



Security, Bus and Traffic Committee

Agenda

Administration Conference Room

Wednesday, February 10, 2016 at 1:00 p.m.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Notice of Quorum
3. Chair's Announcements
 - a. Introduction of Guests and Staff
 - b. Rules of Order
 - c. Chair's Report
4. Approval of Minutes of January 13, 2016
5. Shareholder/Member Comments – Any Item (*Limited to 3 minutes per person*)
6. Correspondence
7. New Business
 - a. Purchase of New Repeater for Channel Four
8. Old Business
 - a. Parking and Traffic Sub-Committee Report / Policy 1926-37
 - b. Transportation Sub-Committee Report will be given in March.
9. Policies
 - a. Adopt Policy 1926-37 (will be provided separately)
 - b. Rescind (No Action)
10. Staff Reports will be written only, verbal reports will be given in March.
 - a. Security Chief
 - b. Fleet Manager
 - c. Executive Director
11. President's Comments
12. Committee Member Comments
13. Next Meeting/Adjournment



COMMITTEE ACTION REQUEST

TO: SECURITY, BUS, AND TRAFFIC COMMITTEE
FROM: JAIME GUERRERO, SECURITY CHIEF
SUBJECT: PURCHASE OF REPEATER FOR GRF RADIO CHANNEL FOUR
DATE: FEBRUARY 10, 2015
CC: FILE

The Golden Rain Foundation currently has four radio frequencies that are used by the various departments. Three of these frequencies use a repeater to expand their reach throughout the community. The other frequency is only good for line of sight communications.

Channel One is used by the Security Department and Transportation Department. Channel Two is used by Service Maintenance, Recreation Department, and the Physical Property Department. Channel Three is used by the Transportation Department. Channel Four is currently open to all departments, is only good for line of sight communications.

Staff has found that normal day-to-day activity on the three repeater frequencies is such that an emergency can easily overload communications. Providing a repeater on the Channel Four will help expand our capabilities on a daily basis and for emergency situations.

Staff contacted three (3) vendors and requested proposals for the repeater, installation, programming, and the Federal Communications Commission License processing. Staff received the following quotes from the vendors:

Eagle Communications	\$4,488.80
CommLine Inc.	\$4,741.10
Bearcom Wireless	\$4,777.92

The quote received from Eagle Communications provides a non-Motorola product. The other two quotes are for a Motorola product matching what the Foundation currently uses.

Funds in the amount of \$5,000 dollars are available in the 2016 Capital Budget for this project.

It is staff's recommendation the Committee approve the purchase and installation of a repeater for Channel Four from CommLine Inc. at a cost of \$4,741.10 dollars to match equipment currently used by the Foundation.

Ship To:
 Golden Rain Foundation
 Jaime Gerrero
 13531 Saint Andrew Avenue
 Seal Beach, CA 90740
 949-597-4427

Bill To:
 Golden Rain Foundation
 Jaime Gerrero
 P.O. Box 2069
 Seal Beach, CA 90740
 949-597-4427



Two-Way Radio Equipment Proposal

***Equipment**

Item	Qty.	Description	Price	Extension
<i>Portables</i>				
1	1	VERTEX STANDARD VXR DMR Series, UHF, analog repeater. Includes power supply, duplexer and three year factory warranty.	\$2,435.00	\$2,435.00
2	1	Roof mount antenna kit complete with mounting hardware up to 60' of coaxial cable, connectors, shielding, lightning arrestor, grounded and miscellaneous installation supplies.	\$525.00	\$525.00
			Equipment Sub-total	\$2,960.00
			Tax (8.0%)	\$236.80
			Equipment Total	\$3,196.80

***Service & Labor**

Item	Qty.	Description	Price	Extension
3	1	Service Call, Seal Beach	\$55.00	\$55.00
4	1	System installation and radio reprogramming (90+)	\$490.00	\$490.00
5	1	FCC license and coordination, valid for up to 10 years	\$865.00	\$865.00

Service & Labor Total	\$1,292.00
Shipping & Handling	\$0.00
Grand Total	\$4,488.80
Down Payment	\$0.00
Balance Due	\$4,488.80

Lease Option \$1.00 Buyout		
24 months	\$226.77	Estimated Monthly payments shown. Two payments Due upon signing of lease. \$50 Application fee. \$1 buyout at Lease end. Visit www.two-wayradio.com/leasing to download an application.
36 months	\$162.36	
48 months	\$132.55	

Special Instructions:															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Payment Terms</th> <th style="text-align: left;">Purchase Authorization</th> </tr> </thead> <tbody> <tr> <td style="font-size: small;">Paid In Full w/ order</td> <td rowspan="5" style="text-align: center; vertical-align: middle;"> To place your order please sign below and email or fax back to (949) 837-2511 _____ Authorized Customer Signature _____ Print Name </td> </tr> <tr> <td style="font-size: small;">C.O.D</td> </tr> <tr> <td style="font-size: small;">Lease</td> </tr> <tr> <td style="font-size: small;">Net 15 Days</td> </tr> <tr> <td style="font-size: small;">Net 30 Days</td> </tr> <tr> <td style="font-size: small;">Cust. Terms Approval</td> <td style="text-align: right;">_____</td> </tr> <tr> <td style="font-size: small;">(Initials)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td></td> <td style="text-align: right;">Date</td> </tr> </tbody> </table>	Payment Terms	Purchase Authorization	Paid In Full w/ order	To place your order please sign below and email or fax back to (949) 837-2511 _____ Authorized Customer Signature _____ Print Name	C.O.D	Lease	Net 15 Days	Net 30 Days	Cust. Terms Approval	_____	(Initials)	_____		Date	
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C.O.D															
Lease															
Net 15 Days															
Net 30 Days															
Cust. Terms Approval	_____														
(Initials)	_____														
	Date														

1. If this is your first order or you do not have approved NET terms, terms are prepaid, COD or charged to a credit card. For NET Terms approval please submit credit info, accounts receivable contact person, references, and any other standard / pertinent information. Note: If you are paying with a Credit Card, please provide the billing address of the card. Visa/MasterCard/Discover/Amex OK.
2. Prices do not include shipping charges (unless otherwise mentioned).
3. Delivery approx 1-2 weeks. This quote is valid for 30 days.
4. Cancellation of this order after acceptance will result in a 20% re-stocking fee.

EAGLE COMMUNICATIONS
 2 McLaren, Suite #D
 Irvine, CA 92618
 P.(949) 837-8788
 F.(949) 837-2511
<http://www.two-wayradio.com>

REQUEST FOR QUOTE

DATE: 8/18/2015 **SALES REP:** Bryan Shigekuni

BILL TO:		SHIP TO:	
COMPANY:	Golden Rain Foundation	COMPANY:	
ATTENTION:	Eloy Gomez	ATTENTION:	
ADDRESS:	2601 Wesminster	ADDRESS:	
CITY/ST/ZIP:	Seal Beach, Ca 90740	CITY/ST/ZIP:	
PHONE:	562-472-1407	PHONE:	
EMAIL:	egomez@lwsb.com	EMAIL:	

RE:

QTY	MODEL/PART #	DESCRIPTION	UNIT COST	EXT COST
REPEATER				
1	AAM27TRR9JA7BN	Motorola XPR8400, UHF, 450-512 MHz, 40W, 2yr Warranty	\$ 2,100.00	\$ 2,100.00
REPEATER INFRASTRUCTURE				
1	DS6336A2NUTUNED	UHF Duplexer	\$ 325.00	\$ 325.00
2	N-11T	Positive Stop N-Male, for 3/8"	\$ 30.00	\$ 60.00
30	LMR400	3/8" Coax Cable	\$ 3.25	\$ 97.50
1	FG4500	Omni Antenna	\$ 125.00	\$ 125.00
1	FR125	Non-Penetrating Antenna Mount	\$ 150.00	\$ 150.00
1	THN6701	30" Motorola Indoor Cabinet	\$ 375.00	\$ 375.00
LABOR				
		Install Repeater, Duplexer and Existing Repeater into Cabinet	\$ 750.00	
		Run Cable Through Customer-Provided Conduit		
		Attach Antenna to Antenna Mount		
		Program Radios to New Repeated Frequency		
		Does Not Include FCC Coordination. If Additional Frequencies are Needed, Additional Fees May Apply.		
		Sub-Total	\$	3,232.50
		Tax (8.0%)	\$	258.60
		Freight		TBD
		Labor	\$	750.00
		GRAND TOTAL	\$	4,241.10

SPECIAL NOTES:	Customer Approval Signature	PO #	Date
15% restocking fee will apply to returns and/or canceled purchase orders.			

Jaime Guerrero

Subject: FW: Commline follow up

From: Abraham Torres [mailto:Abraham.Torres@commlineinc.com]

Sent: Thursday, February 04, 2016 12:38 PM

To: Jaime Guerrero <JaimeG@lwsb.com>

Subject: RE: Commline follow up

So we would have to add a new frequency to your license to include that frequency classified as an FB2 in addition to it being classified as an MO frequency. An FB2 is required in order for this to be licensed as a repeater frequency. We would also have to check the database with the FCC to see if it is even available as an FB2 in your area, I would estimate \$500 just to be conservative.

Abraham Torres

COMMLine inc.

5563 Sepulveda Blvd., Suite D

Culver City, CA 90230

T: 310-390-8003 x. 116

F: 310-390-4393

C: 323-246-9050

E:Abraham.Torres@commlineinc.com

www.commlineinc.com



Recommendation

02/03/16 12:47:29 Page - 1

Quote Date: 07/30/15 Branch 20402

Quote Number: 215121

Customer/Prospect Number 1170922

Ship To 1170926

GOLDEN RAIN FOUNDATION
PO BOX 3519
SEAL BEACH CA 90740-7519

GOLDEN RAIN FOUNDATION
2601 WESTMINSTER AVE
SEAL BEACH CA 90740-5600

Customer Contact: ELOY GOMEZ Email: eloyg@lwsb.com
Phone Number: 562 5944754 Delivery Instr:

Quantity	Part Number	Unit Price	Extended Price
1	AAM27QPR9JA7BN MOT XPR8400 UHF 40W REPEATER 403-470	1,999.00	1,999.00
1	PMLE4476 MOT WALL MOUNT BRACKET	100.00	100.00
2	RG142PNMBM-2 TES W/S 2' JUMPER-RG142 NM-BNC 458907 (SAT-SP195-24NMBM)	25.00	50.00
1	BA6312-1 CELWAVE UHF 3DB BASE ANTENNA TESSCO # 21750	300.00	300.00
100	LMR400 TES TIMES 3/8 COAX CABLE 59520	1.00	100.00
1	633-6A-2N TESSCO RFS UHF DUPLEXER 76905	325.00	325.00
1	FCC FCC LICENSE FILING FEE	400.00	400.00
1	PROGRAMMING AND INSTALL	1,000.00	1,000.00
1	MISC HARDWARE	100.00	100.00

Quote valid until 09/28/15 Confidential and Proprietary

X _____
Customer Signature

Sub Total	4,374.00	
Shipping and Handling	50.00	Estimate
Tax	353.92	Tax Estimate
Total	4,777.92	

100% Financing is available through Ascentium Capital

24 Months 231.73 36 Months 162.45 48 Months 129.00 60 Months 109.89

Click on the Link to APPLY NOW: <https://ascentiumcapital.com/ApplyNow/CommCredit>

Fines, General Review

Duty to Enforce

Associations can be held liable for their failure to enforce the Governing Documents/Rules/Policies (Documents). Shareholder/Members may sue GRF for damages and an injunction to compel GRF to enforce its documents. (*Posey v. Leavitt*.) The Board can enforce its documents through monetary penalties, suspension of privileges or filing a lawsuit for injunctive relief.

Since GRF has a duty to enforce its Documents, it follows that GRF has a duty to investigate complaints by Shareholder/Members of Document violations--whether they be parking, traffic, nuisance noise, loose dogs or the like.

GRF has a standing obligation to initiate legal action, and to defend, settle, or intervene in litigation, arbitration, mediation, or administrative proceedings on behalf of the Shareholder/Members (Civ. Code §5980, *Duffey v. Superior Court*) in matters that include but are not limited to the following:

- Enforcement of the Documents
- Damage to Trust Property/Assets
- Damage to the separate interests which GRF is obligated to maintain or repair
- Damage to a separate interest that arises out of, or is integrally related to, damage to the Trust Property/Assets or a separate interest that GRF is obligated to maintain or repair

Policies (Rules)

Policies (rules) adopted by a board of directors are not given the same presumption of reasonableness as are CC&Rs (in our case Trust). (*Dolan-King v. Rancho Santa Fe*.) Whether a rule is reasonable is to be determined not by reference to facts that are specific to the objecting Shareholder/Member but by reference to GRF as a whole. The same test of reasonableness used for CC&Rs is used for rules, i.e., rules should be enforced unless they are wholly arbitrary, violate a fundamental public policy, or impose a burden on the use of affected land that far outweighs any benefit. (*Sui v. Price*.) To be enforceable, operating rules must meet the following criteria (Civ. Code §4350):

1. The rule is in writing.
2. The rule is within the authority of the board conferred by law or by the declaration, articles of incorporation or association, or bylaws of the association.
3. The rule is not in conflict with governing law and the declaration, articles of incorporation or association, or bylaws of the association.
4. The rule is adopted, amended, or repealed in good faith and in substantial compliance with the requirements of this article.
5. The rule is reasonable.

"Reasonable" is defined as fair, proper, just, moderate, suitable under the circumstances . . . not immoderate or excessive . . . rational, honest, equitable, fair, suitable . . . -*Black's Law Dictionary*

"Reasonable Care" is that degree of care which a person of ordinary prudence would exercise in the same or similar circumstances. -*Black's Law Dictionary*

Adopting & Amending Rules

"Operating Rules" are broadly defined as any rule or regulation that applies to the management and operation of a common interest development or the conduct of its business and affairs (Civ. Code §4340.) As provided for in Civil Code §4355(a), "Operating Rules" are specifically defined as a rule or regulation that applies to:

1. Use of the common area or of an exclusive use common area.
2. Use of a separate interest, including any aesthetic or architectural standards that govern alteration of a separate interest.
3. Member discipline, including any schedule of monetary penalties for violation of the governing documents and any procedure for the imposition of penalties.
4. Delinquent assessment payment plans.
5. Resolution of assessment disputes.
6. Reviewing and approving or disapproving a proposed physical change to a member's separate interest or to the common area.
7. Election rules.

Exceptions. Per Civil Code §4355(b), the following do not fall under the definition of an "Operating Rule" and are free of the requirements of Civil Code sections 4360 and 4365:

1. A decision regarding maintenance of the common area.
2. A decision on a specific matter that is not intended to apply generally.
3. A decision setting the amount of a regular or special assessment.
4. A rule change that is required by law, if the board has no discretion as to the substantive effect of the rule change.
5. Issuance of a document that merely repeats existing law or the governing documents.

Notice of Proposed Change. Before adopting or amending an Operating Rule or changing the fine schedule, the board must provide notice of a proposed rule change at least 30 days before making the rule change. (Civ. Code §4360(a).)

- *Text of Change.* The notice must include the text of the proposed rule change and a description of its purpose and effect.
- *Emergency.* Notice is not required if the board determines that an immediate rule change is necessary to address an imminent threat to public health or safety or imminent risk of substantial economic loss to the association.

Non-substantive Changes. If the board is doing nothing more than correcting grammar or renumbering provisions, the 30-day notice period is not triggered since the rules are not being changed. Even so, the board must distribute a copy of the clean set along with an explanation of what was done and that no changes were made to the rules.

Notice of Adoption. Within 15 days of making the rule change, the board must deliver

general notice pursuant to Section 4045 of the rule change. (Civ. Code §4360(c).)

Membership Veto. The membership has a limited right to veto new rules and rule changes.

Emergency Rule Change. If the board determines that an immediate rule change is required to address an imminent threat to public health or safety, or an imminent risk of substantial economic loss to the association, it may make an emergency rule change; and no 30-day noticed waiting period is required. An emergency rule change is effective for 120 days, unless the rule change provides for a shorter effective period. (Civ. Code §4360(d).)

Due Process

Due Process: An established course for judicial proceedings or other governmental activities designed to safeguard the legal rights of the individual.

—American Heritage Dictionary

Due process is broadly defined as fairness when it comes to imposing penalties. Associations cannot levy fines and suspend privileges for rules violations (including repeat violations) unless due process has been followed. Some elements of due process can be found in the Davis-Stirling Act and the Corporations Code while others are found in case law.

Elements of Due Process. There are two forms of due process:

1. **Substantive Due Process.** This form of due process requires that decisions be reasonable and not arbitrary or capricious. (Ironwood v. Solomon.) The criteria for testing the reasonableness of an exercise of power by an association are (1) whether the reason is rationally related to the protection, preservation or proper operation of the property and the purposes of the Association as set forth in its governing instruments and (2) whether the power was exercised in a fair and nondiscriminatory manner. (Laguna Royale v. Darger.)
2. **Procedural Due Process.** This form of due process requires that procedures used for determining violations and imposing penalties be fair. Elements of procedural due process include: (i) giving the accused notice of the alleged violation; (ii) providing a reasonable opportunity for the person to defend themselves; (iii) knowing the identity of the accuser; and (iv) giving the accused an opportunity to examine and refute the evidence. (Applebaum v. Board of Directors (1980) 104 Cal.App.3d 648, 657; Cason v. Glass Bottle Blowers (1951) 37 Cal.2d 134, 144; Civ. Code §5855; Civ. Code §4935(b); Corp. Code §7341(c)(3).)

A. Pre-Hearing Due Process.

1. **Notice of Rules.** The association must adopt and publish Rules & Regulations.

2. Notice of Procedures. The procedure for imposing penalties or suspending membership privileges must be in the governing documents. In the alternative, it must be annually sent to all members. (Corp. Code §7341(c)(1).)

3. Notice of Hearing. The person accused of violating the rules must be given written notice of the violation and hearing by personal delivery or first-class mail, at least 10 days prior to the meeting at which monetary penalties are imposed. (Civ. Code §5855.) If the governing documents specify a longer notice period, the longer period must be used. For suspension of privileges, the notice must be at least 15 days prior to the hearing. (Corp. Code §7341(d).) The notice must be reasonably calculated to provide actual notice to the member. (Corp. Code §7341(d).) The notice must contain the following:

- The date, time, and place of the hearing,
- The nature of the alleged violation for which a member may be disciplined, and
- A statement that the member has a right to attend the hearing and present evidence in his/her defense. (Civ. Code §5855(b); see sample notice.)

B. Disciplinary Hearing Due Process. Disciplinary hearings are sometimes called "Show Cause" hearings.

1. Defense. The accused has the right to know the identity of his/her accuser and must have an opportunity to examine and refute evidence. This may include questions during the hearing. Members also have the right to submit their defense in writing rather than make an appearance before the board. (Corp. Code §7341(c)(3).)

2. Lawyers. Members do not have a "right" to a lawyer to represent them in disciplinary hearings. However, depending on the hearing model adopted by an association, a lawyer could be present.

3. Executive Session. Hearings should always be held in executive session.

C. Post-Hearing Due Process.

1. Findings. The board should make "findings" to support the board's decision regarding the alleged violation. (Ironwood v. Solomon.) For example, the board records in its executive session minutes that:

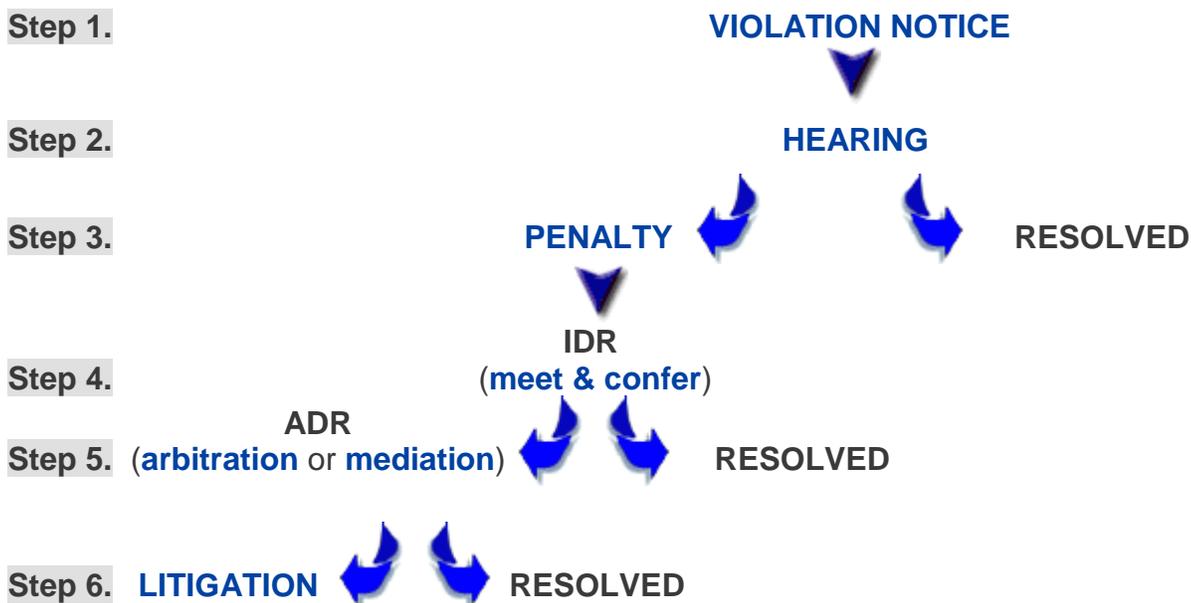
Although Mr. Smith denied the allegation, based on the testimony of security guard Alex Mann and the picture he took of the violation, the board finds that Mr. Smith's car was parked next to a fire hydrant in violation of Rule 4(b) of the Association's Rules & Regulations. Because this is a safety violation and it is also the second violation by Mr. Smith (with no extenuating circumstances offered by Mr. Smith for his violation), the Board voted to impose a fine of \$500 against Mr. Smith.

The above sample findings show substantive due process by the association, i.e., the fine is reasonable and rationally related to the operations of the association.

2. Notice of Decision. Notice of the board's decision must be given by personal delivery or first-class mail within 15 days following the board's decision (Civ. Code §5855(c); Corp. Code §7341(c)(2).) The letter of decision should include the board's findings. In other words, it should include its factual findings and how it arrived at its decision. (Ironwood v. Solomon.)
3. Appeals and IDR. Depending on the circumstances, owners who have been disciplined may have a right to appeal the decision. Internal and alternative dispute resolution may have a role in the disciplinary process. See flowchart.

Flow Chart

The following steps must be followed:



Sample Notice

< name>
< address>

Re: Notice of Hearing
Dear <name>:

As you know, members of the Golden Rain Foundation of Seal Bench are subject to restrictions found in the Trust and Policies (Documents). The documents also describe the board's responsibilities. One such responsibility is the enforcement of the documents. Sometimes this requires the imposition of fines and penalties

against those who violate the GRF restrictions. The board always regrets taking such measures and would prefer to minimize them whenever possible.

In this case, you are alleged to have violated: <list violations>. Accordingly, a hearing has been set so that you may have an opportunity to appear before the board to discuss the matter and/or contest the evidence. You may appear in person or submit a written response. If the board determines that a violation occurred, it may impose a fine (or daily fines for continuing violations) and/or suspend privileges for up to 30 days.

The hearing will be held as indicated below:

Date:

Time:

Location:

Upon timely written request and for worthy cause, you may be granted a short continuance to a new hearing date.

Sincerely,

Board of Directors

Golden Rain Foundation of Seal Beach

Internal Dispute Resolution (IDR)

Meet & Confer. GRF must provide a "fair, reasonable and expeditious" procedure for resolving disputes between GRF and its members without charging a fee to the member participating in the process. (Civ. Code §5910.) The process is referred to as "Internal Dispute Resolution" (IDR) or "Meet and Confer."

Notice. GRF must notify their members of both ADR and IDR dispute resolution procedures.

Default Procedure. If an association does not establish its own procedures, then the following procedures automatically apply (Civ. Code §5915(b)):

The party may request the other party to meet and confer in an effort to resolve the dispute. The request shall be in writing.

1. A member of GRF may refuse a request to meet and confer. GRF may not refuse a request to meet and confer.
2. The board shall designate a director to meet and confer.
3. The parties shall meet promptly at a mutually convenient time and place, explain their positions to each other, and confer in good faith in an effort to resolve the dispute. The parties

may be assisted by an attorney or another person at their own cost when conferring.

4. A resolution of the dispute agreed to by the parties shall be memorialized in writing and signed by the parties, including the board designee on behalf of GRF.

Written Resolution. Any agreement resolving the dispute must be in writing and signed by both parties. The agreement cannot conflict with the law or governing documents and within the authority of the board. (Civ. Code §5915(c).)

"Appealing" a Penalty. There is no specific appeals procedure described in the Davis-Stirling Act for penalties imposed by an association against a member for violation of the rules and regulations. However, the IDR procedures described above could be used to appeal a decision since a meet and confer is mandatory if requested by a member. When it comes to ADR (mediation and arbitration), the association has no obligation to accept a request for ADR. If, however, the member is planning to sue the association, the member may be obligated to request ADR before filing suit, at which point the association should accept the request for ADR.

Alternative Dispute Resolution (ADR)

Civil Code §5925. ADR Definitions.

(a) "Alternative dispute resolution" means mediation, arbitration, conciliation, or other non-judicial procedure that involves a neutral party in the decision making process. The form of alternative dispute resolution chosen pursuant to this article may be binding or nonbinding, with the voluntary consent of the parties.

(b) "Enforcement action" means a civil action or proceeding, other than a cross-complaint, for any of the following purposes:

(1) *Enforcement of this act.*

(2) *Enforcement of the Nonprofit Mutual Benefit Corporation Law (Part 3 (commencing with Section 7110) of Division 2 of Title 1 of the Corporations Code).*

(3) *Enforcement of the governing documents.*

When Required.

Neither GRF nor their members may file an "enforcement action" in superior court unless the parties have "endeavored" to submit their dispute to alternative dispute resolution pursuant to Civil Code §5930(a). Parties are required to offer alternative dispute resolution (ADR) if the anticipated litigation is:

- Enforcement action that is solely for declaratory, injunctive relief, or writ relief.

- Enforcement action in conjunction with small claims damages.
- Prior to initiating foreclosure on an owner's interest. (Civ. Code §5705(b).)

Exception. ADR is not required:

- If going to small claims court for money damages. (Civ. Code §5930(c).)
- If preliminary or temporary injunctive relief is necessary. (Civ. Code §5950(a)(3).)
- Delinquent assessments unless requested by a member related to disputed assessments or charges.

Refusal to Participate. If a party unreasonably refuses to participate in the process and the case proceeds to court, the court can take that into consideration when it comes to the award of attorneys' fees.

Certificate of Compliance. At the commencement of litigation, the party filing the action must include certificate stating that one or more of the following conditions is satisfied:

- ADR has been completed,
- Other party did not accept ADR, or
- Preliminary or temporary injunctive relief is necessary. (Civ. Code §5950(a)(3).)

Enforcement (Draft Policy 1926-37)

1. Enforcement of Policy 1926-37 is the responsibility of the GRF Security Department, unless otherwise designated by law and action of the GRF Board.
2. Security Officers will issue a Violation Notice for any violation of GRF Policy.
 - a. Security Officers shall not be a Shareholder/Member
 - b. Security Officer should have training in the area of traffic enforcement
 - c. Security Officer shall be in the required uniform of the Department
 - d. Security officer must be in a duly marked GRF Patrol Vehicle
 - e. Security Officers shall perform their duties in full accordance with established procedure
 - f. All action to enforce Policy and effect the issuance of a violation shall only be completed when such action is reasonable and does not affect traffic and/or safety
 - g. Body worn camera and in vehicle camera must be on at all times
 - h. Pictures and/or recording of the violation and/or issuance of the violation must accompany the violation to file
3. All persons must stop when directed or signaled by any member of Security, and provide all items of identification as requested, such as GRF identification card, driver's license, vehicle registration, and gate pass.

Hearings

1. All hearings shall be conducted in accordance with all applicable sections of the Civil Code.
2. The GRF Board shall appoint an adjudication panel to conduct hearings, IDR and ADR.
3. Adjudicators shall:
 - a. Consist of a Panel of no less than three (3), or greater number, as established by the Board.

- b. Not be a Shareholder from the same Mutual Corporation as the alleged Violator
- c. Be a professional service provider (compensated), as duly reviewed and approved by the Board. Such professional must carry all required insurance.

Note: Per the civil code, a Violator would retain the right to appeal the ruling of a panel comprising no less than a quorum of the duly elected members of the GRF Board, to the GRF Board,

Budget Variance Report - December 2015

Security Department - CC 37

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
61000037	Salaries & Wages	(2,852)	Expanded staff coverage at Amphitheater Shows
621200037	Employee Exams	2,110	In process of hiring new employees
641001537	Computer Supplies	(1,743)	Replacement of computer Video Server at St. Andrews
641002037	Equipment Expense	4,440	Equipment purchases in process
642010037	Electricity	4,705	Current electrical savings
647100037	Building Repair and Maintenance	(1,269)	Repair of women's restroom flooring, sink stoppage, lights
6482000	Dues, Memberships & Books	5,004	New staff registrations
695100037	Non-Budgeted Expense for Committee	(927)	Crosswalk Flags
	Total Explained Variances	<u>9,468</u>	Dollars

P.O. Box 2069
Seal Beach CA 90740

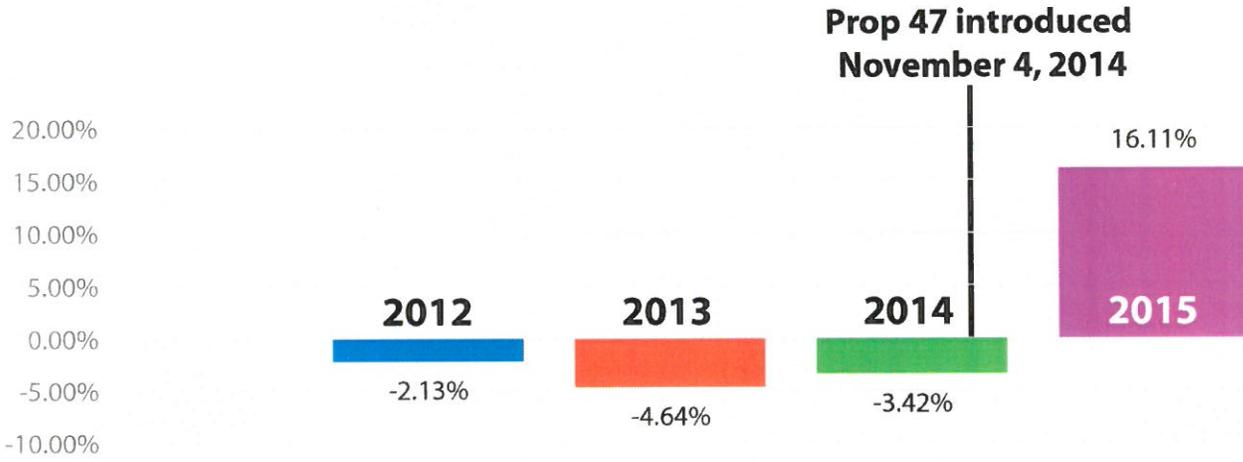
Dec Actuals	Dec Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
104,321	101,483	(2,838)	6100000 37	Expenses - Security				
17,337	12,279	(5,058)	6140000 37	Salaries & Wages - Security	1,201,822	1,198,970	(2,852)	1,198,970
1,531	1,531	0	6142000 37	Employment Taxes - Security	120,488	112,386	(8,102)	112,386
5,069	2,206	(2,863)	6143000 37	Workers' Compensation - Security	82,811	121,689	38,878	121,689
86	58	(28)	6143300 37	Group Insurance - Medical - Security	32,298	26,470	(5,828)	26,470
54	35	(19)	6143500 37	Group Insurance - Dental - Security	740	690	(50)	690
926	1,130	204	6144000 37	Group Insurance - Vision - Security	469	420	(49)	420
129	109	(20)	6145000 37	401(k) Match - Security	14,804	13,346	(1,458)	13,346
105	127	22	6145000 37	Group Insurance - Life - Security	1,449	1,305	(144)	1,305
0	100	100	6146000 37	Long Term Disability Insurance - Security	1,099	1,522	423	1,522
1,250	885	(365)	6211000 37	Continuing Education - Security	356	1,200	844	1,200
0	10	10	6212000 37	Employee Exams - Security	8,515	10,625	2,110	10,625
0	33	33	6214000 37	Meals & Special Events - Security	0	120	120	120
946	721	(225)	6215000 37	Mileage - Security	115	400	285	400
1,447	1,042	(405)	6217000 37	Uniforms & Laundry - Security	8,721	8,649	(72)	8,649
31	83	52	6410000 37	Office Supplies - Security	11,858	12,500	642	12,500
230	250	20	6410005 37	Building Supplies - Security	601	1,000	399	1,000
84	0	(84)	6410010 37	Hospitality - Security	3,113	3,000	(113)	3,000
3,878	1,500	(2,378)	6410015 37	Computer Supplies - Security	2,243	500	(1,743)	500
546	83	(463)	6410020 37	Equipment Expense - Security	13,560	18,000	4,440	18,000
788	1,458	670	6410030 37	Printer / Copier Supplies - Security	801	1,000	199	1,000
320	198	(122)	6420100 37	Electricity - Security	12,795	17,500	4,705	17,500
80	80	0	6422000 37	Telephone - Security	3,091	2,375	(716)	2,375
120	121	1	6425100 37	Natural Gas - Security	760	965	205	965
110	167	57	6444000 37	Equipment Rental - Security	1,446	1,450	4	1,450
2,400	500	(1,900)	6471000 37	Building Repair & Maintenance - Security	3,269	2,000	(1,269)	2,000
329	504	175	6472000 37	Equipment Repair & Maintenance - Security	5,991	6,000	9	6,000
0	504	500	6478000 37	Service Contracts - Security	4,221	6,050	1,829	6,050
0	500	500	6482000 37	Dues, Memberships & Books - Security	996	6,000	5,004	6,000
0	150	150	6483000 37	Propane - Security	0	500	500	500
610	0	(610)	6491000 37	Miscellaneous Writeoffs - Security	790	0	(790)	0
0	83	83	6951000 37	Non-Budgeted Exp for Committee - Security	1,927	1,000	(927)	1,000
142,728	127,426	(15,302)		Total Expenses	1,541,150	1,577,632	36,482	1,577,632
130,948	130,956	(8)	5330000 37	Income / Refund from Mutuals - Security	1,577,586	1,577,633	(47)	1,577,633
130,948	130,956	(8)		Total Cost Recovery	1,577,586	1,577,633	(47)	1,577,633
				Off Budget Items				
(11,780)	3,530	(15,310)		Net Income / (Expense)	36,436	1	36,435	1

2015

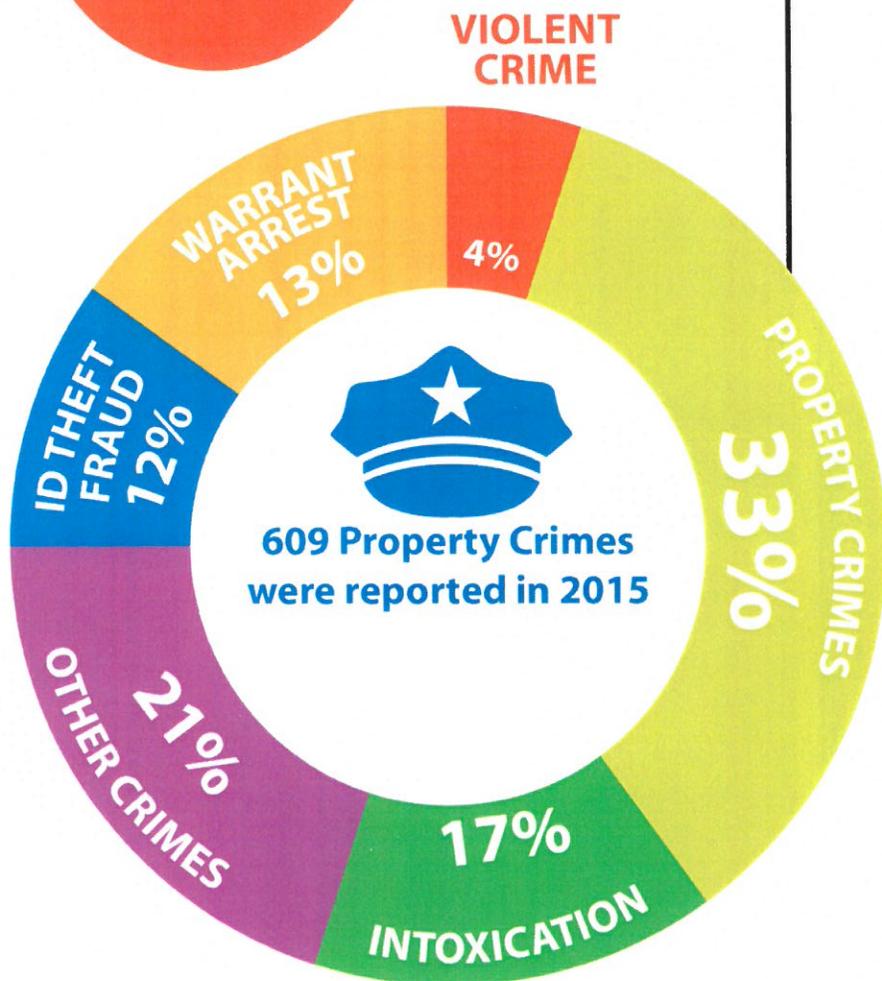
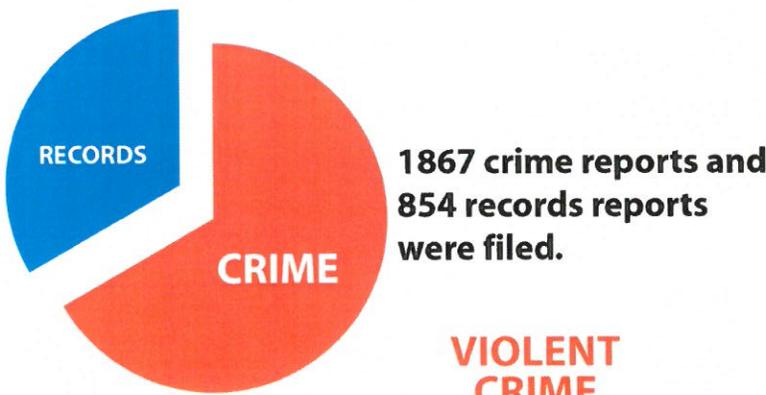
CRIME IN SEAL BEACH

For many years both Seal Beach and California as a whole experienced continued reductions in crime. However, in 2015, crime rates increased statewide. Many attribute this increase to recent changes in legislature.

The Seal Beach Police Department is working tirelessly to combat this emerging trend. Let's take a look at local crime in Seal Beach and some of the ways we can reduce crime in our community.



2015 IN REVIEW



PROPERTY CRIMES



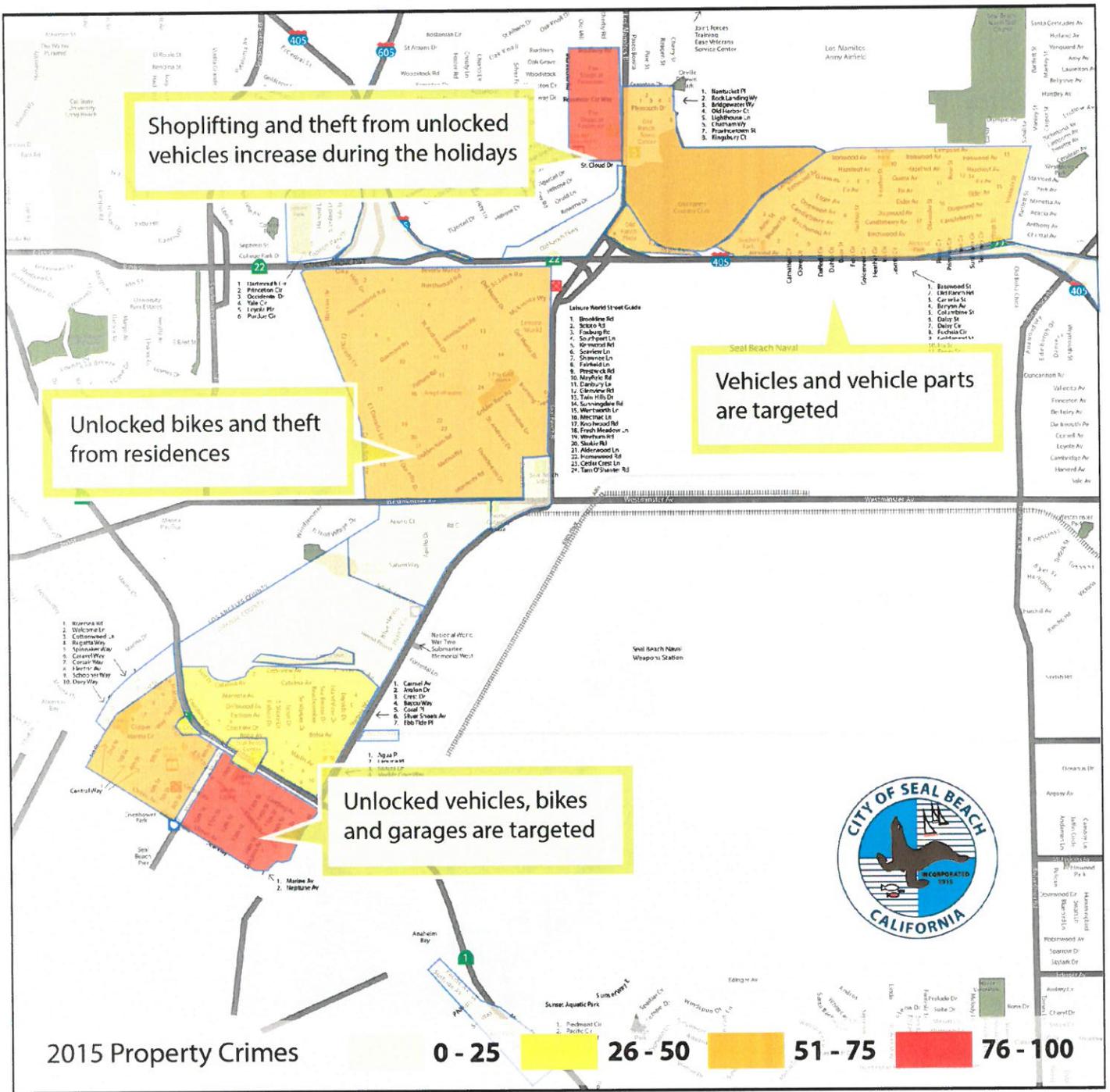
- Theft accounted for 67% of all property crimes
- Burglary: 24%
- Motor vehicle theft: 9%

820 arrests were made in 2015

SOURCE

Seal Beach CDRMS

PROPERTY CRIME BY DISTRICT



MAKING OUR CITY SAFER

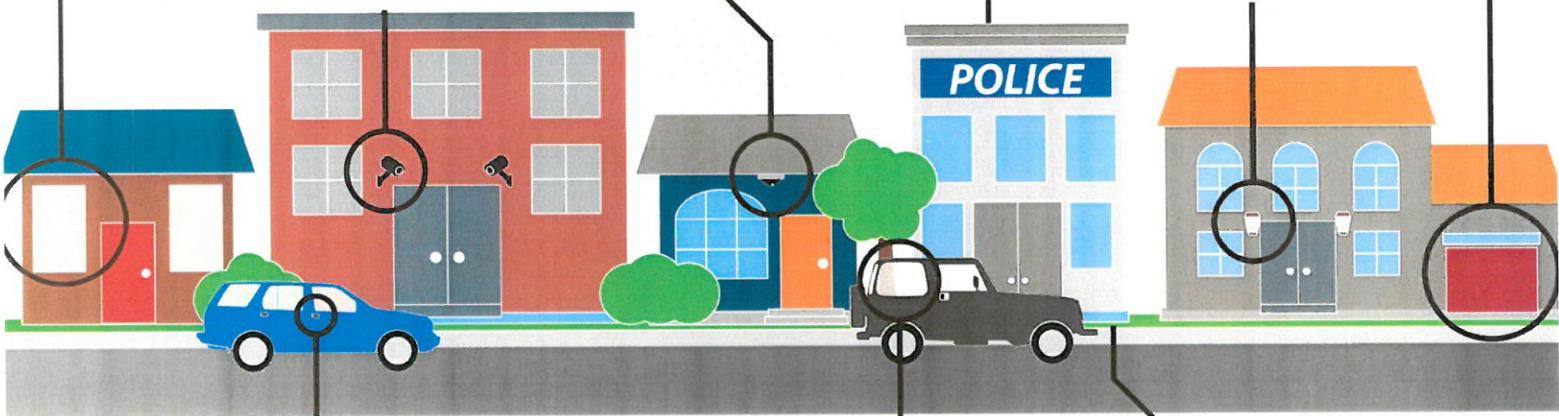
Connect lamps to automatic timers and turn them on in the evening and off during the day.

The most important thing you can do is call the police to report a crime or any suspicious activity. You are the eyes of your neighborhood.

Lock all outside doors and windows before you leave the house or go to bed. Even if it is for a short time, lock your doors.

Alarm systems and surveillance cameras are excellent for home security. They act as deterrents and provide peace of mind.

Have adequate exterior lighting. Motion-sensitive lights are recommended for backyards.



Lock and remove the keys from your vehicle. Roll the windows up and close the sunroof. Always ensure that your vehicle is fully secured.

Remove all valuable items from your vehicle and never leave property in plain view (laptops, GPS devices, cellphones, wallets, purses, shopping bags).

If you will be out of town for an extended amount of time, the Seal Beach Police Department will provide extra patrol checks. Fill out an application at the Police Department.



MEMO

TO: RANDY ANKENY, EXECUTIVE DIRECTOR
FROM: JAIME GUERRERO, SECURITY CHIEF
SUBJECT: JANUARY SECURITY REPORT
DATE: FEBRUARY 3, 2016
CC: GRF BOARD MEMBERS, MUTUAL PRESIDENTS,
 CAROL WELLER, MUTUAL ADMINISTRATION MANAGER
 JIM BREEN, GOLDEN RAIN NEWS

<i>January Monthly Reports</i>	<i>January 2016</i>	<i>2015</i>
• Death	10	11
• Fire	1	2
• Theft	8	8
• Vandalism	2	5
• Traffic Accident	13	6
• Lost Resident	1	9
• Incident	48	52
• Injury	5	N/A
• Paramedic	173	164
• Care	28	91

<i>Additional Statistics</i>	<i>January 2016</i>	<i>2015</i>
• Misc. Resident Services	1834	1817
• Decals Issued	417	490
• Lock Outs	108	123
• SB Police Department	123	126
• Citations*	217	355
Pet Citations*	6	
Traffic Citations*	211	
Residents Parking	114	Moving 9
Non-Resident Parking	85	Moving 4
GRF Employee Parking	1	Moving 0
LWHCC Parking	0	Moving 0
Contractors Parking	3	Moving 1
• Incoming Telephone Calls	18,376	
• Incoming Vehicles Screened at Gates	242,211*	
*(Main Gate In Counters Down)		

MEMORANDUM

TO: MARK WEAVER, COMMUNITY FACILITY MANAGER
FROM: GRANT WINFORD, AUTO SHOP / BUS SUPERVISOR
SUBJECT: MINIBUS MONTHLY REPORT DECEMBER 2015
DATE: 2/3/16
CC: FARA QUIRIN

DECEMBER 2015

TOTAL PASSENGERS: 4048 (4648) INCLUDING ACCESS)

DAILY AVERAGE MON-FRI: 159

2015 YEAR TO DATE: 56657 (64049) INCLUDING ACCESS)

PASSENGER TOTALS BY ROUTES FOR THE MONTH

<u>AM-BUS</u>	<u>A-BUS</u>	<u>B-BUS</u>	<u>C-BUS</u>	<u>D-BUS</u>	<u>PM-BUS</u>
113	715	984	824	920	367

PASSENGER AVERAGE PER WEEKDAY BY ROUTE

<u>AM-BUS</u>	<u>A-BUS</u>	<u>B-BUS</u>	<u>C-BUS</u>	<u>D-BUS</u>	<u>PM-BUS</u>
5	33	45	37	29	5

THE ACCESS W/C BUS MADE 436 ONE WAY TRIPS FOR A DAILY AVERAGE OF 15 TRIPS PER DAY. THE ACCESS BUS PICKED UP 600 PASSENGERS IN THE MONTH OF DECEMBER.

THE WEDNESDAY BUS TO TRADER JOE'S PROVIDED RIDES FOR 195 PASSENGERS ON 5 WEDNESDAYS IN THE MONTH OF DECEMBER.

THE HOLIDAY LIGHT TOURS WERE ATTENDED BY 125 DIFFERENT INDIVIDUALS ON SIX (6) DIFFERENT EVENINGS.

**BUS ROUTE DAILY COUNTS
DECEMBER 2015**

	DATE	AM	A	B	C	D	PM		TOTAL
	1-Dec	6	40	54	50	28	7		185
	2-Dec	3	54	46	58	26	8		195
	3-Dec	5	54	49	41	30	8		187
	4-Dec	5	43	39	27	24	1		139
SAT	5-Dec					24	31		55
SUN	6-Dec					32	30		62
	7-Dec	3	38	46	37	30	3		157
	8-Dec	7	37	43	47	38	5		177
	9-Dec	9	27	49	52	35	4		176
	10-Dec	4	32	45	39	29	9		158
	11-Dec	4	23	34	47	29	3		140
SAT	12-Dec					24	50		74
SUN	13-Dec					45	20		65
	14-Dec	6	37	41	28	24	2		138
	15-Dec	1	19	46	33	30	7		136
	16-Dec	5	27	48	39	30	4	5	158
	17-Dec	5	52	47	38	28	3	16	189
	18-Dec	4	26	49	35	39	8	24	185
SAT	19-Dec					35	31		66
SUN	20-Dec					28	18		46
	21-Dec	5	30	65	37	31	3	29	200
	22-Dec	2	19	30	30	18	9	23	131
	23-Dec	4	29	47	31	24	5	28	168
	24-Dec	4	18	26	20	25	2		95
HOL	25-Dec					26	9		35
SAT	26-Dec					42	41		83
SUN	27-Dec					30	30		60
	28-Dec	5	32	58	29	34	3		161
	29-Dec	8	32	47	37	28	4		156
	30-Dec	11	20	36	31	25	4		127
	31-Dec	7	26	39	38	29	5		144
									4048
		113	715	984	824	920	367	125	4048

WEEKDAY	113	715	984	824	634	107	125	3502
DAILY AVG:	5	33	45	37	29	5	6	159
WEEKEND/ HOLIDAY					286	260	0	546
DAILY AVG:					32	29	0	61
								4048

2.79% 17.66% 24.31% 20.36% 22.73% 9.07% 3.09% 100.00%

**BUS ROUTE DAILY COUNTS
YEAR END SUMMARY 2015**

DATE	AM	A	B	C	D	PM	TOTAL
JAN	839	969	692	1269	635	12	4416
FEB	870	1072	753	1156	625	0	4476
MAR	918	1139	964	1341	592	0	5087
APR	126	986	1117	1044	1256	478	5007
MAY	133	916	1016	1004	1378	663	5110
JUN	141	1087	1038	903	1247	523	4976
JUL	160	1067	1042	871	1349	636	5334
AUG	119	949	1001	862	1170	565	4829
SEP	138	902	1041	834	1230	529	4748
OCT	148	876	1068	866	1252	480	4690
NOV	113	706	923	766	1022	406	3936
DEC	113	715	984	824	920	367	4048
							56657
TOTAL:	3818	11384	11639	11740	12676	4659	56657
	6.74%	20.09%	20.54%	20.72%	22.37%	8.22%	100.00%

Budget Variance Report - December 2015 Security Bus & Traffic - CC ## 38

For Cost Center 38 there is a positive total variance of \$55,194 through the month of December. The major variance is due to the following:

<u>CC</u>	<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
38	6100000	Salaries and Wages	9,988	Labor hours not used YTD
38	6142000	Workers Compensation-Transportation	13,978	Premiums are less than budgeted and credit received
38	6143000	Group Insurance-Medical-Transportation	(4,888)	One time adjustment to a single staff member
38	6483100	Propane- Minibus-Transportation	10,247	Cost of propane less than expected
38	6483105	Gasoline-Transportation	23,963	Gasoline cost less than budgeted
38	6484000	Permits and License	(876)	Unbudgeted funds used to license bus for outside use outside the community
38	6491000	Misc. Write-offs	(6,440)	Damage to Bus's
38	5413100	Gain/Loss on Equipment-Transportation	2,515	Funds collected from surplus sales
		Total Explained Variances	48,487	

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Transportation				
6100000 38	Salaries & Wages - Transportation	418,097	428,919	10,822
6140000 38	Employment Taxes - Transportation	41,091	41,743	652
6142000 38	Workers' Compensation - Transportation	29,775	43,763	13,988
6143000 38	Group Insurance - Medical - Transportation	32,097	27,209	(4,888)
6143300 38	Group Insurance - Dental - Transportation	674	719	45
6143500 38	Group Insurance - Vision - Transportation	420	420	0
6144000 38	401(k) Match - Transportation	9,079	8,217	(862)
6145000 38	Group Insurance - Life - Transportation	928	1,012	84
6146000 38	Long Term Disability Insurance - Transportation	864	1,180	316
6211000 38	Continuing Education - Transportation	705	1,000	295
6212000 38	Employee Exams - Transportation	3,021	3,125	104
6214000 38	Meals & Special Events - Transportation	0	120	120
6215000 38	Mileage - Transportation	0	120	120
6217000 38	Uniforms & Laundry - Transportation	7,418	8,393	975
6410000 38	Office Supplies - Transportation	8,400	8,500	100
6410005 38	Building Supplies - Transportation	635	500	(135)
6410010 38	Hospitality - Transportation	53	255	202
6410015 38	Computer Supplies - Transportation	27	400	373
6410020 38	Equipment Expense - Transportation	1,899	2,000	101
6410030 38	Printer / Copier Supplies - Transportation	133	200	67
6472000 38	Equipment Repair & Maintenance - Transportation	4,114	6,500	2,386
6472100 38	Equipment Repair & Maint - Minibus - Transportation	17,423	17,000	(423)
6478000 38	Service Contracts - Transportation	3,774	3,000	(774)
6482000 38	Dues, Memberships & Books - Transportation	0	200	200
6483000 38	Propane - Transportation	1,260	2,000	740
6483100 38	Propane - Minibus - Transportation	19,753	36,000	16,247
6483105 38	Gasoline - Transportation	66,037	90,000	23,963
6484000 38	Permits & Licenses - Transportation	1,026	150	(876)
6491000 38	Miscellaneous Writeoffs - Transportation	6,440	0	(6,440)
6911500 38	Inventory Over / Short - Purchasing - Transportation	(1,202)	0	1,202
	Total Expenses	673,636	726,636	52,997
Other Cost Recovery				
5380380 38	Oil Recycling Income - Transportation	15	0	15
5413100 38	Gain / Loss on Equipment - Transportation	2,515	0	2,515
	Total Other Cost Recovery	2,530	0	2,530
5330000 38	Income / Refund from Mutuals - Transportation	726,601	726,634	(33)
	Total Cost Recovery	729,131	726,634	2,497
Off Budget Items				
	Net Income / (Expense)	55,193	(1)	55,194