



Board of Directors

Agenda

Clubhouse Four
Tuesday, October 23, 2018
10:00 a.m.

- 1) Call to Order/Pledge of Allegiance
- 2) Roll Call
- 3) President's Comments
- 4) Announcements/Service Awards/Staff Commendation
- 5) Seal Beach City Council Member's Update
- 6) Shareholder/Member Comments

Note: Foundation Shareholder/Members are permitted to make comments before the meeting business of the Board begins. The Open Meeting Act allows boards of directors to establish reasonable time limits for the open forum and for speakers to address the board. ([Civ. Code §4925\(b\)](#).) Time limits, per speaker, are limited to:

- 4 - minute limit per speaker, when there are no more than 15 speakers
 - 3 – minute limit per speaker, 16 - 25 speakers
 - 2 – minute limit per speaker, over 26 speakers
- 7) Consent Calendar (pp. 1-2)
 - 8) Approval of Minutes
 - a) September 25, 2018 (pp. 3-14)
 - 9) Reports
 - 10) New Business
 - a) General
 - i) Ratify Facilities and Amenities Review Committee Assignments (Ms. Stone, pp. 15-16)
 - b) Architectural Design and Review Committee
 - i) Reserve Funding Request – Planter Area in Front of Bus Parking, Clubhouse Four (Ms. Heinrichs, pp. 17-20)

- ii) Operating Funding Request – Tree Trimming, Community Facilities (Ms. Findlay, pp. 21-24)
- c) Executive Committee
 - i) Amend Policy 1001-30, Glossary of Terms (Ms. Rapp, pp. 25-30)
 - ii) Non-budgeted Operating Funds Request - Employee Holiday Luncheons (Ms. Fekjar, pp. 31-32)
 - iii) Approve 2019 GRF Election Documents (Mrs. Perrotti, pp. 33-56)
- d) Finance Committee
 - i) Accept September Financial Statements (Ms. Winkler, pp. 57-64)
 - ii) Approve Funds Transfer (Mr. Lukoff, pp. 65-66)
 - iii) Approve CD Purchase (Mr. Friedman, pp. 67-68)
 - iv) Accept 2019 Reserve Study (Ms. Hopewell, pp. 69-72)
 - v) Accept the 2019 Annual Budget Disclosure and Policy Statement (Ms. Rapp, pp. 73-88)
 - vi) **TENTATIVE VOTE:** Amend Policy 3324-31, Purchasing Fees (Ms. Winkler, pp. 89-90)
 - vii) **TENTATIVE VOTE:** Amend Policy 5061-31, Fees (Mr. Lukoff, pp. 91-96)
 - viii) Amend Policy 5506-31, Request for Proposal (Ms. Snowden, pp. 97-106)
 - ix) Adopt Policy 5540-31, Contingency Operating Fund (Ms. Hopewell, pp. 107-108)
 - x) Rescind Policy 5517-31, Liability Insurance Deductible Fund (Mr. McGuigan, pp. 109-110)
 - xi) Adopt Policy 5519-30, Committee Budgeted Expenses (Mr. Friedman, pp. 111-112)
 - xii) Amend Policy 5528-31, Refund of Excess Income (Mr. Pratt, pp. 113-114)
- e) Mutual Administration Committee
 - i) **TENTATIVE VOTE:** Amend Policy 1201-33, GRF Identification Cards (Ms. Gerber, pp. 115-118)
 - ii) Amend Policy 5165-33, Mutual Administration Committee (Mr. Stone, pp. 119-122)
- f) Recreation Committee
 - i) Operating Funding Request - Naming of the Basketball Key at Mission Park (Mr. Doderer, pp. 123-124)

- ii) Capital Funding Request – Event Trailer Supplies (Mrs. Perrotti, pp. 125-132)
- iii) Reserve Funding Request – Replacement of Pool and Spa Cover (Mr. Moore, pp. 133-138)
- g) Security, Bus & Traffic Committee
 - i) Conceptual Approval – Community Access Control (Mr. Gould, pp. 139-140)
- 11) Staff Reports
 - Director of Finance’s Report – Ms. Miller
 - Executive Director’s Report – Mr. Ankeny
- 12) Board Member Comments
- 13) Next Meeting/Adjournment

GRF Board of Directors meeting, Tuesday, November 27, 10 a.m., Clubhouse Four

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In accordance with Civil Code 4090, the Foundation will make available a summary of the meetings where a quorum of the Board was present. A quorum of the Board was present at the following September 2018 Committee meetings:

- Minutes of the Physical Property Committee Board Meeting of September 5, 2018
- Minutes of the Recreation Committee Board Meeting of September 6, 2018
- Minutes of the Security, Bus & Traffic Committee Board Meeting of September 12, 2018
- Minutes of the Communication Committee Board Meeting of September 13, 2018
- Minutes of the Executive Committee Board Meeting of September 14, 2018

Using a consent calendar format, the GRF Board of Directors is requested to approve these Committee Board meeting minutes in one motion.

These Committee Board meeting minutes will be available on the Foundation's website for view after approval. If you would like a hard copy of the minutes, please see a staff member in the Administration Office.

Thank you.

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**BOARD OF DIRECTORS MEETING MINUTES
GOLDEN RAIN FOUNDATION
September 25, 2018**

CALL TO ORDER

President Linda Stone called the regular monthly meeting of the Board of Directors (BOD) of the Golden Rain Foundation (GRF) to order at 7:01 p.m., on Tuesday, September 25, 2018, in Clubhouse Four.

PLEDGE OF ALLEGIANCE

Tom Moore, City Council, Seal Beach, led the Pledge of Allegiance.

ROLL CALL

Following the roll call, Corporate Secretary reported that Directors Perrotti, R. Stone, Snowden, Pratt, L. Stone, Gerber, Gould, Hopewell, Rapp, Fekjar, Dodero, Winkler, Heinrichs, Findlay, Lukoff, Friedman, McGuigan and Moore were present. The Executive Director and the Director of Finance were also present.

Eighteen Directors were present, with a quorum of the voting majority.

PRESIDENTS COMMENTS

Welcome! I want to thank you for coming this evening.

It's hard to believe that it is the end of September and now our thoughts are turning to the holidays...Halloween, Veterans Day, Thanksgiving and then Christmas (only 91 days away). It all goes so very fast.

This year has been a very busy year for the Board of Directors, with very visible results: The finishing of the globe, Veteran's Plaza, Mission Park and paving of St. Andrews, to name a few. Next year, 2019, will be a year of dotting the i's and crossing the t's to make sure that the projects that we began are fully completed before and as we begin new projects. To that end, I am requesting from the Board the postponement of the revitalization of Clubhouse Two, until the middle of 2019, to allow time for research into the best shareholder uses for the Clubhouse, taking into consideration the newly installed Mission Park.

At the May 26, 2015 GRF Board of Directors meeting, President Winkler accepted the recommendation of the Recreation Committee to establish an Ad hoc Committee to review clubhouse usage. The Ad hoc Committee was never dissolved and has been dormant since its

last meeting in May of 2016.

a. Ad hoc committees are temporary committees established by the BOD to address a specific issue.

b. Ad hoc committees created for a specific purpose continue to exist until the duty assigned to them is accomplished. For example, a committee preparing recommendations for redecorating the lobbies would continue its work despite the election of a new board.

c. Once an assigned project has been completed, the committee automatically dissolves unless the board assigns additional projects to the committee.

d. Ad hoc committees have no power to make decisions.

The general function and requirement of the established Ad hoc Committee was to review the use of amenities and space of the Trust buildings and property, write a procedure for assigning space, and make a recommendation to the Recreation Committee, and forward to the GRF Board of Directors.

Today, I would like to amend the general function to: *“to establish the **best** use of all amenities and facilities of Trust property for the mutual benefit of the majority of the shareholders”*. It is very important to know who is using the amenities, how many, how often and for what purpose.

The conclusions from the restored committee will help the Board to determine what amenities may need to be expanded, condensed, or suspended and what is the best use of each clubhouse and/or facility.

- The Committee will report to the Board of Directors at each monthly Board meeting, as requested.

- The Committee's function is solely advisory on its assigned topic.

At the end of the Committee's review, a final report will be given to the Board and the Committee will automatically dissolve. When the Board is given the final report, the Board will then determine what further steps are to be taken, if any.

The FAR meeting schedule will be announced before the Committee meets in October.

The Board concurred to defer, to the next GRF Board of Directors meeting, the restoration of the Facilities and Amenities Review Ad hoc Committee to an active status and to accept, as members, Leah Perrotti, Chair; Irma Heinrichs, Barry Lukoff, Perry Moore and Kathy Rapp.

ANNOUNCEMENTS

The GRF Board of Directors met for Executive Session meetings on September 7, 2018, to discuss legal and contractual matters.

SERVICE ANNIVERSARIES

The service anniversary awards were deferred to the October GRF Board of Directors' meeting.

SEAL BEACH COUNCIL MEMBER'S REPORT

Seal Beach Council Member Thomas Moore provided a recap of the Seal Beach Council meeting.

SHAREHOLDER/MEMBER COMMENTS

In accordance with Policy 5610, Participation by Foundation Members, members may enter into a comment period prior to the beginning of business. **NOTE:** Foundation members are permitted to make comments before the business of the Board begins. Requests must be registered in advance of the meeting. The Open Meeting Act allows boards of directors to establish reasonable time limits for the open forum and for speakers to address the board. ([Civ. Code §4925\(b\)](#).) Time limits, per speaker, are limited to:

- 4 minute limit per speaker, when there are no more than 15 speakers
- 3 minute limit per speaker, 16 - 25 speakers
- 2 minute limit per speaker, over 26 speakers

Five members offered comments.

CONSENT CALENDAR – APPROVAL OF BOARD COMMITTEE MEETING MINUTES

In accordance with Civil Code 4090, the Foundation will make available a summary of the meetings where a quorum of the Board was present. A quorum of the Board was present at the following Committee meetings:

- Minutes of the Recreation Committee Board Meeting of August 7, 2018
- Minutes of the Mutual Administration Committee Board Meeting of August 13, 2018
- Minutes of the ADRC Committee Board Meeting of August 22, 2018

APPROVAL OF BOARD MEETING MINUTES

The minutes of the August 28, 2018 and Special September 7, 2018 meetings were approved, as presented.

REPORTS

The Los Alamitos Medical Center Advisory Board did not meet this month and will be reorganized with Optum, the new health care provider. The meetings are scheduled to begin in January 2019.

The Strategic Planning Ad hoc Committee did not meet in August and is not expected to meet until January 2019.

The Chair of the Management Services Review Ad hoc Committee advised that no meeting took place as a quorum of the Committee was not achieved at the September meeting.

NEW BUSINESS

General

Accept 2019 GRF Operating Budget

At the regularly scheduled meeting of the Finance Committee on September 17, 2018, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors approval of the proposed 2019 operating budget (Exhibit A in the agenda packet).

Ms. Winkler MOVED, seconded by Ms. Hopewell–

TO approve the proposed 2019 Operating Budget, as presented
in Exhibit A.

One Director spoke on the motion.

The motion was carried with one no vote (R. Stone).

Trust Property Lease, LWTC, Amendment to Agreement

Correspondence, dated August 24, 2018 (attached), was received from the Leisure World Trailer Club, requesting amendment to the approved lease agreement (attached).

The proposed text of the amendment to Section V, LIMITATION ON USE, a, (i) to read:

“Stall Number L25, storage of the Club’s Office general-use trailer (~~events, cooking and camping supply trailer~~) for Club’s operations and storage of event, cooking and camping supplies.” The First Amendment to the agreement was attached in the agenda packet.

Ms. Winkler MOVED, seconded by Mr. Moore–

TO approve the First Amendment to the Lease agreement between
the Golden Rain Foundation and the Leisure World Trailer Club,
authorizing storage of the Club’s office, Stall Number L25, for Club’s
operations and storage of event, cooking and camping supplies and
authorize the President to sign the agreement.

The motion failed with fifteen no votes (Fekjar, Findlay, Friedman, Gould, Heinrichs, Hopewell, Lukoff, McGuigan, Rapp, Perrotti, Pratt, Snowden, L. Stone, R. Stone, Winkler).

Mr. Lukoff MOVED, seconded by Ms. Winkler–

TO revise and approve the First Amendment as follows: The proposed text of the amendment to Section V, LIMITATION ON USE, a, (i) to read: Stall Number L25, storage of the Club's previous Office Trailer for the **sole** (emphasis added) purpose of storage of Club's event, cooking and camping supplies".

The motion was carried with eight no votes (Fekjar, Heinrichs, Gould, McGuigan, Perrotti, Pratt, L. Stone, R. Stone).

Executive Committee

Amend Policy 5020-30, Organization of the Board

At its regular meeting on September 14, 2018, the Executive Committee moved to amend Policy 5020-30, Organization of the Board, to update the list of GRF Standing Committees.

Ms. Fekjar MOVED, seconded by Ms. Rapp and carried unanimously by the Board members-

TO amend Policy 5020-30, Organization of the Board, as presented.

Amend Policy 1001-30, Glossary of Terms

The Chair of the Executive requested to withdraw the item from the agenda.

Mr. Lukoff MOVED, seconded by Mr. Stone-

TO withdraw the agenda item for consideration from the agenda and refer to the Executive Committee, for further review.

One Director spoke on the motion.

The motion was carried unanimously.

Finance Committee

Accept August Financial Statements

At the regularly scheduled meeting of the Finance Committee on September 17, 2018, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the August 2018 financial statements for audit.

Mr. Lukoff MOVED, seconded by Ms. Winkler and was carried unanimously by the Board members-

TO accept the August 2018 financial statements for audit.

Funds Transfer Request - Liquid Reserve Funds

At the regularly scheduled meeting of the Finance Committee on September 17, 2018, the members discussed the liquid funds held in various financial institutions and noted the balances in some of the financial institutions exceed the FDIC insurance limit and therefore are not in compliance with Policy 5520-31 – Reserves.

The Committee moved to recommend the GRF Board authorize the transfer of \$520,000 of reserve funds from First Foundation Bank to US Bank for the purposes of maximizing insured funds and to invest in higher yielding CDs with US Bancorp.

Ms. Rapp MOVED, seconded by Mr. Friedman and carried unanimously by the Board members—

TO approve a transfer of \$520,000, in Reserve funds, from the First Foundation Bank Business Maximizer account to the Money Market Reserve account at US Bank for the purposes of maximizing insured funds and to invest in higher yielding CDs with US Bancorp.

Investment Ladder – CD Purchase Request

At the regularly scheduled meeting of the Finance Committee on September 17, 2018, the members discussed terms and interest rates on CDs offered through US Bancorp. Additionally the Committee discussed the current investment ladder and reserve funds available for investing to fill in the gaps in the investment ladder.

Following this discussion, the Committee passed a motion to recommend the GRF Board authorize the purchase of five (5) CDs, at approximately \$245,000 each, with the terms of 10, 11, 12, 18 and 24 months, at rates in line with those indicated on the discussed Laddered Portfolio Sheet, ranging from 2.2% to 3%, for a total of approximately \$1,225,000 of Reserve funds.

Ms. Hopewell MOVED, seconded by Mr. Lukoff-

TO approve the purchase of five (5) CDs, at approximately \$245,000 each, with the terms of 10, 11, 12, 18 and 24 months, at rates in line with those indicated on the discussed Laddered Portfolio Sheet,

ranging from 2.2% to 3%, for a total of approximately \$1,225,000 of reserve funds.

Six Directors spoke on the motion.

The motion was carried unanimously by the Board members.

Investment Advisor

Mr. Lukoff MOVED, seconded by Ms. Fekjar-

TO authorize the Finance Committee to retain the services of an investment advisor for the purposes of managing the investment portfolio and use a portion of the revenue generated gained from the portfolio to cover the cost of the advisor's services.

Six Directors spoke on the motion.

The motion was carried with one no vote (R. Stone).

Information Technology Committee

Adopt Policy 5118-34, Information Technology Services Committee Charter

At its meeting on August 21, 2018, the IT Committee recommended the GRF Board of Directors adopt Policy 5118-34, IT Committee Charter, which sets forth the purpose, duties, and limitations of the committee.

Ms. Snowden MOVED, seconded by Mr. Friedman and carried unanimously by the Board members -

TO adopt Policy 5118-34, IT Committee Charter, as presented.

Rescind Policies 5046A-34, Records Disposition and 5046B-34 Records Management Request Form

At its regularly scheduled meeting on August 21, 2018, the IT Committee moved to recommend the GRF Board of Directors rescind Policies 5046A-34, Records Disposition and 5046B-34 Records Management Request Form, as they are forms.

Mr. Stone MOVED, seconded by Ms. Gerber and carried unanimously by the Board members-

TO rescind Policy 5046A-34, Records and 5046B-34, Records

Mutual Administration Committee

Rescind Policy 1110-33, New Resident Information

At its regularly scheduled meeting on August 21, 2018, the Mutual Administration Committee moved to recommend the GRF Board of Directors rescind Policy 1110-33, New Resident Information. The Mutual Administration Committee will amend Policy 5165-33, Mutual Administration Committee Charter, to include documents to be reviewed annually, at the October Mutual Administration meeting.

Mr. Moore MOVED, seconded by Mr. Dodero-

TO rescind Policy 1110-33, New Resident Information.

Two Directors spoke on the motion.

The motion was carried unanimously by the Board members.

Amend Policies 2115-44, Distribution Business Services and 2115A-44, Distribution Business Services Form

At its regular meeting on September 10, 2018, the Mutual Administration Committee moved to amend Policies 2115-44, Distribution Business Services and 2115A-44, Distribution Business Services Form, eliminating accounts for clubs; clubs must pay copy and supply fees at the time of pick up.

Ms. Gerber MOVED, seconded by Ms. Snowden and carried unanimously by the Board members-

TO amend Policy 2115-44. Distribution Business Services and 2115A-44, Distribution Business Services Form, as presented, eliminating accounts for clubs; clubs must pay copy and supply fees at the time of pickup.

Physical Property Committee

Capital Funding Request – Bus Stop Signage

At its regularly scheduled meeting on September 5, 2018, the Physical Property Committee duly moved and approved to recommend the GRF Board of Directors award a contract to MJ Jurado to install bus stop signage at ten (10) locations, for a cost not to exceed \$6,500, pending Finance

Committee review.

At its regularly scheduled meeting on September 17, 2018, the Finance Committee reviewed available funding for this Capital project, and unanimously resolved funding is available.

Ms. Rapp MOVED, seconded by Mr. Gould-

TO award a contract to MJ Jurado, to install bus stop signage at ten (10) locations, for a total cost not to exceed \$6,500, Capital funding, and authorize the President to sign any applicable contracts.

Two Directors spoke on the motion.

The motion was carried unanimously.

Capital Funding Request – Roof Specifications, Administration and Amphitheater

At its regularly scheduled meeting on September 5, 2018, the Physical Property Committee duly moved and approved to recommend the GRF Board of Directors award a contract to AWS to provide consulting services for the roofs at the Administration and Amphitheater building, including site visit to determine roof conditions, roofing options and budget estimates for selected roofs and provide a project manual with all necessary bidding documents and specifications for all bidders, in an amount not to exceed \$4,000, pending Finance Committee review.

At its regular meeting on September 17, 2018, the Finance Committee reviewed available funding for this Capital project, and unanimously resolved funding is available.

Mrs. Perrotti MOVED, seconded by Mr. Moore-

TO award a contract to AWS to provide consulting services for the roofs at the Administration and Amphitheater building, including site visit to determine roof conditions, roofing options and budget estimates for selected roofs which should include solar mounting specifications and provide a project manual with all necessary bidding documents and specifications for all bidders, for a cost not to exceed \$4,000, Capital funding (if the bid exceeds \$4,000, the item will be referred back to the Physical Property Committee) and authorize the President to sign any applicable contracts.

Five Directors, the Executive Director and the Facilities Director spoke on the motion.

Mr. McGuigan MOVED, seconded by Mr. Dodero-

TO amend the motion to include solar mounting specifications and the provision that if the bid then exceeds \$4,000, the item be referred back to the Physical Property Committee for review.

Two Directors and the Executive Director spoke on the motion.

The motion was carried with six no votes (Friedman, Findlay, Gerber, Gould, Hopewell, R. Stone).

Reserve Funding Request – HVAC Replacement, Lapidary Room, Clubhouse Four

At its regularly scheduled meeting on September 5, 2018, the Physical Property Committee duly moved and approved to recommend the GRF Board award a contract to Greenwood Heating and Air to replace the heat pump in the Clubhouse Four Lapidary Room, asset ID #303, for a cost not to exceed \$4,810, funding from allocated Reserves, and authorize the President to sign any applicable contracts.

Quotes are as follows:

Alpine Heating and Air	\$5,900
Greenwood Heating and Air	\$4,810

At its regular meeting on September 17, 2018, the Finance Committee reviewed available funding for this Reserve project and unanimously resolved funding is available.

Note: Funding in the amount of \$25,000 has been allocated in the Reserve Study for all HVAC systems in 2018; as of this date, \$5,400 has been used in this calendar year.

Ms. Heinrichs MOVED, seconded by Ms. Fekjar and carried unanimously by the Board members-

TO award a contract to Greenwood Heating and Air, to replace the heat pump in the Clubhouse Four Lapidary Room, asset #303, for a cost not to exceed \$4,810, allocated Reserve funding, and authorize the President to sign any applicable contract.

Security, Bus & Traffic Committee

Non-budgeted Operating Funding Request – Automated Citation System

Mr. Gould MOVED, seconded by Mr. Pratt and carried unanimously by the Board members-

TO withdraw the agenda item for consideration from the agenda and refer to the Security, Bus & Traffic Committee, for further review.

CONTROLLER’S REPORT

The Finance Director provided a financial report earlier in the meeting.

EXECUTIVE DIRECTOR’S REPORT

The Executive Director provided a written report for the Board.

BOARD MEMBER COMMENTS

Eighteen Board members spoke on the meeting proceedings.

ADJOURNMENT

The meeting was adjourned was at 8:32 p.m.

Suzanne Fekjar, Corporate Secretary
GRF Board of Directors
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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: ARCHITECTURAL DESIGN AND REVIEW COMMITTEE (MW)
SUBJECT: RESERVE FUNDING REQUEST - PLANTER AREA IN FRONT OF THE BUS PARKING AREA OF CLUBHOUSE FOUR PARKING LOT
DATE: SEPTEMBER 28, 2018
CC: FILE

At its September 26, 2018 meeting, the Architectural Design and Review (ADR) Committee reviewed proposals for the landscaped area in front of the bus parking at Clubhouse Four, from Anguiano Lawn Care, to remove stumps (east side), rocks and scallops in both planter areas west and east and install chip mulch. The proposals were broken up into two areas: west and east. The Committee recommended the cost not exceed \$4,500, Reserve Funding, including a small contingency.

West Side-	\$1,084
East Side-	\$3,226
Contingency-	<u>\$ 190</u>
Total	\$4,500

At its regular meeting on October 15, 2018, the Finance Committee reviewed available funding for this Reserve project, and unanimously resolved funding is available.

I move to award a contract to Anguiano Lawn Care, to remove stumps (east side), rocks and scallops in both planter areas in front of the bus parking area of the Clubhouse Four parking lot and install chip mulch, in an amount not to exceed \$4,500, Reserve funds, and authorize the President sign the contract.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: LINDA STONE, PRESIDENT
SUBJECT: RATIFY FACILITIES AND AMENITIES AD HOC COMMITTEE MEMBER ASSIGNMENTS
DATE: OCTOBER 23, 2018
CC: FILE

At the May 26, 2015 GRF Board of Directors meeting, the President accepted the recommendation of the Recreation Committee to establish an Ad hoc Committee to review Clubhouse usage. The Ad hoc Committee was never dissolved and has been dormant since it's last meeting in May of 2016.

- a. Ad hoc committees are temporary committees established by the BOD to address a specific issue.*
- b. Ad hoc committees created for a specific purpose continue to exist until the duty assigned to them is accomplished. For example, a committee preparing recommendations for redecorating the lobbies would continue its work despite the election of a new board.*
- c. Once an assigned project has been completed, the committee automatically dissolves unless the board assigns additional projects to the committee.*
- d. Ad hoc committees have no power to make decisions.*

The general function and requirement of the established Ad hoc Committee was to review the use of amenities and space of the Trust buildings and property, write a procedure for assigning space and make a recommendation to the Recreation Committee, and forward to the GRF Board of Directors.

Today, I would like to amend the general function to: "to establish the **best** use of all amenities and facilities of Trust property for the mutual benefit of the majority of the shareholders". It is very important to know who is using the amenities, how many, how often and for what purpose. The conclusions from the restored committee will help the BOD to determine what amenities may need to be expanded, condensed or suspended and what is the best use of each clubhouse and/or facility.

- The Committee will report to the Board of Directors at each monthly Board meeting, as requested.
- The Committee's function is solely advisory on its assigned topic.

At the end of the Committee's review, a final report will be given to the Board and the Committee will automatically dissolve. When the Board is given the final report, the Board will then determine what further steps are to be taken, if any.

I move to restore the Facilities and Amenities Review Ad hoc Committee to an active status and to accept as Committee members Leah Perrotti, Chair; Phil Friedman, Irma Heinrichs, Barry Lukoff, Perry Moore and Kathy Rapp.

The first meeting is scheduled for Friday, October 26, 2018, at 1 p.m. in the Administration conference room.



West Side



East Side

Anguiano Lawn Care, Inc.
P.O.B. 2849, SEAL BEACH, CA 90740
(562) 244-1113

ESTIMATE FOR SERVICES-REVISED

SEPTEMBER 18, 2018
MARK WEAVER, FACILITIES DIRECTOR
LINDA STONE, PRESIDENT, GOLDEN RAIN FOUNDATION
CH4 BUS DEPOT PARTIAL STONE DEMO

West

This is an estimated proposal for the following job at the given location as described:

QUANTITY	DESCRIPTION	RATE	AMOUNT
348 SQ FT	REMOVE ROCK/DIRT AND SCALLOP EDGING FROM THE PHONE POLE TO THE MUTUAL 9 CAR PORT DRIVEWAY PLANTER (DUMP FEE \$600 AND LABOR \$444)		\$1044.00
1 CUBIC YARD	INSTALL CHIP MULCH (LABOR AND MATERIAL)	\$40.00	\$40.00
TOTAL:			\$1084.00

Anguiano Lawn Care, Inc.
P.O.B. 2849, SEAL BEACH, CA 90740
(562) 244-1113

ESTIMATE FOR SERVICES-REVISED

SEPTEMBER 18, 2018
MARK WEAVER, FACILITIES DIRECTOR
LINDA STONE, PRESIDENT, GOLDEN RAIN FOUNDATION
CH4 BUS DEPOT STONE REMOVAL AND PLANT REMOVAL/INSTALL

EAST

This is an estimated proposal for the following job at the given location as described:

QUANTITY	DESCRIPTION	RATE	AMOUNT
600 SQ FT	REMOVE EXISTING STONE FROM THE PHONE POLE TO THE CH4 EXIT DRIVEWAY PLANTER (LABOR \$1050 AND DUMP FEE \$750)		\$1800.00
6	LABOR TO REMOVE DEAD OLEANDER STUMPS	\$60.00	\$360.00
7	LABOR TO REMOVE HAWTHORNE BUSHES AND ROOTS	\$30.00	\$210.00
24 HOURS	LABOR TO REMOVE AND TRANSPLANT 14 PINK MUHLY GRASSES FROM THE GLOBE PALO VERDE TREES	\$21.50	\$516.00
10	BAGS OF GRO-MULCH		\$100.00
1 CUBIC YARDS	INSTALL OF CHIP MULCH (LABOR AND MATERIAL)		\$40.00
	IRRIGATION CHECK/REPAIR (LABOR AND MATERIAL)		\$200.00
	LEAVE REMAINING OLEANDER BUSHES AND DO NOT TRIM: LET THEM GROW NATURALLY		

TOTAL: \$3226.00



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: ARCHITECTURAL DESIGN & REVIEW COMMITTEE (MW)
SUBJECT: OPERATING FUNDING REQUEST - TREE TRIMMING, COMMUNITY FACILITIES
DATE: SEPTEMBER 27, 2018
CC: FILE

The Physical Property Department sent out a Request for Proposal (RFP) to six contractors and held a bidders' conference, with four bidders attending. At its March 12, 2018 and September 26, 2018 meetings, the Architectural Design & Review Committee (ADRC) reviewed bids from four contractors. The Committee requested information on all contractors and discussed their qualifications (see Exhibit A).

At its regularly scheduled meeting on September 26, 2018, the ADRC duly moved and approved to recommend the GRF Board of Directors award a contract to BrightView Tree Care Services, to maintain the Community Facilities' trees, for a period of 2½ years, for a total cost not to exceed \$96,418.

Funding, in 2018-2019, is as follows:

- \$26,292 remaining funds in 2018 Landscape Operating budget
- \$52,400 is budgeted for 2019

I move to award a contract to BrightView Tree Care Services, to maintain the Community Facilities' tree inventory, for a 2½ year term (2018-2020), as requested by the Architectural Design and Review Committee, in an amount not to exceed \$96,418, Operating funds, over the term, and authorize the President sign the contract.

EXHIBIT A

BIDDER	Revised - ½ Year One	Year Two	Year Three	Revised TOTAL - 2.5 Years	<i>Difference</i>
BrightView Tree Care Services	\$13,022.	\$45,789.	\$37,607.	\$96,418.	\$23,104
Angulano Lawn Care	\$27,335.	\$43,870.	\$43,770.	\$114,975.30	\$27,334.70
Peterson's Tree Works	\$54,935.	\$122,400.	\$129,755.	\$307,090.	\$54,445
Tree Pros	\$19,998.	\$47,995.	\$47,995.	\$115,988.	\$27,997
Great Scott Tree Service	\$No Bid	\$No Bid	\$No Bid	\$No Bid	\$No Bid
Tree Smith	\$No Bid	\$No Bid	\$No Bid	\$No Bid	\$No Bid

Budget Comparison Report as of 9/28/18

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Architectural Design & Review					
6215000 ADR	Mileage - Architectural Design	0	80	80	120
6410000 ADR	Office Supplies - Architectural Design	0	200	200	300
6438000 ADR	Other Professional Services - Architectu	0	3,336	3,336	5,000
6475100 ADR	Landscape Maint. - Contract - Architectu	77,344	100,000	22,656	150,000
6475600 ADR	Landscape Maint. - Extras - Architectura	15,235	15,656	421	41,527
6481500 ADR	Community Entertainment - Architectural	0	0	0	25,000
6482000 ADR	Dues, Memberships & Books - Architectura	0	200	200	300
6951000 ADR	Committee Discretionary Expense - Archit	0	1,000	1,000	1,000
	Total Expenses	92,579	120,472	27,893	223,247
5330000 ADR	Income / Refund from Mutuals - Architect	148,832	148,832	0	223,247
	Total Cost Recovery	148,832	148,832	0	223,247
Off Budget Items					
	Net Income/ (Expense)	56,253	28,360	27,893	0

2019 approved Budget

5	GL Account	GL Name	2019 Total
6			
7			
8		Expenses - ADRC	
9			
10	6215000 ADR	Mileage - ADRC	120
11	6410000 ADR	Office Supplies - ADRC	300
12	6438000 ADR	Other Professional Fees - ADRC	5,000
13	6475100 ADR	Landscape - Contracts - ADRC	189,516
14	6475600 ADR	Landscape - Extras - ADRC	26,500
15	6475605 ADR	Landscape - Tree Trimming - ADRC	52,400
16	6481500 ADR	Holiday Decorations - ADRC	25,000
17	6482000 ADR	Dues, Memberships & Books -ADRC	300
18	6951000 ADR	Non Bud Exp for Comm - ADRC	1,000
19		Total Operating Expenses	300,136
20		Total Cost Center Expenses	300,136

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: EXECUTIVE COMMITTEE
SUBJECT: AMEND POLICY 1001-30, GLOSSARY OF TERMS
DATE: OCTOBER 12, 2018

At its regular meeting on October 12, 2018, the Executive Committee moved to recommend the GRF Board of Directors amend Policy 1001-30, Glossary of Terms, to further refine the glossary of GRF terminology.

I move to amend Policy 1001-30, Glossary of Terms, as presented.

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES AMEND****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.

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES AMEND****Glossary of Terms**

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

Dwelling Unit or Unit: Residential units located within Seal Beach Leisure World
~~Residential units located within a stock cooperative or Mutual 17 (See Unit).~~

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~~something such as a deed or money is put in the custody of a neutral third party until certain conditions are met.

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 non~~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 Mutuels, 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.

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES AMEND****Glossary of Terms****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.

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~~ in Seal Beach Leisure World.

Occupant: A person legally residing in a ~~Mutual Dwelling or Condominium Unit~~ in Seal Beach Leisure World.

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.

Policyies, Rule and REgulations: ~~Written rules and regulations~~ The principles and directives of the respective corporations.

Procedure: A series of steps to be followed to accomplish an end result.

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES AMEND****Glossary of Terms**

Qualified Member: See Member definition.

Qualified Permanent Resident (QPR): Requirements are As described in Civil Code 51.11 applicable State and Federal law.

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.

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 Seal Beach Leisure World, a stock cooperative or Mutual 17.

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES AMEND

Glossary of Terms

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:
Adopted: 24 Apr 18

**GOLDEN RAIN FOUNDATION
Seal Beach, California**



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: EXECUTIVE COMMITTEE
SUBJECT: NON-OPERATING FUNDING REQUEST - EMPLOYEE HOLIDAY LUNCHEONS
DATE: OCTOBER 13, 2018
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

To recognize the contributions of GRF employees, a recommendation was made by the Executive Committee to approve funding for employee holiday luncheons, for all full-time and part-time GRF employees, for a total cost not to exceed \$2,300 (\$10 per person), upon review of the Finance Committee. The Foundation has a positive variance in wages of \$20,905.

At its regular meeting on October 15, 2018, the Finance Committee reviewed available funding for this project and unanimously resolved funding is available.

I move to allocate funding for a holiday meal, for all GRF full-time and part-time employees, in an amount not to exceed \$2,300 (\$10 per employee), funding from non-budgeted Operating funds for 2018.

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: EXECUTIVE COMMITTEE
SUBJECT: 2019 GRF ELECTION DOCUMENTS
DATE: OCTOBER 13, 2017

At its meeting on October 12, 2018, the Executive Committee reviewed drafts of the 2019 election documents and unanimously recommended the GRF Board of Directors approve the following election materials (attached):

- 2019 GRF Election Schedule
- 2019 Mutual Election Schedule (provided to show Mutual deadlines compared to GRF)
- 2019 GRF Board of Director Application for Candidacy, including reverse side
- 2019 GRF Candidate Instructions/Timeline, including reverse side
- GRF Board Eligibility Disclaimer
- 2019 GRF Election Article
- 2019 GRF Sample Ballots

Documents will be included in the election packet for reference purposes and will be the most current versions as of the preparation of the packets in March:

- GRF Director's Handbook, revised May 31, 2018
- Policy 5025-30, Election Procedures (amended Nov 2017)
- Policy 5092-30, Code of Conduct (amended March 2018)
- 5092.01-30, Board of Directors Censure Procedure (amended May 2018)

NOTE: At its meeting on September 8, 2017, the GRF Board unanimously awarded a contract to Accurate Voting Services to perform the general election services for the GRF and Mutual corporations for years 2018, 2019, and 2020.

I move to approve the 2019 election materials and the election process for the 2019 GRF Board of Directors election.



COMMITTEE ACTION REQUEST

TO: EXECUTIVE COMMITTEE
FROM: NANCY RAY, STOCK TRANSFER MANAGER
SUBJECT: APPROVE 2019 ELECTION MATERIALS
DATE: OCTOBER 12, 2018

Policy 5025-30, Election Procedures, states that the Executive Committee (EC) “shall review and approve the election materials and the election process.”

The 2019 draft election documents are attached for review:

- 2019 GRF Election Schedule
- 2019 Mutual Election Schedule (provided to show Mutual deadlines compared to GRF)
- 2019 GRF Board of Director Application for Candidacy, including reverse side
- 2019 GRF Candidate Instructions/Timeline, including reverse side
- GRF Board Eligibility Disclaimer
- 2019 GRF Election Article (scheduled for publication 3/7/19 – 4/4/19)
- 2019 GRF Sample Ballots

Documents that are included in the election packet for reference purposes, and will be the most current versions as of the preparation of the packets in March:

- GRF Director’s Handbook (revised May 31, 2018)
- Policy 5025-30, Election Procedures (amended Nov 2017)
- Policy 5092-30, Code of Conduct (amended March 2018)
- 5092.01-30, Board of Directors Censure Procedure (amended May 2018)

NOTE: At its meeting on September 26, 2017, the GRF Board unanimously awarded a contract to Accurate Voting Services to perform the general election services for the GRF and Mutual corporations for years 2018, 2019 and 2020. In February 2019, the Executive Committee will be asked to recommend the Board appoint Accurate Voting Services as the Inspectors of Election for the 2019 GRF Board of Directors election, as set forth in Policy 5025-33.

I move to approve the 2019 election materials and the election process for the 2019 GRF Board of Directors election.

2019 SCHEDULE FOR ELECTION OF GRF DIRECTORS REPRESENTING ODD-NUMBERED MUTUALS

MUTUAL BOARD OR NOMINATING COMMITTEE RESPONSIBILITIES		
1.	In accordance with the GRF By-Laws and Davis-Stirling, Mutual Boards may appoint a Nominating Committee (five members who may be Mutual Directors or Members) at least 60 days before the GRF Annual Meeting* to recommend one to three candidates for each position to be elected. Self-nominated candidates may submit their names to this group as well. <small>*Timing of GRF Special Board Meeting for Ballot Counting used in lieu of Annual Meeting</small>	Deadline: Friday, April 5
2.	Mutual Nominating Committee gives Mutual Board Secretary the names of one to three candidates for each GRF position to be elected and/or any names of self-nominated candidates.	Deadline: Friday, April 5 4:30 p.m.
3.	Mutual Board Secretary delivers a list of all known candidates (whether nominated by Committee or by self-nomination) to the GRF Corporate Secretary in the Stock Transfer Office of the Administration Building at least 45 days before the GRF Special Meeting for Ballot Counting (no later than 4:30 p.m.).	Deadline: Friday, April 5 4:30 p.m.
CANDIDATE RESPONSIBILITIES		
1.	Candidates may self-nominate and submit their name in person (preferable) or in writing to the GRF Board Office between Wednesday, March 6 and Friday, April 5 . It is a candidacy period of 30 days. <i>Policy 5025 states that candidates may self-nominate no more than 90 days and no less than 60 days prior to the election.</i>	Deadline: Friday, April 5
2.	Candidates will be asked to complete a brief application of candidacy. If self-nomination was done in writing, an application will be mailed to the candidate or GRF staff will contact candidate with instructions. Candidates must present current Leisure World photo ID when turning in application.	Application Deadline: Friday, April 5
3.	Candidates will be asked to submit a statement no more than 300 words (no less than 12 point type, single sided) describing their qualifications, background, and platform. Statement must not contain any disparaging or defamatory content.	Submission Deadline: Friday, April 5
4.	Candidates will be asked to complete an Eligibility Disclaimer to set forth that they are qualified to serve on the GRF Board of Directors	Submission Deadline: Friday, April 5
GOLDEN RAIN FOUNDATION AND CAMPAIGN DATES		
1.	Ballots will be mailed to voters 30 days before the Special Board Meeting for Ballot Counting.	Mailing Date: Thursday, May 2
2.	Notices of Special Board Meeting for the purpose of Ballot Counting will be published in the <i>LW Weekly</i> .	Publication Dates: Thursday, May 23 and Thursday, May 30
3.	Election company receives mailed ballots (members should give Post Office 4-5 days to ensure timely delivery). Note: Ballots can also be hand-delivered to Clubhouse 4 on Tuesday, June 4 between 9:00-10:00 a.m.	Deadline: Monday, June 3 12:00 noon
4.	Ballots counted at the Special GRF Board Meeting beginning at 10 a.m. in Clubhouse Four.	Meeting: Tuesday, June 4
5.	Annual Meeting of GRF Members – 2 nd Tuesday in June at 2:00 p.m. in Clubhouse Four.	Meeting: Tuesday, June 11

2019 GRF & Mutual Election and Annual Meeting Schedule

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	Mu.	No. of Units	Quorum	No. of Directors Being Elected	Candidate Application Begins (90 days before election)*	Candidate Application Deadline (60 days before election)**	Ballots Mailed (30 days before election)***	Meeting Day	Meeting Date	Meeting Time	Notes
MAY	10	276	92	6	Thurs. 2/14	Sat. 3/16	Mon. 4/15	3 rd Wed.	5/15	10 a.m.	Election in odd-numbered years
	14	328	110	7	Fri. 2/15	Sun. 3/17	Tues. 4/16	3 rd Thurs.	5/16	10 a.m.	No cumulative voting
	7	384	128	6	Sat. 2/16	Mon. 3/18	Wed. 4/17	3 rd Fri.	5/17	10 a.m.	Parcels eliminated
	4	396	132	4	Thurs. 2/21	Sat. 3/23	Mon. 4/22	4 th Wed.	5/22	10 a.m.	Staggered terms
	16	60	20	5	Thurs. 2/21	Sat. 3/23	Mon. 4/22	4 th Wed.	5/22	2 p.m.	2018 meeting will be held in Administration Conference Room
	11	312	104	6	Fri. 2/22	Sun. 3/24	Tues. 4/23	4 th Thurs.	5/23	10 a.m.	Election in even-numbered years; annual meeting only
	9	384	128	7	Sat. 2/23	Mon. 3/25	Wed. 4/24	4 th Fri.	5/24	10 a.m.	Parcels in effect
	8	348	116	5	Wed. 2/27	Fri. 3/29	Sun. 4/28	4 th Tues.	5/28	10 a.m.	Meeting moved from 4 th Mon. to 4 th Tues. due to Memorial Day
JUNE	Golden Rain Foundation				Candidate Application Begins (90 days before election)*	Candidate Application Deadline (60 days before election)**	Ballots Mailed (30 days before election)***	Ballot Counting Meeting Day	Ballot Counting Meeting Date	Ballot Counting Meeting Time	Notes
	Mutuals 1, 3, 5, 7, 9, 11, 15 & 17				Wed. 3/6	Fri. 4/5	Sun. 5/5	1 st Tues.	6/4	10 a.m.	New directors will be installed at GRF Annual Meeting on 6/11
	Mu.	No. of Units	Quorum	No. of Directors Being Elected	Candidate Application Begins (90 days before election)*	Candidate Application Deadline (60 days before election)**	Ballots Mailed (30 days before election)***	Meeting Day	Meeting Date	Meeting Time	Notes
JUNE	1	844	282	4	Tues. 3/12	Thurs. 4/11	Sat. 5/11	2 nd Mon.	6/10	10 a.m.	Staggered Terms
	5	492	164	7	Wed. 3/13	Fri. 4/12	Sun. 5/12	2 nd Tues.	6/11	10 a.m.	Staggered Terms. No cumulative voting. Parcels eliminated.
	3	432	144	3	Thurs. 3/14	Sat. 4/13	Mon. 5/13	2 nd Wed.	6/12	10 a.m.	Staggered Terms
	12	452	151	7	Fri. 3/15	Sun. 4/14	Tues. 5/14	2 nd Thurs.	6/13	10 a.m.	Parcels in effect
	2	864	288	4	Sat. 3/16	Mon. 4/15	Wed. 5/15	2 nd Fri.	6/14	10 a.m.	Staggered Terms
	15	502	168	7	Sat. 3/23	Mon. 4/22	Wed. 5/22	3 rd Fri.	6/21	10 a.m.	No cumulative voting
	17	126	65	2	Wed. 3/27	Fri. 4/26	Sun. 5/26	4 th Tues.	6/25	10 a.m.	Staggered Terms. No cumulative voting.
	6	408	136	7	Sat. 3/30	Mon. 4/29	Sun. 5/29	4 th Fri.	6/28	10 a.m.	

NOTE:

* = If the date to apply as a candidate falls on a Saturday or Sunday, applications may be picked up the previous Friday.

** = On deadlines that fall on a Saturday or Sunday, applications will be accepted the following Monday. Candidate applications must be received in Stock Transfer Office by no later than 4:30 p.m. on the deadline day.

*** = If the date to mail ballots (30 days before the election) falls on a Friday, Saturday or Sunday, the ballots will be mailed the previous Thursday.

APPLICATION FOR CANDIDACY AS A GRF DIRECTOR

2019-2021 Term of Office

This "Application for Candidacy" ("Application") shall be completed by all candidates.

I, (*print name*) _____ of Seal Beach Mutual No. _____, Unit # _____, do hereby place my name into nomination for election to the Golden Rain Foundation Board of Directors representing my Mutual for the 2019-2021 term of office.

I understand that my candidacy is subject to applicable state laws. I am a member in good standing in my Mutual; that is, I am not more than 30 days in arrears of the monthly carrying charge assessment or in arrears of any fine or other fee levied against the Applicant. If elected, I am willing and will be able and available to serve in the capacity of Board Director for the 2019-2021 term of office.

Print Name: _____

Signature of Applicant: _____

Telephone Number: _____

Email Address: _____

Check one: My statement/resume is: Attached
 Not attached, but I will turn it in on (date) _____

Statement of Qualifications: Candidates shall submit a typed Statement of qualifications (see following rules governing content and length of Statements) to the Stock Transfer Office. Candidate's name, Mutual and Unit # must be listed prominently at the top of the statement.

Eligibility Disclaimer: Candidates shall complete the Eligibility Disclaimer form which sets forth the reasons candidates shall be considered ineligible to serve as a Director for the GRF Board. This form must be completed and turned in with the Application.

Returning the Application, Eligibility Disclaimer, and Statement: The deadline to return the Application, Eligibility Disclaimer and Statement is 4:30 p.m. on **Friday, April 5, 2019** to the Stock Transfer Office on the 1st floor of the Admin. Building (13531 St. Andrews Dr.) or mailed to the Stock Transfer Office, P. O. Box 2069, Seal Beach, CA 90740. Candidates must present their current Leisure World photo ID when turning in application materials.

Further Information: It is strongly recommended that you read the "GRF Director's Handbook" before submitting your Application. If you have any questions about being a candidate, please call 431-6586, extension 346 for the Stock Transfer Office or extension 303 for the Board Office.

STOCK TRANSFER OFFICE USE ONLY:

Date received: _____ Time received: _____ Was statement attached? Yes No (circle one)
 Was disclaimer attached? Yes No (circle one) Was Leisure World photo ID presented/attached? Yes No (circle one)
 If statement was not attached, when will statement be provided? _____ Staff: _____ Receipt #: _____
 Notes: _____

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The Golden Rain Foundation has established reasonable rules for the conduct of its election. The following rules have been established for candidate Statements:

- Statements (a.k.a., resumes) shall contain a candidate's background, qualifications and platform;
- Statements shall not contain disparaging or defamatory content;
- Statements/resumes shall be a maximum of 300 words, in no less than 12 point type, single sided, not to exceed one page;
- Only a member in good standing is eligible to be a candidate. A member in good standing is defined as a member who is not 30 days arrears of their carrying charge, or related charges, or in any fines or fees;
- See Policy 5025-30, Election Procedure, for additional candidate information;
- Article VI, Election of Directors, Section 1, Qualifications, of the By-Laws of the Golden Rain Foundation, state:

Only an active member of the Corporation is qualified to be a director. An active member of this corporation who is (a) an officer or director of a Mutual Corporation at Seal Beach Leisure World; (b) a member of any City Council; (c) a member of the Board of Supervisors of the County of Orange, California; (d) a member of the Planning Commission for the City of Seal Beach, California, or the County of Orange, California; (e) an elected official of any city, county, governmental body or political subdivision thereof; (f) an individual, a member of any entity or partnership, or an officer or director of any other corporation engaged in supplying material, services or labor to the Golden Rain Foundation, shall not be qualified to serve as a director of this corporation.

- Article II, Membership, Section 3, Membership – Eligibility and Acceptance, of the By-Laws of the Golden Rain Foundation, state:

All stockholders or members in good standing of any non-profit cooperative housing corporation sponsored by this Corporation and providing housing in Seal Beach Leisure World, a cooperative housing development, and all members of Seal Beach Mutual No. Seventeen, a non-profit mutual benefit corporation, located in Seal Beach, California, shall be entitled to active membership in this Corporation, which membership shall be appurtenant to the respective shares of stock of said non-profit cooperative housing corporations and appurtenant to the memberships in Seal Beach Mutual No. Seventeen. It is the intention of this corporation to offer such services, as it may provide, only to occupant stockholders of said non-profit cooperative housing corporations and members of Seal Beach Mutual No. Seventeen. Application for membership shall be made concurrently with the execution of a subscription agreement for stock or membership in such a cooperative housing corporation or subscription agreement for membership in Seal Beach Mutual No. Seventeen, and shall be accompanied by such portion of the initiation fee as the Board of Directors shall from time to time determine. When a subscription is accepted by such a cooperative housing corporation or Seal Beach Mutual No. Seventeen, and stock or a membership certificate is issued to a subscriber, notice shall be sent to said subscriber of his or her eligibility for membership in this corporation and a request for payment of the full initiation fee shall accompany said notice. Payment of said initiation fee shall constitute an acceptance of membership and agreement to abide by these By-Laws and rules and regulations of the Corporation. Failure to make payment of the initiation fee at the time fixed by the Board of Directors shall render the candidate's eligibility of membership null and void at the discretion of the Board of Directors. The authorized number of membership shall be to the cooperative housing corporation stockholder occupants and to members of Seal Beach Mutual No. Seventeen, the total of said units being 6,608.

GRF BOARD OF DIRECTORS CANDIDATE INSTRUCTIONS

Thank you for your interest in serving on the GRF Board of Directors. The attached Application for Candidacy ("Application") is for ALL candidates, whether you are self-nominated or have been referred (nominated) by your Mutual Board of Directors or your Mutual's Nominating Committee.

1. Candidates who are Self-Nominated: Applications are available in the GRF Board Office beginning **Wednesday, March 6, 2019**.

Candidates who are nominated by a Board of Directors or Board Nominating Committee: Your Mutual Secretary will notify the Stock Transfer Office of your nomination before 4:30 p.m. on **Friday, April 5, 2019**. For organization purposes, we ask that nominated applicants also complete an application.

2. Statement/Resume: Each candidate shall submit a typed statement ("Statement") with a maximum of 300 words (in no less than 12 point type, single side only). Statements must have your name, Mutual and Unit # at the top of the page and contain your qualifications, background and platform. Statements shall not contain disparaging or defamatory content. Please attach the statement to the back of the application.
3. Eligibility Disclaimer: Article VI, Election of Directors, Section 1, Qualifications, of the GRF By-Laws sets forth that Directors of the GRF Board of Directors shall not be qualified to serve on the Board if they are, for example, a Director of a Mutual Corporation, member of a City Council, Planning Commission, Board of Supervisors, etc. Further, to avoid any potential conflict of interest, no member of the GRF Board of Directors or their spouse may be employed by the Golden Rain Foundation. GRF Board Candidates shall sign an Eligibility Disclaimer stating that they are eligible to serve as a Director. Candidacy is subject to all applicable state laws.
4. Return the Application, Eligibility Disclaimer and the Statement to the Stock Transfer Office before 4:30 p.m. on **Friday, April 5, 2019**, in person or by mail to GRF Stock Transfer Office, P. O. Box 2069, Seal Beach, CA 90740. Candidates must present their current Leisure World photo ID when turning in application materials.
5. Mailing Labels: Please see GRF Policy 5025, Election Procedures, Section 3(h) (7) (page four of policy) for instructions on obtaining mailing labels for the addresses in a candidate's respective Mutual.
6. Important Dates:

Friday, April 5	Deadline for applications to be returned
Thursday, May 2	Ballots mailed by independent election company
Monday, June 3	Deadline to receive secret mail-in ballots
Tuesday, June 4	Ballot counting at 10 a.m. in Clubhouse Four
Tuesday, June 11	GRF Annual Meeting, 2 p.m. in Clubhouse Four*

If you have any questions about being a candidate for the GRF Board, call (562) 431-6586, Ext. 346 for Stock Transfer or Ext. 303 for the Board Office.

* = Newly-elected Board Members will be installed at the Annual Meeting

The Golden Rain Foundation has established reasonable rules for the conduct of its election. The following rules have been established for Statements:

- Statements shall contain a candidate's background, qualifications, and platform;
- Statements shall not contain disparaging or defamatory content;
- Statements/resumes shall be a maximum of 300 words, with no less than 12 point type, single sided, not to exceed one page;
- Only a member in good standing is eligible to be a candidate. A member in good standing is defined as a member who is not 30 days in arrears of their carrying charges or in any fines or fees;
- See Policy 5025-30, Election Procedure, for additional candidate information;
- Article VI, Election of Directors, Section 1, Qualifications, of the By-Laws of the Golden Rain Foundation, state:

Only an active member of the Corporation is qualified to be a director. An active member of this corporation who is (a) an officer or director of a Mutual Corporation at Seal Beach Leisure World; (b) a member of any City Council; (c) a member of the Board of Supervisors of the County of Orange, California; (d) a member of the Planning Commission for the City of Seal Beach, California, or the County of Orange, California; (e) an elected official of any city, county, governmental body or political subdivision thereof; (f) an individual, a member of any entity or partnership, or an officer or director of any other corporation engaged in supplying material, services or labor to the Golden Rain Foundation, shall not be qualified to serve as a director of this corporation.

- Article II, Membership, Section 3, Membership – Eligibility and Acceptance, of the By-Laws of the Golden Rain Foundation, state:

All stockholders or members in good standing of any non-profit cooperative housing corporation sponsored by this Corporation and providing housing in Seal Beach Leisure World, a cooperative housing development, and all members of Seal Beach Mutual No. Seventeen, a non-profit mutual benefit corporation, located in Seal Beach, California, shall be entitled to active membership in this Corporation, which membership shall be appurtenant to the respective shares of stock of said non-profit cooperative housing corporations and appurtenant to the memberships in Seal Beach Mutual No. Seventeen. It is the intention of this corporation to offer such services, as it may provide, only to occupant stockholders of said non-profit cooperative housing corporations and members of Seal Beach Mutual No. Seventeen. Application for membership shall be made concurrently with the execution of a subscription agreement for stock or membership in such a cooperative housing corporation or subscription agreement for membership in Seal Beach Mutual No. Seventeen, and shall be accompanied by such portion of the initiation fee as the Board of Directors shall from time to time determine. When a subscription is accepted by such a cooperative housing corporation or Seal Beach Mutual No. Seventeen, and stock or a membership certificate is issued to a subscriber, notice shall be sent to said subscriber of his or her eligibility for membership in this corporation and a request for payment of the full initiation fee shall accompany said notice. Payment of said initiation fee shall constitute an acceptance of membership and agreement to abide by these By-Laws and rules and regulations of the Corporation. Failure to make payment of the initiation fee at the time fixed by the Board of Directors shall render the candidate's eligibility of membership null and void at the discretion of the Board of Directors. The authorized number of membership shall be to the cooperative housing corporation stockholder occupants and to members of Seal Beach Mutual No. Seventeen, the total of said units being 6,608.

GRF BOARD OF DIRECTORS CANDIDATE ELIGIBILITY DISCLAIMER

My name is _____ and I am applying for candidacy for the GRF Board of Directors in Mutual _____.

The Golden Rain Foundation has established reasonable rules for the conduct of its election, including eligibility requirements for candidates. For example, only a member in good standing is eligible to be a candidate. A member in good standing is defined as a member who is not 30 or more days in arrears of their carrying charges or of any fines or fees. Candidacy is subject to all applicable state laws.

To avoid any potential conflict of interest, no member of the GRF Board of Directors or their spouse may be employed by the Golden Rain Foundation.

Per Article VI, Election of Directors, Section 1, Qualifications, of the Golden Rain Foundation By-Laws, a director shall not be qualified to serve if they are a member, officer, or director of the organizations, entities, or governmental bodies listed below.

Candidates must review and complete this form in order to be placed on the Golden Rain Foundation Board of Directors ballot.

I am a member of:	Select one:		If yes, what is the date of resignation or retirement?
	NO	YES	
(a) an officer or director of a Mutual Corporation at Seal Beach Leisure World;			
(b) a member of any City Council;			
(c) a member of the Board of Supervisors of the County of Orange, California;			
(d) a member of the Planning Commission for the City of Seal Beach, California, or the County of Orange, California;			
(e) an elected official of any city, county, governmental body or political subdivision thereof;			
(f) an individual, a member of any entity or partnership, or an officer or director of any other corporation engaged in supplying material, services or labor to the GRF.			

Signature of Applicant: _____ Date: _____

STOCK TRANSFER OFFICE USE ONLY:

Reviewed by Stock Transfer Dept Head: _____ Reviewed by GRF Corporate Secretary: _____

How to be a Candidate to run for the Golden Rain Foundation Board of Directors for **Odd-Numbered Mutuals Only**

The campaign cycle for the GRF Board of Directors will begin soon! During **2019**, the Board seats representing the odd-numbered Mutuals are up for election. During even-numbered years, the Board seats representing even-numbered Mutuals are up for election.

Any member in good standing is eligible to be a candidate for the Golden Rain Foundation Board of Directors representing their even-numbered Mutual. A member in good standing is defined by the GRF By-laws as a Mutual shareholder/owner who is no more than 30 days in arrears of their carrying charge, or in arrears of any fines or fees. Candidacy is subject to all applicable state laws.

Candidates may self-nominate or be nominated by their Mutual's Nominating Committee or Board of Directors.

"Application for Candidacy" forms are available in the Stock Transfer Office in the Administration Building beginning **Wednesday, March 6**. Candidates who are self-nominated must complete an "Application for Candidacy" before 4:30 p.m. on **Friday, April 5**.

Candidates who are nominated by their Mutual's Nominating Committee or Board of Directors will have their names submitted to Stock Transfer by the Mutual's Secretary. Upon receipt of any submitted names, the GRF Board Office will contact each candidate and arrange for them to confirm their candidacy by receiving and completing an "Application for Candidacy" and candidate instructions.

In accordance with Policy 5025-30, Election Procedures, each candidate may submit a statement, or resume, of 300 words or less, single sided, to the Stock Transfer Office. Statements shall be written in compliance with the election rules, e.g., contain the background, qualifications and platform of the candidate, and shall not contain any disparaging or defamatory content. All Statements are due before 4:30 p.m. on **Friday, April 5**.

Per Foundation by-laws, directors shall not be qualified to serve if they are a member, officer, or director of various organizations, entities, or governmental bodies. Candidates shall complete an Eligibility Disclaimer to set forth that they are qualified to serve on the GRF Board of Directors.

When turning in the Application for Candidacy, Eligibility Disclaimer, and Statement, members must show photo ID. Candidates will receive a receipt when turning in their application materials.

Article VI, Election of Directors, Section 1, Qualifications, of the GRF By-Laws sets forth that Directors of the GRF Board of Directors shall not be qualified to serve on the Board if they are, for example, a Director of a Mutual Corporation, member of a City Council, Planning Commission, Board of Supervisors, etc. Further, to avoid any potential conflict of interest, no member of the GRF Board of Directors or their spouse may be employed by the Foundation. GRF Board Candidates shall sign an Eligibility Disclaimer stating that they are eligible to service as a Director.

Candidates who complete a timely Application for Candidacy (or are nominated by a Mutual's nominating committee or Board) will be listed on the Secret Mail-in Ballot. Ballot packets containing the Secret Mail-in Ballot, postage-paid envelopes, balloting instructions, and deadlines will be mailed to each household in the odd-numbered Mutuals on **Thursday, May 2**. The GRF By-Laws have no provisions for write-in candidates on the ballots or for nominations from the floor.

For further information on being a candidate for the GRF Board, please call 431-6586, extension 346 for Stock Transfer or 303 for the Board of Directors Office.

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OFFICIAL NON-REVOCABLE BALLOT

GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS ELECTION FOR **TWO** REPRESENTATIVES/DIRECTORS FROM MUTUAL NO. **NINETEEN**

Instructions for Voting:

Every two years, the Golden Rain Foundation conducts an election to elect two directors from your Mutual to represent Mutual No. Nineteen on the Golden Rain Foundation (GRF) Board of Directors. The election is being conducted by Accurate Voting Services, Inc., and is conducted by mail to ensure the integrity of the process and to provide each member in good standing the opportunity to vote. The candidates listed below have been recommended by your Mutual, your Mutual's Nominating Committee, or have applied through a self-nomination process.

Instructions for Mailing Your Ballot:

After you have voted below, insert the ballot into Envelope "A." Seal Envelope "A" and insert it into Envelope "B." In the upper left hand corner of Envelope "B," print your name and address (including Mutual and Unit #); **AND** sign your name on the signature line. Mail Envelope "B" (which is pre-addressed and postage-paid) to the **Inspectors of Election** at Accurate Voting Services, Inc., P.O. Box 6117, Laguna Niguel, CA 92607-6117. Please allow 4-5 days for delivery. The Inspectors of Election must receive your mailed ballot on or before 12 noon on **Monday, June 3, 2019**, in order for your ballot to be counted, or you may bring your sealed ballot to Clubhouse Four, 1419 Northwood Road, Seal Beach, CA between 9:00 and 10:00 a.m. on **Tuesday, June 4, 2019**. The "polls" will close at 10:00 a.m. and the counting process will begin.

Instructions for Observing the Ballot Counting:

The ballot counting process will be conducted at a meeting of the GRF Board of Directors on **Tuesday, June 4, 2019**, at 10:00 a.m., Clubhouse Four, 1419 Northwood Road, Seal Beach, CA 90740. *All GRF members are welcome to observe the counting process.*

Instructions for Attending the Annual Meeting:

The GRF Annual Meeting will be held on **Tuesday, June 11, 2019**, at 2:00 p.m. in Clubhouse Four, 1419 Northwood Road, Seal Beach, CA 90740. All newly-elected directors will be installed at this meeting.

GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS ELECTION FOR **TWO** REPRESENTATIVES/DIRECTORS FROM MUTUAL NO. **NINETEEN**

Voting: You are electing **two** directors to sit on the GRF Board of Directors representing Mutual No. Nineteen. **Please cast one vote for two candidates to be elected by printing an "X" or a "✓" in the box located to the left of the name.** Please follow the above instructions to mail your ballot.

Mark
Two (2)
Boxes
Only

	Batman
	Superman
	Wonder Woman (incumbent)

**Please direct any inquiries to Accurate Voting Services Inc.
Toll-free (833) 861-6352 accuratevoting@um.occoxmail.com**
*Accurate Voting Services, Inc., 18 Technology Drive, Suite 142, Irvine, CA 92618
P.O. Box 6117, Laguna Niguel, CA 92607-6117*

OFFICIAL NON-REVOCABLE BALLOT

GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS ELECTION FOR **ONE** REPRESENTATIVE/DIRECTOR FROM MUTUAL NO. **THIRTEEN**

Instructions for Voting:

Every two years, the Golden Rain Foundation conducts an election to elect **one** director from your Mutual to represent Mutual No. **Thirteen** on the Golden Rain Foundation (GRF) Board of Directors. The election is being conducted by Accurate Voting Services, Inc., and is conducted by mail to ensure the integrity of the process and to provide each member in good standing the opportunity to vote. The candidates listed below have been recommended by your Mutual, your Mutual's Nominating Committee, or have applied through a self-nomination process.

Instructions for Mailing Your Ballot:

After you have voted below, insert the ballot into Envelope "A." Seal Envelope "A" and insert it into Envelope "B." In the upper left hand corner of Envelope "B," print your name and address (including Mutual and Unit #); **AND** sign your name on the signature line. Mail Envelope "B" (which is pre-addressed and postage-paid) to the **Inspectors of Election** at Accurate Voting Services, Inc., P.O. Box 6117, Laguna Niguel, CA 92607-6117. Please allow 4-5 days for delivery. The Inspectors of Election must receive your mailed ballot on or before 12 noon on **Monday, June 3, 2019**, in order for your ballot to be counted, or you may bring your sealed ballot to Clubhouse Four, 1419 Northwood Road, Seal Beach, CA between 9:00 and 10:00 a.m. on **Tuesday, June 4, 2019**. The "polls" will close at 10:00 a.m. and the counting process will begin.

Instructions for Observing the Ballot Counting:

The ballot counting process will be conducted at a meeting of the GRF Board of Directors on **Tuesday, June 4, 2019**, at 10:00 a.m., Clubhouse Four, 1419 Northwood Road, Seal Beach, CA 90740. *All GRF members are welcome to observe the counting process.*

Instructions for Attending the Annual Meeting:

The GRF Annual Meeting will be held on **Tuesday, June 11, 2019**, at 2:00 p.m. in Clubhouse Four, 1419 Northwood Road, Seal Beach, CA 90740. All newly-elected directors will be installed at this meeting.

GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS ELECTION FOR **ONE** REPRESENTATIVE/DIRECTOR FROM MUTUAL NO. **THIRTEEN**

Voting: You are electing **one** director to sit on the GRF Board of Directors representing Mutual No. Thirteen. **Please cast one vote for one candidate to be elected by printing an "X" or a "✓" in the box located to the left of the name.** Please follow the above instructions to mail your ballot.

Although the candidate is running unopposed, please participate in the voting process by casting your vote and mailing your ballot.

<input type="checkbox"/>	Kermit the Frog (incumbent)
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***Please direct any inquiries to Accurate Voting Services Inc.
Toll-free (833) 861-6352 accuratevoting@um.occoxmail.com***

Accurate Voting Services, Inc., 18 Technology Drive, Suite 142, Irvine, CA 92618
P.O. Box 6117, Laguna Niguel, CA 92607-6117

GOLDEN RAIN OPERATIONS

GRF Election Procedures

The following will be in effect for the election of directors to the Golden Rain Foundation (GRF) Board of Directors (BOD):

1. Elections

a. Annual Election

The election of directors for odd-numbered Mutuals will occur during odd-numbered years and the election of directors for even-numbered Mutuals will occur during even-numbered years. Each director shall serve a two-year term.

- 1) One (1) director will be elected from each Mutual except for Mutuals One (1) and two (2) where there will be two (2) Directors.

b. Special Elections

Upon the occurrence of a vacancy on the BOD representing an odd- or even-numbered Mutuals, the process for a special election will begin within ten (10) days after the Secretary of the Board is notified of the vacancy.

2. Voting

a. Qualification for Voting

Members may vote only by using the mail-in secret ballot. Members may cast one (1) vote, except on the ballots of Mutuals One (1) and Two (2), members may cast two (2) votes, but they may not be cast cumulatively. Members may obtain replacement ballots by contacting the Inspector of Elections.

b. Cumulative Voting

There is no provision in the GRF By-Laws for cumulative voting, i.e., stacking votes for one candidate.

3. Candidates

a. Candidate Eligibility and Qualifications

All members of the GRF "in good standing" are eligible to run for election to the BOD representing the Mutual in which they reside. "In good standing" is defined as a member who is no more than 30 days in arrears of his or her carrying charge to the Mutual, or in arrears in any fine or fee set forth in the GRF By-Laws or policies.

GOLDEN RAIN OPERATIONSGRF Election Procedures

The Corporate Secretary is authorized to determine the qualifications of a Director, pursuant to the terms of the GRF By-Laws or policies.

b. Candidate Application Materials

Candidates shall turn in the following materials prior to the deadline set by the GRF.

- 1) Application for Candidacy as a GRF Director
- 2) Candidate Eligibility Disclaimer (set forth below)
- 3) Candidate Statement (set forth below)

At the time of turning in candidate materials, candidates must present current GRF ~~photo~~ identification card. Candidates will receive a receipt for their application.

c. Candidate Eligibility Disclaimer

Refer to GRF by-laws, Article Six, Section 1. Candidates shall complete an Eligibility Disclaimer to set forth that they are qualified to serve on the GRF Board of Directors.

d. Candidate Statement

Prior to the deadline established by the GRF, each candidate shall submit a Statement containing up to 300 words (no less than 12 point type, single sided). The statement shall be mailed with the ballot.

- 1) The statement shall contain the candidate's background, qualifications and Platform, and shall not contain any disparaging or defamatory content.

e. Notification of Nominations for Election of Directors

The GRF shall place a notice in the *Community newspaper* not less than ninety (90) days prior to the election counting meeting that any member may place his or her name into nomination for the director position representing the Mutual in which they reside. The notice shall be published in the *Community newspaper* every week thereafter until the closure of the nominating period.

f. Self-Nomination by Members

Members who wish to nominate themselves as a candidate for election to the BOD must do so in writing to the Stock Transfer Office not more than ninety (90) days

GOLDEN RAIN OPERATIONSGRF Election Procedures

or less than sixty (60) days prior to the election counting meeting.

- 1) All candidates shall be provided candidate instructions upon submitting their name for nomination.
- g. A Mutual BOD may appoint a nominating committee for the purpose of recommending a candidate for the election. Any candidates who are recommended by their Mutual BOD or nominating committee will be given candidate instructions by the Stock Transfer Office.

- h. Nominations from the floor or write-ins.

Nominations from the floor or write-ins are prohibited.

- i. Campaign Cycle

The campaign cycle shall begin mid-April and end with the closing of the polls.

- j. Equal Access to GRF Media

- 1) Candidates and other members advocating a point of view for purposes reasonably related to the election shall be provided a one-time access to the GRF's website (LWSB website) during the campaign cycle as follows:
 - A) Submissions shall be posted on the election bulletin board on the LWSB website during the campaign cycle.
 - B) Submissions shall be limited to 300 words, and shall not contain disparaging or defamatory content.
 - C) One submission shall be accepted from each candidate for posting on the LWSB website.
- 2) Candidates advocating a point of view for purposes reasonably related to the election may purchase, subject to space availability and advertising guidelines established by the News Office, a maximum of a half-page of space in an edition of the *Community newspaper* at regular advertising rates during the campaign cycle. No other access to the *Community newspaper* will be granted.
- 3) Equal access to clubhouses shall be provided at no cost to all candidates, including those who are not incumbents, and to all members advocating a point of view for purposes reasonably related to the election. The clubhouses

GOLDEN RAIN OPERATIONSGRF Election Procedures

are subject to availability by reservation only on a first-come, first-serve basis.

- 4) In the event that an incumbent director makes any statements or takes any actions, solely in the context of that directors' performance of his/her duties as a director, any and all such statements or actions shall not constitute provision by the GRF of access to its media for campaign purposes.
- 5) In the event that the GRF's media reports any candidates' statements or actions that are reasonably unrelated to the election, the reporting of such shall not constitute provision by the GRF to its media for campaign purposes.
- 6) In accordance with Civil Code 5135, no GRF funds shall be used for campaign purposes, except to the extent necessary for the GRF to comply with the duties imposed upon it by law.
- 7) Provision of Mailing Labels

Candidates are entitled to purchase labels for the addresses in their Mutual at a flat rate of \$10 per request, plus \$0.25 per sheet cost which is to be paid at the time the labels are ordered. Labels can be ordered by completing an "Access to Documents" form in the Accounting Department.

- 8) Non-Responsibility for Statements and Actions

Neither GRF or its officers, directors or employees shall be responsible for any claims, damages, injuries, judgments, orders or settlements, including attorney's fees, arising from a candidate's Statement or actions made in connection with an election.

4. Election Meetings

The GRF BOD will convene a special meeting one week prior to the Annual Meeting for the purpose of the Inspector of Election counting secret ballots. All members are welcome to attend the special meeting.

In the case of a special election, the GRF BOD will convene a special meeting approximately thirty (30) days after the ballots are mailed for the purpose of the Inspector of Election counting ballots. All members are welcome to attend the special meeting.

5. Election Process

- a. The Executive Committee shall review ~~and approve~~ the election materials and the

GRF Election Procedures

election process and recommend to the GRF BOD for their approval.

- b. The GRF shall contract with an independent third-party vendor to perform all election services as Inspector(s) of Election. The vendor will be directed to conduct the election, and be accountable for the conduct of the election in accordance with this policy, and all applicable codes, GRF By-Laws, and state laws.
- c. During its meeting in February, the Executive Committee of the GRF BOD will recommend that the Board appoint the election services company as its Inspector(s) of Election.
- d. During its meeting in February, the BOD will appoint the election services company as its Inspector of Election.

6. Election Materials

a. Ballot Packet

The ballot packet will consist only of a mail-in secret ballot, voting instructions, any candidate Statements/resumes, two return envelopes, and mailing instructions for the election. The ballot packet will be mailed no less than thirty (30) days prior to the ballot counting meeting.

b. Secret Ballots Returned By Mail

The mail-in secret ballot is required to be mailed to the Inspector(s) of the Election for proper verification and validation, and must be received before noon on the date established on the ballot.

The mail-in secret ballot is irrevocable once received by the Inspector(s) of the Election.

The Inspectors of Election will open and process, in public view, the mail-in secret ballots on the day of the special meeting held for the purpose of counting ballots as outlined under Section 7.

- 1) If a mail-in secret ballot is compromised or improperly sealed or addressed, or has any identifying marks, it will be invalidated by the Inspector(s) of the Election.

7. Inspector(s) of the Election

- a. Inspector(s) of the Elections shall perform the following:

GOLDEN RAIN OPERATIONS**GRF Election Procedures**

- 1) Determine the number of shareholders entitled to vote and the voting power of each.
- 2) Establish a mailing address for mail-in ballots, and the contact phone number for members' questions.
- 3) Prepare and mail to all members in the odd- or even-numbered Mutuals, no later than thirty (30) days prior to the election meeting, the notice letter, mail-in secret ballot, any candidate Statements/resumes, voting instructions, two envelopes, and mailing instructions for the GRF election, in a manner consistent with providing and ensuring that the member's vote will be by "secret ballot."
- 4) Receive mail-in secret ballots.
- 5) Open mail-in secret ballots at the special meeting for the purpose of counting ballots.
- 6) Count and tabulate all votes.
- 7) Determine the results of the election.
- 8) Certify, in writing, that the election was held in accordance with this policy and Section 5110 of the Davis-Stirling Common Interest Development Act (the Act).
- 9) Consult with the GRF's legal counsel if necessary to fulfill the Inspector(s)' obligations under the law.

8. **Observers of the Election**

Any candidate or member of the GRF may witness the counting and tabulation of the votes. However, the Inspector(s) of Election may establish reasonable guidelines for candidates and members for the observing of the counting and tabulation of ballots, including guidelines on distance from which observers may stand.

9. **Ballot Retention**

The sealed ballots at all times shall be in the custody of the Inspector or Inspectors of election or at a location designated by the inspector or inspectors until after the tabulation of the vote, and until the time allowed by Section 5145 of the Civil Code (twelve months)

GOLDEN RAIN OPERATIONS**GRF Election Procedures**

for challenging the election has expired, at which time custody transferred to the GRF.

After the transfer of the ballots to the GRF, the ballots shall be stored by the GRF in a secure place for no less than one year after the date of the election.

Policy

Adopted: 15 Jun 76
Amended: 20 Aug 96
Amended: 19 Aug 97
Amended: 15 Sept 09
Amended: 15 Feb 11
Amended: 24 Feb 15
Amended: 23 Feb 16
Amended: 27 Dec 16
Reviewed: 12 May 17
Amended: 28 Nov 17

GOLDEN RAIN FOUNDATION
Seal Beach, California

GOLDEN RAIN OPERATIONS

Board of Directors Code of Ethics and Conduct

As members of the Golden Rain Foundation (GRF) Board of Directors (BOD), we recognize the importance of ethical principles that guide our actions. This Code is expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service through accurate, unbiased, and courteous actions.
2. We acknowledge our duty of loyalty to the GRF by adhering to the rules of confidentiality relating to director, staff, Member, discipline or any litigation. **This duty survives a Director's term in office.**
3. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees.
4. We shall disclose to the BOD, financial or personal conflicts of interest relating to the business of the GRF. We will recuse ourselves and abstain from voting on any issue where there may be a reasonable expectation of a conflict of interest.
5. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of our Members.
6. We shall perform our fiduciary duties by acting in good faith to promote the best interests of the GRF through reasonable inquiry and investigation.
7. All Directors acknowledge their obligation to support decisions made by a majority of the BOD.

Policy

Adopted: 24 Jan 17

Reviewed: 12 May 17

Amended: 27 Mar 18

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Mar 18)

GOLDEN RAIN OPERATIONS**Board of Directors Censure Procedure****PREFACE**

If the action(s) of one or more Golden Rain Foundation (GRF) Directors fail to follow the precepts of the Code of Ethics and Conduct (Policy 5092-30), other members of the Board of Directors (BOD) may act to censure that person(s).

1. DIRECTOR CENSURE

1.1. A censure is the process by which the GRF BOD, acting by a two-thirds majority vote of the non-offending directors (the named may not vote per Robert's Rules), can reprimand or condemn the action(s) of a fellow member(s) in the event that the member(s):

- 1.1.1. Acts unilaterally;
- 1.1.2. Discloses confidential information;
- 1.1.3. Fails to attend three consecutive months of regularly scheduled BOD meetings without prior notice;
- 1.1.4. Fails to act in a civil and respectful manner;
- 1.1.5. Creates a hostile or disruptive work environment;
- 1.1.6. Fails to support decisions made by a majority of the BOD;
- 1.1.7. Fails to comply with the law, governing documents, policies or procedures of the GRF; or
- 1.1.8. In the event of an act or omission that creates a threat to any individual, the GRF or the community.
- 1.1.9. Chart illustrating two-thirds (2/3) majority

Number of Directors	Two-thirds Majority
18	12
17	12
16	11
15	10
14	10
13	9
12	8
11	8
10	7

GOLDEN RAIN OPERATIONS**Board of Directors Censure Procedure**

- 1.2. All proceedings related to a censure shall be conducted in a closed, executive session meeting.

The Director(s) subject to the censure may not elect to have the proceedings conducted in an open, public session.

2. MOTION TO CENSURE

- 2.1 A "Motion to Censure" form must be filed.. It must include a second signature from a director clearly in agreement and be submitted to the President for presentation at a special executive session of the BOD. If the censure involves the President, it will be submitted to the Vice President for presentation at a special executive session.
- 2.2 If the Presiding Officer elects not to place the motion on the agenda of a special executive session, two members may request a special executive session.
- 2.3 Director(s) subject to censure shall be provided with at least ten (10) business days prior notice of the censure including the reason for the censure and the date, time and location of the meeting where censure will be considered. The Executive Director's office will send notice of the meeting, a copy of the "Motion to Censure" form and the Censure Policies (5092-30 and 5092.01-30) to the Director(s) by U.S. Mail, GRF email and place copies in the Director(s) GRF Mail Box. The Presiding Officer will also contact the Director(s) .
- 2.4 The BOD shall be provided at least five (5) business days advance written notice of the special executive session regarding the Motion to Censure, which shall include a copy of the submitted form. Notification shall be sent by U.S. Mail, GRF email and copies placed in the Director(s) GRF Mail Box by the Executive Director's office. Notification shall contain the date, time and location of the meeting.
- 2.5 Director(s) subject to censure may provide a written response and supporting documentation to all BOD members no later than two (2) business days prior to the meeting. Director(s) shall also be provided an opportunity to respond to the reason for censure at the meeting.
- 2.6 Director(s) subject to censure must leave the room during voting.
- 2.7 The censure motion may be debated and following such debate the BOD may take one of the following actions:

GOLDEN RAIN OPERATIONS**Board of Directors Censure Procedure**

2.7.1. Postpone the motion by a simple majority for any reason, including, but not limited to, the desire of the majority to gather additional information and/or permit the director to respond further.

2.7.2. Approve the motion by a two-thirds (2/3) majority of a the non-offending directors once a quorum has been established; or

2.7.3. Defeat the motion.

2.8 Written notice of the BOD's decision shall be sent by U.S. Mail to the named Director(s) no more than fifteen (15) business days following the meeting.

3. ENFORCEMENT PROCEDURES

3.1. If the "Motion to Censure" is passed, the non-offending Director(s) may choose one or more of the following actions:

3.1.1 Warning/Education

3.1.2 Removal from corporate office or chair

3.1.3 Removal from committee(s)

3.1.4 Request for resignation

3.2. For offenses relating to the disclosure of confidential or sensitive information, upon a vote of two-thirds (2/3) of the majority of the non-offending Director(s) once a quorum has been established, the offender shall be prevented access to confidential information and Executive session.

3.3. If at any time a Director(s) commits a crime or subjects GRF to financial risk;

3.3.1. Director(s) shall be subject to legal action by GRF;

3.3.2. May result in removal from the GRF Liability coverage.

3.4. Censure remains in effect until the next annual meeting.

3.5. Decision of the BOD is not appealable.

Policy

Adopted: 24 Jan 17

Reviewed: 12 May 17

Amended: 22 May 18

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

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INTENTIONALLY



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: ACCEPTANCE OF THE SEPTEMBER FINANCIAL STATEMENTS
DATE: OCTOBER 15, 2018
CC: FILE

At the regularly scheduled meeting of the Finance Committee on October 15, 2018, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the September 2018 financial statements for audit.

Our Director of Finance, Carolyn Miller will give a recap of the September 2018 financial statements. At the end of the report, a motion will be made to accept the September 2018 financial statements for audit.

I move that the GRF Board of Directors accept the September 2018 financial statements for audit.

Financial Recap – September 2018

As of the nine-month period ended September 2018, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$301,507.

Major variances are:

Wages, Taxes & Benefits	279,434	Favorable: Wages \$20K; P/R Taxes \$47K; Workers' Comp \$102K; Group Ins \$94K; 401(k) Match \$16K
Temporary Agency Fees	(157,573)	Temporary help for key positions.
Professional Fees	39,625	Legal expenses less than budget
Facilities Rentals & Maintenance	50,316	Repairs & Maint. \$3K; Landscape \$39K; Service Contracts \$8K
Property & Liability Insurance	112,698	Favorable: Actual premiums less than budget; Est. YE variance: \$129K
Other Income	128,681	Permits \$22K; Shipping recov. \$16K; Donations \$22K; Parking fines \$18K
News Advertising Income	(94,189)	Unfavorable: Budget was more optimistic than current advertiser interest

	Fund Balance	Allocated For 2018 Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$9,554,640	\$2,324,959	\$7,229,681	9

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$1,660,269	\$265,170	\$1,395,099	11

Total approved unbudgeted operating expenses were \$113,330 as of year-to-date.

P.O. Box 2069
Seal Beach CA 90740

Description			
	Current Assets:		
	Cash & cash equivalents	151,534	
1122000	Non-Restricted Funds	46,694	
	Receivables	656,661	
	Prepaid expenses	140,720	
	Inventory of maintenance supplies	515,866	

	Total Current Assets		1,511,476
	Designated deposits		
1211000	Contingency Operating Fund	375,000	
	Reserve Fund	9,554,640	
1212500	Capital Improvement Fund-GRF	1,660,269	
1213000	Liability Deductible & Hazard Fund	204,287	

	Total designated deposits		11,794,195
	Notes Receivable		
1411000	Notes Receivable	21,884	

	Total Notes Receivable		21,884
	Fixed Assets		
	Land, Building, Furniture & Equipment	37,223,067	
	Less: Accumulated Dep'n	(23,665,495)	

	Net Fixed Assets		13,557,572
	Other Assets		-----
	Total Assets		26,885,127
			=====

P.O. Box 2069
Seal Beach CA 90740

Description			
Liabilities & Equity			
Current Liabilities:			
	Accounts payable	357,404	
	Project Commitments	962,501	
	Prepaid Deposits	10,875	
	Accrued payroll & payroll taxes	464,956	
	Accrued expenses	239,214	
	Accrued property taxes	120,040	

	Total Current Liabilites	2,154,989	
	Total Liabilities		2,154,989
Equity			
Mutuals' Beneficial Interest			
3211000	Contingency Operating Reserve Equity	500,000	
3212000	Reserve Equity	8,660,246	
3394000	Capital Fund Equity	1,592,161	
3310000	Beneficial Interest in Trust	11,339,241	

	Total Mutuals' Beneficial Interest		22,091,648
Membership interest			
	Membership certificates of 844 shares @ \$200 par value, and 5,764 shares @ \$250 par value, authorized, issued and outstanding	1,609,800	
	Additional paid-in-capital	4,852,639	

	Total Paid-in-Capital		6,462,439
Excess Income			
	Current Year	(681,137)	

	Total Excess Income		(681,137)
3920000	Dep'n & Amortization		(3,142,811)
	Net Stockholders' Equity		24,730,138

	Total Liabilities & Stockholders' Equity		26,885,127
			=====

Golden Rain Foundation
Cash Flow Activity - All Reserves
For the Period Ended September 30, 2018

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Liability Insurance Fund	Nonrestricted Funds	Total
Balance 12/31/2017	500,000	9,385,260	1,644,057.80	204,287	922	11,734,527
Funded: Assessments		900,000				900,000
Funded: Amenities Fees collected	(391)	579,546	579,546			1,159,092
Funded: M17 Lease Fees collected	(27)	5,841	5,841			11,682
Funded: Interest on Funds		45,373				45,373
Progress Payments on CIP						-
Expenditures		(1,255,322)	(584,176)			(1,839,498)
Commitments		(106,059)				(106,059)
Replenish funds for Donated Assets						-
Net Monthly Claims						-
Donations			15,000			15,000
2017 Excess Income		-			-	-
Transfers to/from General checking	(125,000)				125,000	-
Interest Income Allocation						-
Net Monthly Activity					(79,228)	(79,228)
Balance 9/30/2018	375,000	9,554,640	1,660,269	204,287	46,694	11,840,890
Net Activity	(125,000)	169,379	16,211	-	45,772	106,362

**Golden Rain Foundation
Cash Flow Activity - All Reserves
For the Month of September 2018**

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Liability Insurance Fund	Nonrestricted Funds	Total
Balance 8/31/18	154,000	9,442,067	1,750,684	204,287	318	11,551,356
Funded: Assessments		100,000				100,000
Funded: Amenities Fees collected	(29)	44,283	44,283			88,566
Funded: M17 Lease Fees collected	(1)	134	134			268
Funded: Interest on Funds		5,303				5,303
Progress Payments on CIP						-
Expenditures		(37,147)	(134,832)			(171,979)
Commitments						-
Replenish funds for Donated Assets						-
Net Monthly Claims						-
Donations			-			-
Disbursement to Mutuals						-
Transfers to/from General checking	221,000				471,000	692,000
Interest Income Allocation						-
Net Monthly Activity					(424,623)	(424,623)
Balance 9/30/18	375,000	9,554,640	1,660,269	204,287	46,694	11,840,890
Net Activity	221,000	112,573	(90,415)	-	46,377	289,534

Golden Rain Foundation
Quick Balance Sheet Analysis
For the Period Ended September 30, 2018

SELECTED BALANCE SHEET ITEMS

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	198,228	230,959	(32,731)
Current Assets	13,305,671	13,350,682	(45,011)
Current Liabilities	2,154,989	2,356,931	(201,942)
Current Ratio	6.17	5.66	
Designated Deposits:	11,794,195	11,551,038	243,157
Reserve Fund			
Liability & Disaster Insurance Fund			
Capital Improvement Fund			
Contingency Operating Fund			

RESULT OF OPERATIONS

Current Month	Actual	Budget	Variance	%
Income	1,315,375	1,347,198	(31,823)	(2.36)
Expense	1,308,645	1,343,018	34,373	2.56
Net Materials Recovery(Pass Thru)			0	
Excess Income or (Expense)	6,730	4,180	2,550	
Year To Date	Actual	Budget	Variance	%
Income	12,234,836	12,182,541	52,295	0.43
Expense	12,139,585	12,388,797	249,212	2.01
Net Materials Recovery(Pass Thru)			0	
Excess Income or (Expense)	95,251	(206,256)	301,507	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2018
164.66	162.82	164.98

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: LIQUID RESERVE FUNDS – FUNDS TRANSFER REQUEST
DATE: OCTOBER 15, 2018
CC: FILE

At the regularly scheduled meeting of the Finance Committee on October 15, 2018, the members discussed the liquid funds held in various financial institutions and noted the balances in some of the financial institutions exceed the FDIC insurance limit and therefore are not in compliance with Policy 5520-31 – Reserves.

The Committee passed a motion to recommend the GRF Board authorize the transfer of \$480,000 of reserve funds from First Foundation Bank to US Bank for the purposes of maximizing insured funds and to invest in higher yielding CDs with US Bancorp.

I move to approve a transfer of \$480,000 in Reserve funds from the First Foundation Bank Business Maximizer account to the Money Market Reserve account at US Bank the purposes of maximizing insured funds and to invest in higher yielding CDs with US Bancorp.

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: INVESTMENT LADDER – CD PURCHASE REQUEST
DATE: OCTOBER 15, 2018
CC: FILE

At the regularly scheduled meeting of the Finance Committee on October 15, 2018, the members discussed terms and interest rates on CDs offered through US Bancorp. Additionally the Committee discussed the current investment ladder and reserve funds available for investing to fill in the gaps in the investment ladder.

Following this discussion, the Committee passed a motion to recommend the GRF Board authorize the purchase of three (3) CDs at approximately \$245,000 each, with maturity dates in November 2019 and April and October 2021, at rates in line with those indicated on the discussed Laddered Portfolio Sheet, ranging from 2.55% to 3.1%, for a total of approximately \$735,000 of reserve funds.

I move to approve the purchase of three (3) CDs, at approximately \$245,000 each, with maturity dates in November 2019 and April and October 2021, at rates in line with those indicated on the discussed Laddered Portfolio Sheet, ranging from 2.55% to 3.1%, for a total of approximately \$735,000 of reserve funds.

Proposed Addition to the Current Investment Ladder

Term	Maturity Month	Investment Amount
	Sep-18	
	Oct-18	500,000
1	Nov-18	500,000
2	Dec-18	1,300,000
3	Jan-19	500,000
4	Feb-19	
8	Mar-19	500,000
6	Apr-19	800,000
7	May-19	500,000
8	Jun-19	800,000
9	Jul-19	1,000,000
10	Aug-19	245,000
11	Sep-19	244,000
12	Oct-19	244,000
13	Nov-19	245,000
14	Dec-19	
15	Jan-20	
16	Feb-20	
17	Mar-20	
18	Apr-20	246,000
19	May-20	
20	Jun-20	
21	Jul-20	
22	Aug-20	
23	Sep-20	
24	Oct-20	246,000
25	Nov-20	
26	Dec-20	
27	Jan-21	
28	Feb-21	
29	Mar-21	
30	Apr-21	245,000
31	May-21	
32	Jun-21	
33	Jul-21	
34	Aug-21	
35	Sep-21	
36	Oct-21	245,000

Key:	
Black	Current investments
Black	Approved from last month
Blue	Proposed investments
Orange	Proposed next month investments

Position Details

CUSIP Asset	Curr Face (000) % Portfolio	Mdy / S&P / Fit (Underlying)	Issue Description	Coupon Maturity	Mkt Px Duration	Px To	Date	Yield	ATY TEY	Principal Accrued Int	Net Money Settlement
78414TAM4 CD	245 33.33%	-/-	SB ONE BK FRANKLIN NEW JERSEY FDIC Cert #: 22221	2.550% 11/25/2019	100.000 1.063	Maturity	11/25/2019	2.550% (w)	2.550% 2.550%	\$245,000.00 \$0.00	245,000.00 10/25/2018
			Puttable Death Put Conditional Put								
05580APH1 CD	245 33.33%	-/-	BMW BK NORTH AMER SALT LAKE CITY UTAH FDIC Cert #: 35141	2.950% 04/12/2021	100.000 2.392	Maturity	04/12/2021	2.950% (w)	2.950% 2.950%	\$245,000.00 \$0.00	245,000.00 10/12/2018
			Puttable Death Put Conditional Put Restricted States: OH								
90348JEE6 CD	245 33.33%	-/-	UBS BK USA SALT LAKE CITY UT FDIC Cert #: 57565	3.100% 10/18/2021	100.000 2.865	Maturity	10/18/2021	3.100% (w)	3.100% 3.100%	\$245,000.00 \$0.00	245,000.00 10/17/2018
			Puttable Death Put Conditional Put								
TOTALS										\$735,000.00 \$0.00	\$735,000.00

Includes all positions with recognized CUSIP. For preferred securities, # of shares is displayed instead of current face value.

The (w) in the Yield column indicates which yield value is the Yield to Worst (YTW)

Duration figure represents modified duration to worst.

ATY/TEY calculations use a Fed Tax rate of 0.00%, a Cap Gains Tax rate of 0.00%, a State of CA, and a State Tax rate of 0.00%.



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: ACCEPTANCE OF THE RESERVE STUDY FOR THE 2019 BUDGET YEAR
DATE: OCTOBER 15, 2018
CC: FILE

At the regular meeting of the Finance Committee on October 15, 2018, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the Reserve Study for the 2019 budget year (Exhibit A).

I move that the GRF Board of Directors accept the Reserve Study for the 2019 budget year.

Executive Summary

Association: Golden Rain Foundation Assoc. #: 26608-1
 Location: Seal Beach, CA # of Units: 6608
 Report Period: January 1, 2019 through December 31, 2019

Findings/Recommendations as-of: January 1, 2019

Project Starting Reserve Balance	\$6,508,062
Current Full Funding Reserve Balance	\$10,688,251
Average Reserve Deficit (Surplus) Per Unit	\$633
Percent Funded	60.9 %
Recommended 2019 "Monthly Full Funding Contributions"	\$108,000
Alternate minimum contributions to keep Reserve above \$0	\$83,500
Most Recent Reserve Contribution Rate	\$100,000

Reserves % Funded: 60.9%



Special Assessment Risk:

Economic Assumptions:

Net Annual "After Tax" Interest Earnings Accruing to Reserves1.00 %
 Annual Inflation Rate3.00 %

This is an Update "No-Site-Visit" Reserve Study, and is based on a prior Report prepared by Association Reserves for your 2018 Fiscal Year. No site inspection was performed as part of this Reserve Study. This Reserve Study was prepared by a credentialed Reserve Specialist, Sean Erik Andersen RS #68.

The Reserve Fund is just below the 70% funded level at 60.9 % Funded, which is a fair position for the fund to be in. This means that the association's special assessment & deferred maintenance risk is currently medium. The objective of your multi-year Funding Plan is to Fully Fund Reserves and ultimately achieve a position of strength in the fund, where associations enjoy a low risk of Reserve cash flow problems.

Based on this starting point, your anticipated future expenses, and your historical Reserve contribution rate, our recommendation is to increase your Reserve contributions to \$108,000.

*The Alternative Contribution rate, also called Baseline Funding will keep the Reserve Funds above \$0. This figure for your association is \$83,500.

To receive a copy of the full Reserve Study, contact the Association.

30-Year Reserve Plan Summary

26608-1
NSV

Fiscal Year Start: 2019				Interest:	1.00 %	Inflation:	3.00 %	
Reserve Fund Strength Calculations: (All values of Fiscal Year Start Date)				Projected Reserve Balance Changes				
Year	Starting Reserve Balance	Fully Funded Balance	Percent Funded	Special Assmt Risk	Reserve Contribs.	Loan or Special Assmts	Interest Income	Reserve Expenses
2019	\$6,508,062	\$10,688,251	60.9 %	Medium	\$1,296,000	\$0	\$66,160	\$1,140,750
2020	\$6,729,472	\$11,141,340	60.4 %	Medium	\$1,367,280	\$0	\$67,084	\$1,470,840
2021	\$6,692,995	\$11,260,927	59.4 %	Medium	\$1,442,480	\$0	\$60,513	\$2,781,255
2022	\$5,414,733	\$10,098,150	53.6 %	Medium	\$1,521,817	\$0	\$48,879	\$2,620,250
2023	\$4,365,179	\$9,114,752	47.9 %	Medium	\$1,605,517	\$0	\$47,891	\$801,475
2024	\$5,217,112	\$10,048,480	51.9 %	Medium	\$1,693,820	\$0	\$48,695	\$2,433,606
2025	\$4,526,021	\$9,325,937	48.5 %	Medium	\$1,786,980	\$0	\$40,873	\$2,701,902
2026	\$3,651,972	\$8,349,851	43.7 %	Medium	\$1,885,264	\$0	\$42,893	\$649,927
2027	\$4,930,202	\$9,503,830	51.9 %	Medium	\$1,988,954	\$0	\$56,405	\$619,894
2028	\$6,355,667	\$10,770,549	59.0 %	Medium	\$2,053,595	\$0	\$66,590	\$1,507,861
2029	\$6,967,991	\$11,209,266	62.2 %	Medium	\$2,120,337	\$0	\$75,687	\$988,115
2030	\$8,175,900	\$12,246,545	66.8 %	Medium	\$2,189,247	\$0	\$84,457	\$1,726,970
2031	\$8,722,634	\$12,605,484	69.2 %	Medium	\$2,260,398	\$0	\$91,816	\$1,426,474
2032	\$9,648,375	\$13,337,812	72.3 %	Low	\$2,333,861	\$0	\$102,401	\$1,244,142
2033	\$10,840,495	\$14,334,614	75.6 %	Low	\$2,409,711	\$0	\$116,778	\$841,983
2034	\$12,525,001	\$15,831,888	79.1 %	Low	\$2,488,027	\$0	\$133,440	\$972,094
2035	\$14,174,374	\$17,298,101	81.9 %	Low	\$2,568,888	\$0	\$147,294	\$1,593,634
2036	\$15,296,922	\$18,227,889	83.9 %	Low	\$2,652,377	\$0	\$161,102	\$1,173,191
2037	\$16,937,210	\$19,680,195	86.1 %	Low	\$2,738,579	\$0	\$177,274	\$1,320,407
2038	\$18,532,656	\$21,087,854	87.9 %	Low	\$2,827,583	\$0	\$188,350	\$2,395,202
2039	\$19,153,387	\$21,496,022	89.1 %	Low	\$2,919,479	\$0	\$200,462	\$1,317,287
2040	\$20,956,042	\$23,093,965	90.7 %	Low	\$3,014,362	\$0	\$212,397	\$2,641,339
2041	\$21,541,462	\$23,445,369	91.9 %	Low	\$3,112,329	\$0	\$210,681	\$4,251,738
2042	\$20,612,735	\$22,219,979	92.8 %	Low	\$3,213,480	\$0	\$198,546	\$4,911,467
2043	\$19,113,293	\$20,351,822	93.9 %	Low	\$3,317,918	\$0	\$191,094	\$3,500,471
2044	\$19,121,834	\$19,956,668	95.8 %	Low	\$3,425,750	\$0	\$198,674	\$2,116,495
2045	\$20,629,763	\$21,053,148	98.0 %	Low	\$3,537,087	\$0	\$209,164	\$3,155,201
2046	\$21,220,813	\$21,192,989	100.1 %	Low	\$3,652,043	\$0	\$208,313	\$4,621,725
2047	\$20,459,443	\$19,909,248	102.8 %	Low	\$3,770,734	\$0	\$194,918	\$5,884,436
2048	\$18,540,659	\$17,371,629	106.7 %	Low	\$3,893,283	\$0	\$192,941	\$2,562,883

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: ACCEPTANCE OF THE 2019 ANNUAL BUDGET DISCLOSURE & POLICY STATEMENT
DATE: OCTOBER 15, 2018
CC: FILE

At the regular Finance Committee meeting on October 15, 2018, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the 2019 Annual Budget Disclosure & Policy Statement (Exhibit A).

I move to accept the 2019 Annual Budget Disclosure & Policy Statement, Exhibit A.

NOVEMBER 2018

TO ALL MEMBERS OF THE GOLDEN RAIN FOUNDATION:

Enclosed please find the 2019 Annual Budget Report and Annual Policy Statement for the Golden Rain Foundation (GRF), a non-profit Mutual Benefit Corporation organized and created pursuant to the California Corporations Code. GRF holds in trust, for the collective Mutual Corporations, the common areas and properties such as the Trust streets, golf course, clubhouses and administration buildings, but not the common areas of the Mutual Corporations. Without the existence of the Trust, these facilities would be included as major components in the Mutual budgets.

The GRF, under contract, acts as agent for the Mutual Corporations and receives funding for its operations from the Corporations and their shareholders. California law requires GRF to report on its annual budget.

In the accompanying pages are summaries of the 2019 budgets that were adopted by the GRF Board of Directors and your respective Mutual Board of Directors, and which must be distributed to the members thirty (30) to ninety (90) days before the end of the fiscal year pursuant to California Civil Code Section 5300. I would like to thank the members of all of the Boards of Directors for their volunteer services resulting in no board costs to the residents. **Any member of GRF may request copies of both full budgets from the GRF Accounting Department at no cost.** In addition to the budget summaries, this package contains a summary of the Annual Policy Statement, which must be distributed to members in accordance with Civil Code Section 5310 within thirty (30) to ninety (90) days before the end of the fiscal year. **Any member may request a complete copy of the report at no cost to the member by submitting a written request to:**

**Golden Rain Foundation
P.O. Box 2069
Seal Beach, CA 90740**

The minutes of each GRF Board meeting are published monthly in *LW Weekly*. Minutes of each Mutual's regular meeting are circulated to each building and posted in the laundry rooms of your Mutual. Copies can be obtained for a nominal fee from the Finance Department in the Administration building.

Please review the foregoing and enclosed documents. Should you have any questions or concerns, please do not hesitate to contact your Board of Directors.

Thank you.

Sincerely,

Golden Rain Foundation

Ronde Winkler, Treasurer

ANNUAL BUDGET REPORT¹
(Civil Code Section 5300)

After thoughtful review and consideration, the Board of Directors has approved a budget for the fiscal year ending December 31, 2019, which it believes is reasonable and prudent to meet the funding needs of the Association. The assessments will be increased to \$158.20 per unit, per month effective January 1, 2019. A copy of the budget is enclosed for your review.

In accordance with Civil Code Sections 5550(b)(5) and 5560 the Board has adopted the budget along with the reserve funding plan as recommended in the Reserve Study performed by Association Reserves. The reserve study has been performed pursuant to Civil Code Section 5565 for the major capital components. GRF's reserves account will be funded through assessments for \$1,250,000 and from a portion of the membership fees and renters' fees (Mutual Seventeen only) in accordance with Policy 5061-31. A summary of the reserve report is enclosed. Copies of the full reserve study plan are available upon request to GRF.

The Board of Directors does not, at this time, anticipate the need to levy a special assessment for planned expenditures, but reserves the right in accordance with California Civil Code to approve a special assessment for unplanned major expenses, if necessary, in the upcoming fiscal year.

The Board of Directors has not deferred repairs or replacement of any major component with a remaining life of 30 years or less.

¹ This summary includes a general description of the content of the report. Members may request a complete copy of the report at no cost to the member by submitting a written request to Golden Rain Foundation, P.O. Box 2069, Seal Beach, CA 90740.

Assessment and Reserve Funding Disclosure Summary
For the Fiscal Year Ending 2019

(1) The regular assessment per ownership interest is \$158.20 ownership interest per month and the portion allocated to reserves is \$15.76 per ownership interest per month.

(2) Additional regular or special assessments are not anticipated to be imposed or charged, regardless of the purpose.

(3) Based upon the most recent reserve study and other information available to the Board of Directors, at this point in time does it appear that currently projected Reserve account balances will be sufficient at the end of each year to meet the association's obligation for repair and/or replacement of major components during the next 30 years?

Yes X No

(4) All major components appropriate for Reserve Funding (components that are a common area maintenance responsibility with a limited life expectancy and predictable remaining useful life, above a minimum threshold cost of significance) are included in this Reserve Funding Plan.

(5) Based on the method of calculation in paragraph (4) of subdivision (b) of Section 5570, the estimated amount required in the reserve fund at the start of the 2019 fiscal year is \$10,688,251, based in whole or in part on the reserve study update performed by Association Reserves dated October 8, 2018 for the 1/1/2019 calendar year. The projected reserve fund cash balance at the start of the 2019 fiscal year is \$6,508,062, resulting in reserves being 60.9% funded at this date.

(6) Based on the method of calculation in paragraph (4) of subdivision (b) of Section 5570 of the Civil Code, the estimated amount required in the reserve fund, the projected reserve fund balance in each of those years, taking into account only assessments already approved and other known revenues, and the percentage funded at the start of each of the next five budget years are:

Year	Required Funding	Projected Fund Bal.	% Funded
2019	\$ 11,141,340	\$ 6,729,472	60.40%
2020	11,290,927	6,692,995	59.40%
2021	10,098,150	5,414,733	53.60%
2022	9,114,752	4,365,179	47.90%
2023	10,048,480	5,217,112	51.90%

Note: The financial representations set forth in this summary are based on the best estimates of the preparer at that time. The estimates are subject to change. At the time this summary was prepared, the assumed long-term before-tax interest rate earned on reserve funds was 1.00% per year, and the assumed long-term inflation rate to be applied to major component repair and replacement costs was 3.00% per year.

**Golden Rain Foundation
2019 Operating Budget
Summarized by Function**

	<u>Wages & Benefits</u>	<u>Other Net Costs</u>	<u>Total 2019</u>	<u>Total 2018</u>	<u>Change</u>	<u>Per Unit 2019</u>	<u>Per Month 2018</u>
Administration	\$3,429,864	\$2,249,358	\$5,679,222	\$5,744,587	(\$65,365)	\$71.62	\$72.44
Security & Transportation	2,106,560	266,951	\$2,373,511	2,366,678	6,833	29.93	\$29.85
Recreation Services	935,438	2,340,204	\$3,275,642	2,673,185	602,457	41.31	\$33.71
Physical Property	3,937,204	538,254	4,475,458	4,359,366	116,092	56.44	\$54.98
Reserve Contributions	0	1,250,000	1,250,000	1,200,000	50,000	15.76	15.13
Gross Trust Administration	\$10,409,066	\$6,644,767	\$17,053,833	\$16,343,816	\$710,017	\$215.06	\$206.11
Less Rentals & Other Cost Recoveries			(4,509,013)	(4,235,661)	(273,352)	(56.86)	(53.41)
Net Trust Administration Cost (Regular Assessment)			<u>\$12,544,820</u>	<u>\$12,108,155</u>	<u>\$436,665</u>	<u>\$158.20</u>	<u>\$152.70</u>

Summary of 2019 Reserve and Capital Funds

Reserve funds are monies that the GRF has collected to defray future maintenance and replacement of major components/assets that GRF is required to maintain in accordance with California Civil Codes. Use and expenditure of reserve funds are governed by Policy 5520-31. The Reserve Fund is funded by contributions collected through monthly assessments and from a percentage of the Membership Fee and Renter Fee (Mutual Seventeen only) in accordance with Policy 5061-31. Additional funding of the Reserve Fund may result through surplus operational funds from the preceding fiscal year in accordance with Policy 5528-31 and in accordance with the Civil Code.

The current deficit in reserve funding is equivalent to \$633 per unit. GRF has no outstanding loans.

Major Component	Est. Useful Life		2019 Est. Remaining Life		Estimated Replacement Cost in 2019	01/01/2019 Current Fund Balance	01/01/2019 Fully Funded Balance	% Funded
	Min	Max	Min	Max				
Admin Building	4	30	0	24	577,250	200,047	328,540	
Amphitheater	4	30	0	27	1,530,200	530,294	870,907	
Clubhouses	5	40	0	29	4,316,150	1,495,772	2,456,520	
Infrastructure	0	40	0	30	10,387,450	3,599,795	5,911,977	
Library	4	40	1	17	222,050	76,952	126,379	
Maint. Yard	10	50	0	26	778,850	269,912	443,279	
Pool & Golf	1	30	0	12	724,450	251,060	412,318	
Resales	4	40	2	20	64,650	22,405	36,795	
Security Office	5	40	0	18	178,400	61,825	101,536	
Total					18,779,450	6,508,062	10,688,251	60.9%

Capital expenditures are defined as the new purchase (not replacement) of equipment and/or assets upon Trust property or used in the maintenance of Trust property or in the performance of GRF duties under the management agreement with the Mutual Corporations. The Capital Fund and its related expenditures are NOT part of the operational budget. The Capital Fund is funded from a percentage of the Membership Fee and Renter Fee (Mutual Seventeen only) in accordance with Policy 5061-31. New equipment and/or assets completed and acquired in the current budget year will be placed as a reserve item in subsequent years so that proper funding will be available when these items are ready for replacement. The anticipated value of the Capital fund at the beginning of this budget year is \$1,636,042.

A complete copy of the budget is available from the Accounting Office.

The following information (notice of insurance coverage, billing and collection procedures, assessments and foreclosure, payments, meetings and payment plans, information re CA Civil Code Sections 5920 and 5965, internal dispute resolution procedures, alternative dispute resolution, right to receive copies of minutes, and procedures for remodeling) is distributed to members of the Golden Rain Foundation and shareholders/homeowners of the Mutual Corporations. Throughout these notices, there are references to an “association.” The Golden Rain Foundation has been determined to be an association by the courts of this state.

**NOTICE OF INSURANCE COVERAGE FOR THE MUTUAL CORPORATIONS
AND THE GOLDEN RAIN FOUNDATION**

This summary of the policies of insurance provides only certain information, as required by Section 5300 of the Civil Code, and should not be considered a substitute for the complete policy terms and conditions contained in the actual insurance policies. Any association member may, upon written request and provision of reasonable notice, review the association’s insurance policies and, upon written request and payment of reasonable duplication charges, obtain copies of those policies. Although the association maintains the insurance policies specified in this summary, the association’s insurance policies 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. Even if a loss is covered, you may nevertheless be responsible for paying all or a portion of any deductible that applies. Association members should consult their individual insurance broker or agent for appropriate additional coverage.

Insurer	Coverage	Limit	Deductible
Philadelphia Ins. Co.	Property	\$ 200,000,000	\$50,000
Chubb	Boiler & Machinery	\$ 100,000,000	\$ 1,000
Philadelphia Ins. Co.	Auto Liability	\$ 1,000,000	\$ 1,000
Philadelphia Ins. Co.	General Liability	\$ 2,000,000	\$10,000
Great American Ins.	Umbrella Liability	\$ 30,000,000	N/A
Chubb	Excess Umbrella	\$ 10,000,000	N/A
Great American Ins.	Pollution Legal Liability	\$ 5,000,000	\$25,000
Chubb	Crime	\$ 1,500,000	\$10,000
Chubb	Fiduciary	\$ 3,000,000	N/A
Chubb	Kidnap/Ransom/Extortion	\$ 1,500,000	N/A
Chubb	Workplace Violence	\$ 1,000,000	N/A
RSUI	Dir. & Officers (Mutuals)	\$ 3,000,000	\$50,000
AWAC/ARGO	Excess Dir. & Officers (Mutuals)	\$ 7,000,000	N/A
NAS/Lloyd’s of London	Cyber (Mutuals)	\$ 2,000,000	\$5,000
NAS/Lloyd’s of London	Cyber (GRF)	\$ 2,000,000	\$5,000
RSUI	Dir. & Officers (GRF)	\$ 3,000,000	\$100,000
AWAC/ARGO	Excess Dir. & Officers (GRF)	\$ 7,000,000	N/A
STARR	Errors & Omissions	\$ 2,000,000	\$50,000

The above insurance policies were in effect at the time the budget was prepared. The effective date of these policies is December 1st. We anticipate that the above policies may be renewed with some changes in limits and deductibles. In the event that any of the above policies are cancelled and not immediately replaced, or if there is a material change in coverage or deductible, you will be notified of that change or cancellation.

The coverage provided by these policies exceeds the levels required by law. Claims in excess of this coverage will not result in any direct individual liability by any member. However, there could be a

proportionate assessment levied to pay the amount of any judgment in excess of the corporate coverage limits. Earthquake insurance is not provided due to cost and coverage prohibitions.

The property and general liability insurance policies provide coverage for the Golden Rain Foundation and Mutual Corporations. The Directors and Officers Liability policies provide separate coverage for the Mutual Corporations and the Golden Rain Foundation.

(Remove, read and save these eight pages and the accompanying Mutual budget)

ANNUAL POLICY STATEMENT²
(Civil Code Section 5310)

1. CONTACT PERSON. The name and address of the person designated to receive official communications to GRF and the Mutual Corporations, pursuant to Civil Code Section 4035 shall be:

Golden Rain Foundation
P.O. Box 2069
Seal Beach, CA 90740
Attn: President, Golden Rain Foundation

2. MULTIPLE ADDRESSES. Members may submit a written request to GRF's Contact Person identified in Section 1 above to add or remove a second address for delivery of the following notices according to subdivision (b) of Section 4040 of the Civil Code:
 - a. Annual Budget Report and Annual Policy Statement, as well as the Year-End Report (Article 7 of the Civil Code, commencing with Section 5300 of Chapter 6);
 - b. Notices regarding assessment payments and delinquencies (Article 2 of the Civil Code, commencing with Section 5650 of Chapter 8); and
 - c. Notices regarding a trustee's sale pursuant to Civil Code Section 5710.
3. NOTICE LOCATION. The location designated for posting of a general notice for the Golden Rain Foundation, pursuant to paragraph (3) of subdivision (a) of Section 4045 of the Civil Code shall be:

LW Weekly

General notices for the Mutual Corporations are posted in the laundry rooms.

4. NOTICE BY INDIVIDUAL DELIVERY. A member may submit a written request to the Association Contact Person to receive general notices by individual delivery, pursuant to subdivision (b) of Section 4045 of the Civil Code.

² This summary includes a general description of the content of the report. Members may request a complete copy of the report at no cost to the member by submitting a written request to Golden Rain Foundation, P.O. Box 2069, Seal Beach, CA 90740.

5. RIGHT TO RECEIVE COPIES OF MINUTES. Members have the right to obtain copies of board meeting minutes, pursuant to subdivision (b) of Section 4950 of the Civil Code, by contacting GRF's Contact Person. The minutes of each Golden Rain Foundation Board meeting are published in *LW Weekly*. Minutes of each Mutual's regular meeting of the Board of Directors are circulated to each building and posted in the laundry rooms of your Mutual. Copies of all minutes (except minutes of meetings in executive session), proposed minutes or summary minutes, as well as agendas for all open or executive session meetings can be obtained for a nominal fee from the Accounting Department in the Administration building.

6. RULES ENFORCEMENT POLICY: (pursuant to Section 5850 of the Civic Code)
 - a. If an association adopts or has adopted a policy imposing any monetary penalty, including any fee, on any association member for a violation of the governing documents, including any monetary penalty relating to the activities of a guest or tenant of the member, the board shall adopt and distribute to each member, in the annual policy statement prepared pursuant to Section 5310, a schedule of the monetary penalties that may be assessed for those violations, which shall be in accordance with authorization for member discipline contained in the governing documents.
 - b. Any new or revised monetary penalty that is adopted after complying with subdivision (a) may be included in a supplement that is delivered to the members individually, pursuant to Section 4040.
 - c. A monetary penalty for a violation of the governing documents shall not exceed the monetary penalty stated in the schedule of monetary penalties or supplement that is in effect at the time of the violation.
 - d. An association shall provide a copy of the most recently distributed schedule of monetary penalties, along with any applicable supplements to that schedule, to any member upon request.

7. FINE SCHEDULE: A schedule for fines relating to parking rule violations is included in Policy 1927.01-37. Pursuant to Civil Code Section 5850, additional documents will be distributed if and when other fine schedules may be prepared and duly adopted by the Board.

8. PROCEDURES FOR REMODELING: The following is a summary of requirements for GRF approval of a physical change to property, pursuant to Section 4765 of the Civil Code:

Exhibit A

Mutual residents are permitted to remodel their apartment within the parameters of their Occupancy Agreement and applicable Mutual policy. Remodeling common areas or apartments is permitted only with respective Mutual Board approval. Plans for remodeling and selected contractor names must be submitted to, and approved by, the respective Mutual Board of Directors prior to commencement of work.

**BILLING AND COLLECTION PROCEDURES FOR THE MUTUAL CORPORATIONS OF
SEAL BEACH LEISURE WORLD**

Prompt payment of your Regular Assessment and Property tax is essential to the financial health of your Mutual, and enhances the value of your ownership in the corporation. In addition to the monthly regular assessment, you may have other charges, i.e. cable service or Service Repair Orders, charged to your account. Upon rare occasions, a special assessment may be levied by your Mutual. Your respective Board of Directors takes seriously its obligation to enforce the collection procedures set forth below. The presentation of this procedure is intended to fulfill your Board of Director's obligation to notify you under Section 5310(a)(7) of the California Civil Code.

1. It is your responsibility to pay your monthly payment (consisting of the regular assessment, property tax, special assessment(s) and voluntary charges) on or before the due date. The due date is the first of the month, unless otherwise stated on the payment coupon.
2. If a payment is not made within the Mutual's grace period (15 days past the due date) or paid short of the total amount due, the account will be deemed delinquent and a late charge will be assessed. The late charge varies by Mutual and by the date of the Occupancy Agreement. It can range from a low of \$2.00 to a high of \$10.00 or 10% of the delinquent balance, whichever is greater. The late charge will be assessed for each monthly payment, or portion thereof, that is (are) delinquent. If your Occupancy Agreement specifies a lower late fee, the lower fee will apply.
3. The first past due notice will be mailed 30 days after the due date of the unpaid and now delinquent payment. After 30 days, the past due amount will be charged an interest rate not to exceed 12% per annum on the total amount due. Late charges and collection costs are added to the delinquent monthly payment (consisting of the regular assessment, property tax, special assessment(s) and voluntary charges), and become part of the total amount due.
4. Partial payments of amounts due will be applied in the following order: property taxes, special assessments and regular assessments, voluntary charges, late charges, collection costs and interest. Collection costs will include attorney fees. Any unpaid amounts will be charged the late charge and will accrue interest.
5. Amounts due are your personal obligations and are liens against your unit. All late charges, interest, attorney's fees, and collection costs incurred by the Association will be added to the Owner's account and will become the liability of the Owner.
6. A second past due notice will be sent 60 days after the initial due date of the delinquent payment. The Mutual CFO receives a list of delinquent accounts on a monthly basis.
7. Formal collection procedures will begin upon the request of your Mutual Board of Directors, which may include eviction and forced sale of your share of stock.
8. The Mutual Board of Directors may, at any time, authorize legal action, regardless of the delinquent amount.
9. When the Board is to meet to consider or impose a monetary charge as a means of reimbursing GRF for costs incurred in the repair of damage to Common Area and facilities caused by a member or the member's guest or tenant, the Board shall notify the member in writing, by either personal delivery or individual delivery pursuant to Section 4040, at least ten (10) days prior to the meeting. (Civil Code Section 5855(a).) The notification shall contain, at a minimum, the date, time, and place of the meeting,

the nature of the damage to the Common Area and facilities for which a monetary charge may be imposed, and a statement that the member has a right to attend and may address the Board at the meeting. (Civil Code Section 5855(b).) The Board shall meet in executive session if requested by the member. (Civil Code Section 5855(b).)

10. The physical address for making payments is the Golden Rain Foundation, 13531 St. Andrews Drive, Seal Beach, CA 90740. The mailing address is the Golden Rain Foundation, P.O. Box 2069, Seal Beach, CA 90740. The Golden Rain Foundation is the trustee and/or managing agent for the Mutual Corporations.

NOTICE ASSESSMENTS AND FORECLOSURE

This notice outlines some of the rights and responsibilities of owners of property in common interest developments and the associations that manage them. Please refer to the sections of the Civil Code indicated for further information. A portion of the information in this notice applies only to liens recorded on or after January 1, 2003. You may wish to consult a lawyer if you dispute an assessment.

ASSESSMENTS AND FORECLOSURE

Assessments become delinquent 15 days after they are due, unless the governing documents provide for a longer time. The failure to pay association assessments may result in the loss of an owner's property through foreclosure. Foreclosure may occur either as a result of a court action, known as judicial foreclosure, or without court action, often referred to as non-judicial foreclosure. For liens recorded on and after January 1, 2006, an association may not use judicial or non-judicial foreclosure to enforce that lien if the amount of the delinquent assessments or dues, exclusive of any accelerated assessments, late charges, fees, attorney's fees, interest, and costs of collection, is less than one thousand eight hundred dollars (\$1,800). For delinquent assessments or dues in excess of one thousand eight hundred dollars (\$1,800) or more than 12 months delinquent, an association may use judicial or non-judicial foreclosure subject to the conditions set forth in Article 3 (commencing with Section 5700) of Chapter 8 of Part 5 of Division 4 of the Civil Code. When using judicial or non-judicial foreclosure, the association records a lien on the owner's property. The owner's property may be sold to satisfy the lien if the amounts secured by the lien are not paid. (Sections 5700 through 5720 of the Civil Code, inclusive)

In a judicial or non-judicial foreclosure, the association may recover assessments, reasonable costs of collection, reasonable attorney's fees, late charges, and interest. The association may not use non-judicial foreclosure to collect fines or penalties, except for costs to repair common area damaged by a member or a member's guests, if the governing documents provide for this. (Section 5725 of the Civil Code)

The association must comply with the requirements of Article 2 (commencing with Section 5650) of Chapter 8 of Part 5 of Division 4 of the Civil Code when collecting delinquent assessments. If the association fails to follow these requirements, it may not record a lien on the owner's property until it has satisfied those requirements. Any additional costs that result from satisfying the requirements are the responsibility of the association. (Section 5675 of the Civil Code)

At least 30 days prior to recording a lien on an owner's separate interest, the association must provide the owner of record with certain documents by certified mail, including a description of its collection and lien enforcement procedures and the method of calculating the amount. It must also provide an itemized statement of the charges owed by the owner. An owner has a right to review the association's records to verify the debt. (Section 5660 of the Civil Code)

If a lien is recorded against an owner's property in error, the person who recorded the lien is required to record a lien release within 21 days, and to provide an owner certain documents in this regard. (Section 5685 of the Civil Code)

The collection practices of the association may be governed by state and federal laws regarding fair debt collection. Penalties can be imposed for debt collection practices that violate these laws.

PAYMENTS

When an owner makes a payment, the owner may request a receipt, and the association is required to provide it. On the receipt, the association must indicate the date of payment and the person who received it. The mailing address for overnight payments is the following: (Section 5655 of the Civil Code)

Seal Beach Mutual {your Mutual Number}
P.O. Box 51996
Los Angeles, CA 90051-6296

An owner may, but is not obligated to, pay under protest any disputed charge or sum levied by the association, including, but not limited to, an assessment, fine, penalty, late fee, collection cost, or monetary penalty imposed as a disciplinary measure, and by so doing, specifically reserve the right to contest the disputed charge or sum in court or otherwise.

An owner may dispute an assessment debt by submitting a written request for dispute resolution to the association as set forth in Article 2 (commencing with Section 5900) of Chapter 10 of Part 5 of Division 4 of the Civil Code. In addition, an association may not initiate a foreclosure without participating in alternative dispute resolution with a neutral third party as set forth in Article 3 (commencing with Section 5925) of Chapter 10 of Part 5 of Division 4 of the Civil Code, if so requested by the owner. Binding arbitration shall not be available if the association intends to initiate a judicial foreclosure.

An owner is not liable for charges, interest, and costs of collection, if it is established that the assessment was paid properly on time. (Section 5685 of the Civil Code)

MEETINGS AND PAYMENT PLANS

An owner of a separate interest that is not a time-share interest may request the association to consider a payment plan to satisfy a delinquent assessment. The association must inform owners of the standards for payment plans, if any exists. (Section 5665 of the Civil Code)

The board must meet with an owner who makes a proper written request for a meeting to discuss a payment plan when the owner has received a notice of a delinquent assessment. These payment plans must conform to the payment plan standards of the association, if they exist. (Section 5665 of the Civil Code)

**INFORMATION REGARDING CALIFORNIA CIVIL CODE SECTIONS 5920 and 5965
CONCERNING INTERNAL DISPUTE RESOLUTION PROCEDURE
AND ALTERNATIVE DISPUTE RESOLUTION**

California Civil Code Section 5965 requires that the association furnish you with the following information concerning the provisions of the code section related to Alternative Dispute Resolution (ADR). Civil Code Section 5920 requires that you be notified concerning Internal Dispute Resolution Procedure (IDR) and that we furnish you with the following information concerning the provisions of the Code Section, usually at the time that the budget is delivered or some other convenient time as specified by the Civil Code. The provisions, in summary form, are as follows:

INTERNAL DISPUTE RESOLUTION PROCEDURE

1. The Internal Dispute Resolution Procedure (IDR) is set forth commencing with Civil Code Section 5915 and requires the association to provide an expeditious procedure for the determination of disputes between the association and any resident. The sections therein require the following: (a) any party may submit a written request to “meet and confer” in an effort to resolve the dispute, (b) a member of an association may refuse a request to meet and confer; the association may not refuse a request to meet and confer, (c) the board shall designate a member of the board to meet and confer, (d) the parties shall meet promptly at a mutually convenient time and place, explain their positions to each other, and confer in good faith in an effort to resolve the dispute, and (e) a resolution of the dispute agreed to by the parties shall be put in writing and signed by the parties, including the board designee on behalf of the association.
2. An agreement reached under this procedure binds the parties and is judicially enforceable if both of the following conditions are satisfied: a) The agreement is not in conflict with law or the governing documents of the common interest development or the association, and b) the agreement is consistent with the authority granted by the board of directors to its designee or the agreement is ratified by the board of directors. A member of the association may not be charged a fee to participate in the process.
3. As required by Civil Code Section 5920, Mutuals that have adopted their own IDR process pursuant to California Civil Code Section 5910 shall include a description of said IDR process in their individual budget reports.

ALTERNATIVE DISPUTE RESOLUTION

1. Prior to filing a civil action either by Golden Rain Foundation, a Mutual or by an owner of a Mutual share, which action is solely for declaratory, injunctive, or writ relief, or for that relief in conjunction with a claim for monetary damages not in excess of the jurisdictional limits stated in Sections 116.220 and 116.221 of the Code of Civil Procedure, Civil Code Section 5930 requires that the parties shall endeavor to submit their dispute to Alternative Dispute Resolution (ADR), such as mediation, arbitration, conciliation, or other non-judicial procedure that involves a neutral party in the decision-making process. This section does not apply to a small claims action or, except as otherwise provided by law, to an assessment dispute.
2. The form of alternative dispute resolution may be binding or non-binding at the option of the parties. Any party to such dispute may initiate the process by serving upon all other parties to the dispute a "REQUEST FOR RESOLUTION." The Request for Resolution shall include all of the following: (a)

Exhibit A

A brief description of the dispute between the parties; (b) A Request for Alternative Dispute Resolution; (c) A notice that the party receiving the Request for Resolution is required to respond thereto within thirty (30) days of receipt or the request will be deemed rejected; and (d) If the party on whom the request is served is the owner of a separate interest, a copy of Civil Code 5925 et seq. shall be provided.

3. The service of the Request for Resolution shall be either by personal delivery, first class mail, express mail, facsimile transmission or other means reasonably calculated to provide actual notice to the party on whom the request is served.
4. The party receiving the Request for Resolution shall have thirty (30) days to accept or reject the request. In the event no such response is received, the Request is deemed “rejected.”
5. If the party on whom a Request for Resolution is served accepts the request, the parties shall complete the alternative dispute resolution within ninety (90) days after receipt of the acceptance by the party initiating the request, unless this period is extended by written stipulation signed by both parties.
6. The costs of the alternative dispute resolution shall be borne by the parties.
7. If a Request for Resolution is served before the end of the applicable time limitation for commencing an enforcement action (as defined by Civil Code §5925(b) the time limitation is tolled during the following periods: (a) The period provided in Section 5935 for response to a Request for Resolution, (b) If the Request for Resolution is accepted, the period provided by Section 5940 for completion of alternative dispute resolution, including any extension of time stipulated by the parties pursuant to Section 5940.
8. At the time of commencement of an enforcement action (as defined in Civil Code §5925(b)), the party commencing the action shall file with the initial pleading a certificate stating that one or more of the following conditions is satisfied: (1) Alternative dispute resolution has been completed in compliance with this article; (2) One of the other parties to the dispute did not accept the terms offered for alternative dispute resolution; (3) Preliminary or temporary injunctive relief is necessary.

Failure to file a certificate pursuant to Civil Code §5950 is grounds for a demurrer or a motion to strike unless the court finds that dismissal of the action for failure to comply with this article would result in substantial prejudice to one of the parties.

9. After an enforcement action (as defined in Civil Code §5925) is commenced, on written stipulation of the parties, the matter may be referred to alternative dispute resolution. The referred action is stayed. During the stay, the action is not subject to the rules implementing subdivision (c) of Section 68603 of the Government Code. The costs of the alternative dispute resolution shall be borne by the parties.
10. In an enforcement action (as defined by Civil Code 5925(b)) in which fees and costs may be awarded, the court, in determining the amount of the award, may consider whether a party’s refusal to participate in alternative dispute resolution before commencement of the action was reasonable.
11. Except on agreement by the parties to the contrary, anything said or admissions made in the course of alternative dispute resolution shall not be admissible into evidence in a trial. Documents prepared in preparation for or during the course of alternative dispute resolution shall not be admissible into evidence and disclosure of those documents may not be compelled in a civil action.
12. Failure of a member of the association to comply with the alternative dispute resolution requirements of Section 5930 of the Civil Code may result in the loss of your right to sue the association or another member of the association regarding enforcement of the governing documents or the applicable law.



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: AMEND POLICY 3324-31, PURCHASING FEES (**TENTATIVE VOTE**)
DATE: OCTOBER 15, 2018
CC: FILE

Policy 3324-31, Purchasing Fees, set forth a transaction fee for materials purchased through the Purchasing department and the Copy & Supply Center.

At the regular Finance Committee meeting on October 15, 2018, the Committee recommended Policy 3324-31, Purchasing Fees, be amended. The proposed policy changes are noted in the attached document.

I move to tentatively amend Policy 3324-31, Purchasing Fees, to increase the transaction fee for all materials purchased through the Purchasing department and the Copy & Supply Center from 2% to 5% and to eliminate the shipping fee, pending a 30-day notification to the membership and a final decision by the GRF BOD on December 18, 2018.

GOLDEN RAIN OPERATIONS

PURCHASING

AMEND

Purchasing Fees

All purchase of materials and supplies made through the Purchasing Department will be subject to a 52% transaction fee (~~shipping and handling~~) and applicable tax.

Policy

Adopted: 23 Sep 14

Amended: 28 Feb 17

Reviewed: 17 May 18

**Golden Rain Foundation
Seal Beach, California**



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: AMEND POLICY 5061-31, FEES (TENTATIVE VOTE)
DATE: OCTOBER 15, 2018
CC: FILE

Policy 5061-31, Fees, relates to the type of fees charged to members of the Golden Rain Foundation and how that fee is calculated and where the money is applied.

At the regular Finance Committee meeting on October 15, 2018, the Finance Committee recommended Policy 5061-31, Fees, be amended. The proposed policy changes are noted in the attached document.

I move to tentatively amend Policy 5061-31, Fees, to increase the facilities and amenities fee from twenty (20) to twenty four (24) times the monthly GRF assessment fee and change the \$25 fee from "late payment" to "returned check" fee, pending a 30-day notification to the membership and a final decision by the GRF BOD on December 18, 2018.

GOLDEN RAIN OPERATIONS**FINANCE****AMEND****Fees**

The following schedule of fees is established by the Golden Rain Foundation (GRF).

1. Facilities and Amenities (Amenities) Fee:
 - 1.1 Each owner, co-owner, co-occupant non-owner, or qualified permanent resident is required to pay a one-time, non-refundable Amenities fee.
 - 1.2 The Amenities fee for an owner, co-owner, co-occupant non-owner or qualified permanent resident represents a use fee for access and use of the Trust facilities, amenities, and participation in GRF activities.
 - 1.3 Non-resident co-owners do not pay an Amenities fee and have no right to use any of the facilities or amenities except as a guest of a Member.
 - 1.4 The Amenities fee is calculated as ~~twenty-four~~ ~~twenty~~ (2420) times the monthly GRF assessment and rounded up to the nearest dollar. The Amenities fee is reviewed annually and is implemented on January 1st of each year.
 - 1.5 Existing GRF Member (owner & co-owner), co-occupant non-owner(s) and qualified permanent resident(s) may transfer from one unit to another without having to pay the Amenities fee again. They have thirty (30) days to complete the transfer.
 - 1.6 If they are out of the community for more than thirty (30) days, a new Amenities fee will need to be paid.
 - 1.7 The Amenities fee shall be allocated as follows:
 - 1.7.1 Fifty percent (50%) into the GRF Capital Improvement Fund.
 - 1.7.2 Fifty percent (50%) into the GRF Reserve Fund.
2. Payment of Amenities Fee:
 - 2.1. New Members are encouraged to pay the Amenities fee in full at the close of the purchase escrow. By California statute, GRF has established a finance plan to pay the Amenities fee over a seven-year period for those Members who wish to finance the fee.
 - 2.2. Members who opt to finance the payment of their Amenities fee must complete a Promissory Installment Note and agree to the terms of the Note.
 - 2.2.1. If a Member opts to finance the Amenities fee, the Member shall pay a one-time upfront payment of twenty-five percent (25%) of the total Amenities fee at the close of Escrow, and

GOLDEN RAIN OPERATIONS**FINANCE****AMEND****Fees**

make seven (7) equal annual installment payments of the remaining balance. Each annual payment will be due and payable on the anniversary of the date of purchase until the principal amount, including the finance charge, is paid in full.

- 2.2.2. The annual finance charge on matured, unpaid amounts shall be one percent (1%) per month (APR of 12%) paid annually on the outstanding balance.
- 2.2.3. In the event that a unit changes ownership before the Amenities fee is paid in full, the balance due must be paid before transfer is complete.
- 2.2.4. All co-occupant non-owners and qualified permanent residents must pay the Amenities fee in advance without an option to finance.

3. **Membership Certificate and Mutual Stock Certificate Processing Fee:**

- 3.1. GRF shall issue one membership and one stock certificate per unit. They may contain one or more names.
- 3.2. A certificate processing fee of two hundred fifty dollars (\$250) will be charged in advance each time the certificates are changed or altered to cover the cost of preparing, recording and/or replacing either or both certificates.
- 3.3. The certificate processing fee will be waived when a shareholder/member elects to remove a deceased co-owner from the title and have new certificates issued. The fee will be waived only within one (1) year of the owner's death, and will not be waived for other transfer requests such as the replacement of lost certificates, or the addition or removal of Member owners or non-resident co-owner(s).
- 3.4. The Certificate processing fee shall be allocated to Cost Center 33 (Stock Transfer).

4. **Transfer Fee – In Escrow:**

The seller of a Mutual share of stock shall pay a transfer fee of five hundred dollars (\$500) to cover the cost of transferring ownership(s). The fee shall be allocated to Cost Center 33 (Stock Transfer).

5. **Non – Owner, Co-Occupant Processing Fee**

Non – Owner, Co-Occupant Processing fee of one hundred dollars (\$100) shall be charged to

GOLDEN RAIN OPERATIONS**FINANCE****AMEND****Fees**

cover the actual set up and processing costs and shall be allocated to Cost Center 33 (Stock Transfer).

6. Mutual Corporation Fees

Each Mutual represents a fully independent corporation and as such may establish fees applicable to the Mutual. GRF operates as the management company for the Mutuals and will, as part of its duties, apply Mutual Fees in accordance with established Mutual policies (See the 7000 Policy Series).

7. Stock Transfer Legal Review of Trust Fees

- 7.1. Upon a requested transfer of stock ownership by a Trust, either by the sale of a unit or an in-house ownership transfer, Probate Code §18100.5 delegates to the GRF the right to request the current acting trustee or successor trustee to provide either a certification of trust, or a copy of the trust. The following procedures will be is implemented.
 - 7.1.1. Any trustee or successor trustee seeking to transfer the ownership of a mutual unit, either by the sale of the unit through escrow or an in-house ownership transfer, will be required to provide the Stock Transfer Office a Certification of Trust, or, a copy of the Trust document for the GRF attorney to review prior to any completed transfer of ownership.
 - 7.1.2. The Stock Transfer Office shall not proceed with any sale or transfer of ownership via a trust document prior to the GRF attorney reviewing the trust and providing in writing a letter of release allowing the Stock Transfer Office to proceed.
 - 7.1.3. In an effort to offset the cost of the required GRF attorney review, there shall be assessed to the trustee or successor trustee, a fee of one hundred twenty-five dollars (\$125) representing the attorney's fee and GRF's pro-rated staff time, to be collected at the time of the trust review.
 - 7.1.4. Legal Review of Trust Fees shall be allocated to Cost Center 33 (Stock Transfer).

8. Lessee Annual Amenities Fee – Mutual 17 Only

GOLDEN RAIN OPERATIONS**FINANCE****AMEND****Fees**

- 8.1. The GRF annual Lessee Amenities fee is a required use fee for access to the Trust facilities, amenities, and participation in GRF activities. The Lessee fee is calculated at twenty-five percent (25%) of the GRF annual assessment rounded up to the nearest dollar for each occupant.
- 8.2. The required annual Lessee Amenities fee payment is due and payable in full on the date of the lease agreement. No monthly payments can be made.
- 8.3. If delinquent, the Lessee shall pay damages to reimburse GRF for its expense and overhead in collecting the payment as follows:
 - 8.3.1. A twenty-five dollar (\$25) late fee, and
 - 8.3.2. Interest at one percent (1%) per month (APR of 12%) from the original date due until the date the full payment is received.
- 8.4. In addition to late fees, for each check from a Lessee that a bank returns for any reason, the Lessee must pay a twenty-five dollar (\$25) returned check late payment fee, and all bank charges assessed against the association.
- 8.5. If a Lessee becomes more than ninety (90) days delinquent, the Lessee will receive a 30-day notice of GRF's intent to suspend the right to use GRF amenities and Trust facilities, including driving privileges upon GRF Trust streets. GRF may also refer the Lessee account to an attorney or collection agency for appropriate action. All fees incurred by an attorney or collection agency to recover the delinquent amounts will be assessed to the Lessee.
- 8.6. GRF reserves the right to collect the delinquent account for the Amenities fee from Lessor.
- 8.7. Lessee Amenities fees shall be allocated as stated in Section 1.7.
9. The fee for verifying Powers of Attorney and Court Orders will be seventy-five dollars (\$75) per document, per review, and shall be allocated to Cost Center 33 (Stock Transfer).
10. The fee for additional Leisure World maps will be five (\$5) per map (shareholders excluded).
11. All Fees are subject to annual review and are subject to change.

Policy

Adopted: 21 Apr 70

Amended: 31 Aug 73

**GOLDEN RAIN FOUNDATION
SEAL BEACH, CA**

GOLDEN RAIN OPERATIONS**FINANCE****AMEND****Fees**

Amended: 20 Nov 73
Amended: 19 Aug 75
Amended: 31 Aug 77
Amended: 16 Jun 81
Rescinded: 20 Oct 81 (Amendments passed 16 Jun 81)
Amended: 16 Dec 86 (Effective 01 Jan 87)
Amended: 21 Jul 87 (Effective 01 Aug 87)
Amended: 20 Sep 88 (Effective 01 Jan 89)
Amended: 21 Nov 89
Amended: 16 Nov 93 (Effective 01 Dec 93)
Amended: 18 Nov 03 (Effective 01 Jan 04)
Amended: 15 May 07 (Effective 01 Jul 07)
Amended: 17 July 12 (Effective 01 Sept 12)
Amended: 22 Apr 14 (subheading correction only)
Amended: 28 Oct 14 (Effective 01 Jan 2015)
Amended: 27 Oct 15 (Effective 01 Jan 2016)
Amended: 27 Dec 16 (Effective 01 Jan 2017)
Amended: 23 May 17 (Effective 01 each year)
Amended: 19 Dec 17

(Dec 17)



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: AMEND POLICY 5506-31, REQUEST FOR PROPOSAL
DATE: OCTOBER 15, 2018
CC: FILE

Policy 5506-31, Request for Proposal, relates to the formulation of contracts and/or purchases in connection with construction, repair, maintenance alteration and operation of Golden Rain Foundation (GRF) Trust Property.

At the regular Finance Committee meeting on October 15, 2018, the Committee suggested Policy 5506-31, Request for Proposal, be amended. The proposed policy changes are noted in the attached document.

I move to amend Policy 5506-31, Request for Proposal, to modify exceptions to Request For Proposal requirements by requesting annual RFPs from contractors of record, for a period of one year, in the areas of landscape, streets, electric and painting, including prices for labor and materials, to remove an exception relating to bids from contractors whose services were used in the past and for other minor wording and numbering modifications.

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS AMEND****Request for Proposal Policy**

The purpose of this section is to establish procedures governing formulation of contracts and/or purchases in connection with construction, repair, maintenance, alteration and operation of Golden Rain Foundation (GRF) Trust Property.

1. GENERAL PROVISIONS**1.1. Completion**

All contracts and purchases made on behalf of the Golden Rain F (GRF) for labor and/or materials shall be let by competitive bidding except as otherwise provided herein.

Excepted from the competitive requirements of this policy are contracts which, by their very nature, are impossible to award by competitive bidding, such as:

- 1.1.1. Replacement of equipment parts.
- 1.1.2. Public utilities, including water, light, heat, and telephone.
- 1.1.3. Professional or other personal services requiring special skills where the personal qualifications of the individual are the determining factor.
- 1.1.4. Repair and maintenance work which cannot be described specifically as to character and/or extent prior to the start of the job. The intent of this exception is to make clear the authority of the Board to arrange for the expeditious performance of essential work in all cases.
- 1.1.5. Circumstance where no alternate proposals are available, Committee may waive additional bid requirement.

1.2. Conflict of Interest

No Board member and/or employee of GRF shall have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any GRF operation. (See applicable policies.)

2. REQUIREMENTS RELATING TO REQUESTS FOR PROPOSALS PROPOSALS (RFP)

To carry out the competitive intent of this policy, adequate publicity shall be given to potential bidders by the person responsible for the undertaking.

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS AMEND****Request for Proposal Policy****2.1. Proposals under \$25,000**

Contract undertakings involving an estimated expenditure of less than \$25,000 shall not be subject to specific requirements relating to competitive bidding or publicity; however, it shall be the expressed intent of this policy that proposals, either verbal or written, shall be obtained to the fullest extent consistent with expeditious administration and the protection of the best interest of the GRF and a record of said proposals shall be maintained.

2.2. Proposals from \$25,000 to \$100,000

Proposals to award contracts where the estimated expenditure is greater than \$25,000 and less than \$100,000 shall call for written competitive proposals, either sealed or open.

2.3. Proposals in Excess of \$100,000

Except as otherwise provided in this policy, all proposals to award contracts in excess of \$100,000 shall call for sealed proposals unless authorized by committee and/or board.

All proposals for contracts where the estimated expenditure for construction work is in excess of \$100,000 shall include the cost for performance and completion bonds.

2.4. Specifications

The proposals-RFP shall describe the type of commodity or service sought in sufficient detail to assure that all bidders shall know exactly what their obligation will be, the exact nature of the work, the time and manner in which it is to be executed, and the nature, quality and grade of materials, together with any special requirements. All contract specifications shall be so established as to facilitate and encourage maximum competition.

2.5. Review of RFP

When directed by the BOD and/or committee, RFP shall be submitted to the Board and/or committee initiating the request to determine the appropriateness of the bid documents.

2.6. Qualified Proposals

2.6.1. GRF shall qualify potential contractors, service providers, and/or material suppliers in connection with construction, alteration and repair undertakings.

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS AMEND****Request for Proposal Policy**

2.6.2. The qualifying process shall be designed to secure the best product at the lowest long-term cost.

2.7. Exceptions to RFP Requirements (Negotiated Awards)

2.7.1. Annual RFP's will be requested for a contractor of record for the period of one (1) year in the areas of landscape, streets, electric and painting. Proposals will include prices for labor and materials most commonly used for each type of work to be included in the annual contract.

2.7.2.2.7.2.

~~2.7.1.~~2.7.3. Contracts for Labor and Materials.

In case of emergencies affecting public health, welfare, safety, or convenience, it shall be the policy of GRF to let contracts without a formal call for proposals, only to the extent necessary to meet the emergency.

In case of emergencies as defined herein, the Executive Director is hereby authorized to negotiate and award contracts on a lump-sum or cost-plus-a-fixed-fee basis, as the conditions may require, in amounts which do not exceed \$10,000 without due notification to the Board of Directors.

~~2.7.2.~~2.7.4. Contracts for Supplies and Materials.

The Executive Director is hereby authorized to initiate the purchase of supplies and materials on a negotiated basis under the following circumstances:

~~2.7.2.1.~~2.7.4.1. In case of emergencies as previously defined.

~~2.7.2.2.~~2.7.4.2. When the call for proposals-RFP fails to produce a reasonable proposal that complies with the specifications at an amount within the lowest limits within which GRF finds it appropriate to make an award, provided that said award shall not be made on terms less favorable than the best proposal received in response to previous calls for proposals.

~~2.7.2.3.~~2.7.4.3. When proposals are rejected because of conflict of interest.

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS AMEND****Request for Proposal Policy**

~~2.7.2.4.~~2.7.4.4. When market conditions force distress sales and GRF is thereby enabled to realize a better price than competitive bidding would normally produce.

~~2.7.2.5.~~2.7.4.5. When purchasing non-competitive commodities.

~~2.7.3.~~2.7.5. Blanket Purchase Orders for Proprietary, Operating Emergency and Special Use Items.

The Executive Director is hereby authorized to award contracts for services, supplies and materials on a negotiated basis on blanket purchase orders where the total purchases chargeable to any one of such orders does not exceed \$10,000 or amount included within a defined budget.

~~2.7.4. When a contractor has submitted a bid for services and has been awarded a contract in the past for said services and the cost remains the same, there would be no requirement to send out an RFP for that task as long as the total cost is included within a defined budget.~~

~~2.7.5.~~

3. RECEIPT AND OPENING OF PROPOSALS**3.1. Receiving and Opening Sealed Proposals**

3.1.1. All calls for proposals shall include instructions which inform the bidders as to how, when, and where the proposal is to be submitted.

3.2. Rejection of Proposals

3.2.1. GRF shall reserve the right to reject any or all proposals for any reason.

4. CONTRACT AWARDS**4.1. Award of Contract**

The contract shall be awarded in the interest of ultimate economy or expeditious administration.

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS AMEND****Request for Proposal Policy****4.2. Budget Authorization**

Contracts shall not be awarded in amounts which may cause GRF to incur expenditures in violation of its most recently approved budget, except in the case of an emergency, as provided herein.

4.3. Delegation to Award Contracts

No agent or employee of GRF shall have the power or authority to bind GRF by any contract unless specific or general authorization is granted by the GRF Board of Directors. Pursuant to the intent of these provisions, general authorization to award contracts is hereby granted as follows:

4.3.1. Awards Not Exceeding \$10,000.

The Executive Director is authorized to award contracts not exceeding \$10,000 provided that such contracts and/or amounts have been included within the approved budget.

4.3.2. The Purchasing Manager or such persons designated by the Executive Director are authorized to award, per budget, contracts necessary to maintain inventories of supplies, materials and equipment.**4.4. Surety and Guaranties**

The Executive Director and other persons authorized to award contracts may require such surety bonds or guaranties, including proposal, payment, performance or other type of bonds and in such amounts as will adequately protect the interests of GRF in the event of default. Performance and completion bonds may be required for all construction projects where the cost for construction is estimated to be \$100,000 or more.

4.5. Notification to Unsuccessful Bidders

The department responsible for contract shall notify all bidders of the date of the award.

5. CONTRACT PREPARATION**5.1. Standard Form**

To facilitate and expedite the preparation and execution of contracts, standardized

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS AMEND****Request for Proposal Policy**

GRF contact shall be used.

5.2. Preparation of Contract

Where the standard form of contract, approved by Legal Counsel, is not appropriate, the staff member responsible for the undertaking shall submit a memorandum to applicable committee requesting the preparation of a contract.

5.3. Contract Execution

5.3.1. Contracts Not Exceeding \$10,000 within the approved budget.

The Executive Director is authorized to execute contracts in amounts which do not exceed \$10,000.

5.3.2. All other contracts will be executed by the Board Officer or Officers or staff member authorized to execute the contract in the award resolution.

6. CONTRACT PERFORMANCE AND TERMINATION**6.1. Proceed Order**

Contractors shall not be given authorization to proceed unless and until the contract is executed by both parties, except in the case of emergency.

6.2. Compliance with Terms of Contract

The Executive Director or a designated representative shall be responsible for seeing that each contractor complies fully with the terms of the contract.

6.3. Inspection

The Executive Director or such person designated shall provide adequate inspection to assure that contract performance complies with plans and specifications.

6.4. Contract Changes

6.4.1. In the case of a contract awarded, the designated representative may authorize a change in the scope of the work or other terms of the contract, provided that the cost of the change does not exceed the approved contingency amount and notify the committee at its next meeting.

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS AMEND****Request for Proposal Policy**

6.4.2. In the case of a contract awarded, any change where the cost of the change is more than the approved contingency amount, the change must be submitted to the awarding authority for action.

6.5. Termination

When a contractor has discharged their obligation or when GRF otherwise determines to cancel any outstanding contracts, the authorized representative shall execute such documents as may be necessary to terminate the contractual relationship and consummate final settlement.

Warranties

The responsible parties for the contract or purchase undertaking shall record guaranties and warranties and shall be responsible for seeing that the terms of any warranty or guaranty are performed by the contractor, service provider and/or material supplier and enforced by GRF.

7. PROCUREMENT SERVICES AVAILABLE TO MUTUAL BOARDS

Designated persons shall be permitted to provide procurement services to any Mutual Board requesting service in accordance with this policy.

The Mutual Board request for service should specify, in writing, any variations from the policy in the request, at possible additional cost.

8. RFP RETENTION

All submitted bid packages will be retained per retention procedures.

Policy

Adopted: 16 Nov 71

Amended: 16 Oct 73

Amended: 21 Oct 75

**GOLDEN RAIN GRF
Seal Beach, California**

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS AMEND

Request for Proposal Policy

- Amended: 17 Jan 78
- Amended: 15 Sep 81
- Amended: 16 Jul 85
- Amended: 18 Nov 97
- Amended: 20 Jan 98
- Amended: 18 Dec 07
- Amended: 05 Sep 18

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: ADOPT POLICY 5540-31, CONTINGENCY OPERATING FUND
DATE: OCTOBER 15, 2018
CC: FILE

At the regular Finance Committee meeting on October 15, 2018, the Committee recommended the GRF Board of Directors adopt Policy 5540-31, Contingency Operating Fund, setting forth guidelines to follow pertaining to the appropriate uses of the Contingency Operating Fund.

I move to adopt Policy 5540-31, Contingency Operating Fund, as presented.

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS****ADOPT (Revised 10.22.18)****Contingency Operating Fund**

The Contingency Operating Fund (the Fund), although an extension of the general operating fund, is maintained as a separate fund. Its sole purpose is to cover cash flow situations where cash levels from the general operating fund become insufficient to cover operating expenses.

Authorized Uses of The Fund

1. Due to a timing issue, a significantly large budgeted expenditure is required to be paid before enough funds have been collected through monthly assessments;
2. Due to a timing issue, a significantly large prepaid expense, such as the annual insurance renewal, is required to be paid when cash demands exceed cash supply.
3. In the unlikelihood of unanticipated significantly large unbudgeted expenses causing the operating fund to be depleted, such as an insurance claim deductible, the Fund can be used to continue paying normal operating expenses.

The fund will be regulated as follows:

1. The fund shall maintain a maximum balance of **\$700,000**.
2. The amount in the fund will be reviewed annually during budget study by the GRF Finance Committee to determine if further payments into the fund will be needed for the following fiscal year.
 - 2.1 The Finance Committee will provide recommendation to the Board for additional funding based upon preexisting and potential risk assessments.
3. Necessary draws from this fund will be determined by the Director of Finance.
4. The Fund shall be replenished using general operating funds when the general operating fund has enough funds to do so without creating a low cash flow situation as determined by the Director of Finance.
5. The Director of Finance will report the status of this fund monthly as part of the financial report delivered to the members of the Finance Committee.

Policy
Adopted:

GOLDEN RAIN FOUNDATION
Seal Beach, California



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: RESCIND POLICY 5517-31, LIABILITY INSURANCE DEDUCTIBLE FUND
DATE: OCTOBER 15, 2018
CC: FILE

At the regular Finance Committee meeting on October 15, 2018, the Committee moved to recommend the GRF Board of Directors rescind Policy 5517-31, Liability Insurance Deductible Fund. As this fund has been combined with the Contingency Operating Fund covered under Policy 5540-31, Contingency Operating Fund, this policy is no longer applicable.

I move to rescind Policy 5517-31, Liability Insurance Deductible Fund, as it is no longer applicable.

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS****RESCIND****Liability Insurance Deductible**

The Property Insurance carried by the Golden Rain Foundation (GRF) contains a \$100,000 deductible and the General Liability Insurance \$10,000 deductible. GRF intends to separately reserve funds to provide for any liability arising as a result of awards, negotiated settlements, arbitrated amounts and legal fees that may arise under the insurance coverages.

The fund will be regulated as follows:

Charges made to members of GRF for this fund will be separately funded and accounted for under the name Liability Insurance Deductible Fund.

1. On January 1st of each year the fund shall be funded to a minimum of \$200,000.
2. The amount in the fund will be reviewed annually during budget study by the GRF Finance Committee to determine if further payments into the fund will be needed for the following fiscal year.
 - 2.2 The Finance Committee will provide recommendation to the Board for additional funding based upon preexisting and potential risk assessments.
3. Investment earnings, after taxes, from this fund will accumulate as part of the fund.
4. Payment/s from this fund will be made upon majority vote of the Board at a duly posted meeting for liability awards, related arbitration and/or legal costs.
5. The GRF Controller will report the status of this fund monthly with the regular financial statements of the Foundation.

Policy

Adopted: 03 Sep 75
 Amended: 19 Oct 76
 Amended: 20 Aug 91
 Amended: 28 Oct 14

GOLDEN RAIN FOUNDATION
Seal Beach, California



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: ADOPT POLICY 5519-31, COMMITTEE BUDGETED EXPENSES
DATE: OCTOBER 15, 2018
CC: FILE

At the regular Finance Committee meeting on October 15, 2018, the Committee recommended the GRF Board of Directors adopt Policy 5519-31, Committee Budgeted Expenses, setting forth guidelines to follow with respect to appropriate operating expenses to be charged to this budgeted line item.

I move to adopt Policy 5519-31, Committee Budgeted Expenses, as presented.

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

ADOPT

Committee Budgeted Expenses

Standing committees of the Foundation have been allocated \$1,000, general ledger number 6961000, for discretionary use by the Committee under the following guidelines:

1. Budgeted funds may only be used between July to December of each year.
2. All expenditures of the fund require majority vote by the Committee from a duly posted agenda item.
3. Funds shall be solely used in a manner which provides a benefit to the community and/or Committee function.

Policy
Adopted:

GOLDEN RAIN FOUNDATION
Seal Beach, California



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: AMEND POLICY 5528-31, REFUND OF EXCESS INCOME
DATE: OCTOBER 15, 2018
CC: FILE

Policy 5528-31, Refund of Excess Income, defines the methods in which the Golden Rain Foundation may distribute or allocate its excess income following the annual financial audit.

At the regular Finance Committee meeting on October 15, 2018, the Committee suggested Policy 5528-31, Refund of Excess Income, be amended. The proposed policy changes are noted in the attached document.

I move to amend Policy 5528-31, Refund of Excess Income, to remove verbiage defining the authorization limits to the Contingency Operating Fund, as these limits are defined in Policy 5540-31 – Contingency Operating Fund, and for other minor wording.

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS AMEND****Refund of Excess Income**

~~Beginning with the close of fiscal year 2001, t~~The Golden Rain Foundation shall eliminate its excess income by one of the following methods:

- 1) Refund the entire amount to the Mutual Corporations; or
- 2) Retain an amount for future unbudgeted expenses; or
- 3) A combination of Options 1 and 2.

Should the Golden Rain Foundation elect to retain an amount for future unbudgeted expenditures, the total accumulated amount so retained shall not exceed ~~five (5%) percent of the average of the operating costs for the previous five-year period~~ the limit authorized by the Board per Policy XXXX-31 Contingency Operating Fund.

Policy

Adopted: 01 Sep 76
 Amended: 09 Feb 82
 Revised: 13 Aug 85
 Effective: 31 Dec 85
 Amended: 23 Feb 88
 Amended: 19 May 98
 Amended: 16 Mar 99
 Rewritten: 20 Aug 02
 Amended: 28 Oct 14

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Oct 14)



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION COMMITTEE
SUBJECT: AMEND POLICY 1201-33, PHOTO IDENTIFICATION CARDS
(**TENTATIVE VOTE**)
DATE: OCTOBER 8, 2018
CC: FILE

At its meeting on October 8, 2018, the Mutual Administration Committee recommended the Golden Rain Foundation (GRF) Board of Directors (BOD) amend Policy 1201-33, Photoidentification Cards.

I move to tentatively amend Policy 1201-33, Photo Identification Cards, changing the title of the policy to "GRF Identification Cards", increasing the fee for second and subsequent losses of ID cards to \$50, removing the reference to Policy 1801-33, amending the term "renter" to "renter/tenant", and stating that the non-surrender fee "may" be waived, rather than "will" be waived in the case of a deceased member, pending a 30-day notification to the membership and a final decision by the GRF BOD on December 18, 2018.

COMMUNITY OPERATIONS**RESIDENT PARTICIPATION****AMEND****GRF Photo-Identification Cards**

1. ~~GRF Photo~~ identification cards will be issued by the Stock Transfer Office with authorization from the Stock Transfer ~~Manager~~ Supervisor and/or the Executive Director. ~~GRF Photo~~ identification cards are for the use of residents only. Use by anyone other than the members, co-occupants, ~~renter~~ renter/tenants 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. ~~GRF Photo~~ identification cards will be issued to the following persons:

1. ~~1.1~~ All members of the Golden Rain Foundation as shown in the stock records of the Stock Transfer Office.

2. ~~1.2~~ Qualified Permanent Residents, as shown in the records of the Stock Transfer Office.

3. ~~1.3~~ Co-Occupants as described in Policy 1801-333, 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~~ GRF identification card must be surrendered to the Stock Transfer Office.

4. ~~1.4~~ All approved lessees of Mutual No. Seventeen.

2. Upon the sale of the unit or the demise of a member, co-occupant, or ~~renter~~ renter/tenant, the ~~photo~~ GRF 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. In the case of a deceased member, the fee may will be waived. When the Security Department retrieves a ~~photo~~ GRF identification card, for whatever reason, it shall be surrendered to the Stock Transfer Office immediately.

3. For lost or stolen ~~photo~~ GRF identification cards, members, co-occupants, or ~~renter~~ renter/tenants may obtain a replacement card by:

5. ~~3.1~~ Personally completing a "Certificate of Lost ID" form in the Stock Transfer Office.

6. ~~3.2~~ Paying a \$20 fee for the first loss;

~~A~~ 3.2.1. Subsequent losses will be a \$50 fee each. 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~~ 3.2.2. The fee will be waived if member, co-occupant, ~~renter~~ renter/tenant produces a Police Report that can be verified by the Stock Transfer Office.

(Sep 17)

COMMUNITY OPERATIONS

RESIDENT PARTICIPATION

AMEND

GRF Photo-Identification Cards

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

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

RESIDENT PARTICIPATION

AMEND

| GRF Photo-Identification Cards

| (Sep 17)



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION COMMITTEE
SUBJECT: AMEND POLICY 5165-33, MUTUAL ADMINISTRATION COMMITTEE
DATE: OCTOBER 8, 2018

At its regular meeting on October 8, 2018, the Mutual Administration Committee moved to amend Policy 5165-33, Mutual Administration Committee, specifying documents to be reviewed annually by the Committee.

I move to amend Policy 5165-33, Mutual Administration Committee, specifying documents to be reviewed annually by the Committee.

GOLDEN RAIN OPERATIONS**COMMITTEE CHARTER****AMEND****Mutual Administration Committee**

Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Mutual Administration Committee (MAC) and grants to the Committee authority specifically stated within the GRF governing documents, and policies as granted by the BOD or as stated within this policy.

In accordance with Article VII, Section 1 of the Bylaws, committee chair and members shall be appointed by the GRF President and with the approval approved by action of the BOD in accordance with policy 5100-30.

1. PURPOSE:

Review and recommend policies governing compliance with the management agreements of the sixteen (16) Mutual Corporations. These policies govern the operations of the Mutual Administration and Stock Transfer Departments.

2. DUTIES:

1. Post an agenda four (4) days in advance of the Committee meeting;
2. Elect a Vice-Chair at the first meeting;
3. Meet with staff monthly or whenever such meetings are deemed necessary unless canceled by the Chair;
4. The Committee will hear monthly reports from the Mutual Administration and Stock Transfer Departments and the Copy and Supply Center;
5. Review monthly budget comparisons for cost centers MAC,33 and 44;
6. Review annually the fees associated with the Mutual Administration and Stock Transfer departments (See fee schedule). Recommendations to be forwarded to the Finance Committee;
- 6-7. Review the New Buyers Guide, Welcome Packet, Bereavement Booklet, and the Realtor Handout annually for possible amendments and send changes to the GRF BOD for approval.
- 7-8. Review policies for cost centers MAC, 33 and 44 annually and send changes to the GRF BOD for approval;
- 8-9. Initial approval and recommendation to the Finance Committee of the annual budgets for cost centers MAC, 33 and 44 including Capital requests and upcoming Reserve replacements; and
- 9-10. Furnish a report at the GRF annual meeting.

GOLDEN RAIN OPERATIONS

COMMITTEE CHARTER

AMEND

Mutual Administration Committee

3. LIMITATIONS:

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

Regulatory or supervisory activities affecting employed personnel are functions of Management and not to be encroached upon by any Committee Chairperson or member, either individually or collectively.

Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the GRF BOD. Authority to authorize contracts and/or expenses rests solely with the BOD.

Policy

- Adopted: 23 Sep 14
- Amended: 24 Feb 15
- Amended: 21 Jun 16
- Amended: 26 Sep 17
- Amended*: 13 Aug 18

GOLDEN RAIN FOUNDATION

Seal Beach, California

*Administrative content update

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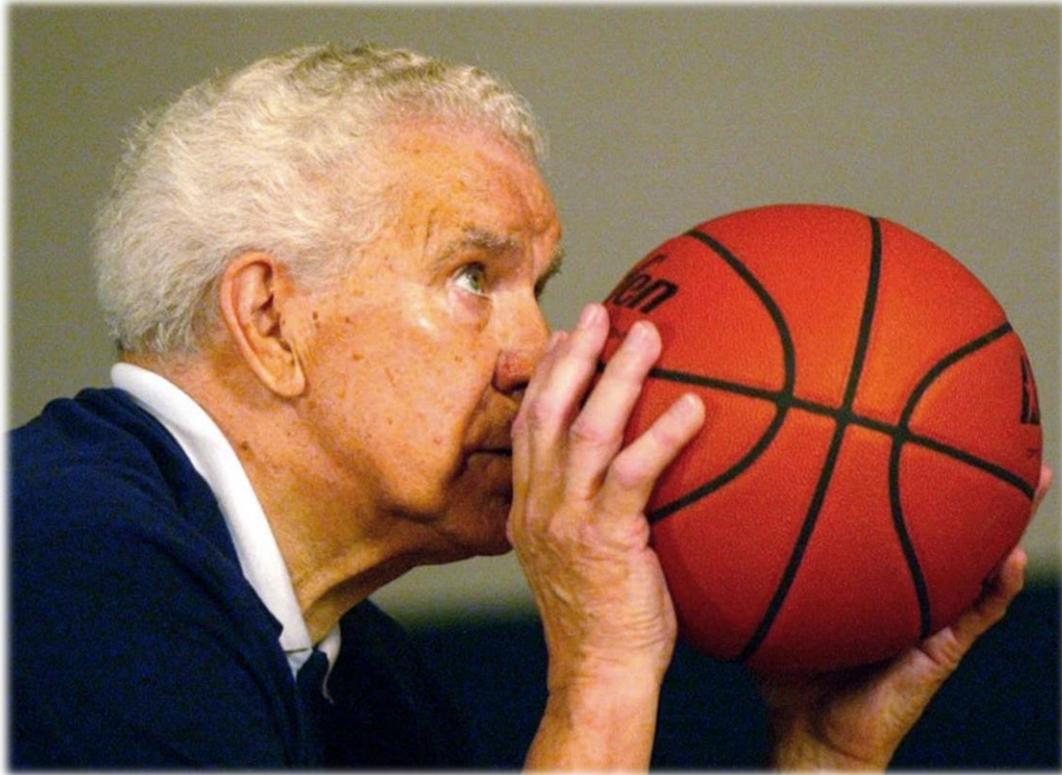
BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE (TF)
SUBJECT: OPERATING FUNDING REQUEST - MISSION PARK BASKETBALL KEY NAMING
DATE: OCTOBER 2, 2018
CC: FILE

At its regularly scheduled meeting on October 1, 2018, the Recreation Committee duly moved to recommend to the GRF Board of Directors approval of the naming of the Mission Park Basketball Key to that of former Mutual 14 resident Dr. Thomas Amberry.

On November 14, 1993, Dr. Amberry set the Guinness Book of World Records for the number of consecutive free throws, made in a row, at 2,750, at the age of 71. Dr. Amberry would have increased that number; however, the gym was closing and would not allow him to continue. Dr. Amberry was the world record holder for many years.

I move to honor a previous Leisure World resident in the naming of the basketball key at Mission Park, the Dr. Thomas Amberry Memorial Basketball Key, including a memorial plaque, in an amount not to exceed \$250.00, Operating Funds.



MOST CONSECUTIVE FREE THROWS

Consecutive Free Throws Scored

2,750 (had to stop because the gym was closing for the night)

Name

Thomas Amberry (USA) (at the age of 72)

Date and Venue

November 1993, in Seal Beach, California, USA



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE (TF)
SUBJECT: CAPITAL FUNDING REQUEST - EVENT TRAILER SUPPLIES
DATE: OCTOBER 2, 2018
CC: FILE

At its regularly scheduled meeting on October 1, 2018, the Recreation Committee duly moved and approved to recommend to the GRF Board of Directors purchase of additional supplies for the GRF Recreation Department event trailer.

The list of requested supplies is as follows:

• Round tables from Webstaurantstore.com	\$1,194.44
• 200 chairs from Church Chairs 4 Less	\$2,254.69
• Traffic safety large barrels from Traffic Safety Warehouse	\$ 702.53
• Four (4) Furniture Dollys from Home Depot @19.97 each	\$ 86.07
• Chair tie down straps from Home Depot	<u>\$ 51.50</u>
Total:	\$4,289.23

At its regular meeting on October 15, 2018, the Finance Committee reviewed available funding for this Capital project and unanimously resolved funding is available.

I move to approve the purchase of supplies for the Recreation Department event trailer supplies, in an amount not to exceed \$4,289.23, Capital funding.

Lancaster Table & Seating 60" Round Heavy Duty Granite White Plastic Folding Table



Ships Common Carrier

Qty: 15

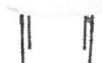
TOTAL:
\$1,108.53

Recommended Products

 Lancaster Table & Seating 60" Round Heavy Duty Granite
\$78.99/Each

 Correll Round Heavy-Duty Folding Table, 60" Blow-Molded Plastic,
\$186.99/Each

 Lancaster Table & Seating 72" Round Heavy Duty Granite
\$115.99/Each

 Lifetime Table, 46" White Gr
\$74.99/Each

Subtotal

\$1,108.53

Ships To Business at ZIP/Postal code

TAX 85.91

1,194.44

Pay with credit card

Or use a third-party payment service

Checkout with Paypal



Use Our Live Chat

Mon-Thur 24 Hours, Fri 12AM-8PM EST
Sat & Sun 9AM-4PM EST



Email your questions to
help@webstaurantstore.com

Terry DeLeon

From: Shannon Leal <sales@trafficsafetywarehouse.com>
Sent: Wednesday, September 19, 2018 1:34 PM
To: Terry DeLeon
Subject: Your Quote from Traffic Safety Warehouse - See Notes

TRAFFIC SAFETY WAREHOUSE

P.O. Box 1125 Toll Free (877) 966-1018
Deerfield, IL 60015 Fax (847) 966-1205

www.trafficsafetywarehouse.com

Page	Date	Invoice No.
1	09/19/2018	46264A

Bill To

Terry D
Leisure World Seal Beach
Golden Rain Foundation
Seal Beach, CA 90740

Ship To

Customer No.	Sales I.D.	Reference #	Media Code	Terms		
50190	/MM		16/	QUOTATION, EXP 10/19/2018		
Ordered By	Warehouse	Phone Number	Total Wt.	Zone	# Packages	Ship Via
		(562) 431-6586	0.0 Lbs		0	

Message:

This Quotation is Valid for 30 Days. Freight is curbside only and does not include a lift gate or special services. Receiver will have to unload.

Qty.	B/O	Shipped	Item #	Description	Unit Price	Disc	Extension
10	0	0	456-HD-T-00	Commander™ Traffic Drum, High Density - EG 4 - 4" EG Sheeting	35.0000	--	350.00
10	0	0	4500	Barrel Tire Rings - Inside diameter 22.5" Recycled Rubber	5.0000	--	50.00

MERCHANDISE QUOTATION TOTAL \$ 400.00
SHIPPING & HANDLING \$ 252.00
QUOTATION TOTAL \$ 652.00

TAX \$ 50.53
TOTAL \$ 702.53

Home / Storage & Organization / Moving Supplies / Dollies

Model # 33700 Internet #100057209 Store SKU #639092



Save to Favorites

Milwaukee

1,000 lb. Capacity Furniture Dolly

★★★★★ (607) Write a Review

\$19⁹⁷ /each

X4

\$79.88

TAX 6.19

TOTAL \$86.07

Quantity

-

1

+

Pick Up In Store Today

Aisle 09, Bay 009 Text to Me

15 in stock at Torrance

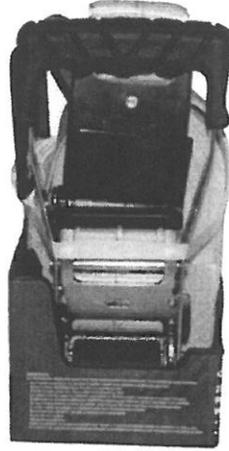


UP TO \$100* OFF YOUR FIRST PURCHASE

Get the card, save up to \$100 today on your first qualifying purchase with a new Home Depot Consumer Credit Card. **VALID 8/2/18-1/30/19.**

Home / Hardware / Tie-Down Straps & Bungee Cords

Model # FH0850 Internet #206802174 Store SKU #1001755673



Save to Favorites

Exclusive

Husky

2 in. x 27 ft. Heavy-Duty Ratchet Tie-Down with Flat Hooks

★★★★★ (18) Write a Review

\$11⁹⁷ /each — X4

\$47.00

~~TAX~~ \$4.50

Quantity - 1 +

TOTAL \$51.50

Pick Up In Store Today

Aisle 11, Bay 013 Text to Me

19 in stock at Torrance

Add to Cart

Website Church Chairs 4 Less

Belnick Address Mail Checks To:
C/O Belnick Retail, LLC
4350 Ball Ground Highway
Canton, GA 30114
Make all checks payable to Belnick Retail, LLC

Quote Number 00047114
Created Date 9/19/2018

Customer Service Information

CSR Rep Ashley Rodriguez
CSR Email AshleyRodriguez@belnickinc.com

Billing and Shipping Information

Bill To Name	Golden Rain Foundation	Ship To Name	Golden Rain Foundation
Bill To	2601 W Minister Ave Seal Beach, CA 90740 USA	Ship To	2601 W Minister Ave Seal Beach, CA 90740 USA
Bill To Phone	(562) 431-6586	Ship to Phone	(562) 431-6586
Bill To Email	terryd@lwsb.com	Ship to Email	terryd@lwsb.com

Shipping Accessorials

Accessorial None <input type="checkbox"/>	Accessorial Notification <input checked="" type="checkbox"/>
Accessorial Inside Delivery <input type="checkbox"/>	Customer Pickup <input type="checkbox"/>
Accessorial Lift Gate <input type="checkbox"/>	

Quoted Item(s)

Product	Line Item Description	Quantity	Sales Price	Total Price
LE-L-3-WHITE-GG	HERCULES Series 650 lb. Capacity Premium White Plastic Folding Chair	200.00	\$8.49	\$1,698.00

Quote Summary

Subtotal	\$1,698.00
Shipping and Handling	\$394.52
Tax	\$0.00
Total Order Discount	\$0.00
Total Order Amount	\$2,092.52

Important Shipping and Billing Information

Small orders will ship FedEx Ground and larger orders will ship by third party freight carrier. Items shipped by freight carriers will not provide inside delivery. Many of our products ship unassembled and some shipments may not be left at your door without your signature.

We cannot be held responsible for freight costs incurred by returned shipments. We reserve the right to bill you for shipping charges on refused shipments, incorrect delivery addresses, typos caused by you when your order was placed, and requests to forward shipments to another address after the order was shipped. Shipping charges are non-refundable. Sales tax is charged on orders shipping to the states of Georgia, Mississippi, and Nevada.

THIS SHIPPING QUOTE IS GUARANTEED FOR 30 DAYS – PRODUCT PRICES AND FREIGHT ARE SUBJECT TO CHANGE AT ANY TIME.

PLEASE ATTACH THIS QUOTE TO ANY ORDER PAID BY CHECK OR PURCHASE ORDER.

Shipping and handling includes freight and shipping accessorial charges, if any.

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE (TF)
SUBJECT: RESERVE FUNDING REQUEST - SWIMMING POOL AND HOT POOL COVER REPLACEMENT
DATE: OCTOBER 2, 2018
CC: FILE

At its regularly scheduled meeting on October 1, 2018, the Recreation Committee reviewed two (2) bids for the replacement of swimming pool and hot pool covers (Reserve Schedule Asset ID# 1245). The Committee duly moved and approved to recommend to the GRF Board of Directors to award the contract to Lincoln Aquatics, to replace the swimming pool and hot pool covers, for a cost not to exceed \$6,876.72.

Five companies were solicited with two responding. Quotes are as follows:

- Lincoln Aquatics \$6,876.72
- Knoor Systems \$7,306.12



I move to award a contract to Lincoln Aquatics, to replace the swimming pool and hot pool covers, asset ID# 1245, with new covers, in an amount not to exceed \$6,876.72, Reserve funding, and authorize the President to sign any applicable contract.



265-LINCOLN AQUATICS
 2051 COMMERCE AVE
 CONCORD, CA 94520-4901
 Phone 925-687-9500
 Fax 925-680-2825

Quotation

QUOTE #	EW008207
LOCATION	29
DATE	09/11/18
PAGE	1 of 1

BILL TO

949888
 GOLDEN RAIN FOUNDATION
 PO BOX 3519
 SEAL BEACH, CA 90740-7519
 Phone 562-431-6586
 Fax 714-857-1252

SHIP TO

GOLDEN RAIN FOUNDATION
 1616 GOLDEN RAIN ROAD
 SEAL BEACH, CA 90740
 Fax 714-857-1252

QUOTE DATE 09/11/18	EXPIRE DATE 10/11/18	REQUIRED DATE	REFERENCE NUMBER	PAYMENT TERMS NET 30 DAYS
WRITTEN BY A ANDREA LOPEZ(265)			CONTACT ATTN: GEORGE	SHIP VIA PREFERRED CARRIER
FREIGHT TERMS IN/OUTBOUND			JOB NUMBER	SALES REP 265 /

PRODUCT/DESCRIPTION	QUANTITY	PRICE	U/M	EXTENSION
UNF-70-8573 84-160 3000+ SQF WEIGHTED 1014 RS COVER 5 POOL PANELS 2 SPA PANELS	3030	1.72	EA	5,211.60
	CPN-84-160			
LNC-99-6666 LABOR LABOR CREATE NEW TEMPLATE FROM OLD POOL AND SPA COVERS	1	350.00	EA	350.00
LNC-99-6667 LABOR - MISC PARTS VENDOR SUPPLIED MATERIALS TEMPLATE MATERIALS	1	265.00	EA	265.00

MERCHANDISE TOTAL	HANDLING	MISC CHARGE	TAX	FREIGHT	QUOTE TOTAL
5,826.60	0.00	0.00	465.12	585.00	6,876.72

Accepted:

By: _____

Date: _____

EQUIPMENT QUOTATION

Date: September 26, 2018
 To: George Hurtado
 GOLDEN RAIN FOUNDATION
 From: Steve Richards
 Project: Leisure World Seal Beach - Pool and Spa Covers

SECTION	QTY	DESCRIPTION	PRICE EACH	EXTENDED TOTAL
POOL Swimming Pool Cover	1	POOL: Titan Series measured pool cover panels, superior strength edging made with PVC coated tarpaulin, 10 x 10 count high density polyethylene woven material, non-corrosive 305 stainless steel grommets with PVC load dispersing plates. Includes 3-year prorated manufacturer warranty.	3,672.00	3,672.00
POOL Swimming Pool Cover	8	POOL: Rail cut outs (8)	72.00	576.00
SPA Swimming Pool Cover	1	SPA: Titan Series gray spa cover with weighted edge, includes 1 year factory warranty	1,545.00	1,545.00
SPA Swimming Pool Cover	2	SPA: Rail cut outs (2)	72.00	144.00
			Subtotal	\$5,937.00
			Sales Tax (7.75%)	\$460.12
			Estimated Freight	\$909.00
			Total	\$7,306.12

Terms and Conditions

Payment: Terms subject to credit worthiness, established accounts are typically net 30 days from date of invoice. Quoted equipment will not be subject to project retention and invoices must be paid in full.

Interest: 18% APR is charged on all past due invoices.

Returns: Returns MUST be pre-approved, shipped prepaid and accompany written return authorization. Project is not eligible for payment by credit card.

- Restock:** A MINIMUM 20% restock fee applies to all returns; % is based on actual manufacturer restock fee
- Freight:** F.O.B. individual ship points; refer to estimated freight costs above
- Sales Tax:** Subject to sales tax rate as noted above
- Notes:** Pricing valid through December 31, 2018
Verification of equipment items & quantities is the sole responsibility of the customer
A deposit may be required by some manufacturers for custom orders
- Permits:** Pricing excludes Health Department plan check fees, Payment / Performance / Bid Bond fees and Insurance Certificates.
As required by California state law, all labor rates quoted meet current DIR and Prevailing Wage requirements.

Fiscal Year		2018	2019	2020	2021	2022
Pool Area						
340	Solar System Panels - Replace	\$0	\$0	\$0	\$31,689	\$0
346	Solar Storage Tanks - Replace	\$13,000	\$0	\$0	\$0	\$0
948	Lockers - Replace	\$0	\$0	\$0	\$0	\$0
951	LG Bathrooms - Major Refurbish	\$0	\$0	\$0	\$0	\$0
951	SM Bathrooms - Major Refurbish	\$0	\$0	\$0	\$0	\$0
1110	Interior Surfaces - Repaint	\$0	\$0	\$0	\$4,917	\$0
1115	Exterior Surfaces - Repaint	\$0	\$0	\$0	\$5,136	\$0
1200	Pool Deck - Repair/Replace	\$25,000	\$0	\$0	\$0	\$0
1202	Pool - Resurface & Re-tile	\$0	\$0	\$0	\$0	\$20,259
1202	Pool Coping - Replace	\$0	\$0	\$0	\$0	\$0
1203	Spa - Resurface	\$0	\$0	\$0	\$8,742	\$0
1206	Pool/Spa Filters - Replace	\$5,500	\$0	\$0	\$0	\$0
1210	Pool Heater - Replace	\$0	\$0	\$0	\$0	\$0
1211	Spa Heater - Replace	\$0	\$0	\$0	\$0	\$0
1214	Pool/Spa Pumps - Replace	\$3,600	\$0	\$0	\$0	\$0
1218	Chlorinators - Replace	\$0	\$0	\$0	\$0	\$0
1238	ADA Pool Lift - Replace	\$0	\$0	\$0	\$0	\$0
1240	Pool Area Furniture - Refurbish	\$0	\$0	\$0	\$0	\$0
1240	Pool Area Furniture - Replace	\$0	\$0	\$0	\$0	\$0
1245	Pool Cover - Replace	\$9,300	\$0	\$0	\$0	\$0
1302	Flat Roof - Replace	\$0	\$0	\$0	\$7,103	\$0
1308	Comp Shingle Roof - Replace	\$0	\$0	\$0	\$22,729	\$0
Golf Course						
518	Course Chain Link Fence - Replace	\$0	\$0	\$0	\$0	\$0
601	Carpet - Replace	\$0	\$0	\$0	\$3,497	\$0
942	Rubber Surface - Replace	\$6,900	\$0	\$0	\$0	\$0
1010	Golf Course Greens	\$10,000	\$10,300	\$10,609	\$10,927	\$11,255
1700	Bridge - Repair/Replace	\$0	\$0	\$0	\$0	\$0
Maintenance Yard						
307	Hydraulic Lift - Replace	\$0	\$0	\$18,566	\$0	\$0
316	Fuel Leak Detection System- Replace	\$0	\$0	\$0	\$0	\$0
316	Waste Oil Storage Tank	\$0	\$0	\$0	\$0	\$0
510	Wood Fence - Replace	\$0	\$0	\$0	\$0	\$0
601	Carpet - Replace	\$0	\$0	\$0	\$0	\$0
612	Laminate Flooring - Replace	\$0	\$0	\$0	\$0	\$0
832	Roll-Up Doors - Replace	\$0	\$0	\$39,253	\$0	\$0
900	Kitchen - Remodel	\$0	\$0	\$0	\$0	\$0
904	Ice Machine - Replace	\$0	\$0	\$5,305	\$0	\$0
928	Carpenter Shop Equipment	\$0	\$0	\$0	\$0	\$0
928	Welding Shop Equipment	\$0	\$0	\$0	\$0	\$0
951	Bathrooms - Refurbish	\$0	\$0	\$0	\$0	\$0
960	Office/Warehouse Furnishings	\$0	\$0	\$0	\$0	\$0
960	Purchasing Warehouse Facility	\$0	\$0	\$0	\$0	\$0
1110	Interior Surfaces - Repaint	\$0	\$0	\$2,758	\$0	\$0
1115	Exterior Surfaces- Repaint	\$12,000	\$0	\$0	\$0	\$0
1120	Corrugated Metal Siding - Replace	\$0	\$0	\$0	\$0	\$0
1132	Metal Roof - Replace	\$0	\$0	\$0	\$0	\$0
1330	Gutter System - Replace	\$13,200	\$0	\$0	\$0	\$0
Resale Office						
601	Carpet - Replace	\$0	\$0	\$0	\$0	\$0
900	Kitchen - Remodel	\$0	\$0	\$0	\$0	\$0
951	Bathrooms - Major Refurbish	\$0	\$0	\$0	\$0	\$0
1110	Interior Surfaces - Repaint	\$0	\$0	\$0	\$0	\$0
1116	Wood Surfaces - Repaint	\$0	\$0	\$3,395	\$0	\$0
1150	Wood Surfaces - Repair	\$0	\$0	\$0	\$0	\$0
1308	Comp Shingle Roof - Replace	\$0	\$0	\$0	\$0	\$0
1400	Real Estate Office Signage - Replac	\$0	\$0	\$0	\$0	\$0
Security Office						
601	Carpet - Replace	\$0	\$26,780	\$0	\$0	\$0
603	Linoleum Floor - Replace	\$0	\$3,708	\$0	\$0	\$0
900	Kitchen - Remodel	\$0	\$0	\$0	\$0	\$0
951	Bathrooms - Major Refurbish	\$0	\$0	\$0	\$0	\$0
960	Office Furnishings - Replace	\$0	\$0	\$0	\$0	\$0
1110	Ceiling Panels - Repaint	\$3,200	\$0	\$0	\$0	\$0
1110	Interior Surfaces - Repaint	\$7,800	\$0	\$0	\$0	\$0
1115	Exterior Flatwork - Repaint	\$0	\$0	\$0	\$0	\$0
1150	Wood Surfaces - Repair	\$0	\$0	\$0	\$0	\$0

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: SECURITY, BUS, AND TRAFFIC COMMITTEE
SUBJECT: CONCEPTUAL APPROVAL - ACCESS CONTROL AND VISITOR MANAGEMENT SYSTEM
DATE: OCTOBER 16, 2018
CC: FILE

At the October 10, 2018 meeting of the Security Bus and Traffic Committee, the Committee reviewed estimates to install an access control and visitor's management system, in accordance with the approved goals of the Board.

Key components of a new system would include, but not be limited to:

- Improve traffic flow, wait time at the main gate
- Detect illegally parked vehicles
- Prevent unauthorized access

At the direction of the Committee, the Security Department prepared a proposal for the installation of an Access Control and Visitor Management System. The general scope of work would include:

- Visitor's admission
- Visitor's vehicle identification while on property
- License plate recognition that communicates with a new pass system
- Improve the ability of the Security Department to perform its general function of reasonable access control

The Request for Proposal was responded to by three (3) companies (handout to Directors), after consulting with six (6) companies in total. After careful analysis, the Committee considered California Gate Systems as the provider of the access control and visitors management system.

The Committee voted unanimously to forward the proposal to the GRF Board for conceptual approval due to the initial and ongoing expenses before continuing the process.

General cost estimates to date exclude possible additional cost, which must be obtained through the GRF Physical Properties Department.

Phase	Installation & Training	Ongoing Annual Charges	Ongoing Annual Costs
Visitor Management System	\$130,242	\$1,975	Visitor Passes \$39,000 Annually*
Access Control	\$270,000 including transponders etc.**		Transponders for new members \$18,000
Estimated Total	\$400,242	\$23,700.00	\$57,000
Cost awaiting inclusion from Physical Properties, installation, power, etc.			

**Actual cost depends on the need to use passes for visitors; there is a potential of avoiding issuing passes with the use of the License Plate Recognition software.*

***This includes initial transponders for member’s vehicles and four guest proximity cards to replace the current guest hanging passes.*

I move to conceptually approve the project designated as the Access Control and Visitors Management System, at an estimated initial expense of \$450,000 to 500,000.00, Capital funding, and estimated ongoing annual operational expenses of \$75,000 to \$100,000, and authorize applicable committees and staff to obtain accurate costs and return to the GRF Board for consideration.