

CONEJO VALLEY SENIOR CONCERNS OPERATING CASH INVESTMENT POLICY

PURPOSE OF INVESTMENT POLICY

The purpose of this Investment Policy is to provide a clear statement of the Conejo Valley Senior Concerns, Inc. (hereafter referred to as Senior Concerns) investment objective, to define the responsibilities of the Board of Directors and any other parties involved in managing the Senior Concerns operating cash and to identify permissible investments and diversification requirements.

INVESTMENT OBJECTIVE

The overall investment objective of Senior Concerns is to preserve principal, meet forecasted cashflow needs and to provide income or yield. This is done through prudent investing and planning, as well as through the maintenance of a diversified portfolio.

GENERAL PROVISIONS

- All transactions shall be for the sole benefit of Senior Concerns.
- The Directors shall consider updating the Senior Concerns investment policy on an annual basis.
- Any investment that is not expressly permitted under this Policy must be formally reviewed and approved by the Directors.
- The Directors will endeavor to operate the Organization's investment program in compliance with all applicable state, federal and local laws and regulations concerning management of investment assets.
- Investments shall be diversified with a view to minimizing risk.

DELEGATION OF RESPONSIBILITY; RELIANCE ON EXPERTS AND ADVISORS

- The Board of Directors has ultimate responsibility for the investment and management of the Organization's investment assets.
- The Board of Directors may delegate authority over the Organization's investments to the Finance Committee, being a Board Committee comprised only of directors.
- The Board or Finance Committee may hire outside experts as investment consultants or investment managers.
- The Board may also establish an advisory committee (which may include non-directors) to provide investment advice to the Board or to the Board Committee. Advisory committees have no authority to act for the Board, but may monitor compliance with the investment policy, recommend changes, and assist the Board or Board Committee in selecting and retaining Investment Managers to execute this Investment Policy.

INVESTMENT AND MANAGEMENT GUIDELINES

Operating Cash: Operating Cash, defined as cash needed to cover 12 months of operating expenses, shall be invested with the objective of preserving its assets to cover day-to-day operations, and realizing earnings in a way that allows for immediate liquidity. Operating cash may be maintained in a checking account that is used for day-to-day operations and may be invested in other cash-equivalent investments, such as savings accounts, money market accounts, certificates of deposit with maturities appropriate for expected needs, Treasury bills and other investments that are relatively easy to liquidate. Senior Concerns Board of Directors will from time to time will review the investments to determine the appropriate allocation based on Senior Concern's cash-flow needs, and regularly report

such allocation to the Executive Committee. The Board and/or the Executive Committee may direct that changes be made to such allocation.

Reserve Funds: Reserve Funds, defined as any cash that is in excess of 12 month operating cash budget. These assets can be invested with a 12-18 month investment horizon and shall be invested with the objective of preserving the long-term real purchasing power of the Funds' assets while realizing appropriate investment income. Reserve Funds' assets may be invested in certificates of deposit, Treasury bills, mutual funds, exchange traded funds, equities, fixed income securities and cash equivalent investments. The asset allocation of the Reserve Funds shall be determined from time to time by the Board of Directors, in consultation with any advisors if desired, which allocation shall reflect a proper balance of such Fund's investment objective, any risk tolerance standard and the need for liquidity.

Restricted Funds: Restricted Funds, is defined as money that is held for a specific purpose and is not available to SC for general business use. If SC is granted investment authority for these funds, the monies shall be invested with the objective of preserving and enhancing the purchasing power of the Funds' assets while ensuring that liquidity requirements can be met. Restricted Funds' assets may be invested in certificates of deposit, Treasury bills, mutual funds, exchange traded funds, equities, fixed income securities and cash equivalent investments. The asset allocation of the Restricted Funds shall be determined from time to time by the Board of Directors, in consultation with any advisors if desired, which allocation shall reflect a proper balance of such Fund's investment objective, any risk tolerance standard and the need for liquidity.

PERFORMANCE EVALUATION

The Finance Committee shall oversee execution of investment policies and procedures. The Finance Committee will monitor the performance of the investments or the Investment Managers, if hired, on a quarterly basis and evaluate Investment Managers annually. The Finance Committee will report its analysis to the Board of Directors.

EXCEPTIONS TO GUIDELINES

No exceptions to the foregoing Investment Guidelines will be permitted without approval of The Board Chair, the Treasurer and the President.