b) If the claimant and owner agree to extend credit, and notice of the fact and terms of the extension of credit is recorded within 90 days after recordation of the claim of lien, the claimant shall commence an action to enforce the lien and record a notice of the pendency of the action within 90 days after the expiration of the credit, but in no case later than one year after completion of the work of improvement. If the claimant does not commence an action and record notice of the pendency of an action within the time provided in this subdivision, the claim of lien expires and is unenforceable.

The Commission directed the staff to consider the situation under subdivision (b) where there is an extension of credit more than 90 days after recordation of the claim of lien, but there has been no intervening BFP. Shouldn't the late extension of credit be given effect?

STUDY H-853 – CID OMBUDSPERSON PILOT PROJECT

The Commission considered Memorandum 2006-12, together with material distributed at the meeting (attached to the First Supplement to Memorandum 2006-12), discussing Assembly Bill 770 (Mullin) and Senate Bill 551 (Lowenthal). Those two bills would implement the Commission's recommendation on *CID Ombudsperson Pilot Project* (March 2005). The Commission ratified the bill amendments described in the memorandum.

STUDY H-855 – STATUTORY CLARIFICATION AND SIMPLIFICATION OF CID LAW

The Commission considered part of Memorandum 2006-4, discussing a staff draft on the clarification and simplification of CID law. The remainder of the memorandum will be considered at a future meeting.

The Commission decided that the language of Civil Code Section 1360.5, relating to pets, should be preserved unchanged.

STUDY J-1402 – STATUTES MADE OBSOLETE BY TRIAL COURT RESTRUCTURING: PART 3

- The Commission considered Memorandum 2006-9, relating to trial court
- 2 restructuring. The Commission directed the staff to proceed with the remaining
- work on trial court restructuring as outlined in the memorandum.

STUDY L-3032 – BENEFICIARY DEEDS

- The Commission considered Memorandum 2006-5, together with the First
- 5 Supplement to Memorandum 2006-5, relating to beneficiary deeds. The
- 6 Commission made the following decisions.

7 Capacity

- 8 The Commission deferred decision on whether the decedent should have
- 9 testamentary or contractual capacity to execute a beneficiary deed. The staff
- should research the effect of Probate Code Section 812, relating to legal mental
- 11 capacity.

12 Execution of Deed

- 13 A beneficiary deed should be signed, dated, and acknowledged by the
- decedent. Witnessing, in the manner of a will, should not be required.

Delivery

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- Delivery of the deed to the beneficiary during the decedent's lifetime should
- 17 not be required.

Acceptance

- Acceptance by the beneficiary during the decedent's lifetime should not be
- 20 necessary. Standard disclaimer procedures should be made available to the
- 21 beneficiary after the decedent's death.

Recordation

- 23 A beneficiary deed should be ineffective unless recorded before the
- decedent's death. The deed should be recordable either by the decedent or by the
- 25 decedent's agent.
- The tentative recommendation should solicit comment on the possibility of
- 27 requiring prompt recording, such as within 30 or 60 days after execution. The

- tentative recommendation should point out advantages and disadvantages, including:
 - Prompt recordation would operate as evidence of the decedent's intent. But it could also frustrate the intent of a decedent that desires to pass the property to the named beneficiary but is physically unable to record the instrument within the prescribed period or there is a failure of prompt recordation for another reason.
 - Prompt recordation could help expose fraud or undue influence before the decedent dies. But it could also frustrate the decedent's desire to maintain the privacy of the disposition.

Battle of Recorded Deeds

If more than one beneficiary deed is recorded for the same property, the last executed of the recorded instruments should prevail.

14 Effect of Other Instruments

15 Will

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- A will should not override a previously recorded beneficiary deed, but a beneficiary deed should override a previously executed will.
- 18 Trust

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- A beneficiary deed would be revoked by a subsequent recorded transfer of the property into trust. Whether a beneficiary deed would revoke an earlier transfer of the property into a trust would depend on whether the trust is revocable. In either event, a recorded instrument should prevail over an unrecorded instrument.
- 24 Joint Tenancy
- Recordation of a beneficiary deed should have the effect of severing a joint tenancy in the property. The net result is that the severing joint tenant's interest would pass to the named beneficiary on the decedent's death, rather than to the surviving joint tenant.
- Recordation of a joint tenancy by the owner of property should have the effect of revoking a previously recorded beneficiary deed for the same property.

Community Property

 Either spouse should be able to make a beneficiary deed affecting that spouse's one half interest in community property. That would not affect the other spouse's one half interest, unless the other spouse joined in the deed.

The statute creating the new title form of community property with right of survivorship indicates that termination of the right of survivorship may be accomplished pursuant to the same procedures by which a joint tenancy may be severed. The commentary to any beneficiary deed legislation should note that, because recordation of a beneficiary deed severs a joint tenancy it would also terminate the survivorship right in community property with right of survivorship.

Effectuation of Transfer

The statute should make use of the affidavit of death/certified copy of death certificate procedure used to effectuate passage of title by joint tenancy. See Prob. Code §§ 210-212; cf. Civ. Code § 682.1(a) (community property with right of survivorship passes to survivor "subject to the same procedures, as property held in joint tenancy").

Failure to Effectuate Transfer

The Commission declined to adopt a requirement that the beneficiary accept the property transfer within a limited time (for example, one year). The Commission also declined to require that the county recorder notify the beneficiary on recordation of a beneficiary deed.

Contest

The staff should look into possible use of the Probate Code Section 850 procedure (conveyance or transfer of property claimed to belong to decedent or other person) for a person wishing to contest a named beneficiary's right under a beneficiary deed. The procedure might also incorporate a delay (for example, 40 days after the decedent's death).

STUDY T-100 – TECHNICAL AND MINOR SUBSTANTIVE STATUTORY CORRECTIONS

The Commission considered Memorandum 2006-10 and the First Supplement to Memorandum 2006-10, which propose technical and minor substantive statutory corrections for inclusion in a future tentative recommendation. The

Commission corrections.	adopted	the	staff	recommen	ndations	relating	to	the	proposed
☐ APPROVE	D AS SUBM	ITTEI)	-					Date
APPROVED AS CORRECTED (for corrections, see Minutes of next meeting)					Chairperso Executive Secreta				