AGENDA

Administration Conference Room
Monday, August 14, 2017
1:00 p.m.

1. Call to Order/Pledge of Allegiance

2. Roll Call/Notice of Quorum

3. Chairs Announcements
   a. Introduction of Guests and Staff
      i. Randy Ankeny, Executive Director
      ii. Carolyn Miller, Director of Finance
      iii. David Rudge, Project Coordinator/Building Inspector
      iv. Laura Whitlock, Recording Secretary
   b. Rules of Order
   c. Chairs Report

4. Approval of Minutes
   a. July 10, 2017 (Pgs. 1-7)

5. Shareholder/Member Comments – Agenda Items Only
   (Limited to 3 minutes per person)

6. Correspondence
   a. Susie Ralston, L.W. Art League President (Pg. 8)

7. Old Business
   a. 2018 Budget Proposal (Pgs. 9-11)
   b. Clubhouse 2 - Update
   c. Mission Bell, Clubhouse 3 - Update
   d. WWI Memorial - Update
   e. Cost for Landscaping – Median on St. Andrews, South
   f. Clubhouse 6 Paint Color for Metal Railings
ARCHITECTURAL DESIGN REVIEW COMMITTEE

8. New Business
   a. New Polo Shirts for Security (Pgs. 12-16)
   b. Selection of Honor Banner (Pg. 17)
   c. Window Signage (Pg. 18)
   d. RV Lot Signs (Separate Cover)
   e. Community Expo Banners (Separate Cover)

9. Policies

10. Staff Reports
    a. Facilities Director
       i. Variance Report (pg. 19)
    b. Executive Director

11. President’s Comments

12. Shareholder Member Comments
    (Limited to 3 minutes per person)

13. Committee Member Comments

14. Next Meeting
    a. Monday, September 11, 2017
       Administration Conference Room – 1:00 p.m.

15. Adjournment
ARCHITECTURAL DESIGN & REVIEW COMMITTEE MINUTES

July 10, 2017

The meeting of the Architectural Design & Review Committee (ADRC) was held on Monday, July 10, 2017 and was called to order at 2:00 p.m. by Chair Fekjar in Conference Room B, Building 5, followed by the Pledge of Allegiance.

ROLL CALL

Present:
- Ms. S. Fekjar, Chair
- Mr. W. Gould
- Mr. B. Lukoff
- Mr. T. Dodero
- Ms. S. Hopewell
- Mrs. J. Reed
- Ms. L. Stone, Ex-Officio

Absent:
- Ms. I. Heinrichs

Also Present:
- Mr. R. Ankeny, Executive Director
- Mr. M. Weaver, Facilities Director
- Ms. C. Miller, Director of Finance
- Mrs. L. Whitlock, Administrative Secretary
- Mrs. C. Damoci, GRF Vice President, Mutual Twelve
- Hon. S. Massa-Lavitt, Mayor of Seal Beach
- One Shareholder/Member

Chair Fekjar greeted and welcomed everyone to the Architectural Design & Review Committee meeting and introduced Foundation members, guests and staff.

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.

In accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today’s posted meeting. The business of the ADR Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting and a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 4th Tuesday of the month. GRF Board members
who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today’s Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in August 2017.

CHAIR’S ANNOUNCEMENTS

Chair Fekjar welcomed the Committee members, guests and staff, including GRF President, Linda Stone; Mayor of Seal Beach, Hon. Massa-Lavitt; Executive Director, Randy Ankeny; Facilities Director, Mark Weaver; Director of Finance, Carolyn Miller, and Administrative Secretary, Laura Whitlock.

APPOINTMENT OF VICE CHAIR

Mrs. Reed nominated Ms. Hopewell for Vice Chair. There being no further nominations, Ms. Hopewell was declared Vice Chair of the Architectural, Design & Review Committee, by acclamation.

APPROVAL OF MINUTES

The meeting minutes of the May 9, 2017 meeting were approved as presented.

CORRESPONDENCE

Susan Dobson, Table Tennis Club President
After review of letter received by Table Tennis Club President, Susan Dobson, Chair Fekjar asked staff to write a letter advising Ms. Dobson of that the floor will be refinished.

OLD BUSINESS

Main Gate Landscape, Update
Facilities Director reported that a bidders’ conference is scheduled for July 27, 2017, and should receive an official bid, thereafter. He also reported that bids were sent out to the following companies: 1) Johns Landscaping; 2) Bright View; and 3) Mission. He will provide a report at a future meeting.

Mission Bell
After a brief discussion by staff and committee members, it is the consensus of the Committee to bring this item back on next month’s agenda.
North Gate Gravel

After a brief discussion, Chair Fekjar directed Facilities Director to look into the cost of moving the dolphin topiaries and planting sea grass in this area. Facilities Director will provide report and update to the Committee at a future meeting.

St. Andrews Median

After a discussion between staff, committee members and GRF President, Chair Fekjar assigned Ms. Hopewell to schedule a work-study group for this project. Also, Facilities Director is to report back to the Committee the cost for the removal of the trees and landscaping.

WWI Memorial

After a brief discussion, it is the consensus of the Committee to table this item until next month and for Mr. Lukoff to schedule a work study with the Historical Society.

Donor Wall

Lynn Baidack of the Golden Age Foundation (GAF) made a presentation of the Donor Wall located at the Amphitheater between the Administration Building and Health Care Center.

After a brief discussion, it is the consensus of the Committee to allow Ms. Baidack to lay the tiles randomly, three feet (3’) from the top and bottom of the wall.

Also, Ms. Baidack will advise the Committee members when grout samples are ready to be reviewed. Ms. Baidack also mentioned that there will be a celebration for the Donor Wall on August 11, 2017 and a ribbon cutting ceremony August 12, 2017.

NEW BUSINESS

Clubhouse 6, Paint Color and Floor Selection

Following a brief discussion and review of possible colors for Clubhouse 6, Vice Chair Hopewell MOTIONED, seconded by Mr. Gould and unanimously carried by Committee members present –

TO approve the following paint colors for Clubhouse 6:
Interior Paint Colors – same color scheme as interior paint in Clubhouse 4.
FLOOR SELECTION – it is the consensus of the Committee to move the meeting to Clubhouse 6 to view flooring. Motion for this item will be noted by Facilities Director.

(Mr. Lukoff left the meeting at 3:55 p.m.)

Post Office Painting

After a brief discussion, it is the consensus of the Committee to paint the exterior of the Post Office the same color scheme that was decided on for Clubhouse 6, Wild Stallion, Swiss Coffee and Khaki.

Electric Cart Color

After a brief discussion, it is the consensus of the Committee to approve staff to paint the fenders of the new Physical Property Electric Cart, blue, as used in the Golden Rain Foundation (GRF) logo.

STAFF REPORTS

Executive Director

The Executive Director reported that it has been brought to his attention on many occasions that the mural in Clubhouse 6 does not represent the LW Community.

After a brief discussion, Mrs. Reed MOTIONED, seconded by Ms. Hopewell and unanimously carried by the Committee members present –

TO direct staff to remove the mural on the second floor of Clubhouse 6.

Facilities Director

The Facilities Director provided his report as presented in the agenda packet.

COMMITTEE MEMBERS COMMENTS

Four Committee members spoke on the proceedings of the Committee meeting.
ADJOURNMENT

Chair Hopewell adjourned the meeting at 4:20 p.m.

Suzanne Fekjar, Chair
ARCHITECTURAL DESIGN & REVIEW COMMITTEE

law 07.14.17
RECAP OF MOTIONS AND ACTIONS TAKEN AT THE ARCHITECTURAL DESIGN & REVIEW COMMITTEE MEETING

MOTIONS

• Mrs. Reed nominated Ms. Hopewell for Vice Chair. There being no further nominations, Ms. Hopewell was declared Vice Chair of the Architectural, Design & Review Committee, by acclamation.

• The meeting minutes of the May 9, 2017 meeting, were approved as presented.

• TO approve the following paint colors for Clubhouse 6: Exterior Paint Colors – Wild Stallion, Swiss Coffee and Khaki. Interior Paint Colors – same color scheme as interior paint in Clubhouse 4.

• TO allow staff to remove the mural on the second floor of Clubhouse 6, as many shareholders mentioned it is not indicative of the community.

ACTIONS

• After a brief discussion by staff and committee members, it is the consensus of the Committee to bring the item of the Mission Bell back on next month’s agenda.

• After a discussion between staff, committee members and GRF President, Chair Fekjar assigned Ms. Hopewell to schedule a work-study group for this project. Also, Facilities Director is to report back to the Committee the cost for the removal of the trees and landscaping.

• After a brief discussion, it is the consensus of the Committee to table the item of the WWI Memorial to next month's meeting and for Mr. Lukoff to schedule a work study with the Historical Society.

• After a brief discussion, it is the consensus of the Committee to allow Ms. Baidack to lay the tiles randomly, three feet (3') from the top and bottom of the wall, at the Amphitheater Donor Wall located in between the Health Care Center and the Administration Building.

• FLOOR SELECTION – it is the consensus of the Committee to move the meeting to Clubhouse 6 to view flooring. Motion for this item to be noted by Facilities Director.
• After a brief discussion, it is the consensus of the Committee to paint the exterior of the Post Office the same color scheme that was decided on for Clubhouse 6, Wild Stallion, Swiss Coffee and Khaki.

• After a brief discussion, it is the consensus of the Committee to approve staff to paint the fenders of the new Physical Property Electric Cart, blue, as used in the Golden Rain Foundation (GRF) logo.

• Chair Fekjar adjourned the meeting at 4:20 p.m.
To whom it may concern,

Golden Rain Foundation approached the Leisure World Art League to create a mural for the wall at the top of the stairs in newly completed Clubhouse 6. We accepted the challenge and formed a committee to donate time and talents to accomplish this project with the understanding that it would remain for the life of the building. We are more than willing to work with the committee to edit or service the existing mural without changing the original design.

The mural was well received and has always been a welcome addition to Leisure World and the building. We do not want to see this piece of art and community history destroyed. We wish to work with you and preserve this for friends and neighbors to enjoy for years to come. Please allow us to be heard.

Sincerely,

Susie Ralston
L.W. Art League President

Carmen Leslie
Sharon Hamilton
Mural designers

Marty Silberling
Mural Coordinator
Past L.W Art League president
TO: FINANCE COMMITTEE
FROM: ARCHITECTURAL DESIGN REVIEW COMMITTEE
SUBJECT: 2018 PROPOSED OPERATING BUDGET – CC ADRC
DATE: AUGUST 14, 2017
CC: FILE

Committee Action:

To recommend to the Finance Committee the acceptance of the proposed 2018 operating budget for Cost Center ADRC – Architectural Design Review.
# Golden Rain Foundation
## 2018 Proposed Operating Budget - ADRC (Draft)
### Data as of June 30, 2017

- **Old Business Item 7A**

### Expenses - ADRC

<table>
<thead>
<tr>
<th>GL Account</th>
<th>GL Name</th>
<th>2018 Total</th>
<th>2017 Budget</th>
<th>Variance</th>
<th>% Change</th>
<th>2017 YTD Actual</th>
<th>2017 Projected</th>
<th>2017 Annualized Variance</th>
<th>2016 Variance</th>
<th>2016 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>6215000 ADR Mileage - ADRC</td>
<td>120</td>
<td>120</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>60</td>
<td>60</td>
<td>0</td>
<td>120</td>
<td>0</td>
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<tr>
<td>6410000 ADR Office Supplies - ADRC</td>
<td>300</td>
<td>300</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>150</td>
<td>150</td>
<td>0</td>
<td>300</td>
<td>0</td>
</tr>
<tr>
<td>6438000 ADR Other Professional Fees - ADRC</td>
<td>5,000</td>
<td>5,000</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>2,498</td>
<td>2,502</td>
<td>0</td>
<td>5,000</td>
<td>1,625</td>
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<td>6475100 ADR Landscape - Contracts - ADRC</td>
<td>123,900</td>
<td>0</td>
<td>123,900</td>
<td>100.0%</td>
<td>0</td>
<td>0</td>
<td>123,900</td>
<td>0</td>
<td>123,900</td>
<td>0</td>
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<tr>
<td>6475600 ADR Landscape - Extras - ADRC</td>
<td>41,527</td>
<td>0</td>
<td>41,527</td>
<td>100.0%</td>
<td>0</td>
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<td>41,527</td>
<td>0</td>
<td>41,527</td>
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<tr>
<td>6481500 ADR Community Entertainment - ADRC</td>
<td>17,500</td>
<td>0</td>
<td>17,500</td>
<td>100.0%</td>
<td>0</td>
<td>0</td>
<td>17,500</td>
<td>0</td>
<td>17,500</td>
<td>0</td>
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<tr>
<td>6482000 ADR Dues, Memberships &amp; Books -ADRC</td>
<td>300</td>
<td>300</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>150</td>
<td>150</td>
<td>0</td>
<td>300</td>
<td>0</td>
</tr>
<tr>
<td>6951000 ADR Non Bud Exp for Comm - ADRC</td>
<td>1,000</td>
<td>1,000</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>1</td>
<td>999</td>
<td>1</td>
<td>999</td>
<td>5,000</td>
</tr>
</tbody>
</table>

**Total Operating Expenses**: 189,647 | 6,720 | 182,927 | 2722.1% | 1 | 2,859 | 186,788 | 1 | 189,646 | 6,625 | 183,022 |

**Total Cost Center Expenses**: 189,647 | 6,720 | 182,927 | 2722.1% | 1 | 2,859 | 186,788 | 1 | 189,646 | 6,625 | 183,022 |

### Income from / (Refund to) Mutuals

<table>
<thead>
<tr>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>5330000 ADR Income from / (Refund to) Mutuals</td>
<td>189,647</td>
<td>6,720</td>
<td>182,927</td>
<td>2722.1%</td>
<td>3,360</td>
<td>6,720</td>
<td>182,927</td>
<td>6,720</td>
<td>182,927</td>
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</table>

**Total Cost Recovery**

<table>
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<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>189,647</td>
<td>6,720</td>
<td>182,927</td>
<td>3,360</td>
<td>6,720</td>
<td>182,927</td>
<td>6,720</td>
<td>182,927</td>
<td>7,344</td>
<td>182,303</td>
</tr>
</tbody>
</table>

**Net Income / (Expense)**

| 0 | 0 | 0 | 3,359 | 3,861 | (3,861) | 6,719 | (6,719) | 719 | (719) |

**PAPM**

2.39 | 0.08 | 2.31
<table>
<thead>
<tr>
<th>GL CODE</th>
<th>LINE ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>6211000</td>
<td>Continuing Education</td>
<td>No funds were budgeted for 2017.</td>
</tr>
<tr>
<td>6215000</td>
<td>Mileage</td>
<td>This line item will cover mileage expense incurred when commuting to offsite workshops and seminars.</td>
</tr>
<tr>
<td>6410000</td>
<td>Office Supplies</td>
<td>Typical items charged to this account are pens, staples, postage meter tape, resident card stock, hand sanitizer, envelopes, file folders, Post-It notes, etc.</td>
</tr>
<tr>
<td>6438000</td>
<td>Other Professional Fees</td>
<td>Covers professional fees relating to architectural planning.</td>
</tr>
<tr>
<td>6475100</td>
<td>Landscape Maintenance - Contacts</td>
<td>The maintenance contract for Community Facilities has been transferred from Cost Center 79 for 2018 and is based on the existing contract expiring on 12/31/2017 plus 5%.</td>
</tr>
<tr>
<td>6475600</td>
<td>Landscape Maintenance - Extras</td>
<td>In 2017, landscape extras had been budgeted in Cost Center 79. Estimated increase in tree trimming and the addition of colored flowers are included in 2018 budget.</td>
</tr>
<tr>
<td>6481500</td>
<td>Community Entertainment</td>
<td>This is a new budget line item for this cost center and for the 2018 budget year. $17,500 has been set aside for 2018 for holiday decorations. The existing contract expires in 2017 and no new negotiations have been executed at this time.</td>
</tr>
<tr>
<td>6482000</td>
<td>Dues Memberships &amp; Books</td>
<td>This line item will cover the purchase of reference materials.</td>
</tr>
<tr>
<td>6951000</td>
<td>Committee Non-Budgeted Expenses</td>
<td>Funds in the amount of $1,000 per committee has been budgeted for 2017 per Policy 5516. These funds are set aside for unbudgeted expenditures authorized at the committee level.</td>
</tr>
</tbody>
</table>
The Executive Committee is reviewing alternatives to the ongoing expense of uniform service. The Committee request of ADRC review and consideration a color selection for a uniform shirt for Security Department staff (will not include Watch Commanders, Supervisors and/or Department Head),

The Security Services Director and I have discussed various colors, and would like to recommend to the ADRC, a yellow, as this color provides high visibility. Example:

Common colors

For your review are sample mock-ups with the GRF Logo. (Attached)

COMMITTEE ACTION:

Select which style and lettering color and forward to the Board for approval.
SECURITY SHIRTS - OPTION 1
(BLUE)
SECURITY SHIRTS - OPTION 2
(BLUE)
SECURITY SHIRTS - OPTION 1
(BLACK)
SECURITY SHIRTS - OPTION 2
(BLACK)
Honoring Our Military

Terry De Leon
Mutual 19

Navy

Leisure World Honors
Terry De Leon
Mutual 19

Navy

Leisure World Honors
Terry De Leon
Mutual 19

Navy

□ Okay as is  □ Okay after changes  □ Changes needed, resend proof

Important - Please Read Carefully  Turnaround time is determined from day of approval.
The artwork above is for your approval. Your order will be manufactured from this artwork. If you approve the artwork as correct, you will be financially responsible for the order. All of our customers are important to us and we strive to meet all of your expectations. So, please check the artwork, spelling, size, and color before signing below.

Signature of Approval __________________________   Date __________
WINDOW SIGNAGE

Copy & Supply Center
Building 5
Monday - Friday
8 am to 4:30 pm

Physical Property
Building 5
Monday - Friday
8 am to 4:30 pm

Security Office
Building 5
Monday - Friday
8 am to 4:30 pm

CLUBHOUSE 4

CLUBHOUSE 6
### Budget Variance Report - July 2017
#### Architectural Design Review - CC ## ADR

For Cost Center ADR there is a favorable variance of $4,338 through the month of July 2017. The major variance is due to the following:

<table>
<thead>
<tr>
<th>CC</th>
<th>GL Code</th>
<th>Account Description</th>
<th>Variance</th>
<th>Explanation</th>
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<tr>
<td>ADR</td>
<td>6438000</td>
<td>Other Professional Fees</td>
<td>2,919</td>
<td>Favorable - the committee’s budget has not yet been spent.</td>
</tr>
<tr>
<td>ADR</td>
<td>6951000</td>
<td>Committee Discretionary Expense</td>
<td>999</td>
<td>Favorable - the committee’s discretionary budget of $1,000 has not yet been spent.</td>
</tr>
</tbody>
</table>

Total Explained Variances: 3,918

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<table>
<thead>
<tr>
<th>Acct #</th>
<th>Description</th>
<th>Y-T-D Actual</th>
<th>Y-T-D Budget</th>
<th>Budget Variance</th>
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<tbody>
<tr>
<td>6215000 ADR</td>
<td>Mileage - Architectural Design</td>
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<td>70</td>
<td>70</td>
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<tr>
<td>6410000 ADR</td>
<td>Office Supplies - Architectural Design</td>
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<td>175</td>
<td>175</td>
</tr>
<tr>
<td>6438000 ADR</td>
<td>Other Professional Fees - Architectural</td>
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<td>2,919</td>
<td>2,919</td>
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<td>6482000 ADR</td>
<td>Dues, Memberships &amp; Books - Architectura</td>
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<td>175</td>
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<tr>
<td>6951000 ADR</td>
<td>Committee Discretionary Expense - Archit</td>
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<td>1,000</td>
<td>999</td>
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<tr>
<td></td>
<td>Total Expenses</td>
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<td>4,339</td>
<td>4,338</td>
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<td>5330000 ADR</td>
<td>Income / Refund from Mutuals - Architect</td>
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<td></td>
<td>Total Cost Recovery</td>
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<td>Off Budget Items</td>
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<td>Net Income/ (Expense)</td>
<td>3,919</td>
<td>(419)</td>
<td>4,338</td>
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