MUTUAL ADMINISTRATION COMMITTEE

Agenda

Monday, July 9, 2018
Administration Conference Room A, 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

        Linda Stone, GRF President
        Randy Ankeny, Executive Director
        Jodi Hopkins, Mutual Administration Director
        Nancy Ray, Stock Transfer Manager
        Deanna Bennett, Recording Secretary

    b. Rules of Order
    c. Chair's Report
4. **Approval of Minutes**
    a. Minutes of May 15, 2018 (pp. 1-5)
5. **Staff Reports**
    a. Mutual Administration Director (pp. 6-12)
    b. Stock Transfer Manager (pp. 13-20)
    c. Executive Director
6. **Shareholder/Member Comments – Agenda Items Only**

    (Limited to 3 minutes per person)
7. **Correspondence**
    a. NA
8. **Unfinished Business**
    a. Approve Insurance Disclosure (pp. 21-26)
    b. Approve Disclosures – Transfer (pp. 27-35)
    c. Member Emergency Contact Form (p. 36)
    d. Member Death: Surrendering ID Cards, Passes, Decals, Caregiver passes etc.
    e. Approve Request to Waive GRF ID Card Surrender Fee (pp. 37-40)
    f. Realtor's Guide – Status – handout
    g. IT Ticketing System – Status

REVISED 07.03.18

9. New Business

a. Election of Vice Chair
b. Establish Re-numbering Sub-committee (p. 41)
c. GRF & Mutual Board Training, September 27, 2018 Session (p. 42)
d. Copy & Supply Center – Staff Copying Process (p. 43)
e. Approve 2019 Guest Pass Wording (pp. 44-46)
f. Approve 2019 Service Pass Wording (pp. 47-49)
g. Mutual Administration Office Renovation (pp. 50-53)
h. 2019 Preliminary Budget Review: Stock Transfer, Cost Center 33 (pp. 54-59)
i. 2019 Preliminary Budget Review: Copy & Supply Center, Cost Center 44 (pp. 60-63)
j. 2019 Preliminary Budget Review: Mutual Administration, Cost Center MAC (pp. 64-67)
k. Committee Goals

- Policy Management Software Needs

10. Policies

a. Policy 1001- 30, Glossary of Terms (pp. 68-71)

11. President's Comments

12. Shareholders/ Members Comments

(Limited to 3 minutes per person)

13. Committee Members Comments

14. Next Meeting

August 13, 2018, 1:00 p.m.

Administration Conference Room

15. Adjournment

REVISED 07.03.18

MUTUAL ADMINISTRATION COMMITTEE MINUTES

Administration Conference Room A
Tuesday, April 10, 2018, 1:00 PM

CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting of the Mutual Administration Committee was called to order by Chair Hopewell at 1:00 p.m., on Tuesday, April 10, 2018, in the Administration Building Conference Room A. Mrs. Reed led the Committee in the Pledge of Allegiance.

ROLL CALL

Present:	Ms. S. Hopewell, Chair	Ms. P. Snowden
	Ms. R. Winkler, Vice Chair	Mr. R. Stone
	Ms. J. Reed	Mr. P. Moore
	Mr. Crossley	Ms. K. Rapp
	Ms. L. Stone, Ex-Officio	

Staff and Guests:
Mr. R. Ankeny, Executive Director
Ms. J. Hopkins, Mutual Administration Director
Ms. N. Ray, Stock Transfer Manager
Mr. A. Hensley, Service Maintenance Assistant Supervisor
Mrs. D. Bennett, Executive Coordinator
Mr. E. Gomez, Safety / Emergency Coordinator
Mr. D. Fabian, ITS Systems Analyst
Ms. J. Pellegrini, Recording Secretary
Mrs. K. Aquino, Recording Secretary
Mr. B. Lukoff, GRF Representative, Mutual Fourteen
Nineteen shareholder/members

CHAIR'S ANNOUNCEMENTS

Chair Hopewell welcomed the Committee Members, guests and staff, including GRF Representative Barry Lukoff, Mutual Administration Director Jodi Hopkins, Stock Transfer Manager Nancy Ray, Service Maintenance Assistant Supervisor Aaron Hensley, Safety / Emergency Coordinator Eloy Gomez, ITS Systems Analyst Daniel Fabian, Executive Coordinator Deanna Bennett and Recording Secretary's Jessica Pellegrini and Kheara Aquino.

There being no objections, Chair Hopewell declared the reading of the Quorum Notification be dispensed with by unanimous consent.

In accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation (GRF) Board of Directors (BOD) is present at today's posted meeting. The business of the Mutual Administration Committee will be conducted in accordance with the agenda. As a quorum of the board if 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 BOD at its regular Board meeting on the 4th Tuesday of the

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MINUTES

The Chair declared the regular meeting minutes of April 10, 2018, approved, as presented.

SHAREHOLDER COMMENTS

No shareholders/members commented.

CORRESPONDENCE

Disclosures – Transfer – L. Findlay

The Committee reviewed the correspondence and discussed Disclosures – Transfer in the Unfinsihed Business section of the agenda.

REPORTS

The Safety/Emergency Coordinator provided an update on the Firearm Surrender Letter. Following a brief discussion, the Committee concurred to have the Safety/Emergency Coordinator make further revisions, and bring back to the next Committee meeting for further review.

Following questions, Mr. Gomez left the meeting at 9:48 a.m.

The IT systems Analyst provided an update on IT department Ticketing system.

Following questions, Mr. Fabian left the meeting at 9:54 a.m.

UNFINISHED BUSINESS

Insurance Disclosure

Stock Transfer Manager Ray presented an update on the Insurance Disclosure. Following a breif discussion, the Committee concurred to have the Stock Transfer Manager make further revisions, and bring back to the next Committee meeting for further review.

Disclosures – Transfer

Following a breif discussion, the Committee concurred to discuss this item further at the next Committee meeting, pending further review by the Golden Rain Foundation Trust Attorney.

Amended Qualified Permanent Resident Agreement Form, 1802-33

Ms. Snowden MOVED, seconded by Ms. Rapp and carried unanimously by the Committee members present -

> **TO** approve the use of the Qualified Permanent Resident
>
> Agreement Form, 1802-33, as amended.

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Amend Qualified Permanent Resident Request Form, 1804-33

Ms. Rapp MOVED, seconded by Ms. Snowden and carried by the attending members-

> **TO** approve the use of the Qualified Permanent Resident Request Form, 1804-33, as amended.

Amend Co-occupant Agreement Policy, 1801-33

Ms. Rapp MOVED, seconded by Ms. Snowden and carried unanimously by the Committee members present -

> **TO** recommend the GRF Board approve Policy 1801-33, Co-Occupant Agreement, as amended.

Gun Return Policy - Update

The Safety/Emergency Coordinator discussed this topic in the Reports section of the agenda.

Realtor Handbook and Security Flyer

The Chair advised that this item will be discussed at the the May GRF Board meeting.

Glossary of Terms

No action was taken at the time of the meeting.

Request to Waive Lost GRF ID Card Fee Form

Ms. Rapp MOVED, seconded by Mr. Moore and carried unanimously by the Committee members present-

> **TO** recommend the Finance Committee review and amend policy 1201-33, Photo Identification Cards as Finance Committee has sole discretion to waive Lost GRF ID Card fees. The Committee requested Stock Transfer draft two separate forms: a Request to Waive Lost GRF ID Card Form and a Request to Waive for Failure to Surrender GRF ID Card Form.

(Chair Hopewell called for a break from 11:20 a.m. to 11:35 a.m.)

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NEW BUSINESS

Amend Policy 2115-33, Distribution Business Services

Ms. Snowden MOVED, seconded by Ms. Rapp and carried unanimously by the Committee members present-

> **TO** recommend the GRF Board amend Policy 2115-33, Distribution Business Services, as presented.

Member Emergency Contract Form

Following a brief discussion, the Committee concurred to discuss this item at the next Committee meeting.

GRF and Mutual Directors' Training – Friday June 29

The Chair advised the Committee that the GRF and Mutual Directors Training is scheduled for Friday, June 29, 2018.

Member Death: Surrendering ID Cards, Passes, Decals, Caregiver Passes, etc.

After a brief discussion, it was the consensus of the Committee to review this item at the next Committee meeting.

POLICIES

1400-33 – Co-Occupants and Qualified Permanent Residents

Ms. Rapp MOVED, seconded by Ms. Snowden and carried unanimously by the Committee members present -

> **TO** recommend the GRF Board amend Policy 1400-33, Co-Occupants and Qualified Permanent Residents, as presented.

Re-classification of Policies – 1801-33 - Update

The Committee discussed this topic in the Unfinished Busines section of the agenda.

SUB-COMMITTEE REPORTS

Re-numbering Sub-Committee

The Chair provided an update on the Re-numbering Sub-Committee and announced that they are beginning the testing phase.

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New Buyer Video Sub-Committee

The Chair advised that the New Buyer Video Sub-Committee has been disolved.

STAFF REPORTS

The Mutual Administration Director submitted her reports and Budget Variance Report.

The Stock Transfer Manager submitted her reports and the Budget Variance Report.

MEMBER COMMENTS

No shareholders/members commented.

COMMITTEE MEMBER COMMENTS

Seven Committee members spoke on the proceedings of the Committee meeting.

CHAIR'S COMMENTS

The Chair thanked committee members, staff and guests for attending

ADJOURNMENT

The Chair adjourned the meeting at 12:00 p.m.

_____
Ms. S. Hopewell, Chair
Golden Rain Foundation
mk 05.15.18

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Budget Variance Report -May 2018
Mutual Administration - CC MAC

GL Code	Account Description		Variance	Explanation
6100000	Saleries & Wages	$	11,714.00	Favorable due to staffing changes
6140000	Employment Taxes	$	2,742.00	Favorable due to staffing changes
6142000	Workers Compensation	$	2,246.00	Favorable due to staffing changes
6143000	Group Insurance	$	(2,287.00)	Unfavorable - higher participation than budgeted
6213100	Temporary Agency Fees	$	(26,814.00)	Unfavorable-additional staff needed
6434120	Legal/Fair Housing	$	12,500.00	Favorable-use of legal counsel only when necessary
6438000	Other Professional fees	$	3,200.00	Favorable-no educational training scheduled at this time.
	Total Explained Variances		3,301	

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May Actuals	May Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
				Expenses - Mutual Administration				
25,462	31,967	6,505	6100000 MAC	Salaries & Wages - Mutual Admin	139,781	151,495	11,714	362,754
1,897	2,367	470	6140000 MAC	Employment Taxes - Mutual Admin	11,613	14,355	2,742	29,997
1,321	1,713	392	6142000 MAC	Workers' Compensation - Mutual Admin	6,319	8,565	2,246	16,034
2,784	2,325	(459)	6143000 MAC	Group Insurance - Medical - Mutual Admin	13,912	11,625	(2,287)	27,900
94	68	(26)	6143300 MAC	Group Insurance - Dental - Mutual Admin	397	340	(57)	816
39	35	(4)	6143500 MAC	Group Insurance - Vision - Mutual Admin	178	175	(3)	420
516	776	260	6144000 MAC	401(k) Match - Mutual Admin	3,098	3,677	579	8,804
133	137	4	6145000 MAC	Group Insurance - Life - Mutual Admin	667	685	18	1,644
114	160	46	6146000 MAC	Long Term Disability Insurance - Mutual	571	800	229	1,920
0	200	200	6211000 MAC	Continuing Education - Mutual Admin	148	600	452	1,200
10,439	0	(10,439)	6213100 MAC	Temporary Agency Fees - Mutual Admin	26,814	0	(26,814)	0
19	0	(19)	6214000 MAC	Meals & Special Events - Mutual Admin	71	500	429	1,800
0	15	15	6215000 MAC	Mileage - Mutual Admin	0	45	45	75
453	250	(203)	6410000 MAC	Office Supplies - Mutual Admin	740	1,250	510	3,025
0	0	0	6410015 MAC	Computer Supplies - Mutual Admin	266	400	134	1,200
160	0	(160)	6410030 MAC	Printer / Copier Supplies - Mutual Admin	754	250	(504)	500
0	2,500	2,500	6434120 MAC	Legal/Fair Housing - Mutual Admin	0	12,500	12,500	25,000
0	0	0	6438000 MAC	Other Professional Fees - Mutual Admin	0	3,200	3,200	8,000
0	200	200	6482000 MAC	Dues, Memberships & Books - Mutual Admin	105	400	295	800
0	0	0	6951000 MAC	Committee Discretionary Expense - Mutual	0	0	0	1,000
43,432	42,713	(719)		Total Expenses	205,434	210,862	5,428	492,889
41,074	41,074	0	5330000 MAC	Income / Refund from Mutuals - Mutual Ad	205,370	205,370	0	492,889
41,074	41,074	0		Total Cost Recovery	205,370	205,370	0	492,889
				Off Budget Items				
(2,358)	(1,639)	(719)		Net Income / (Expense)	(64)	(5,492)	5,428	0

Mutual Administration

JUNE 2018 - Monthly Reports

RECEPTION

DEPARTMENTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
ADMINISTRATION	45	53	45	24	39	52							258
DESK VISIT	99	123	94	81	85	135							617
DISTRIBUTION	6	7	8	11	13	12							57
FINANCE	100	62	43	29	35	28							297
GOLDEN AGE FOUNDATION	12	23	27	14	7	7							90
HEALTH CARE CENTER	29	31	36	38	21	43							198
HUMAN RESOURCES	43	56	85	43	50	34							311
IT	5	11	16	13	25	10							80
LIBRARY	9	6	6	7	9	7							44
LW NEWS	25	26	32	15	32	26							156
MUTUAL ADMINISTRATION	49	52	65	95	71	61							393
MEMBER RESOURCES	30	49	57	33	40	26							235
MISCELLANEOUS	32	34	27	41	40	30							204
PHYSICAL PROPERTY	58	65	64	47	39	63							336
PURCHASING	13	19	10	11	17	28							98
ON SITE SALES	3	3	4	5	5	0							20
RECREATION	25	31	42	41	38	50							227
RV	10	11	26	3	12	9							71
SECURITY	19	39	14	29	30	33							164
SERVICE MAINTENANCE	11	19	12	16	27	4							89
STOCK TRANSFER OFFICE	70	51	36	24	31	21							233
SUPERWIRE	14	14	10	8	6	2							54
TRANSPORTATION	8	19	10	15	26	14							92
2018 Totals:	**715**	**804**	**769**	**643**	**698**	**695**	**0**	**0**	**0**	**0**	**0**	**0**	**4,324**

Mutual Administration

JUNE 2018 - Monthly Reports

LETTERS

	MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One	5	24	11	13	27	19							99
2	Two	13	14	13	3	13	11							67
3	Three	8	6	18	75	13	0							120
4	Four	2	35	1	3	1	0							42
5	Five	5	5	97	5	16	10							138
6	Six	0	15	3	8	3	5							34
7	Seven	11	3	9	8	5	1							37
8	Eight	7	4	0	2	0	5							18
9	Nine	3	4	14	7	14	11							53
10	Ten	0	9	6	0	45	1							61
11	Eleven	3	2	1	43	1	2							52
12	Twelve	2	7	6	14	2	12							43
14	Fourteen	5	3	9	13	15	9							54
15	Fifteen	15	11	18	11	38	11							104
16	Sixteen	2	0	1	1	1	2							7
17	Seventeen	0	1	3	2	2	2							10
2018 Totals:		**81**	**143**	**210**	**208**	**196**	**101**	**0**	**0**	**0**	**0**	**0**	**0**	**939**
2017 Totals:		**94**	**534**	**98**	**640**	**157**	**274**	**224**	**1087**	**413**	**566**	**379**	**264**	**4,730**
Insurance Cases		4	6	5	7	5	6							33

Mutual Administration

JUNE 2018 - Monthly Reports

COLLECTIONS (Delinquent Accounts, Legal Fees)

MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
One	$5,191.00	$2,347.00	$14,258.00	$0.00	$7,873.00	$12,353.00							$42,022.00
Two	$1,400.00	$700.00	$200.00	$0.00	$3,246.00	$11,951.00							$17,497.00
Three	$544.00	$1,284.00	$1,254.00	$6,142.00	$7,651.00	$3,050.00							$19,925.00
Four	$14,200.00	$200.00	$289.00	$200.00	$100.00	$200.00							$15,189.00
Five	$740.00	$3,623.00	$8,603.00	$3,516.00	$42.00	$0.00							$16,524.00
Six	$2,776.00	$1,260.00	$0.00	$0.00	$900.00	$0.00							$4,936.00
Seven	$0.00	$0.00	$1,093.00	$1,000.00	$0.00	$1,500.00							$3,593.00
Eight	$0.00	$3,370.00	$457.00	$3,153.00	$0.00	$0.00							$6,980.00
Nine	$0.00	$7,578.00	$2,100.00	$3,351.00	$7,498.00	$5,945.00							$26,472.00
Ten	$0.00	$0.00	$0.00	$0.00	$0.00	$560.00							$560.00
Eleven	$634.00	$634.00	$7,055.00	$0.00	$0.00	$0.00							$8,323.00
Twelve	$70.00	$11,845.00	$9,122.00	$5,160.00	$0.00	$0.00							$26,197.00
Fourteen	$915.00	$0.00	$0.00	$460.00	$460.00	$589.00							$2,424.00
Fifteen	$508.00	$0.00	$0.00	$550.00	$0.00	$2,847.00							$3,905.00
Sixteen	$0.00	$0.00	$0.00	$0.00	$0.00	$1,175.00							$1,175.00
Seventeen	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00							$0.00
COLLECTED:	**$26,978.00**	**$32,841.00**	**$44,431.00**	**$23,532.00**	**$27,770.00**	**$40,170.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$195,722.00**

Collections through June 2018:	**$40,170.00**
Collections through June 2017:	**$62,548.00**

MEMBER RESOURCES & ASSISTANCE LIAISON

MUTUAL		OPEN CASES	CLOSED CASES	HOME VISITS	OFFICE VISITS	CALLS	COUNTY REPORTS	RESOURCE INFORMATION	SELF-REFERRAL	MUTUAL REFERRAL
1	One	0	2	1	1	16	0	5	0	0
2	Two	3	7	6	6	12	0	6	0	3
3	Three	1	0	0	0	9	0	2	0	1
4	Four	2	2	7	3	17	0	5	1	1
5	Five	1	1	3	2	6	0	4	0	1
6	Six	1	2	1	0	6	0	3	0	1
7	Seven	1	1	0	1	4	0	1	0	1
8	Eight	0	0	0	2	2	0	3	0	0
9	Nine	0	0	0	0	1	0	0	0	0
10	Ten	1	0	1	0	6	0	2	0	1
11	Eleven	0	0	0	1	1	0	1	0	0
12	Twelve	0	0	0	2	3	0	3	0	0
14	Fourteen	0	0	1	1	5	0	0	0	0
15	Fifteen	2	1	1	1	8	0	3	0	2
16	Sixteen	0	0	0	0	1	0	0	0	0
17	Seventeen	0	0	0	1	1	0	0	0	0
Totals:		**12**	**16**	**21**	**21**	**98**	**0**	**38**	**1**	**11**

MEMBER RESOURCES & ASSISTANCE LIAISON

MUTUAL		OPEN CASES	CLOSED CASES	HOME VISITS	OFFICE VISITS	CALLS	COUNTY REPORTS	RESOURCE INFORMATION	SELF-REFERRAL	MUTUAL REFERRAL
1	One	1	1	0	0	2	0	1	0	0
2	Two	5	0	1	2	9	0	2	0	1
3	Three	4	1	1	1	10	1	2	0	0
4	Four	3	0	2	1	5	0	3	0	0
5	Five	3	0	1	5	5	0	3	0	1
6	Six	4	2	1	0	13	0	5	1	1
7	Seven	3	0	0	0	8	0	3	0	0
8	Eight	1	1	0	2	8	1	3	0	1
9	Nine	2	2	0	1	2	0	0	0	1
10	Ten	3	2	0	0	4	0	1	0	0
11	Eleven	0	2	0	0	2	0	1	0	0
12	Twelve	1	0	0	1	16	0	7	0	1
14	Fourteen	4	0	3	2	9	1	2	0	1
15	Fifteen	4	0	3	1	20	0	12	0	1
16	Sixteen	0	0	0	0	1	0	0	0	0
17	Seventeen	0	0	0	0	1	0	1	0	0
Totals:		**38**	**11**	**12**	**16**	**115**	**3**	**46**	**1**	**8**

Cases of Food Delivered: 146

Activities:

6/2/18 - Life Options Expo (250-300 attendees)
6/7-7/12 - Healthier Living Classes (22 registered, 10-12 regularly attend)
Pathways Friendly Visitor Program (serving 70 members)
Life Strategies by Alzheimer's Orange Count (monthly lecture, 47 attended)
Community Action Partnership (7 new applicants for Cal Fresh benefits)

Budget Variance Report - May 2018
Stock Transfer - Cost Center #33

	GL Code	Account Description	Variance	Explanation
Expense				
	6100000	Salaries & Wages	(2,066)	Slightly unfavorable variance.
	6140000	Employment Taxes	1,048	Slightly favorable variance.
	6143000	Group Insurance - Medical	(1,885)	Unfavorable - participation greater than budgeted.
	6410032	Photo ID Printing	2,588	Year end accrual reversed, Kee Company not re-accrued in May $1,888.
	6434115	Legal Fees - Trust Review	5,014	December bill accrued in December; accrual reversal and payment made in January ($1,7850); less legal expense than planned for year to date.
Cost Recovery				
	5345000	Certificate Prep - Escrow - GRF	(5,200)	10 fewer escrows closed than budgeted year to date.
	5345001	Certificate Prep - Non-Escrow	5,500	22 more non escrow certificates were prepared than budgeted year to date
	5380333	Member ID Card (Lost ID)	1,170	58 more lost ID cards replaced than budgeted year to date. This trend will continue.
	5385000	Other Income - ID cards	3,000	Unbudgeted ID card fines
		Other Income - Set up fees	1,600	16 more set up fees completed than budgeted year to date.

Total Explained Variances	10,769
Total Budget Variance	14,201

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May Actuals	May Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
				Expenses - Stock Transfer				
18,759	18,011	(748)	6100000 33	Salaries & Wages - Stock Transfer	87,423	85,357	(2,066)	204,387
1,436	1,417	(19)	6140000 33	Employment Taxes - Stock Transfer	7,468	8,516	1,048	17,334
142	184	42	6142000 33	Workers' Compensation - Stock Transfer	611	920	309	1,718
1,823	1,381	(442)	6143000 33	Group Insurance - Medical - Stock Transf	8,790	6,905	(1,885)	16,572
41	42	1	6143300 33	Group Insurance - Dental - Stock Transfe	20	210	190	504
35	35	0	6143500 33	Group Insurance - Vision - Stock Transfe	148	175	27	420
77	230	153	6144000 33	401(k) Match - Stock Transfer	287	1,090	803	2,610
68	71	3	6145000 33	Group Insurance - Life - Stock Transfer	258	355	97	852
54	83	29	6146000 33	Long Term Disability Insurance - Stock T	204	415	211	996
559	0	(559)	6211000 33	Continuing Education - Stock Transfer	559	200	(359)	600
327	127	(200)	6410000 33	Office Supplies - Stock Transfer	565	635	70	1,525
0	30	30	6410010 33	Hospitality - Stock Transfer	0	150	150	360
0	0	0	6410015 33	Computer Supplies - Stock Transfer	28	275	247	825
0	0	0	6410020 33	Equipment Expense - Stock Transfer	345	0	(345)	0
19	167	148	6410030 33	Printer / Copier Supplies - Stock Transf	870	831	(39)	2,000
(1,888)	0	1,888	6410032 33	Photo ID Printing - Stock Transfer	(1,888)	700	2,588	1,500
0	0	0	6410033 33	Guest Pass Printing - Stock Transfer	182	1,000	818	14,000
1,856	2,360	504	6434115 33	Legal Fees - Trust Review - Stock Transf	6,806	11,820	5,014	28,325
5	50	45	6435100 33	Bank Service Fees - Stock Transfer	19	250	231	600
109	112	3	6444000 33	Equipment Rental - Stock Transfer	544	560	16	1,344
267	0	(267)	6472000 33	Equipment Repair & Maintenance - Stock T	267	0	(267)	0
67	42	(25)	6478000 33	Service Contracts - Stock Transfer	224	210	(14)	500
0	0	0	6482500 33	Election Expense - Stock Transfer	15,867	16,000	133	60,000
0	0	0	6483201 33	Mailouts - Periodic - Stock Transfer	0	0	0	250
23,757	24,342	585		Total Expenses	129,597	136,574	6,977	357,222
				Other Cost Recovery				
16,000	17,000	(1,000)	5345000 33	Certificate Preparation Fee - Escrow - S	74,500	79,700	(5,200)	194,150
5,750	3,750	2,000	5345001 33	Certificate Preparation Fee - Non-Escrow	23,750	18,250	5,500	43,950
960	700	260	5380330 33	Guest Pass Income - Stock Transfer	12,810	12,900	(90)	15,200
4,500	2,645	1,855	5380332 33	Trust Processing Fee - Stock Transfer	13,450	13,225	225	31,740
340	50	290	5380333 33	Member ID Card Income - Stock Transfer	1,420	250	1,170	600
40	60	(20)	5380334 33	Map Sales Income - Stock Transfer	265	300	(35)	700
420	210	210	5380335 33	Realtor's Service Pass - Stock Transfer	2,105	1,110	995	2,500
2,425	400	2,025	5385000 33	Other Income - Stock Transfer	6,625	2,000	4,625	4,800
0	0	0	5396000 33	Taxable Other Income - Stock Transfer	9	0	9	0
0	0	0	5611000 33	Late Charges - Stock Transfer	25	0	25	0
30,435	24,815	5,620		Total Other Cost Recovery	134,959	127,735	7,224	293,640

Budget Variance Report - May 2018
Copy & Supply Center - Cost Center #44

	GL Code	Account Description	Variance	Explanation
Expense				
	6143000	Group Insurance Medical	2,303	Favorable - participation lower than expected
	6484500	Postage	1,000	Postage is on a demand basis, and replenished as needed. No replenishment required in May.
		Total Explained Variances	3,303	
		Total Budget Variance	3,137	Budget Net Income is an Income of $1,323

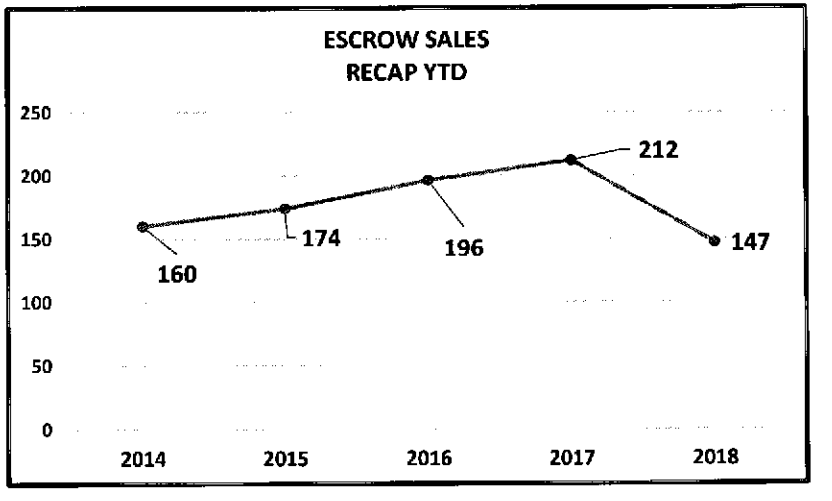
P.O. Box 2069
Seal Beach CA 90740

May Actuals	May Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
				Expenses - Copy & Supply Center				
7,061	6,320	(741)	6100000 44	Salaries & Wages - Copy & Supply Center	30,863	29,953	(910)	71,723
509	448	(61)	6140000 44	Employment Taxes - Copy & Supply Center	2,712	3,020	308	5,980
50	64	14	6142000 44	Workers' Compensation - Copy & Supply Ce	248	320	72	603
465	909	445	6143000 44	Group Insurance - Medical - Copy & Suppl	2,242	4,545	2,303	10,908
(35)	10	45	6143300 44	Group Insurance - Dental - Copy & Supply	36	50	14	120
7	7	0	6143500 44	Group Insurance - Vision - Copy & Supply	32	35	3	84
57	126	69	6144000 44	401(k) Match - Copy & Supply Center	313	598	285	1,432
21	27	6	6145000 44	Group Insurance - Life - Copy & Supply C	107	135	28	324
23	32	9	6146000 44	Long Term Disability Insurance - Copy &	115	160	45	384
34	0	(34)	6211000 44	Continuing Education - Copy & Supply Cen	109	0	(109)	0
239	100	(139)	6410000 44	Office Supplies - Copy & Supply Center	799	500	(299)	1,200
0	4	4	6410015 44	Computer Supplies - Copy & Supply Center	0	22	22	50
84	0	(84)	6410020 44	Equipment Expense - Copy & Supply Center	84	0	(84)	0
570	666	96	6410030 44	Printer / Copier Supplies - Copy & Suppl	3,256	3,338	82	8,000
43	60	17	6435100 44	Bank Service Fees - Copy & Supply Center	163	300	137	720
1,817	1,733	(84)	6444000 44	Equipment Rental - Copy & Supply Center	9,087	8,665	(422)	23,960
0	41	41	6472000 44	Equipment Repair & Maintenance - Copy &	9	213	204	500
2,464	1,113	(1,351)	6478000 44	Service Contracts - Copy & Supply Center	9,560	8,878	(682)	16,669
0	0	0	6484000 44	Permits & Licenses - Copy & Supply Cente	0	100	100	100
0	0	0	6484500 44	Postage - Copy & Supply Center	8,000	9,000	1,000	30,000
5	0	(5)	6911500 44	Inventory Over / Short - Copy & Supply C	(127)	0	127	0
13,412	11,660	(1,752)		Total Expenses	67,608	69,832	2,224	172,757
				Other Cost Recovery				
633	325	308	5380331 44	Copy Fee Income - Copy & Supply Center	3,213	2,300	913	7,500
633	325	308		Total Other Cost Recovery	3,213	2,300	913	7,500
13,771	13,771	0	5330000 44	Income / Refund from Mutuals - Copy & Su	68,855	68,855	0	165,257
14,404	14,096	308		Total Cost Recovery	72,068	71,155	913	172,757
				Off Budget Items				
(272)	0	272	5990000 44	Materials Recovery - Copy & Supply Cente	(1,797)	0	1,797	0
272	0	(272)	6415000 44	Materials Pass-Thru - Copy & Supply Cent	1,797	0	(1,797)	0
0	0	0		Total Off Budget Items	0	0	0	0
992	2,436	(1,444)		Net Income / (Expense)	4,460	1,323	3,137	0

Stock Transfer
May 2018- Monthly Reports

ESCROW

	MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One	6	2	5	7	6								26
2	Two	3	4	3	5	4								19
3	Three	0	3	1	1	1								6
4	Four	2	1	1	3	2								9
5	Five	2	3	1	1	4								11
6	Six	3	0	1	1	3								8
7	Seven	4	2	0	0	0								6
8	Eight	2	2	2	2	1								9
9	Nine	4	0	3	2	0								9
10	Ten	0	1	3	1	2								7
11	Eleven	2	1	1	2	2								8
12	Twelve	3	1	1	2	2								9
14	Fourteen	0	2	1	0	3								6
15	Fifteen	4	1	0	0	1								6
16	Sixteen	0	0	0	1	1								2
17	Seventeen	1	2	1	2	0								6
	TOTALS:	36	25	24	30	32	0	0	0	0	0	0	0	147
	MLS Active Listings at time of report	50	62	78	93	87								



ESCROW RECAP	SALES		YTD Percentage Comparisons			Avg Price Per Home	Price % Change Per Year
	Sales	Prices		Sales	Prices		
Total through May 2018	147	$ 39,494,799	2018	2014 - 2018		$ 268,672	20.07%
Total through May 2017	212	$ 47,436,637	2017	-31%	-17%	$ 223,758	8.66%
Total through May 2016	196	$ 40,354,868	2016	8%	18%	$ 205,892	4.84%
Total through May 2015	174	$ 34,171,799	2015	13%	18%	$ 196,390	1.12%
Total through May 2014	160	$ 31,074,300	2014	9%	10%	$ 194,214	

Stock Transfer
May 2018- Monthly Reports

ATTORNEY TRUST REVIEWS

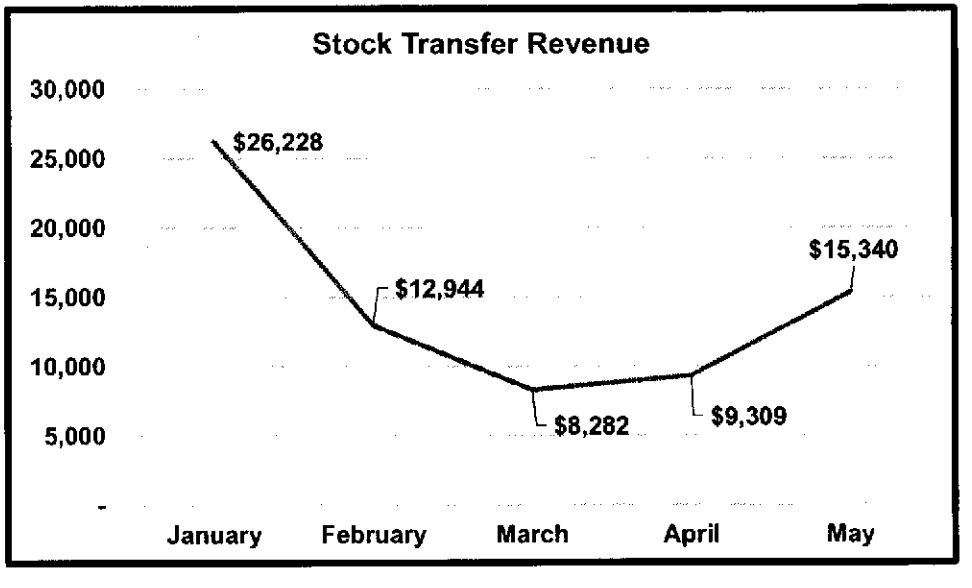
MUTUAL		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One	1	3	1	1	2								8
2	Two	2	1	2	1	5								11
3	Three	0	1	2	3	6								12
4	Four	0	0	0	0	0								0
5	Five	0	3	1	2	0								6
6	Six	2	1	4	1	1								9
7	Seven	1	1	1	1	1								5
8	Eight	0	1	1	0	3								5
9	Nine	1	0	0	0	0								1
10	Ten	2	2	1	2	0								7
11	Eleven	1	1	0	1	2								5
12	Twelve	1	1	1	0	3								6
14	Fourteen	3	2	1	0	1								7
15	Fifteen	0	1	0	1	1								3
16	Sixteen	0	0	0	0	3								3
17	Seventeen	1	1	0	0	0								2
2018 Totals:		**15**	**19**	**15**	**13**	**28**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**90**

Trust Reviews through May 2018:	90	**8.43%**
Trust Reviews through May2017:	83	

Stock Transfer
May 2018- Monthly Reports

STOCK TRANSFER REVENUE

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Guest Passes	$6,880	$2,840	$990	$1,140	$960								$12,810
ID Card	$300	$280	$340	$160	$340								$1,420
Distribution - Copies	$440	$422	$1,186	$532	$633								$3,213
Supplies	$527	$334	$296	$367	$272								$1,796
Transfers	$7,250	$3,250	$2,750	$4,500	$5,750								$23,500
Co-Occupant Set-Up	$600	$700	$300	$400	$425								$2,425
Trust Review Fees	$2,075	$3,075	$2,000	$1,800	$4,500								$13,450
Realtor Passes	$605	$340	$380	$360	$420								$2,105
Map Sales	$115	$20	$40	$50	$40								$265
ID Card Fines (start in May)					$2,000								$2,000
GRF Mutual 17 Leases	$7,436	$1,683	$0	$0									$9,119
2018 Totals:	**$26,228**	**$12,944**	**$8,282**	**$9,309**	**$15,340**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$72,103**



Stock Transfer
May 2018- Monthly Reports

GUEST PASSES

MUTUAL		#	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One	0	0	0	0	0	0								0
2	Two	4	114	52	19	14	13								212
3	Three	2	33	7	19	7	8								74
4	Four	0	0	0	0	0	0								0
5	Five	4	100	31	9	12	10								162
6	Six	4	0	26	14	6	18								64
7	Seven	4	71	20	7	11	7								116
8	Eight	2	23	20	6	7	10								66
9	Nine	0	0	0	0	0	0								0
10	Ten	4	50	24	8	4	0								86
11	Eleven	4	61	21	12	9	3								106
12	Twelve	4	43	30	9	16	2								100
14	Fourteen	4	29	15	2	8	8								62
15	Fifteen	4	137	35	14	12	11								209
16	Sixteen	4	9	3	0	0	0								12
17	Seventeen	0	0	0	0	0	0								0
2018 Totals:			**670**	**284**	**119**	**106**	**90**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1269**

Note: Mutual 6 approved 4 passes at their 1/26/18 meeting

COMMITTEE ACTION REQUEST

TO: MUTUAL ADMINISTRATION COMMITTEE

FROM: STOCK TRANSFER - NJR

SUBJECT: INSURANCE DISCLOSURE - CORPORATE COUNSEL REVIEW / MARK UP OF STOCK TRANSFER DOCUMENTS
UNFINISHED BUSINESS FROM MAY 15, 2018 MEETING

DATE: JULY 10, 2018

CC: STOCK TRANSFER OFFICE, MUTUAL ADMINISTRATION

The following document required additional revisions requested by the Mutual Administration Committee, as well as creation of a new hand out, and both documents are presented for review and approval by the Mutual Administration Committee:

Insurance Disclosure (red lined)

Insurance Information Handout (new)

I move to approve the use of the updated Mutual Administration Committee revised, marked up documents.

Insurance Disclosure

Facts About Insurance Every LW Resident/Shareholder Should Know

The Mutual may require insurance and require providing the proof of insurance to the Mutual. Please see the appropriate Mutual policy 7701.

Your Mutual's Master Insurance Policy covers your Mutual's buildings along with all common areas, but it **does not cover:**~~.~~

- Your personal belongings
- Any earthquake damage (The Mutual does not maintain Earthquake coverage)
- ~~—~~Your personal liability in the event you become legally liable for causing bodily injury and/or property damage to another ~~person~~ unit
- Non-standard property inside the walls of your condo or co-op unit, including the nonstructural upgrades, alterations and/or interior or exterior improvements of your co-op or interior of your condo unit. These would include, but not be limited to upgraded doors, double-pane windows, flooring, window treatments, granite countertops, appliances, air conditioning, heat pumps, etc.

~~As a shareholder in a co-op, you face similar insurance risks as a homeowner, but your insurance needs are somewhat different in that you are only responsible for the non-standard property, upgrades, alterations and/or interior improvements of your unit. Insurance companies do not have a policy that is specifically designed for co-ops so the best fit for your co-op unit is what is called an HO-6 condo policy. This policy may be broad enough to provide the coverage you will need to insure your personal property and interior items that are your responsibility, along with your personal liability.~~

~~In the event you (or a previous owner) expanded your unit and everything was property permitted, including bay windows, the expansion becomes part of the Mutual's buildings, and in the event of a covered loss, your unit would be re-built by the Mutual's insurance according to standard building materials only. You would be responsible for any non-standard, non-structural items within the expansion, including but not limited to, upgraded doors, double-pane windows, flooring, window treatments, granite countertops, appliances, air conditioning, heat pumps, etc.~~

~~*It is important that you advise your insurance agent if your unit contains these types of upgrades and/or alterations.*~~

You should also be sure your personal insurance policy covers you for Additional Living Expenses (ALE). This is normally standard on an **HO-6 policy**. This coverage would come into play if your co-op or condo becomes uninhabitable due to a covered cause of loss, not attributable to the Mutual, such as fire or water damage and would contribute towards the additional living expenses you incur to live elsewhere until such time as your co-op or condo is again habitable.

Your personal liability is also a standard component within an HO-6 policy. This coverage is meant to pay your defense costs in the event you are named in a lawsuit, along with any judgment costs that are levied against you. This coverage is triggered when you have been accused of causing bodily injury or property damage to another person. Examples of loss could include a person(s) injured inside your home, dog bites, golf cart accidents, fire and flood, etc. Any costs an insurance company would pay in the event of a covered cause of loss would only be up to the policy limit you choose.

It is important to note, under the terms and conditions of the occupancy agreement and applicable Mutual Policies, you may be financially responsible for a loss including but not limited to the policy deductible which could be as high as $50,000 per occurrence.

~~Many of the more expensive items a resident owns can have limited coverage under a standard HO-6 policy. If you have such items, they should be scheduled within a "Personal Article Floater" to insure you are property insured. These items include jewelry, furs, expensive cameras, golf equipment, fine arts, collections, computer equipment, etc.~~

~~To insure you are properly compensated for your damaged items, you should keep an inventory of all your personal belongings, and those should be sent to your agent. Many insurance companies offer a "household inventory" form that will enable you to list items of concern along with the purchase dates and original costs. Pictures should also be taken of each valuable item, along with each room, including closets, open drawers, and carport storage cabinets that contain items you would want replaced in the event of a loss. Pictures and receipts of major items should be sent to your insurance agent, along with copies being kept in a fireproof safe or an offsite location.~~

For your convenience and information, attached is the current Master Policy Evidence of Commercial Property Insurance. We strongly suggest that you discuss the Master Policy with qualified Insurance provider to ensure that you have adequate protection in the event of a loss or claim.

Complete Master Insurance Policy is available upon request (subject to copy fees due to size of the document)

I~~,~~ (~~w~~We) have read this Insurance Disclosure and understand that it is recommended that I~~,~~ (we) maintain insurance on our Mutual dwelling, and will/may be financially responsible for all expenses and/or special assessment in the event of a loss and/or claim, personal belongings and non-~~duly~~ - ~~-~~permitted improvements to the unit.

_____ Date: _____
Print - Shareholder's Name

_____
Signed - Shareholder's Name

_____ Date: _____
Print - Shareholder's Name

_____
Signed - Shareholder's Name

_____ Date: _____
Print - Shareholder's Name

_____
Signed - Shareholder's Name

Insurance Information Handout

Facts About Insurance Every LW Resident/Shareholder Should Know

The Mutual may require insurance and require providing the proof of insurance to the Mutual. Please see the appropriate Mutual policy 7701.

Your Mutual's Master Insurance Policy covers your Mutual's buildings along with all common areas, but it **does not cover:**

- Your personal belongings
- Any earthquake damage (The Mutual does not maintain Earthquake coverage)
- Your personal liability in the event you become legally liable for causing bodily injury and/or property damage to another unit
- Non-standard property inside the walls of your condo or co-op unit, including the nonstructural upgrades, alterations and/or interior or exterior improvements of your co-op or interior of your condo unit. These would include, but not be limited to upgraded doors, double-pane windows, flooring, window treatments, granite countertops, appliances, air conditioning, heat pumps, etc.

You should also be sure your personal insurance policy covers you for Additional Living Expenses (ALE). This is normally standard on an **HO-6 policy**. This coverage would come into play if your co-op or condo becomes uninhabitable due to a covered cause of loss, not attributable to the Mutual, such as fire or water damage and would contribute toward the additional living expenses you incur to live elsewhere until such time as your co-op or condo is again habitable.

Your personal liability is also a standard component within an HO-6 policy. This coverage is meant to pay your defense costs in the event you are named in a lawsuit, along with any judgment costs that are levied against you. This coverage is triggered when you have been accused of causing bodily injury or property damage to another person. Examples of loss could include a person(s) injured inside your home, dog bites, golf cart

accidents, fire and flood, etc. Any costs an insurance company would pay in the event of a covered cause of loss would only be up to the policy limit you choose.

It is important to note, under the terms and conditions of the occupancy agreement and applicable Mutual Policies, you may be financially responsible for a loss including but not limited to the policy deducible which could be as high as $50,000 per occurrence.

For your convenience and information, attached is the current Master Policy Evidence of Commercial Property Insurance. We strongly suggest that you discuss the Master Policy with qualified Insurance provider to ensure that you have adequate protection in the event of a loss or claim.

Complete Master Insurance Policy is available upon request (subject to copy fees due to size of the document)

COMMITTEE ACTION REQUEST

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: STOCK TRANSFER - NJR
SUBJECT: UNFINISHED BUSINESS – REVIEW AND APPROVAL OF DISCLOSURES – TRANSFER DOCUMENT
DATE: JULY 10, 2018
CC: STOCK TRANSFER OFFICE, MUTUAL ADMINISTRATION

The following document is presented to the Mutual Administration Committee for additional review and approval:

Disclosures – Transfer (Reviewed and updated at the May 5, 2018 meeting)

I move to approve the use of the updated and amended Disclosures – Transfer document.

Notice of Disclosures

In Membership Transfers

Every Mutual Corporation in Seal Beach Leisure World is a separate governing entity. Each Mutual has specific rules, regulations, and policies regarding residency, pet ownership, powers of attorney, ~~etc. There are also rules for apartment~~ remodeling, landscaping, and other issues relating to changes, alterations, modifications, additions, and deletions made by shareholders to their ~~apartment~~Unit Dwelling unit, inside and outside, to include the surrounding garden areas. ~~The purpose of this Disclosure is to clearly disseminate the boundaries and limitations set forth in policies regarding these subjects.~~

"Golden Rain Foundation (GRF)" is a non-profit corporation that holds in trust, operates and maintains the community facilities, streets and other certain improvements and amenities within Leisure World for the benefit of the Members. GRF provides certain services, such as administrative and recreational services. GRF also is responsible, under Management Agreements with each Mutual, for assisting Members in transferring ownership interests and Membership in Leisure World on the terms and conditions set by the Mutuals, respectively.

Initial Here	Initial Here

Age Qualified Community

The California Legislature has found there is a compelling societal interest in providing ~~senior~~senior ~~active~~ adult housing. The Legislature has further found and declared that specially designed accommodations in ~~senior~~active adult housing provides important benefits to ~~senior~~active adult citizens and therefore exempts such housing from the prohibition of age discrimination. (Civil Code §§ 51 *et seq*.)

The Mutual Corporations, which comprise location referred to ~~Leisure World,~~ Seal Beach Leisure World, provides housing through the imposition of age restrictions under the legal authority for ~~senior~~active adult communities as provided under both federal and state statutes:
~~Senior~~Active adult communities ~~(aka "active adult" communities)~~ are exempt from prohibitions on age discrimination.

Federal Statutes: FFHA & HOPA

The Federal Fair Housing Act prohibits discrimination in the sale, rental and financing of residential ~~of~~ dwellings based upon familial status. Its provisions generally bar restrictions in an association's governing documents (i.e., its CC&Rs) that serve to exclude children from the association's development. In 1988 Congress created an

exemption to the provisions barring discrimination on the basis of familial status for those housing developments that qualified as housing for persons age 55 and older (~~senior~~active adult communities). This exemption was then refined through the Housing for Older Persons Act of 1995 (HOPA). HOPA is administered through by Department of Housing and Urban Development (HUD).

State Statutes: The Unruh Civil Rights Act (Civil Code §§ 51 et seq.)

The Unruh Civil Rights Act prohibits businesses from discriminating against members of a protected class (e.g., sex, race, color, religion, ancestry, national origin, disability, medical condition, genetic information, marital status, sexual orientation, citizenship, primary language, or immigration status). Per Civil Code Section 51.2, where accommodations are designed to meet the physical and social needs of ~~senior~~active adult citizens, a business establishment may establish and preserve that housing for ~~senior~~active adult citizens, pursuant to Section 51.3, except housing as to which Section 51.3 is preempted by the prohibition in the federal Fair Housing Amendments Act of 1988 (Public Law 100-430) and implementing regulations against discrimination on the basis of familial status. For accommodations constructed before February 8, 1982, that meet all the criteria for ~~senior~~active adult citizen housing specified in Section 51.3, a business establishment may establish and preserve that housing development for ~~senior~~active adult citizens without the housing development being designed to meet physical and social needs of ~~senior~~active adult citizens.

Initial Here	Initial Here

Rentals and Leasing Not Permitted

For Mutuals 1,2,3,4,5,6,7,8,9,10,11,12,14,15 & 16: From its inception, Seal Beach Leisure World was developed as an active-~~senior~~ adult citizen community for persons 55 years of age or older who have been approved for ownership by the Mutual Corporation and Golden Rain Foundation. It is disclosed and acknowledged that the ~~apartments~~ dwelling units are to be used for residential purposes only by resident(s) who ~~are~~ is qualified and approved by the Mutual Corporation and the Golden Rain Foundation and whose names stand on the record of the Corporation as "Owners/Shareholders/Members". Further, the ~~apartment~~dwelling unit may not be utilized as a rental or lease property, nor may the property be utilized as collateral for a loan or transferred to a creditor.

Initial Here	Initial Here

Notice of Occupancy Agreement & By-Laws Booklet

I hereby certify that a copy of the Occupancy Agreement has been provided to me for review. I understand that I will be required to sign the Occupancy Agreement in the Stock Transfer Office the day I take ownership.

~~Your escrow company has a By-Laws Booklet available for your review.~~ You will be provided with a copy of the By-Laws Booklet ~~of your own at the closing of your escrow~~ upon request. [BGT1]

Initial Here	Initial Here

Property Tax Re-Evaluation

The Orange County Tax Assessor will re-evaluate, to the current market value, all property where ownership changes, as of the date of the change, and begin collection of the new taxes effective on that date. Accordingly, the Golden Rain Foundation will continue to collect taxes from you based on the old assessment value until it has other information from the Assessor's office.~~,~~ Please note that this may result in an underpayment of taxes on your part, and an assessment being levied on you at a later date~~d~~ to make up for any deficiency.

Notice of Disclosures in Escrow

Initial Here	Initial Here

Notice of Joint Tenancy Disclosure

Many shareholders desire to place a relative, loved one, friend, or fiduciary on their stock (as a resident/member joint tenant or as a non-resident joint tenant) in order to avoid probate at the time of their death~~, and this is permitted~~. A difficulty ~~oftentimes~~ may arise~~s~~ at a later date if the resident ~~goes~~ attempts to remove that person from the title of ownership of their Golden Rain Foundation Membership and their Mutual Share of Stock. There is generally no problem if the other party agrees to execute a transfer of stock ownership to the shareholder. If they do not wish to sign off via a stock transfer, this creates a problem which can and does typically result in litigation in Court which, of course, is expensive and contains no certainty, in the outcome, that the joint tenant can be removed. **THE GOLDEN RAIN FOUNDATION DOES NOT MAKE ANY RECOMMENDATION, IN ANY SITUATION, THAT YOU PLACE SOMEONE ON YOUR STOCK OWNERSHIP AS A JOINT TENANT.** [BGT2]These are decisions strictly to be made by you. We only give you this Notice ~~in order for~~for you to be aware of the potential problems in the future.

Dual occupancy, being an owner or non-resident co-owner on more than one unit in Seal Beach Leisure World, is not allowed in many Mutuals. Check your occupancy agreement for this information.

Initial Here	Initial Here

Notice of Personal Property Insurance

~~In accordance with Article Nine of the Occupancy Agreement, the Mutual Corporation in which you reside will procure and pay or provide for the payment of fire insurance and extended coverage, and other insurance as required by any mortgage or property in the project, and such other insurance as the Corporation may deem advisable on the property in the project.~~

~~The Corporation will not, however, provide insurance on the Member's interest in the dwelling unit or on his personal property, to include, but not limited to clothing, jewelry, home furnishings, private art work, etc. The Corporation will not cover any non-standard remodeling completed on the apartment; i.e. new rooms, fancy front doors; remodeled windows, clothes and dish washers, dryers, heating and air conditioning units etc.~~ ~~[BGT3]~~**~~The Golden Rain Foundation and the Mutual Corporations does not procure or hold any insurance to cover your personal losses.~~**

GRF's and/or the Mutual's policies of insurance may not cover your property, including personal property or real property improvements to or around your dwelling, or personal injuries or other losses that occur within or around your dwelling, vehicle, or golf cart. Even if a loss is covered, you may nevertheless be responsible for paying all or a portion of any deductible that applies. Members should consult with their individual insurance broker or agent for appropriate additional coverage.

Please let this notice serve as an inducement to you to seek advice from auto or other insurance agents or a personal adviser as to the amount of insurance appropriate to cover your personal belongings should a catastrophic event occur. When speaking to your insurance agent, you may refer to the type of insurance needed as "(HO6) insurance."

Notice of Disclosures in Escrow

Initial Here	Initial Here

~~Apartment~~ Dwelling Unit Remodeling

It is important to note that the Mutual Corporation owns the land and the building in which a shareholder's ~~apartment~~dwelling unit is located and, further, that the purchase of a Mutual ~~apartment~~dwelling unit in Seal Beach Leisure World, which is represented by one share of stock in cooperative housing, entitles the shareholder to reside in the Mutual's ~~apartment~~dwelling unit.

It is corporate policy that a Shareholder obtains permission from the Mutual Board before making any changes to their ~~apartment~~dwelling unit, inside or out. Changes needing Mutual permission include, but are not limited to, hanging items on the exterior of the building or walls, planting non-authorized plants and trees, installing pet doors, remodeling of any type, and adding electric fans, dishwashers, washers and dryers, or heating and cooling systems, etc.

It is important to note that what one Mutual allows a shareholder to do in their ~~apartment~~dwelling unit may not be allowed by another Mutual. It is, therefore, **imperative** that the shareholder always seek permission from the Mutual Board before making changes to their ~~apartment~~dwelling unit. *For purposes of this section only, a shareholder may contact the assigned GRF Inspector in the Physical Property Department for information on what is or is not allowed by their Mutual Board.*

I, (We), the undersigned, hereby understand that the Board of Directors of the Mutual Corporation has the ***Final Authorization*** *as to what can and cannot be changed on the Corporation's buildings and ~~apartment~~dwelling units*

Further, if you have NOT received permission from the Physical Property Department or the Mutual Board of Directors to make changes to the Mutual ~~apartment~~dwelling unit, you will be billed for the cost the Mutual incurs to remove or replace the changes you have made. [BGT4]

Initial Here	Initial Here

Parking

Each ~~shareholder~~ dwelling unit is assigned one carport parking space. ~~for their vehicle.~~ Please park your ~~car~~ vehicle in ~~your~~ the assigned parking space in the carport. Permanently parking vehicles on the street impedes guest parking, street cleaning; and ambulance and emergency vehicle access. **There is no curb-side parking assigned to your ~~apartment~~dwelling unit.** ~~If you have more than one vehicle, p~~Please check with the S~~s~~tock Transfer Office for questions regarding the possibility of renting an empty carport. [BGT5]

Initial Here	Initial Here

Pet Ownership ~~Policy~~

Do you currently have a pet which you will be bringing with you to reside in your Seal BeachLeisure World ~~Apartment~~Dwelling Unit?

Yes □ **No**□

If so, does your pet meet the maximum 25 pound weight limit at~~y~~ maturity?

Yes □ **No**□

It has long been noted that pets provide incredible mental and physical benefits to the owners who love them. Pet policy 7501, was established to honor the member's right to have a pet and to provide guidelines under which a member of Seal Beach Leisure World could bring a pet into the community to reside with them. This policy sets forth the rules and regulations for pet ownership, as well as the requirement that all members enter into a Pet Agreement and that their pets be registered. This policy is available on line or by request in the Stock Transfer Office.

Below are a few select important facts regarding pet ownership in Leisure World:

- 1. There is a limitation of one pet per ~~apartment~~dwelling unit.
- 2. Pet dogs or cats must not weigh more than twenty-five pounds at maturity.
- 3. The dog or cat weight limit in Mutual Seventeen is twenty pounds at maturity.
- 4. Pet restrictions prohibit certain species of the reptile family (snakes & lizards).
- 5. Some raucous-voiced birds: parrots, cockatoos, and mynas are restricted.
- 6. Pet dog(s) and cat(s) must be on a leash no longer than 6 feet while being walked, and must be on a leash at all times~~.~~
- 7. The owner must be in control of pet at all times.
- 8. There is no pet deposit due or owing to register your pet.
- 9. The pet must be re-registered annually after the first registration.
- 10. Listed below are the documents required for you to register your pet dog or cat.

Requirements for Dogs	
City of Seal Beach Pet License	Yes
Proof of Spay or Neuter	Yes
Proof of Pet Inoculations	Yes
Proof of Liability Insurance	Yes
Proof of Pet Dog's Weight	Yes

Requirements for Cats	
City of Seal Beach Pet License	No
Proof of Spay or Neuter	Yes
Proof of Pet Inoculations	No
Proof of Liability Insurance	Yes

If you should have any specific questions regarding pet registration, or wish to receive a copy of Pet Policy 7501, please contact the Stock Transfer Office at (562) 431-6586, Extension 347, 348 or 339.

INDEMNIFICATION

Initial Here	Initial Here

Indemnification

By our signatures below, it is acknowledged that the right held by the participants of this escrow to seek legal advice prior to this transfer of the ownership being completed is wholly their responsibility and right to do so.

I (we) acknowledge and represent that I (we) have read this Notice of Disclosures and acknowledge and warrant that I (we) have had opportunity to consult with counsel of my (our) choice. I (we) ~~acknowledge~~ further acknowledge and understand that no representations or warranties, express or implied, have been made by GRF or its agent in connection with the Dwelling Unit or Condominium Unit, except as expressly provided in these written documents provided to me (us) by the Stock Transfer Office.

Further it is acknowledged and understood that this disclosure document does not represent all requirements, rules, regulations and policies pertinent to living in Seal Beach Leisure World~~, but rather represents a compilation of issues of most interest~~.

_____ _____

Prospective Members Signature Date

Prospective Members Signature	Date
Prospective Members Signature	Date

~~St/cag3-13\\\FORM DISCLOSURE 2~~

Shareholder Emergency Contact Form

If your emergency information has not changed, you do NOT need to complete this form!

Mu. ___ Unit #_____ Name(s): _____

Home phone number: _____

Cell phone number: _____

Email address: _____

To insure accuracy, please print clearly

1. Contact Name: _____ Relationship: _____
   Address: _____ Home phone: (____)_____
   City: _____ Cell phone: (____)_____
   State: _____ Email address: _____@____.com
   Zip Code: _____ Preferred pet contact ☐

2. Contact Name: _____ Relationship: _____
   Address: _____ Home phone: _____
   City: _____ Cell phone: _____
   State: _____ Email address: _____
   Zip Code: _____

3. Contact Name: _____ Relationship: _____
   Address: _____ Home phone: _____
   City: _____ Cell phone: _____
   State: _____ Email address: _____
   Zip Code: _____

4. Contact Name: _____ Relationship: _____
   Address: _____ Home phone: _____
   City: _____ Cell phone: _____
   State: _____ Email address: _____
   Zip Code: _____

The information you provide is considered CONFIDENTIAL for emergency purposes only.

_____ _____ _____ _____
Signature Date Signature Date

Return this form to the Stock Transfer Office or drop it in a white GRF mailbox.

If you require additional forms, contact Stock Transfer at (562) 431-6586, ext. 339, 347, or 348.

COMMITTEE ACTION REQUEST

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: STOCK TRANSFER - NJR
SUBJECT: FORM: REQUEST TO WAIVE GRF ID CARD SURRENDER FEE
UNFINISHED BUSINESS FROM MAY 15, 2018 MEETING
DATE: JULY 10, 2018
CC: STOCK TRANSFER OFFICE, MUTUAL ADMINISTRATION

The following document required revisions provided by the Mutual Administration Committee, and is presented for review:

Request to Waive GRF ID Card Surrender Fee

Additionally, a copy of 1201-33 Photo ID Cards is included for discussion regarding the policy requiring the Finance Committee to approve or deny the waiver request.

I move to recommend the GRF Board of Directors approve the amended Request to Waive

GRF ID Card Surrender Fee form.

Request to Waive ~~Lost~~ GRF ID Card Surrender Fee ~~Form~~

Policy 1201-33

Resident's Name_____ Today's Date_____
Mutual ____ Apt.# _____ Address_____

Your request to waive the $500 fee incurred for a lost GRF ID Card will be reviewed at the next regularly scheduled Finance Committee (3rd Monday of the month).

Reason fee should be waived:_____

_____

_____

_____

Signature of Requester_____

FOR OFFICE USE ONLY:

Date of Finance Committee Review:_____

☐ Approved Waiver of Fee ☐ Denied Waiver of Fee

Stock Transfer Notification Date: _____

Finance Department Notification Date: _____

CURRENT CONTACT INFORMATION:

Mailing Address: _____

_____

Phone Number: _____

COMMUNITY OPERATIONS

RESIDENT PARTICIPATION

Photo Identification Cards

Photo identification cards will be issued by the Stock Transfer Office with authorization from the Stock Transfer Supervisor and/or the Executive Director. Photo identification cards are for the use of residents only. Use by anyone other than the members, co-occupants, renters to whom the identification card is issued is strictly prohibited. The ID card will be renewed every five (5) years, upon the surrender of the old ID card. Photo identification cards will be issued to the following persons:

1. All members of the Golden Rain Foundation as shown in the stock records of the Stock Transfer Office.

2. Qualified Permanent Residents, as shown in the records of the Stock Transfer Office.

3. Co-Occupants as described in Policy 1801-33, who reside with resident stockholders as shown in the records of the Stock Transfer Office. When the status of a Co-Occupant ceases, the photo identification card must be surrendered to the Stock Transfer Office.

4. All approved lessees of Mutual No. Seventeen.

Upon the sale of the unit or the demise of a member, co-occupant, renter, the photo identification card shall be surrendered to the Stock Transfer Office. If the ID card is not surrendered, a fee of $500 will be assessed against the unit. When the Security Department retrieves a photo identification card, for whatever reason, it shall be surrendered to the Stock Transfer Office immediately.

For lost or stolen photo identification cards, members, co-occupants, renters may obtain a replacement card by:

1. Personally completing a “Certificate of Lost ID” form in the Stock Transfer Office.

2. Paying a $20 fee for the first loss;

    a. The Mutual Board of Directors will be notified when a card is lost a third or subsequent time within 24 months of the first loss;

    b. The fee will be waived if member, co-occupant, renter produces a Police Report that can be verified by the Stock Transfer Office.

Waiving of fee or fees is at the sole discretion of the Finance Committee.

(Sep 17)

COMMUNITY OPERATIONS

RESIDENT PARTICIPATION

Photo Identification Cards

Policy
Adopted: 19 Sep 72
Amended: 19 Dec 72
Amended: 16 Apr 85
Amended: 19 Dec 89
Amended: 31 Jan 95 (Effective 2-1-95)
Amended: 20 Feb 01
Amended: 19 Nov 02
Amended: 22 Jul 14
Amended: 27 Dec 16
Amended: 26 Sep 17

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Sep 17)

COMMUNITY OPERATIONS

MEMBER PARTICIPATION

Member Specialists

The Board of Directors recognizes the important contribution that can be made by Members of this community.

Member Specialists (MS's) are appointed by a Standing Committee Chair to a sub-committee and can be removed by the Chair at any time.

MS's serve in an advisory capacity only, having no voting power and cannot comprise a majority of the sub-committee.

Policy
Adopted: 28 Jul 67
Reviewed: 10 Feb 17
Amended: 26 Sept 17
Reviewed: 09 Feb 18

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Feb 18)

SAVE THE DATE
Director's Training
Projected Topics:
• Fair Housing
• Adult Services/
Scope of Services Provided
• Communication with the Cognitive
Impaired Individual
September 27, 2018
9am to 4pm
Clubhouse 4

Protocol to request copy jobs from the Copy & Supply Center, via email:

Attach the document(s) to be copied in an email to both RobertA@lwsb.com and TomL@lwsb.com.

Important: in the subject line of the email, please include the title of the document or a phrase that will be easily identifiable.

In the email, state the following:

Name of document
Number of copies
Any special treatment of copies: upper left corner stapling, 8.5 x 11 booklet, two sided, black & white, etc.

When the Copy & Supply Center Team receives the email, they will reply to the sender, acknowledging receipt.

The team will process the job(s).

The team will notify the sender when the job is completed and ready for pick up.

COMMITTEE ACTION REQUEST

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: STOCK TRANSFER - NJR
SUBJECT: NEW BUSINESS – REVIEW AND APPROVAL OF GUEST PASS WORDING FOR 2019
DATE: JULY 10, 2018
CC: STOCK TRANSFER OFFICE, MUTUAL ADMINISTRATION

The following document is presented to the Mutual Administration Committee for wording review and approval for the 2019 calendar year:

Guest Passes

I move to recommend the GRF Board of Directors approve the use of the updated and amended

Guest Pass document.

GOLDEN RAIN
foundation

2018

GUEST PASS

Valid Only from 6am To 11pm
Pass must be placed on dashboard,
or vehicle may be subject to tow.
Terms & Conditions on Back

DO NOT DUPLICATE

GOLDEN RAIN
foundation

2018

GUEST PASS

Valid Only from 6am To 11pm
Pass must be placed on dashboard,
or vehicle may be subject to tow.
Terms & Conditions on Back

DO NOT DUPLICATE

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2018

GUEST PASS

Valid Only from 6am To 11pm
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or vehicle may be subject to tow.
Terms & Conditions on Back

DO NOT DUPLICATE

Attention!

2018 Guest Pass and Service Pass Security Is Very Important

- In accordance with Policy 5536.1, the Executive Director will make four 2018 Guest Passes available per unit.
- Guest Passes MUST be placed on dashboard or vehicle may be subject to tow.
- **Guest Passes and payment coupons are being mailed under separate cover**. If you do not receive your Guest Passes or payment coupon package by January 15, 2018, please call the Stock Transfer Office.
- If you maintain a forwarding address, your Guest Passes and payment coupon package will be mailed to you at the address on file.
- Contact Stock Transfer or your Mutual Board of Directors for availability of additional passes. Additional Guest Passes will **not** be mailed. Valid photo I.D. is required for purchase of additional passes.
- Guest Passes are not issued to units represented by an Estate. Any Trustee, Power of Attorney, Court Ordered Executor, or Administrator may visit the Stock Transfer Office in person and, upon presentation of valid I.D. and the proper legal documents, be issued one (1) quarterly Service Pass.

For information regarding Guest Passes or Service Passes, call the Stock Transfer Office at (562) 431-6586, extension 347, 348 or 339.

TERMS AND CONDITIONS

PHOTOCOPYING OR DUPLICATING IS PROHIBITED UNDER GRF POLICY 5536.1

1. Passes are the property of Golden Rain Foundation and will be confiscated if misused.
2. Passes must be exhibited for inspection upon entering and requested by Security officers or GRF staff.
3. All premises within the community walls are private.
4. Must abide by all GRF and Mutual Policies (rules).
5. Shareholder is responsible for the actions of their guests.
6. Passes must be placed on dashboard or vehicle is subject to tow.

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5. Shareholder is responsible for the actions of their guests.
6. Passes must be placed on dashboard or vehicle is subject to tow.

COMMITTEE ACTION REQUEST

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: STOCK TRANSFER - NJR
SUBJECT: NEW BUSINESS – REVIEW AND APPROVAL OF SERVICE PASS WORDING FOR 2019
DATE: JULY 10, 2018
CC: STOCK TRANSFER OFFICE, MUTUAL ADMINISTRATION

The following document is presented to the Mutual Administration Committee for wording review and approval for the 2019 calendar year:

Service Passes

I move to recommend the GRF Board of Directors approve the use of the updated and amended

Service Pass document.

GOLDEN RAIN
foundation

2018

SERVICE PASS

Contractors 8 am to 5pm,
Others Monday – Friday, 6 am to 6pm
Pass must be placed on dashboard,
or vehicle may be subject to tow.
Terms & Conditions on Back

DO NOT DUPLICATE

GOLDEN RAIN
foundation

2018

SERVICE PASS

Contractors 8 am to 5pm,
Others Monday – Friday, 6 am to 6pm
Pass must be placed on dashboard,
or vehicle may be subject to tow.
Terms & Conditions on Back

DO NOT DUPLICATE

GOLDEN RAIN
foundation

2018

SERVICE PASS

Contractors 8 am to 5pm,
Others Monday – Friday, 6 am to 6pm
Pass must be placed on dashboard,
or vehicle may be subject to tow.
Terms & Conditions on Back

DO NOT DUPLICATE

GOLDEN RAIN
foundation

2018

SERVICE PASS

Contractors 8 am to 5pm,
Others Monday – Friday, 6 am to 6pm
Pass must be placed on dashboard,
or vehicle may be subject to tow.
Terms & Conditions on Back

DO NOT DUPLICATE

TERMS AND CONDITIONS

PHOTOCOPYING OR DUPLICATING IS PROHIBITED UNDER GRF POLICY 5536.1

1. Passes are the property of Golden Rain Foundation and will be confiscated if misused.
2. Passes must be exhibited for inspection upon entering and requested by Security officers or GRF staff.
3. All premises within the community walls are private.
4. Must abide by all GRF and Mutual Policies (rules).
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5. Shareholder is responsible for the actions of their guests.
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COMMITTEE ACTION REQUEST

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR, JODI HOPKINS, MUTUAL ADMINISTRATION DIRECTOR
SUBJECT: PROPOSED MUTUAL ADMINISTRATION OFFICE RECONFIGURATION
DATE: JULY 1 24, 2018
CC: FILE

With the Board's approval of an additional recording secretary to support services the Mutual Administration Department provides to the Mutuals,staff recommends a reconfiguration of the space allocated within the Administration building for enhanced operational efficiency.

The proposed work (see exhibit A) requires:

- Removal of non-bearing walls
- Relocation of one (1) doorway
- Relocation of 2 existing work stations
- Installation of:
  - Reception/Secretary desk
  - Manager's work station
  - Gate to match existing at main reception

<u>Benefits of an Open Office Layout</u>

Collaboration

When you take the walls away in a business, you'll find that employees have the opportunity to communicate and collaborate more. With multiple people working in a shared space, it increases the likelihood that ideas will be shared and questions will be asked. It's true that technology has made it simpler to communicate with people around the world, but there are still unquestionable advantages to being able to communicate uninterrupted and face to face.

Relationship Building

Walls can be intimidating and it's sometimes difficult for people to get up the nerve to knock on someone's office door, especially if that person has a higher title than they do. Open office layouts encourage more group participation and make it much easier to walk up to a coworker and start a dialogue. It also helps coworkers

get to know each other better, which can boost the overall positivity and productivity in the office.

Reduced Costs

With an open office layout, there's much less to maintain, construct, and repair. Open plans use furniture and other unique ways to create private work spaces for employees without using walls and cubicles. This plan helps save money especially in terms of heating, cooling, and electricity costs.

Future Flexibility

An open office provides greater flexibility in the future for making changes as our business may continue to evolve and expand. They are more economical and adaptable

Benefits of Cubicle Work Stations

- Cubicle panels provide privacy while still keeping employees' work areas open enough to improve corporate team building skills and collaboration.
- The usage of cubicle workstations will allow our office design to be more economically sound while providing more flexible workspace layout.
- Cubicles help facilitate easier communication between employees and department management.
- The office setup allows team leaders to easily track every team member's work contribution and progress.
- It provides more fresh airflow, light and open space for staff.

General expense is estimated at $15,000-25,000; broad range of estimated expense is based upon no quotations having been received, only a general awareness of possible expense.

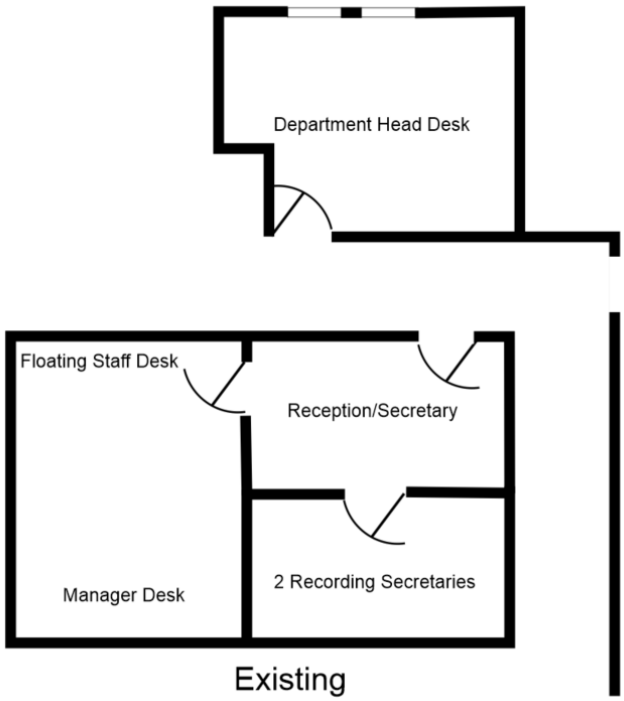
Renovation work would be completed afterhours and on weekends, with only marginal disruption of office hours.

Action Requested

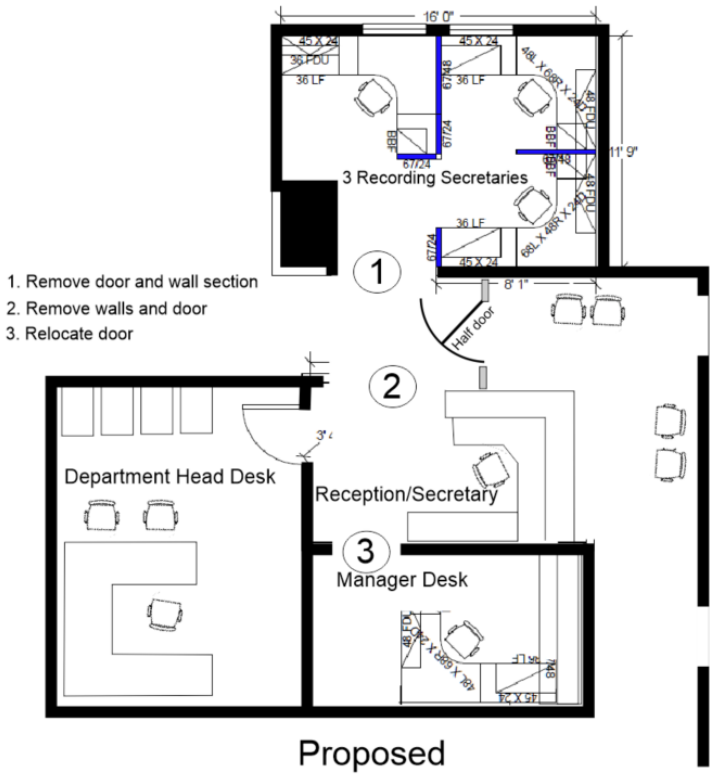
I move to approve the reconfiguration concept of the Mutual Administration Department and

forward the action to the Physical Properties Committee.

Exhibit A



Existing


16' 0"
45 X 24
36 FDD
36 LF
61/48
61/24
3 Recording Secretaries
11' 9"
1. Remove door and wall section
2. Remove walls and door
3. Relocate door
1
8' 1"
Half door
2
Department Head Desk
Reception/Secretary
3
Manager Desk

Proposed

Golden Rain Foundation
2019 Proposed Operating Budget - Cost Center 33 - Stock Transfer (Draft)
Data as of May 31, 2018

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2019 Total	2018 Budget	Variance	% Change	2018 YTD Actual	2018 Projected	Variance	2018 Annualized	Variance	2017 Actual	Variance
	Expenses - Stock Transfer											
6100000 33	Salaries & Wages - Stock Transfer	0	204,387	(204,387)	-100.0%	87,423	206,453	(206,453)	209,815	(209,815)	247,479	(247,479)
6140000 33	Employment Taxes - Stock Transfer	0	17,334	(17,334)	-100.0%	7,468	16,286	(16,286)	17,923	(17,923)	21,547	(21,547)
6142000 33	Workers' Compensation - Stock Transfer	0	1,718	(1,718)	-100.0%	611	1,409	(1,409)	1,466	(1,466)	2,010	(2,010)
6143000 33	Group Insurance - Medical - Stock Transfer	0	16,572	(16,572)	-100.0%	8,790	18,457	(18,457)	21,096	(21,096)	20,532	(20,532)
6143300 33	Group Insurance - Dental - Stock Transfer	0	504	(504)	-100.0%	20	314	(314)	47	(47)	833	(833)
6143500 33	Group Insurance - Vision - Stock Transfer	0	420	(420)	-100.0%	148	393	(393)	356	(356)	476	(476)
6144000 33	401(k) Match - Stock Transfer	0	2,610	(2,610)	-100.0%	287	1,807	(1,807)	690	(690)	2,831	(2,831)
6145000 33	Group Insurance - Life - Stock Transfer	0	852	(852)	-100.0%	258	755	(755)	619	(619)	952	(952)
6146000 33	Long Term Disability Insurance - Stock Transfer	0	996	(996)	-100.0%	204	785	(785)	489	(489)	874	(874)
	Total Wages & Benefits	**0**	**245,393**	**(245,393)**	**-100.0%**	**105,209**	**246,659**	**(246,659)**	**252,501**	**(252,501)**	**297,535**	**(297,535)**
6211000 33	Continuing Education - Stock Transfer	1,600	600	1,000	166.7%	559	959	641	1,342	258	54	1,546
6212000 33	Employee Exams - Stock Transfer	0	0	0	0.0%	0	0	0	0	0	0	0
6213100 33	Temporary Agency Fees - Stock Transfer	0	0	0	0.0%	0	0	0	0	0	2,556	(2,556)
6214000 33	Meals & Special Events - Stock Transfer	0	0	0	0.0%	0	0	0	0	0	54	(54)
6215000 33	Mileage - Stock Transfer	0	0	0	0.0%	0	0	0	0	0	0	0
6410000 33	Office Supplies - Stock Transfer	1,525	1,525	0	0.0%	565	1,455	70	1,356	169	6,535	(5,010)
6410005 33	Building Supplies - Stock Transfer	0	0	0	0.0%	0	0	0	0	0	1	(1)
6410010 33	Hospitality - Stock Transfer	240	360	(120)	-33.3%	0	210	30	0	240	171	69
6410015 33	Computer Supplies - Stock Transfer	600	825	(225)	-27.3%	28	578	22	66	534	4,784	(4,184)
6410020 33	Equipment Expense - Stock Transfer	0	0	0	0.0%	345	345	(345)	827	(827)	940	(940)
6410030 33	Printer / Copier Supplies - Stock Transfer	2,000	2,000	0	0.0%	870	2,039	(39)	2,088	(88)	5,971	(3,971)
6410032 33	Photo ID Printing - Stock Transfer	1,500	1,500	0	0.0%	(1,888)	(1,088)	2,588	(4,530)	6,030	34,738	(33,238)
6410033 33	Guest Pass Printing - Stock Transfer	15,000	14,000	1,000	7.1%	182	13,182	1,818	438	14,562	13,356	1,645
6434115 33	Legal Fees - Trust Review - Stock Transfer	28,325	28,325	0	0.0%	6,806	23,311	5,014	16,335	11,990	32,106	(3,781)
6435100 33	Bank Service Fees - Stock Transfer	0	600	(600)	-100.0%	19	369	(369)	45	(45)	298	(298)
6444000 33	Equipment Rental - Stock Transfer	1,344	1,344	0	0.0%	544	1,328	16	1,306	38	4,600	(3,256)
6472000 33	Equipment Repair & Maintenance - Stock Transfe	500	0	500	100.0%	267	267	233	641	(141)	528	(28)
6478000 33	Service Contracts - Stock Transfer	588	500	88	17.6%	224	514	74	539	49	8,434	(7,846)
6482000 33	Dues, Memberships & Books - Stock Transfer	200	0	200	100.0%	0	0	200	0	200	0	200
6482500 33	Election Expense - Stock Transfer	63,000	60,000	3,000	5.0%	15,867	59,867	3,133	38,080	24,920	60,003	2,997
6483201 33	Mail-Outs - Periodic	0	250	(250)	-100.0%	0	250	(250)	0	0	0	0
6484000 33	Permits & Licenses - Stock Transfer	0	0	0	0.0%	0	0	0	0	0	109	(109)
6484500 33	Postage - Stock Transfer	0	0	0	0.0%	0	0	0	0	0	14,999	(14,999)
	Total Operating Expenses	**116,422**	**111,829**	**4,593**	**4.1%**	**24,388**	**103,586**	**12,836**	**58,533**	**57,889**	**190,236**	**(73,814)**
	Total Cost Center Expenses	**116,422**	**357,222**	**(240,800)**	**-67.4%**	**129,597**	**350,245**	**(233,823)**	**311,034**	**(194,612)**	**487,771**	**(371,349)**
	Other Cost Recovery											

Golden Rain Foundation
2019 Proposed Operating Budget - Cost Center 33 - Stock Transfer (Draft)
Data as of May 31, 2018

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2019 Total	2018 Budget	Variance	% Change	2018 YTD Actual	2018 Projected	Variance	2018 Annualized	Variance	2017 Actual	Variance
5345000 33	Certificate Preparation Fee - Escrow - Stock Tr	180,000	194,150	(14,150)	-7.3%	74,500	188,950	(8,950)	178,800	1,200	260,000	(80,000)
5345001 33	Certificate Preparation Fee - Non-Escrow - Sto	43,950	43,950	0	0.0%	23,750	49,450	(5,500)	57,000	(13,050)	48,000	(4,050)
5380330 33	Guest Pass Income - Stock Transfer	15,200	15,200	0	0.0%	12,810	15,110	90	30,744	(15,544)	15,745	(545)
5380331 33	Copy Fee Income - Stock Transfer	0	0	0	0.0%	0	0	0	0	0	4,878	(4,878)
5380332 33	Trust Processing Fee - Stock Transfer	31,740	31,740	0	0.0%	13,450	31,965	(225)	32,280	(540)	30,875	865
5380333 33	Member ID Card Fee - Stock Transfer	1,200	600	600	100.0%	1,420	1,770	(570)	3,408	(2,208)	1,920	(720)
5380334 33	Map Sales Income - Stock Transfer	700	700	0	0.0%	265	665	35	636	64	670	30
5380335 33	Realtor's Service Pass - Stock Transfer	2,500	2,500	0	0.0%	2,105	3,495	(995)	5,052	(2,552)	4,210	(1,710)
5380336 33	Lost Member ID Card - Escrow - Stock Transfer	5,000	0	5,000	100.0%	0	0	5,000	0	5,000	0	5,000
5385000 33	Other Income - Stock Transfer	4,800	4,800	0	0.0%	6,625	9,425	(4,625)	15,900	(11,100)	8,251	(3,451)
5396000 33	Taxable Other Income - Stock Transfer	0	0	0	0.0%	9	9	(9)	22	(22)	0	0
5611000 33	Late Charges - Stock Transfer	0	0	0	0.0%	25	25	(25)	60	(60)	0	0
	Total Other Cost Recovery	**285,090**	**293,640**	**(8,550)**	**-2.9%**	**134,959**	**300,864**	**(15,774)**	**323,902**	**(38,812)**	**374,548**	**(89,458)**
5330000 33	**Income from / (Refund to) from Mutuals**	**(168,668)**	**63,582**	**(232,250)**	**-365.3%**	**26,495**	**63,582**	**(232,250)**	**63,588**	**(232,256)**	**170,963**	**(339,631)**
	Total Cost Recovery	**116,422**	**357,222**	**(240,800)**		**161,454**	**364,446**	**(248,024)**	**387,490**	**(271,068)**	**545,511**	**(429,089)**
	Net Income / (Expense)	**0**	**0**	**0**		**31,857**	**14,201**	**(14,201)**	**76,456**	**(76,456)**	**57,741**	**(57,741)**
	PAPM	**(2.13)**	**0.80**	**(2.93)**								
	FTE	**4.00**	**4.23**	**(0.23)**								

GOLDEN RAIN FOUNDATION
2019 BUDGET ASSUMPTIONS
Stock Transfer – CC33

<table>
<tr><th>GL CODE</th><th>LINE ITEM</th><th>DESCRIPTION</th><th>EXHIBITS</th></tr>
<tr><td>6100000
(61000)</td><td>Salaries & Wages</td><td>Total FTEs for 2018 will decrease by 1.77 from 6.0 to 4.23 due to 2.0 FTEs transferring to the new Copy & Supply Center and adding a new part-time position (Elections Coordinator) as approved by the EC on 7/14/2017. The 2018 budget assumptions include any pay increases during 2017 that were not included in the 2017 budget plus a pay for performance allowance of .5% for 2018.</td><td></td></tr>
<tr><td>6140000
(61400)</td><td>Payroll Taxes</td><td>Calculations are based on the current rates established by Federal and State statute. 2017 and estimated 2018 rates are listed below.
<table><tr><th></th><th>2017</th><th>2018</th></tr><tr><td>SS Max Salary</td><td>$118,500</td><td>$127,200</td></tr><tr><td>SS Rate</td><td>6.20%</td><td>6.20%</td></tr><tr><td>Medicare Rate</td><td>1.45%</td><td>1.45%</td></tr><tr><td>SS & Med. Rate</td><td>7.65%</td><td>7.65%</td></tr><tr><td>UI Max Salary</td><td>$7,000</td><td>$7,000</td></tr><tr><td>UI State</td><td>3.7%</td><td>3.7%</td></tr><tr><td>UI Fed</td><td>2.0%</td><td>2.7%</td></tr><tr><td>UI Total</td><td>5.7%</td><td>6.4%</td></tr><tr><td>UI Max Total</td><td>$399</td><td>$448</td></tr></table></td><td></td></tr>
<tr><td>6142000
(61420)</td><td>Workers Comp Insurance</td><td>Premiums are calculated using rates assigned to four different classifications of job positions. These rates are based on the degree of physical activities involved with each position. Positions requiring more physical activities, such as inspectors, service maintenance crew and security staff have a higher rate compared to office staff positions requiring a lesser degree of physical activity. As such, some cost center budgets will show a different % change than other cost centers. The 2018 budget assumes a 5.53% increase over 2017 actual rates and a 2.55% decrease over 2017 budget.</td><td></td></tr>
<tr><td>6143000-
6146000
(61430 – 61460)</td><td>EE Benefits</td><td>The 2018 budget for our group health plans, including Medical, Dental, Vision, and Life Insurance represent a 9.3% increase in premium rates over our 2017 budget.</td><td></td></tr>
<tr><td>6211000
(64810)</td><td>Continuing Education</td><td>Funds of $1,600 are requested for continuing education and seminars to be attended by senior staff members.

The total of requested budgeted funds for 2019 for continuing education is higher than the 2017 budget to include required education to maintain the Stock Transfer Manager CAI Certification.</td><td></td></tr>
<tr><td>6212000
(66255)</td><td>Employee Exams</td><td>No funds were budgeted for this cost center.</td><td></td></tr>
<tr><td>6410000
(64100)</td><td>Office Supplies</td><td>Typical items charged to this account are pens, staples, paper clips, postage meter tape, resident card stock, envelopes, file folders, Post-It notes, etc.

The total funds requested for 2019 is equal to the 2018 budget.</td><td></td></tr>
<tr><td>6410010
(64103)</td><td>Hospitality</td><td>Items include all supplies associated with coffee and tea beverages such as Styrofoam cups, creamer, sugar, stir sticks, etc. These supplies are consumed by the Stock Transfer staff.

The 2019 budget reflects a decrease based on current usage.</td><td></td></tr>
<tr><td>6410015
(64104)</td><td>Computer Supplies</td><td>For replacement peripheral devices such as monitors, mice, keyboards and cables for the staff.

The total of requested budgeted funds for 2019 for computer</td><td></td></tr>
</table>

		supplies is reduced from the 2018 adopted budget.	
6410020 (64105)	Equipment Expense	No funds were budgeted for this cost center.	
6410030 (64111)	Printer/Copier Supplies	Items include ink and toner for all printers other than the Konica machine (which is included in the maintenance contract) and all printer/copier paper. The total funds requested for 2019 are equal to the 2018 budget.	
6410032	Photo ID Printing	The 2019 budget covers ID card stock, hologram stickers and lanyards for all types of GRF IDs, including caregivers and realtors. The 2019 budget requested equals the 2018 budget. This budget will be reviewed closely for the 2020 budget, as replacement ID cards will be required for Mutual 2, 10, 16 and 17 in 2020.	
6410033	Guest Pass Printing	Covers the cost of the materials used to create guest passes and service passes. Only four Mutuals voted to eliminate the sale of passes, the number of guest passes ordered for 2018 will be increased. The number of service passes will also be increased due to the increase in projects requiring a higher number of vendor service passes. The total of requested budgeted funds for 2019 for guest and service pass printing materials is increased from the 2018 adopted budget.	
6434115	Legal – Trust Review	Covers the legal costs absorbed by GRF for shareholder trusts to be reviewed prior to transferring the ownership of units to the shareholder's living trust. Occasionally, court orders and powers of attorney are also reviewed. The fee per review is $68.75 each. The total requested budgeted funds for 2019 for such trust reviews remains at the 2018 adopted budget level.	
6435100 (64350)	Bank Service Fees	This covers a flat fee of $38 per month plus usage fees for the credit card terminal.	
6444000 (64440)	Equipment Rental	Expenditures charged to this account cover one Konica copier/printer per the contract annual lease: BizHub223 $1,340 The 2019 budget remains the same as the 2018 budget. The contract for the copier will be renewed in February 2019.	
6472000 (64700)	Equipment Repair & Maint.	The budget for this line item has been reclassified to cost center 44 – Distribution Center for the 2018 budget. Stock Transfer is budgeting $500 for 2019.	
6478000 (64940)	Service Contracts	The maintenance expense for one Konica copier remaining in Stock Transfer has averaged $49 per month. The 2019 budget is slightly higher than the 2018 budget. The copier contracts renew in February 2019. The service contracts will also be up for renewal. .	
6482000 (64830)	Dues Memberships & Books	No funds were budgeted for this cost center in 2018. $200 is budgeted for 2019 for CAI membership for the Stock Transfer Manager.	
6482500 (64995)	Election Expenses	Election expenses cover all Mutual annual elections as well as the GRF annual election. No provision was made in the 2019 budget	

		for a special election. The total of requested budgeted funds for 2019 for election expenses includes 23 elections (15 Mutual elections and 8 GRF elections). The increase for 2019 is due to the increased number of units in odd-numbered Mutuals compared to even-numbered Mutuals.	
6483201	Mail-Outs - Periodic	Any mail outs will be produced by the Copy and Supply Center.	
6484000 (64840)	Permits & Licenses	No funds are budgeted for this cost center.	
6484500 (64860)	Postage	No funds are budgeted for this cost center.	
5345000 (53450)	Certificate Processing Fees – Escrow (formerly called Escrow Transfer Fees)	GRF currently charges $500 for each processed escrow. It is assumed that the number of sales in 2019 will be less than those in 2018, based on current trend. The budget for 2019 is less than the budget for 2018.	
5345001 (53600)	Certificate Processing Fees – Non-Escrow (formerly called Stock Transfer Fees)	A fee of $250 is charged to shareholders each time the ownership information on a stock certificate is modified in a non-escrow situation per Policy 5061. The 2019 budget is based on the 2018 budgeted amount. The budget for this line item remains the same.	
5380330	Guest Pass Income	Fees are collected from shareholders for additional guest passes @ $10 each per Policy 5536.1. Four Mutuals do not allow the purchase of extra guest passes. The annualized 2018 cost recovery is the basis for the 2019 budget. The budget for this line item remains the same.	
5380331	Copy Fee Income	No funds are budgeted for this cost center.	
5380332	Trust Processing Fees	The 2018 budget assumes 75% of anticipated trust reviews (412) totaling 309 review fees @ $125 each. Trend shows collection of 75% of total trust reviews charged by the attorney. Fee of $75 is also collected for powers of attorney and court orders. The budget and assumptions for this line item remains the same for 2019.	
5380333	Member ID Card Replacement	Per Policy 1201, Photo ID Cards, a replacement of a lost ID Card is $20. The budget income for this line item is increased for 2019 from $600 to $1,200 based on 2018 lost ID cards.	
5380334	Map Sales Income	This was a new line item in 2017. Per Board vote 12/26/16, shareholders are exempt from paying for a map. The budget remains the same for 2019.	
5380335	Realtor's Service Pass	This was a new line item in 2017. On 8/9/16, the MAC committee approved to charge $10 for realtor's service pass. The budget for this line item remains the same in 2019 as the 2018 adopted budget.	

5380336	Unrecovered Member ID Card – Escrow	Per Policy 1201-33, if an ID card is not surrendered upon cloe of escrow, transfer of a unit, or the passing of a member, co-occupant, or renter, a fee of $500 per ID card is charged. This is a new budget line item this year. The 2019 budget is estimated at $5,000.	
5385000 (53850)	Other Income	Other income includes co-occupant setup fees at $100 each and replacement caregiver passes at $20 each. It is anticipated that an average of four (4) co-occupant setup fees will be collected each month in 2018. The budget amount remains the same for 2019. In 2018, this account was also used to record $500 penalty for lost membership cards during escrow. For 2019 budget, a new GL will be established.	
5396000	Taxable Other Income	This account is used to record finance charges on M17 lease payments.	
5611000	Late Fees	This account is used to record late fees on M17 lease payments.	

Golden Rain Foundation
2019 Proposed Operating Budget - Cost Center 44 - Copy & Supply Center (Draft)
Data as of May 31, 2018

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2019 Total	2018 Budget	Variance	% Change	2018 YTD Actual	2018 Projected	Variance	2018 Annualized	Variance	2017 Actual	Variance
	Expenses - Copy & Supply Center											
6100000 44	Salaries & Wages - Copy & Supply Center	0	71,723	(71,723)	-100.0%	30,863	72,633	(72,633)	74,072	(74,072)	33,725	(33,725)
6140000 44	Employment Taxes - Copy & Supply Center	0	5,980	(5,980)	-100.0%	2,712	5,672	(5,672)	6,510	(6,510)	2,932	(2,932)
6142000 44	Workers' Compensation - Copy & Supply Center	0	603	(603)	-100.0%	248	531	(531)	596	(596)	0	0
6143000 44	Group Insurance - Medical - Copy & Supply Center	0	10,908	(10,908)	-100.0%	2,242	8,605	(8,605)	5,381	(5,381)	2,234	(2,234)
6143300 44	Group Insurance - Dental - Copy & Supply Center	0	120	(120)	-100.0%	36	106	(106)	87	(87)	44	(44)
6143500 44	Group Insurance - Vision - Copy & Supply Center	0	84	(84)	-100.0%	32	81	(81)	77	(77)	33	(33)
6144000 44	401(k) Match - Copy & Supply Center	0	1,432	(1,432)	-100.0%	313	1,147	(1,147)	750	(750)	227	(227)
6145000 44	Group Insurance - Life - Copy & Supply Center	0	324	(324)	-100.0%	107	296	(296)	256	(256)	192	(192)
6146000 44	Long Term Disability Insurance - Copy & Supply Center	0	384	(384)	-100.0%	115	339	(339)	276	(276)	115	(115)
	Total Wages & Benefits	**0**	**91,558**	**(91,558)**	**-100.0%**	**36,668**	**89,410**	**(89,410)**	**88,005**	**(88,005)**	**39,502**	**(39,502)**
6211000 44	Continuing Education - Copy & Supply Center	200	0	200	100.0%	109	109	91	262	(62)	264	(64)
6410000 44	Office Supplies - Copy & Supply Center	1,200	1,200	0	0.0%	799	1,499	(299)	1,917	(717)	839	361
6410015 44	Computer Supplies - Copy & Supply Center	50	50	0	0.0%	0	28	22	0	50	0	50
6410020 44	Equipment Expense - Copy & Supply Center	200	0	200	100.0%	84	84	116	200	0	322	(122)
6410030 44	Printer / Copier Supplies - Copy & Supply Center	8,400	8,000	400	5.0%	3,256	7,918	482	7,815	585	3,085	5,315
6435100 44	Bank Service Fees- Copy & Supply Center	468	720	(252)	-35.0%	163	583	(115)	391	77	220	248
6444000 44	Equipment Rental - Copy & Supply Center	25,176	23,960	1,216	5.1%	9,087	24,382	794	21,810	3,366	11,730	13,446
6472000 44	Equipment Repair & Maintenance - Copy & Supply Cente	500	500	0	0.0%	9	296	204	21	479	27	473
6478000 44	Service Contracts - Copy & Supply Center	21,054	16,669	4,385	26.3%	9,560	17,351	3,703	22,943	(1,889)	8,688	12,366
6484000 44	Permits & Licenses - Copy & Supply Center	0	100	(100)	-100.0%	0	0	0	0	0	0	0
6484500 44	Postage - Copy & Supply Center	30,000	30,000	0	0.0%	8,000	29,000	1,000	19,200	10,800	13,034	16,966
6911500 44	Inventory Over / Short - Copy & Supply Center	0	0	0	0.0%	(127)	(127)	127	(305)	305	1,200	(1,200)
	Total Operating Expenses	**87,248**	**81,199**	**6,049**	**7.4%**	**30,940**	**81,123**	**6,125**	**74,254**	**12,994**	**39,410**	**47,838**
	Total Cost Center Expenses	**87,248**	**172,757**	**(85,509)**	**-49.5%**	**67,608**	**170,533**	**(83,285)**	**162,259**	**(75,011)**	**78,912**	**8,336**
	Other Cost Recovery											
5380331 44	Copy Fee Income - Copy & Supply Center	7,500	7,500	0	0.0%	3,213	8,413	(913)	7,711	(211)	3,924	3,576
	Total Other Cost Recovery	**7,500**	**7,500**	**0**	**0.0%**	**3,213**	**8,413**	**(913)**	**7,711**	**(211)**	**3,924**	**3,576**
5330000 44	**Income from / (Refund to) Mutuals**	**79,748**	165,257	**(85,509)**	**-51.7%**	68,855	165,257	**(85,509)**	165,252	**(85,504)**	**0**	**79,748**
	Total Cost Recovery	**87,248**	**172,757**	**(85,509)**		**72,068**	**173,670**	**(86,422)**	**172,963**	**(85,715)**	**3,924**	**83,324**
	Net Income / (Expenses)	**0**	**0**	**0**		**4,460**	**3,137**	**(3,137)**	**10,704**	**(10,704)**	**(74,988)**	**74,988**
	PAPM	**1.01**	**2.08**	**(1.07)**								
	FTE	**2.00**	**2.00**	**-**								

GOLDEN RAIN FOUNDATION
2019 BUDGET ASSUMPTIONS
Copy & Supply Center – CC 44

<table>
<tr><th>GL CODE</th><th>LINE ITEM</th><th>DESCRIPTION</th><th>EXHIBITS</th></tr>
<tr><td>6100000
(61000)</td><td>Salaries & Wages</td><td>For the 2018 budget, this is a new cost center. FTEs are set at 2.0 and were transferred from the Stock Transfer Office (Cost Center 33). The 2018 budget assumptions include any pay increases during 2017 that were not included in the 2017 budget plus a pay for performance allowance of .5% for 2018.</td><td></td></tr>
<tr><td>6140000
(61400)</td><td>Payroll Taxes</td><td>Calculations are based on the current rates established by Federal and State statute. 2017 and estimated 2018 rates are listed below.

<table><tr><th></th><th>2017</th><th>2018</th></tr><tr><td>SS Max Salary</td><td>$118,500</td><td>$127,200</td></tr><tr><td>SS Rate</td><td>6.20%</td><td>6.20%</td></tr><tr><td>Medicare Rate</td><td>1.45%</td><td>1.45%</td></tr><tr><td>SS & Med. Rate</td><td>7.65%</td><td>7.65%</td></tr><tr><td>UI Max Salary</td><td>$7,000</td><td>$7,000</td></tr><tr><td>UI State</td><td>3.7%</td><td>3.7%</td></tr><tr><td>UI Fed</td><td>2.0%</td><td>2.7%</td></tr><tr><td>UI Total</td><td>5.7%</td><td>6.4%</td></tr><tr><td>UI Max Total</td><td>$399</td><td>$448</td></tr></table></td><td></td></tr>
<tr><td>6142000
(61420)</td><td>Workers Comp Insurance</td><td>Premiums are calculated using rates assigned to four different classifications of job positions. These rates are based on the degree of physical activities involved with each position. Positions requiring more physical activities, such as inspectors, service maintenance crew and security staff have a higher rate compared to office staff positions requiring a lesser degree of physical activity. As such, some cost center budgets will show a different % change than other cost centers. The 2018 budget assumes a 5.53% increase over 2017 actual rates and a 2.55% decrease over 2017 budget.</td><td></td></tr>
<tr><td>6143000-6146000
(61430 – 61460)</td><td>EE Benefits</td><td>The 2018 budget for our group health plans, including Medical, Dental, Vision, and Life Insurance represent a 9.3% increase over actual premium rates and a 5.4% increase over the 2017 budget.</td><td></td></tr>
<tr><td>6211100</td><td>Continuing Education</td><td>A new budget for 2019 to cover continuing education for notary services.</td><td></td></tr>
<tr><td>6410000
(64100)</td><td>Office Supplies</td><td>Typical items charged to this account are pens, staples, paper clips, large stock of envelopes, Post-It notes, etc.

The budget for 2019 remains the same as the budget for 2018.</td><td></td></tr>
<tr><td>6410015
(64104)</td><td>Computer Supplies</td><td>For replacement peripheral devices such as monitors, mice, keyboards and cables for the staff.

The budget for 2019 remains the same as the budget for 2018.</td><td></td></tr>
<tr><td>6410020</td><td>Equipment Expense</td><td>Items include miscellaneous small non-computer or copier equipment.

The budget for 2019 remains the same as the budget for 2018.</td><td></td></tr>
<tr><td>6410030
(64111)</td><td>Printer/Copier Supplies</td><td>Items include all printer/copier paper stock, staples and other supplies used on the copier machines.

The 2019 budget is based on the increased usage since the copy shop opened in August 2017. The 2019 budget is slightly higher than the 2018 budget.</td><td></td></tr>
<tr><td>6435100</td><td>Bank Services</td><td>Funds are budgeted to cover credit card fees for payment on products sold and services offered. The Distribution Center will be selling products that are sold in the Purchasing department. The 2019 budget is based on the average of 10-month actual variable and fixed fees.</td><td></td></tr>
</table>

		$720 has been reclassified from the 2018 budget in cost center 32 - Purchasing.	

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS
6444000	Equipment Rental	This line item covers the following: Neopost (online-rate maint & e-svcs) $1,529 BizHub Pro 951 (Distribution) 5,664 BizHub C2060 with Square Back (new color) 16,308 Post office box #3693 rental 75 Post office box #2069 rental (overflow) 1,600 Total Budget $25,176 The Neopost amount is based on 10% increase from estimated 2018 invoice. The 2019 budget is higher than 2018 due to the estimated increase in Neopost rental, and the actual average expense rate for the BizHub C2060.	
6472000 (64700)	Equipment Repair & Maintenance	This line item includes minor repairs to the department vehicle. The 2019 budget is the same as the 2018 budget.	
6478000 (64940)	Service Contracts	This line item covers the following: Priority Mailing: Postage machine and mail machine parts $2,976 Konica copier machine usage cost $17,741 ABM Business Machine- Duplo Folder $337 Total Budget $21,054 The Konica copier usage cost is based on 12-month actual expenses inflated by 10%. Priority Mailing and ABM Business annual service costs assume that there will be no increase for 2019. The postage machine is owned and does require a service contract. Only the meter is rented, which is a small part of the machine. The 2019 budget is higher than 2018.	
6484000 (64840)	Permits & Licenses	There is no registration for the electric vehicle used by the Copy Shop. The budget has been eliminated for 2019.	
6484500	Postage	This line item covers all postage used for mailings for all company use. The budget is based on 12-month actual expenses plus an additional $4,000 for the GRF budget disclosure statements. The 2019 budget is the same as the 2018 budget.	
6911500	Inventory Overs / Shorts		

GOLDEN RAIN FOUNDATION
2019 BUDGET ASSUMPTIONS
Copy & Supply Center – CC 44

INCOME			
5380331	Copy Fee Income	Fees are collected from shareholders and Mutual 1-17 for copy services provided in the Distribution Center. The 2019 budget is the same as the 2018 budget.	

Golden Rain Foundation
2019 Proposed Operating Budget - Mutual Administration
Data as of May 31, 2018

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2019 Total	2018 Budget	Variance	% Change	2018 YTD Actual	2018 Projected	Variance	2018 Annualized	Variance	2017 Actual	Variance
	Expenses - Mutual Administration											
6100000 MAC	Salaries & Wages - Mutual Admin	0	362,754	(362,754)	-100.0%	139,781	351,040	(351,040)	335,474	(335,474)	343,414	(343,414)
6140000 MAC	Employment Taxes - Mutual Admin	0	29,997	(29,997)	-100.0%	11,613	27,255	(27,255)	27,872	(27,872)	28,595	(28,595)
6142000 MAC	Workers' Compensation - Mutual Admin	0	16,034	(16,034)	-100.0%	6,319	13,788	(13,788)	15,165	(15,165)	5,835	(5,835)
6143000 MAC	Group Insurance - Medical - Mutual Admin	0	27,900	(27,900)	-100.0%	13,912	30,187	(30,187)	33,388	(33,388)	24,858	(24,858)
6143300 MAC	Group Insurance - Dental - Mutual Admin	0	816	(816)	-100.0%	397	873	(873)	954	(954)	830	(830)
6143500 MAC	Group Insurance - Vision - Mutual Admin	0	420	(420)	-100.0%	178	423	(423)	426	(426)	461	(461)
6144000 MAC	401(k) Match - Mutual Admin	0	8,804	(8,804)	-100.0%	3,098	8,225	(8,225)	7,436	(7,436)	7,737	(7,737)
6145000 MAC	Group Insurance - Life - Mutual Admin	0	1,644	(1,644)	-100.0%	667	1,626	(1,626)	1,602	(1,602)	1,513	(1,513)
6146000 MAC	Long Term Disability Insurance - Mutual Admin	0	1,920	(1,920)	-100.0%	571	1,691	(1,691)	1,370	(1,370)	1,285	(1,285)
	Total Wages & Benefits	**0**	**450,289**	**(450,289)**	**-100.0%**	**176,536**	**435,108**	**(435,108)**	**423,687**	**(423,687)**	**414,528**	**(414,528)**
6211000 MAC	Continuing Education - Mutual Admin	1,600	1,200	400	33.3%	148	748	852	355	1,245	926	674
6212000 MAC	Employee Exams - Mutual Admin	0	0	0	0.0%	0	0	0	0	0	0	0
6213100 MAC	Temporary Agency Fee - Mutual Admin	0	0	0	0.0%	26,814	26,814	(26,814)	64,353	(64,353)	23,970	(23,970)
6214000 MAC	Meals & Special Events - Mutual Admin	1,800	1,800	0	0.0%	71	1,371	429	171	1,629	201	1,599
6215000 MAC	Mileage - Mutual Admin	75	75	0	0.0%	0	30	45	0	75	0	75
6410000 MAC	Office Supplies - Mutual Admin	3,025	3,025	0	0.0%	740	2,515	510	1,777	1,248	2,409	616
6410010 MAC	Hospitality - Mutual Admin	0	0	0	0.0%	0	0	0	0	0	138	(138)
6410015 MAC	Computer Supplies - Mutual Admin	1,200	1,200	0	0.0%	266	1,066	134	638	562	3,563	(2,363)
6410030 MAC	Printer / Copier Supplies - Mutual Admin	1,560	500	1,060	212.0%	754	1,004	556	1,809	(249)	1,787	(227)
6434120 MAC	Legal/Fair Housing - Mutual Admin	25,000	25,000	0	0.0%	0	12,500	12,500	0	25,000	3,488	21,512
6438000 MAC	Other Professional fees - Mutual Admin	8,000	8,000	0	0.0%	0	4,800	3,200	0	8,000	0	8,000
6481500 MAC	Community Events - Mutual Admin	500	0	500	100.0%	0	0	500	0	500	0	500
6482000 MAC	Dues, Memberships & Books - Mutual Admin	800	800	0	0.0%	105	505	295	252	548	427	373
6483201 MAC	Mailouts - Periodic - Mutual Admin	0	0	0	0.0%	0	0	0	0	0	1,784	(1,784)
6951000 MAC	Non Bud Exp for Comm	1,000	1,000	0	0.0%	0	1,000	0	0	1,000	1,000	0
	Total Operating Expenses	**44,560**	**42,600**	**1,960**	**4.6%**	**28,898**	**52,353**	**(7,793)**	**69,355**	**(24,795)**	**39,694**	**4,866**
	Total Cost Center Expenses	**44,560**	**492,889**	**(448,329)**	**-91.0%**	**205,434**	**487,461**	**(442,901)**	**493,042**	**(448,482)**	**454,222**	**(409,662)**
5385000 MAC	Other Income - Mutual Admin	0	0	0	0.0%	0	0	0	0	0	27	(27)
	Total Othe Cost Recovery	**0**	**0**	**0**	**0.0%**	**0**	**0**	**0**	**0**	**0**	**27**	**(27)**
5330000 MAC	**Income from / (Refund to) from Mutuals**	**44,560**	**492,889**	**(448,329)**	**-91.0%**	**205,370**	**492,889**	**(448,329)**	**492,888**	**(448,328)**	**473,617**	**(429,057)**
	Total Cost Recovery	**44,560**	**492,889**	**(448,329)**		**205,370**	**492,889**	**(448,329)**	**492,888**	**(448,328)**	**473,644**	**(429,084)**
	Net Income / (Expense)	**0**	**0**	**0**		**(64)**	**5,428**	**(5,428)**	**(154)**	**154**	**19,423**	**(19,423)**

Golden Rain Foundation
2019 Proposed Operating Budget - Mutual Administration
Data as of May 31, 2018

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2019 Total	2018 Budget	Variance	% Change	2018 YTD Actual	2018 Projected	Variance	2018 Annualized	Variance	2017 Actual	Variance
	PAPM	**0.56**	**6.22**	**(5.65)**								
	FTE	**7.80**	**6.80**	**1.00**								

GOLDEN RAIN FOUNDATION
2019 BUDGET ASSUMPTIONS
Mutual Administration – CC MAC

<table>
<tr><th>GL CODE</th><th>LINE ITEM</th><th>DESCRIPTION</th><th>EXHIBITS</th></tr>
<tr><td>6100000
(61000)</td><td>Salaries & Wages</td><td>The 2018 FTEs will remain at 2017 level of 6.8. The 2018 budget assumptions include any pay increases during 2017 that were not included in the 2017 budget plus a pay for performance allowance of .5% for 2018.</td><td></td></tr>
<tr><td>6140000
(61400)</td><td>Payroll Taxes</td><td>Calculations are based on the current rates established by Federal and State statute. 2017 and estimated 2018 rates are listed below.

<table><tr><th></th><th>2017</th><th>2018</th></tr><tr><td>SS Max Salary</td><td>$118,500</td><td>$127,200</td></tr><tr><td>SS Rate</td><td>6.20%</td><td>6.20%</td></tr><tr><td>Medicare Rate</td><td>1.45%</td><td>1.45%</td></tr><tr><td>SS & Med. Rate</td><td>7.65%</td><td>7.65%</td></tr><tr><td>UI Max Salary</td><td>$7,000</td><td>$7,000</td></tr><tr><td>UI State</td><td>3.7%</td><td>3.7%</td></tr><tr><td>UI Fed</td><td>2.0%</td><td>2.7%</td></tr><tr><td>UI Total</td><td>5.7%</td><td>6.4%</td></tr><tr><td>UI Max Total</td><td>$399</td><td>$448</td></tr></table></td><td></td></tr>
<tr><td>61420000
(61420)</td><td>Workers Comp Insurance</td><td>Premiums are calculated using rates assigned to four different classifications of job positions. These rates are based on the degree of physical activities involved with each position. Positions requiring more physical activities, such as inspectors, service maintenance crew and security staff have a higher rate compared to office staff positions requiring a lesser degree of physical activity. As such, some cost center budgets will show a different % change than other cost centers. The 2018 budget assumes a 5.69% increase over 2017 actual rates and a 1% decrease over 2017 budget.</td><td></td></tr>
<tr><td>6143000-6146000
(61430 – 61460)</td><td>EE Benefits</td><td>The 2018 budget for our group health plans, including Medical, Dental, Vision, and Life Insurance represent a 9.3% increase in premium rates over our 2017 budget.</td><td></td></tr>
<tr><td>6211000
(64810)</td><td>Continuing Education</td><td>Funds of $1,600 are requested for continuing education and seminars to be attended by senior staff members, including CAI certification.

The total funds requested for 2019 are higher than the 2018 budget in anticipation of new senior staff members.</td><td></td></tr>
<tr><td>6212000
(66255)</td><td>Employee Exams</td><td>No funds have been budgeted for 2018.</td><td></td></tr>
<tr><td>6214000
(64821)</td><td>Meals and Special Events</td><td>This line item will cover refreshments served during the four educational-based director training seminars in March, June, September and November, and the realtors' conference.

The total funds requested for 2019 are equal to the 2018 budget.

For 2019, add funds for the Life's Option Expo event but use budget line item 6481500.</td><td></td></tr>
<tr><td>6215000
(64820)</td><td>Mileage</td><td>This line item will cover mileage expense incurred when commuting to offsite workshops and seminars.

The total funds requested for 2019 are equal to the 2018 budget.</td><td></td></tr>
<tr><td>6410000
(64100)</td><td>Office Supplies</td><td>Typical items charged to this account are pens, staples, postage, hand sanitizer, envelopes, file folders, Post-It notes, etc.</td><td></td></tr>
</table>

		The total funds requested for 2019 are equal to the 2018 budget.	
6410010	Hospitality	No funds have been budgeted for 2019.	
6410015 (64104)	Computer Supplies	For replacement peripheral devices such as monitors, mice, keyboards and cables for the staff. The total funds requested for 2019 are equal to the 2018 budget.	
6410030	Printer/Copier Supplies	Ink cartridges used on individual printers. The 2019 increase in budget over the 2018 budget is based on average of actuals. There is an increase in printing due to higher volume of letters, documents, additions to agendas, and other miscellaneous printings.	
6434120	Legal – Fair Housing	Covers the legal expenses relating to compliance to fair housing, DEFH and HUD law.	
6438000 (64380)	Other Professional Fees	Funds are budgeted to cover educational-based Mutual board training. There are no changes to the budget for 2019.	
6481500	Community Events	New account for 2019 budget for the annual Life's Options Expo. Estimated $500 for the annual event to cover food, decorations, handouts and other items. Funds budgeted for the annual Life's Options Expo.	
6482000 (64995)	Dues Memberships & Books	This line item will cover the CAI Membership dues and the renewal of professional periodicals and materials. The 2019 budget remains unchanged from 2018.	
6483201	Mailouts – Periodic	No funds have been budged for 2019.	
6951000	Committee Non-Budgeted Expenses	Funds in the amount of $1,000 per committee has been budgeted for 2018 per Policy 5516 adopted by the GRF board at its meeting on April 22, 2014. These funds are set aside for unbudgeted expenditures authorized at the committee level.	
5385000	Other Income	No funds have been budgeted for 2019.	

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

Glossary of Terms

Active Adult Community: A residential community with recreational and educational activities for active senior adults. Assisted living, independent, and skilled nursing services are NOT provided.

Age Restricted Community: A residential community for senior adults aged 55 or over under applicable State and Federal law.

Amenities Fee: A one-time fee paid to GRF for use of Trust Property, facilities, and amenities.

Assessment: A monthly or special payment paid by the Member to GRF and/or the Mutual in accordance with the law and governing documents.

Budget: Estimate of income and expenses for a given time.

Bylaws: One of the governing documents that pertains to matters such as membership meetings, voting rights, elections, meetings of the Board of Directors, appointment of officers, and similar administrative matters.

Capital Funds: Monies set aside for the purchase of capital or fixed assets.

Caregiver: Person providing physical support to a qualified resident.

CC&Rs: Covenants, Conditions, and Restrictions (Mutual 17).

Common Area: Describes that portion of a real estate development that is shared with respect to both use and title.

Condominium or Condominium Unit: Single, individually – owned housing unit in a multi-unit building (Mutual 17 only).

Co-Occupant: Approved person residing with the stockholder or condominium owner.

Cooperative Housing: An arrangement in which an association or corporation owns a group of housing units and the common areas for the use of all the residents (Mutuals 1–12 and 14–16).

Covenants: Formal agreements or promises set forth in a deed or Occupancy Agreement.

Default: Failure to do something required by duty, law, or governing documents.

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

Glossary of Terms

Eligibility: Satisfying the conditions for qualifying to reside within Seal Beach Leisure World (May be different in each Mutual).

Emotional Support Animal: Animals that provide a sense of safety, companionship, and comfort to those with psychiatric or emotional disabilities or conditions. California Civil Code 54.1.

Escrow: Process under which a legal document or property is delivered to a third person when a specified condition has been fulfilled.

Exclusive Use Common Area: Common Area designated for the exclusive use of one or more, but fewer than all of the Members and which is next to the Dwelling or Condominium Unit.

Golden Rain Foundation (GRF): Is a not for profit corporation that holds in trust, operates, and maintains the Trust Property facilities, streets and other certain improvements and amenities within the geographic area identified as Seal Beach Leisure World, for the benefit of the Members. GRF, under a management agreement, provides certain services to the Mutuals, such as administrative, financial, maintenance, and security.

Governing Documents: Articles of Incorporation, Bylaws, Occupancy Agreement, CC&Rs, and any other documents, and operating rules, which govern the operation of the associations.

Guest: See "Visitor".

Landlord Tenant Relationship:
1. Relationship between the Mutual stock co-operatives and the Members (Mutual 1-12 and 14-16).
2. Relationship where a Member leases the Unit to another qualified person (Mutual 17 only).

Leisure World: A geographic location within Seal Beach, California.

Member:
1. GRF Member - is a stockholder or condominium owner in Seal Beach Leisure World.
2. Mutual Member –
   a. Mutual 1–12 and 14–16 – a shareholder/stockholder and a GRF member.
   b. Mutual 17 – condominium owner and a GRF member.

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

Glossary of Terms

Mutual Corporations (Mutual): Entities that own, manage, and operate independent residential communities.

Non-resident: Any person who does not legally occupy a Unit within Seal Beach Leisure World.

Non-resident Co-Owner: Any person who has an ownership interest in a Unit, but cannot legally reside within that Unit.

Occupancy Agreement: The agreement between a Mutual and Member(s), under the terms of which said Member(s) is entitled to possession of their respective Unit.

Occupancy: The legal act, state, or condition of holding, possessing, or residing in a Mutual Dwelling or Condominium Unit.

Occupant: A person legally residing in a Mutual Dwelling or Condominium Unit.

Operating Fund: Monies set aside for operating expenses.

Orientation: Required new buyers “in-person” meeting with Mutual Board Director(s) and Physical Property Inspector, to discuss Mutual Rules and expectations, review condition of Unit, identify standard and non-standard items, and answer new buyer(s) questions.

Owner: Refers to the owner of a Condominium in Mutual 17.

Pet: A domesticated animal as approved and defined in the Mutual Pet Policy.

Policies: Written rules and regulations of the respective corporations.

Qualified Member: See Member definition.

Qualified Permanent Resident (QPR): As described in Civil Code 51.11.

Reserves and/or Reserve Fund: Monies set aside and identified for future repairs, replacements, or additional components.

Residential Purposes: To be used as a private dwelling and for no other purpose.

Security: Services provided for the benefit of residents pursuant to GRF Policy 3050-37.

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

Glossary of Terms

Service Animal: An animal that is trained and certified to do work or perform tasks for an individual with a disability. See Civil Code 54.1.

Shareholder/Stockholder: Member to whom a Stock Certificate has been issued (Mutual 1-12 and 14-16).

Stock Certificate: Legal document evidencing ownership in the corporation (Mutual 1-12 and 14-16).

Title: Legal document showing ownership rights in property (Mutual 17).

Transfer: Changing ownership of a Stock Certificate for a Mutual Dwelling Unit.

Trust:
1. Relating to GRF: A legal document granting GRF the power, authority, and duty to manage and govern property held in common by the Mutuals.
2. Relating to Shareholder/Member: Legal document in which real and personal property is held and administered by the assigned Trustee(s).

Trustee: The person who has a legal duty to manage the Trust's assets in the best interests of the beneficiary(s).

Trust Property: Property held in common for the use and benefit of the Members and administered by The Golden Rain Foundation.

Unit or Dwelling Unit: Residential units located within a stock cooperative or Mutual 17.

Visitor: A person invited by a Member to visit the Unit or Condominium. Visitors may not stay longer than 60 days in a twelve-month period and have very limited use of GRF facilities/amenities and must be accompanied by resident.

Policy: **GOLDEN RAIN FOUNDATION**
Adopted: 24 Apr 18 **Seal Beach, California**