



Executive Committee

Agenda

Administration Conference Room

Friday, January 13, 2017

1:00 p.m.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Notice of Quorum
3. Chairs Announcements
 - a. Introduction of Guests and Staff
 - b. Rules of Order
 - c. Chairs Report
4. Approval of Minutes
 - a. Minutes of December 9, 2016 (pp. 1-9)
5. Shareholder/Member Comments – Agenda Items Only
(Limited to 3 minutes per person)

6. Correspondence (not applicable)
7. Old Business
 - a. By-laws
 - b. Security Department Job Descriptions
 - i. 3490.1-37, Watch Commander (pp. 10-12)
 - ii. 3491.1-37, Security Officer 1 (SO1) (pp. 13-14)
 - iii. 3491.2-37, Security Officer 2 (SO2) (pp. 15-17)
 - iv. 3491.3-37, Security Officer 3 (SO3) (pp. 18-20)
 - v. 3491.4-37, Lead Security Officer/Trainer (pp. 21-23)
 - vi. 3491.5-37, Security Officer – Per Diem (pp. 24-26)
 - d. Parking Specialist Job Description (pp. 27-29)
 - e. Trust Attorney Discussion - Update
 - f. Day after Thanksgiving v. Floating Holiday for GRF Employees

8. New Business
 - a. Approve Group Insurance Renewal (separate cover)
 - b. Appointment of Resident Specialists to the Policy Reorganization Sub-Committee
 - c. Appointment of Resident Specialists to the New Buyers Video Production Sub-committee
 - d. Trust Property Lease, Mutual Eight (pp. 30-34)
9. Policies
 - a. Adopt Policy 5092-30, Board of Directors Code of Ethics and Conduct (p. 35)
 - b. Adopt Policy 5092.1-30, Board of Directors Censure Procedure (pp. 36-38)
 - c. Adopt Policy 5092.2-30, Motion to Censure (p. 39)
10. Subcommittee Reports
 - a. Emergency Planning Subcommittee
 - b. Emergency Council Report
 - c. Code of Ethics Subcommittee
11. Staff Reports
 - a. Human Resources Director (pp. 40-47)
 - b. Executive Director
 - c. Finance Manager (handout)
12. Shareholder/Member Comments
(Limited to 3 minutes per person)
13. Committee Member Comments
14. Adjourn to Executive Committee Executive Session
 - a. Approval of Executive Session Minutes –November 4, 2016
 - b. Personnel
15. Next Meeting/Adjournment
 - a. **Friday, February 10, 2017**



EXECUTIVE COMMITTEE MINUTES December 9, 2016

The meeting of the Executive Committee was held on Thursday, December 9, 2016, and was called to order at 1:00 p.m. by Chair L. Stone in the Administration Conference Room and followed by the Pledge of Allegiance led by Mrs. Reed.

ROLL CALL

Present: Ms. L. Stone, Chair
Mrs. J. Reed
Mr. P. Hood
Ms. K. Rapp
Mrs. C. Damoci
Mr. B. Lukoff
Mr. P. Moore

Also Present: Mr. R. Ankeny, Executive Director
Mrs. C. Flynn, Human Resources Director
Mrs. B. Shuler, Finance Manager
Mr. J. Guerrero, Security Chief
Ms. C. Knapp, Stock Transfer Supervisor
Mr. Eloy Gomez, Safety/Emergency Coordinator
Mrs. L. Whitlock, Recording Secretary
Mrs. L. Perrotti, GRF Representative, Mutual One
Mr. R. Stone, GRF Representative, Mutual One
Ms. P. Snowden, GRF Representative, Mutual Two
Ms. S. Hopewell, GRF Representative, Mutual Six
Mrs. M. Greer, GRF Representative, Mutual Eleven
Mrs. H. Tran, GRF Representative, Mutual Fifteen
Ms. S. Fekjar, GRF Representative, Mutual Sixteen
Three Shareholders/Members

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

In accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the Executive Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting and a Board

meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Committee meeting will be presented to the Board for approval following the approval of the committee meeting minutes in January, 2017.

CHAIR'S ANNOUNCEMENTS

Chair L. Stone introduced the Executive Director, Finance Manager, Human Resources Director, Security Chief, Stock Transfer Supervisor, Safety/Emergency Coordinator and the Recording Secretary.

Chair L. Stone reviewed the meeting rules and asked that courtesy and respectfulness be acknowledged at all times. The Chair respectfully requested the committee members wait to be called on.

APPROVAL OF MINUTES

The minutes of November 10, 2016 were approved, as presented.

SHAREHOLDER COMMENTS

No shareholders spoke on items pertaining to the Committee's area of purview.

OLD BUSINESS

By-laws

Chair L. Stone reported that the item of By-laws is to remain on the agenda until the first of the year. No action taken.

GRF Committee Charters

It is the consensus of the Committee that each Committee should review its individual charters at the beginning of the year. No action taken.

Security Department Job Descriptions

It is the consensus of the Committee for staff to present a preliminary report in January 2017, regarding job descriptions for the following positions:

1. 3490.1-37 Watch Commander

2. 3491.1-37 Security Officer 1 (SO1)
3. 3491.2-37 Security Officer 2 (SO2)
4. 3491.3-37 Security Officer 3 (SO3)
5. 3491.4-37 Lead Security Officer/Trainer
6. 3491.5-37 Security Officer – Per Diem

This item is to remain on the agenda until project is completed, finalized and approved.

Parking Specialist Job Description

After a brief discussion, the Executive Director reported that he will draft the job description for the Parking Specialist position and present to the Committee by the next scheduled meeting. No action taken.

Trust Attorney

The GRF BOD must periodically review all service providers, including legal counsel. Therefore, the Committee has approved a general review in the area of legal support services in the area of Trust Review. Thirteen qualified law firms received Trust Review request for proposal letters. The current provider, Pray, Price, Williams & Picking were informed that the GRF BOD must do its due diligence and periodically review all service providers, including legal counsel and this is in no way a reflection on the quality of service that has been provided.

After a brief discussion by staff and committee members, Mr. Hood MOTIONED, seconded by Ms. Rapp and unanimously carried by Committee members present –

TO interview the following law firms: 1) Pray, Price, Williams & Picking; 2) The Judge Law Firm and 3) Miller & Miller-Bazemore for an in-person interview, in an effort to seek out counsel that may be qualified to provide the required services as Trust Attorney. Stock Transfer Supervisor will schedule the interview and advise the Committee members.

Limitation of Term

It is the consensus of the Committee to leave the policy as is and remove from the agenda. The Committee concurred to refer 5101-30, Limitation of Term-Standing Committee Chairman

NEW BUSINESS

Workers' Compensation Renewal

The Committee members reviewed the December 31, 2016 to December 31, 2017 Workers' Compensation & Employer Liability Insurance Proposal, as submitted by DLD Insurance Brokers on November 15, 2016.

Items highlighted in the proposal were: Improved loss history through active safety programs and procedures; Reduction in Experience Modification rate from 155 to 125; Policy represents a premium reduction of \$63,558 from the current policy; and consideration was given during the 2017 budget planning process in anticipation of a reduction in premiums. The proposed policy represents a possible savings to the budget of \$31,114.

Ms. Rapp MOTIONED, seconded by Mrs. Reed and unanimously carried –

TO approve and recommend to the Board the acceptance of the policy as submitted by DLD Insurance Brokers on November 11, 2016 for the period of December 31, 2016 to December 31, 2017.

Staff Holiday Incentive

The Human Resources Director reported that the Foundation has been able to achieve savings in its budgeted costs for labor expense for 2016 of \$387,661.00, as of November 2016. Human Resources Director requested approval of the Committee for Holiday Bonus to all Full-Time and Part-Time GRF employees in recognition of their service throughout the year.

After a brief discussion, Mrs. Damoci MOTIONED, seconded by Ms. Rapp and unanimously carried –

TO approve and recommend to the Board the Holiday Bonus for all Full-Time and Part-Time GRF employees in the form of a \$50 Gift Card for Ralph's Grocery in an amount not to exceed \$11,400.

GRF Employee Holiday Luncheons

The Human Resources Director requested approval of the GRF Departmental Holiday Luncheons in the amount of \$10 per employee, per department, in an amount not to exceed \$2,280.

After a brief discussion, Mr. Hood MOTIONED, seconded by Mrs. Damoci and unanimously carried –

TO approve the GRF Employee's Departmental Holiday Luncheons at cost of \$10 per employee in an amount not to exceed \$2,280.

Day after Thanksgiving vs. Floating Holiday for GRF Employees

The Executive Director discussed the possibility of offering the Day after Thanksgiving as a given Holiday to GRF employees in opposed to the Floating Holiday, as currently offered. The Executive Director reported that he will draft a memo to the GRF employees and present at the next Committee meeting for review. No action taken.

Mutual Gifts to Staff - Discussion

It is the consensus of the Committee for staff members to comply with Policy 4162, as it relates to accepting gifts from Foundation members. No action taken.

POLICIESPolicy 5025-33, Election Procedures

The Stock Transfer Supervisor reported that Policy 5025-30, Election Procedures, sets forth information regarding the election process for the GRF Board of Directors. Four changes were recommended to improve clarification about candidate responsibilities and materials: 1) Specify the application materials candidates will turn in prior to the deadline, and clarify that candidates are required to provide photo identification when turning in candidate application materials; 2) Add information about the Candidate Eligibility Disclaimer, which was put into practice per GRF Board approval on February 23, 2016; 3) Set forth the cost to purchase mailing labels at a flat rate of \$10 plus \$0.25 per sheet total cost; and 4) Correct GRB to GRF on page 5 of the policy.

After a brief discussion, Ms. Rapp MOTIONED, seconded by Mrs. Reed and unanimously carried –

TO recommend to the Board to amend Policy 5025-33, Election Procedures, as follows: 1) Specify the application materials candidates will turn in prior to the deadline, and clarify that candidates are required to provide photo identification when turning in candidate application materials; 2) Add information about the Candidate Eligibility Disclaimer, which was put into practice per GRF Board approval on February 23, 2016; 3) Set forth the cost to purchase mailing labels at a flat rate of \$10 plus \$0.25 per sheet total cost; and 4) Correct GRB to GRF on page 5 of the policy.

Policy 5092-30, BOD Code of Ethics and Conduct

It is the consensus of the Committee to return this policy for further review and development. Chair L. Stone asked Committee members to forward any suggestions and/or changes to Joy Reed and Paula Snowden.

SUBCOMMITTEE REPORTS

Emergency Planning

The Safety/Emergency Coordinator thanked the Committee for its generous donation of \$1,000, which will be used for the purchase of CERT equipment.

Code of Ethics

Mrs. Reed reported that she will be working with Ms. P. Snowden on Policy 5092-30, BOD Code of Ethics and Conduct, as recommended by the Committee.

STAFF REPORTS

Human Resources Director

The Human Resources Director presented her reports, as attached in the agenda packet.

Finance Manager

The Finance Manager presented her report, as attached in the agenda packet.

Executive Director

The Executive Director spoke in Executive Session.

SHAREHOLDER / MEMBER COMMENTS

Two shareholders made comments on various topics.

COMMITTEE MEMBERS COMMENTS

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

Mrs. Reed MOTIONED, seconded by Ms. Rapp and unanimously carried –

TO adjourn the open Executive Committee meeting at 3:40 p.m. and go into Executive Session at 3:50 p.m.

ADJOURNMENT

The open Executive Committee meeting was adjourned at 3:40 p.m.

Linda Stone, Chair
EXECUTIVE COMMITTEE

law 11.17.16

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE
EXECUTIVE COMMITTEE MEETING**

MOTIONS

- By unanimous consent, Chair L. Stone declared the reading of the quorum notification be dispensed with.
- Chair L. Stone declared the minutes of the regular meeting of November 10, 2016, approved as presented.
- **TO** interview the following law firms: 1) Pray, Price, Williams & Picking; 2) The Judge Law Firm and 3) Miller & Miller-Bazemore for an in-person interview, in an effort to seek out counsel that may be qualified to provide the required services as Trust Attorney. Stock Transfer Supervisor will schedule the interview and advise the Committee members.
- **TO** approve and recommend to the Board acceptance of the policy as submitted by DLD Insurance Brokers on November 15, 2016 for the period of December 31, 2016 to December 31, 2017.
- **TO** approve and recommend to the Board the Holiday Bonus for all Full-Time and Part-Time GRF employees in the form of a \$50 Gift Card for Ralph's Grocery in an amount not to exceed \$11,400.
- **TO** approve the GRF Employee's Departmental Holiday Luncheons at \$10 per employee in an amount not to exceed \$2,280.
- **TO** recommend to the Board to amend Policy 5025-33, Election Procedures, as follows: 1) Specify the application materials candidates will turn in prior to the deadline, and clarify that candidates are required to provide photo identification when turning in candidate application materials; 2) Add information about the Candidate Eligibility Disclaimer, which was put into practice per GRF Board approval on February 23, 2016; 3) Set forth the cost to purchase mailing labels at a flat rate of \$10 plus \$0.25 per sheet total cost; and 4) Correct GRB to GRF on page 5 of the policy.

ACTIONS

- Chair L. Stone reported that the item of By-laws is to remain on the agenda until the first of the year. No action taken.

- It is the consensus of the Committee that each Committee should review its individual charters at the beginning of the year. No action taken.
- It is the consensus of the Committee for staff to present a preliminary report in January 2017, regarding job descriptions for the following positions:
 - 3490.1-37 Watch Commander
 - 3491.1-37 Security Officer 1 (SO1)
 - 3491.2-37 Security Officer 2 (SO2)
 - 3491.3-37 Security Officer 3 (SO3)
 - 3491.4-37 Lead Security Officer/Trainer
 - 3491.5-37 Security Officer – Per Diem
- Executive Director reported that he will draft the job description for the Parking Specialist position and present to the Committee by the next scheduled meeting.
- It is the consensus of the Committee to leave the policy as is and remove from the agenda. The Committee concurred to refer 5101-30, Limitation of Term-Standing Committee Chairman
- The Executive Director will draft a memo to GRF employees regarding the Day after Thanksgiving Holiday in opposed to the Floating Holiday and present at the next Committee meeting for review.
- It is the consensus of the Committee for staff members to comply with Policy 4162, as it relates to accepting gifts from Foundation members.
- It is the consensus of the Committee to return this policy for further review and development. Chair L. Stone asked Committee members to forward any suggestions and/or changes to Joy Reed and Paula Snowden.

STAFF OPERATIONS**POSITION DESCRIPTION**

Position Title: WATCH COMMANDER
 Department: SECURITY
 Reports To: Security Deputy Chief or Security Chief

OVERALL FUNCTION

- Provides shift supervision of Security department staff.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Arranges and assigns work schedules for Security staff.
- Supervises activities of Security staff on an assigned shift.
- Performs training across all functions required in the operations of the Security department.
- Instructs new personnel on activities and responsibilities of the department.
- Responds to emergency calls from residents; coordinates with police and paramedics when emergency and rescue equipment arrives.
- Investigates and handles problems and complaints; completes reports when required.
- Prepares reports on department activities.
- Maintains Security department files including records of traffic citations.
- Assists residents, employees, and vendors to facilitate the smooth operations of department.
- Assumes responsibility for Security department in the absence of the Security Chief and Security Deputy Chief.
- Keeps Security Department Management advised of security activities and provides emergency notification of significant incidents in the Community.
- Completes 90-day and annual evaluations in a timely manner for staff members on assigned shift.
- Conducts regular department meetings including job safety.
- Interviews applicants for open positions on assigned shift.

Non-Essential Functions

- Available to substitute for any department position at any shift in an emergency.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Knowledge of community and emergency agencies to contact when needed.
- Knowledge of occupational hazards and safety precautions.
- Proficient computer skills and knowledge of basic office procedures.
- • Ability to operate a motor vehicle in a safe manner.
- One year of experience in customer service experience with knowledge of telephone etiquette.
- One year of experience in Security or Public Safety management in either the private or public sectors.
- One year of experience in a training instructor capacity.
- Ability to interpret internal regulations and policies and convey solutions to residents during problem resolution contacts.
- If part-time, staff member must be available to work 24 hours per week.
- Must be available to rotate to all shifts as needed.

Physical Ability

- Frequent standing and walking.
- Occasional bending, stooping and twisting.
- Close vision necessary.
- Ability to lift up to 25 pounds.
- Ability to meet "Security Officer Physical Examination" standards established by the Golden Rain Foundation and the Leisure World Health Care Center.

Mental Abilities

- Ability to read, write and communicate clearly and effectively.
- Ability to respond to emergencies efficiently and make immediate decisions.
- Ability to deal effectively with co-workers, emergency and rescue personnel, shareholders and/or members, sales persons, delivery services, public agencies, vendors and visitors.
- Ability to lead and supervise up to ten or more security guards.
- Ability to maintain confidentiality and use diplomacy and sound judgment.

Education

- Minimum high school diploma (or equivalent).

Licenses/Certificates

- Private Proprietary Security Guard Certification or will obtain certification within six months of employment.
- ISC100/NIMS700 Certification or will obtain certification within six months of employment.
- 832 Penal Code Certification or will obtain certification within one year of employment.
- Private Proprietary Security Guard Instructor Certification or will obtain certification within one year of employment.
- Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- Rain gear.
- Safety vests.

WORK ENVIRONMENT

- Exposure to outdoor elements.

TOOLS AND EQUIPMENT USED

- Computer, telephone, wireless radio (walkie-talkie), bolt cutters, radar gun, body worn cameras.
- Operates patrol car.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Amended: 01 Nov 2000

Amended: 12 May 2011

Amended: 23 Jul 2013

Amended: 13 Jan 2015

I have read and understand the information contained in this position description.

Employee Name (print): _____

Employee Signature: _____ Date: _____

STAFF OPERATIONS**POSITION DESCRIPTION**

Position Title: SECURITY OFFICER 1 (SO1)

Department: SECURITY

Reports To: Lead Officer, Watch Commander, Security Deputy Chief, or Security Chief

OVERALL FUNCTION

Performs guard duty at entrances to Leisure World to maintain the control access to the premises and the smooth transition for entering and exiting the Community.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
- Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
- Receives information from residents regarding expected guests and posts on admittance board.
- Answers phones and assists walk-in customers to facilitate the smooth operations of department.

Non-Essential Functions

- On occasion, responds to and documents incidents involving injury or damage to Community property or Leisure World employees and facilitates information exchange between parties involved in any and all incidents. Assists Law Enforcement and Fire and Medical Services regarding vehicular incidents.

QUALIFICATIONS REQUIRED**Knowledge, Skills and Abilities**

- Ability to operate a motor vehicle in a safe manner.
- Knowledge of occupational hazards and safety precautions.
- Customer service experience with knowledge of telephone etiquette.
- Proficient computer skills and knowledge of basic office procedures.
- Six months previous Security Officer or Public Safety experience preferred.
- Must be available to work 8 to 24 hours per week. (Note: As attrition occurs in the department, the available to work hours requirement will be increased to 24 hours each week.)
- Must be available to work two shifts each quarter on evenings or nights if regularly scheduled on day shift.

Physical Ability

- Frequent standing and walking.
- Occasional bending, stooping and twisting.
- Ability to lift up to 25 pounds.
- Ability to meet and pass "Security Officer Physical Examination" standards established by the Golden Rain Foundation and the Leisure World Health Care Center prior to commencement of employment and annually thereafter.

Mental Abilities

- Ability to read, write and communicate effectively.
- Ability to respond to emergencies efficiently and make immediate decisions.
- Ability to deal effectively with co-workers, shareholders and/or members and family members, emergency and rescue personnel, delivery services, vendors and visitors.
- Ability to maintain confidentiality and use diplomacy and sound judgment.

Education

- Minimum high school diploma (or equivalent).

Licenses/Certificates

- Private Proprietary Security Guard Certification or will obtain certification within six months of employment.
- Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- Rain gear.
- Safety vest.

WORK ENVIRONMENT

- Exposure to outdoor elements.

TOOLS AND EQUIPMENT USED

- Computer, telephone, wireless radio (walkie-talkie).
- Operates patrol car.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills of personnel so classified.

Adopted: 13 Jan 2015

I have read and understand the information contained in this position description.

Employee Name (print): _____

Employee Signature: _____ Date: _____

STAFF OPERATIONS**POSITION DESCRIPTION**

Position Title: SECURITY OFFICER 2 (SO2)

Department: SECURITY

Reports To: Lead Officer, Watch Commander, Security Deputy Chief, or Security Chief

OVERALL FUNCTION

- Primary function is to perform a variety of routine clerical, administrative and technical work in receiving and dispatching routine and emergency information; keeps official records and assists in the administration of the standard operating policies and procedures of the dispatch center. Further supports the Security department operations by assisting internal or external customers requesting help or information.
- May act in the role of a Security Officer 1 and perform guard duty at entrances to Leisure World to maintain the control access to the premises and the smooth transition for entering and exiting the Community.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Assists in issuing and processing visitor requests, decal updates and requests for information.
- Handles radio communications; dispatches patrol car to follow and assist paramedics in medical emergencies.
- Investigates and handles problems and complaints; completes reports when required.
- Answers phones and determines appropriate responses in accordance with established procedures.
- Assists walk-in customers to facilitate the smooth operations of department.
- Maintains security department files and patrol logs.
- Types reports, correspondence, and fills out forms as necessary.
- Fills in as a Security Officer 1 as needed:
 - Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
 - Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
 - Receives information from residents regarding expected guests and posts on admittance board as needed.

Non-Essential Functions

- On occasion, responds to and documents incidents involving injury or damage to Community property or Leisure World employees and facilitates information exchange between parties involved in any and all incidents. Assists Law Enforcement and Fire and Medical Services regarding vehicular incidents.

QUALIFICATIONS REQUIREDKnowledge, Skills and Abilities

- Ability to operate a motor vehicle in a safe manner.
- Knowledge of occupational hazards and safety precautions.
- One year customer service experience with knowledge of telephone etiquette.
- Proficient computer skills and knowledge of basic office procedures.
- One year of Security Officer, Dispatcher, or Public Safety experience.
- Must be available to work 24 hours per week.
- Must be available to work one shift each quarter on evenings or nights if regularly scheduled on day shift.

Physical Ability

- Frequent standing and walking.
- Occasional bending, stooping and twisting.
- Ability to lift up to 25 pounds.
- Ability to meet and pass "Security Officer Physical Examination" standards established by the Golden Rain Foundation and the Leisure World Health Care Center prior to commencement of employment and annually thereafter.

Mental Abilities

- Ability to read, write and communicate clearly and effectively.
- Ability to respond to emergencies efficiently and make immediate decisions.
- Ability to deal effectively with co-workers, shareholders and/or members and family members, emergency and rescue personnel, delivery services, vendors and visitors.
- Ability to maintain confidentiality and use diplomacy and sound judgment.

Education

- Minimum high school diploma (or equivalent).

Licenses/Certificates

- Private Proprietary Security Guard Certification or will obtain certification within six months of employment.
- Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- Rain gear.
- Safety vest.

WORK ENVIRONMENT

- Normal indoor work conditions.
- Occasional exposure to outdoor elements.

TOOLS AND EQUIPMENT USED

- Computer, telephone, wireless radio (walkie-talkie)
- Operates patrol car.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills of personnel so classified.

Adopted: 13 Jan 2015

I have read and understand the information contained in this position description.

Employee Name (print): _____

Employee Signature: _____ Date: _____

STAFF OPERATIONS**POSITION DESCRIPTION**

Position Title: SECURITY OFFICER 3 (SO3)

Department: SECURITY

Reports To: Lead Officer, Watch Commander, Security Deputy Chief, or Security Chief

OVERALL FUNCTION

- Primary function is to promote traffic safety by reasonable enforcement in accordance with the rules, regulations and policies of the Foundation and by assisting emergency personnel and residents throughout the community.
- May act in the role of a Security Officer 2 and perform a variety of routine clerical, administrative and technical work in receiving and dispatching routine and emergency information; keeps official records and assists in the administration of the standard operating policies and procedures of the dispatch center. Further supports the Security department operations by assisting internal or external customers requesting help or information.
- May act in the role of a Security Officer 1 and perform guard duty at entrances to Leisure World to maintain the control access to the premises and the smooth transition for entering and exiting the Community.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Drives a patrol vehicle, monitors streets and parking areas. Enforces Community rules and regulations with regard to parking and safe vehicle operation (moving violations). Issues Notice of Violations/Citations to offenders as appropriate.
- Responds to and documents incidents involving injury or damage to Community property or Leisure World employees and facilitates information exchange between parties involved in any and all incidents. Assists Law Enforcement, Fire, and Medical Services regarding vehicular incidents.
- Provides traffic control as needed; lifts, carries and places traffic safety cones, barricades and signs when assigned.
- Identifies and documents abandoned vehicles and makes notification for towing of same.
- Places and retrieves portable radar signs at targeted locations within the Community.
- * Patrols and enforces rules and regulations in the Recreational Vehicle Parking Lot and answers inquiries.
- Responds to Security management with coordination of matters concerning traffic safety, traffic enforcement, incidents and reporting.
- Collects coins from all coin operated equipment, counts, and delivers to Finance Department.
- Resolves resident issues by clarifying the complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, and expediting the solution or involving management if a clear solution is not available.
- Maintains daily records and logs of activities.

- Fills in as a Security Officer 2 as needed:
 - Assists in issuing and processing visitor requests, decal updates and requests for information.
 - Handles radio communications; dispatches patrol car to follow and assist paramedics in medical emergencies.
 - Investigates and handles problems and complaints; completes reports when required.
 - Answers phones and determines appropriate responses in accordance with established procedures.
 - Assists walk-in customers to facilitate the smooth operations of department.
 - Maintains security department files and patrol logs.
 - Types reports, correspondence, and fills out forms as necessary.
 - Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
 - Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
 - Receives information from residents regarding expected guests and posts on admittance board.
- Fills in as a Security Officer 1 as needed:
 - Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
 - Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
 - Receives information from residents regarding expected guests and posts on admittance board as needed.

Non-Essential Functions

- None.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Ability to operate a motor vehicle in a safe manner.
- Knowledge of occupational hazards and safety precautions.
- One year customer service experience with knowledge of telephone etiquette.
- Proficient computer skills and knowledge of basic office procedures.
- Two years of Security Officer, Dispatcher, or Public Safety experience.
- Must be available to work 24 hours per week.
- Must be available to work one shift each quarter on evenings or nights if regularly scheduled on day shift.

Physical Ability

- Frequent standing and walking.
- Occasional bending, stooping and twisting.
- Close vision necessary.
- Ability to lift up to 25 pounds.
- Ability to meet and pass "Security Officer Physical Examination" standards established by the Golden Rain Foundation and the Leisure World Health Care Center prior to commencement of employment and annually thereafter.

Mental Abilities

- Ability to read, write and communicate clearly and effectively.
- Ability to respond to emergencies efficiently and make immediate decisions.
- Ability to deal effectively with co-workers, shareholders and/or members and family members, emergency and rescue personnel, delivery services, vendors and visitors.
- Ability to maintain confidentiality and use diplomacy and sound judgment.

Education

- Minimum high school diploma (or equivalent)

Licenses/Certificates

- Private Proprietary Security Guard Certification or will obtain certification within six months of employment.
- Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- Rain gear.
- Safety vest.

WORK ENVIRONMENT

- Exposure to outdoor elements.

TOOLS AND EQUIPMENT USED

- Computer, telephone, wireless radio (walkie-talkie), bolt cutters, radar gun, body worn cameras.
- Operates patrol car.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills of personnel so classified.

Adopted: 13 Jan 2015

I have read and understand the information contained in this position description.

Employee Name (print): _____

Employee Signature: _____ Date: _____

STAFF OPERATIONS**POSITION DESCRIPTION**

Position Title: LEAD SECURITY OFFICER / TRAINER

Department: SECURITY

Reports To: Watch Commander, Security Deputy Chief, or Security Chief

OVERALL FUNCTION

- Primary function is to act as a back-up to management, train staff and promote traffic safety by reasonable enforcement in accordance with the rules, regulations and policies of the Foundation and by assisting emergency personnel and residents throughout the community.
- May act in the role of a Security Officer 2 and perform a variety of routine clerical, administrative and technical work in receiving and dispatching routine and emergency information; keeps official records and assists in the administration of the standard operating policies and procedures of the dispatch center. Further supports the Security department operations by assisting internal or external customers requesting help or information.
- May act in the role of a Security Officer 1 and perform guard duty at entrances to Leisure World to maintain the control access of the premises and the smooth transition for entering and exiting the Community.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Performs training across all functions required in the operations of the Security department.
- Instructs new personnel on activities and responsibilities of the department.
- Assumes supervisory responsibility for assigned shift in the absence of Watch Commander.
- Acts as a resource to all Security staff regarding department processes and the interpretation of GRF rules, regulations and policies.
- Drives a patrol vehicle, monitors streets and parking areas. Enforces Community rules and regulations with regard to parking and safe vehicle operation (moving violations). Issues Notice of Violations/Citations to offenders as appropriate.
- Responds to and documents incidents involving injury or damage to Community property or Leisure World employees and facilitates information exchange between parties involved in any and all incidents. Assists Law Enforcement, Fire, and Medical Services regarding vehicular incidents.
- Provides traffic control as needed; lifts, carries and places traffic safety cones, barricades and signs when assigned.
- Identifies and documents abandoned vehicles and makes notification for towing of same.
- Places and retrieves portable radar signs at targeted locations within the Community.
- Patrols and enforces rules and regulations in the Recreational Vehicle Parking Lot and answers inquiries.
- Responds to Security management with coordination of matters concerning traffic safety, traffic enforcement, incidents and reporting.
- Resolves resident issues by clarifying the complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, and expediting the solution or involving management if a clear solution is not available.

- Maintains daily records and logs of activities.
- Confers with residents and others relating to traffic safety, complaints, rules and regulations.
- Fills in as a Security Officer 2 as needed:
 - Assists in issuing and processing visitor requests, decal updates and requests for information.
 - Handles radio communications; dispatches patrol car to follow and assist paramedics in medical emergencies.
 - Investigates and handles problems and complaints; completes reports when required.
 - Answers phones and determines appropriate responses in accordance with established procedures.
 - Assists walk-in customers to facilitate the smooth operations of department.
 - Maintains security department files and patrol logs.
 - Types reports, correspondence, and fills out forms as necessary.
 - Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
 - Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
 - Receives information from residents regarding expected guests and posts on admittance board.
- Fills in as a Security Officer 1 as needed:
 - Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
 - Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
 - Receives information from residents regarding expected guests and posts on admittance board as needed.

Non-Essential Functions

- None.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Ability to operate a motor vehicle in a safe manner.
- Knowledge of occupational hazards and safety precautions.
- Two years previous Security Officer, Dispatcher, or Public Safety experience.
- One year of experience working in the GRF Security department.
- Thorough knowledge of GRF rules, regulations and policies.
- Six months of experience in a training role.
- Six months of experience in a supervisory role.
- One year of customer service experience with knowledge of telephone etiquette.
- Proficient computer skills and knowledge of basic office procedures.
- Must be available to work 24 hours per week.
- Must be available to rotate to all shifts as needed.

Physical Ability

- Frequent standing and walking and occasional bending, stooping and twisting.
- Close vision necessary.
- Ability to lift up to 25 pounds.
- Ability to meet and pass "Security Officer Physical Examination" standards established by the Golden Rain Foundation and the Leisure World Health Care Center prior to commencement of employment and annually thereafter.

Mental Abilities

- Ability to read, write and communicate clearly and effectively.
- Ability to respond to emergencies efficiently and make immediate decisions.
- Ability to deal effectively with co-workers, shareholders and/or members and family members, emergency and rescue personnel, delivery services, vendors and visitors.
- Ability to maintain confidentiality and use diplomacy and sound judgment.

Education

- Minimum high school diploma (or equivalent).

Licenses/Certificates

- Private Proprietary Security Guard Certification or will obtain certification within six months of employment.
- Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- Rain gear.
- Safety vest.

WORK ENVIRONMENT

- Exposure to outdoor elements.

TOOLS AND EQUIPMENT USED

- Computer, telephone, wireless radio (walkie-talkie), bolt cutters, radar gun, body worn cameras.
- Operates patrol car.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills of personnel so classified.

Adopted: 13 Jan 2015

I have read and understand the information contained in this position description.

Employee Name (print): _____

Employee Signature: _____ Date: _____

STAFF OPERATIONS**POSITION DESCRIPTION**

Position Title: SECURITY OFFICER – PER DIEM

Department: SECURITY

Reports To: Lead Officer, Watch Commander, Security Deputy Chief, or Security Chief

OVERALL FUNCTION

Employee may act in the role of any Security Officer position to ensure the smooth operations of the Security department.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Drives a patrol vehicle, monitors streets and parking areas. Enforces Community rules and regulations with regard to parking and safe vehicle operation (moving violations). Issues Notice of Violations/Citations to offenders as appropriate.
- Responds to and documents incidents involving injury or damage to Community property or Leisure World employees and facilitates information exchange between parties involved in any and all incidents. Assists Law Enforcement, Fire, and Medical Services regarding vehicular incidents.
- Provides traffic control as needed; lifts, carries and places traffic safety cones, barricades and signs when assigned.
- Identifies and documents abandoned vehicles and makes notification for towing of same.
- Places and retrieves portable radar signs at targeted locations within the Community.
- Patrols and enforces rules and regulations in the Recreational Vehicle Parking Lot and answers inquiries.
- Responds to Security management with coordination of matters concerning traffic safety, traffic enforcement, incidents and reporting.
- Collects coins from all coin operated equipment, counts, and delivers to Finance Department.
- Resolves resident issues by clarifying the complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, and expediting the solution or involving management if a clear solution is not available.
- Maintains daily records and logs of activities.
- Assists in issuing and processing visitor requests, decal updates and requests for information.
- Handles radio communications; dispatches patrol car to follow and assist paramedics in medical emergencies.
- Investigates and handles problems and complaints; completes reports when required.
- Answers phones and determines appropriate responses in accordance with established procedures.
- Assists walk-in customers to facilitate the smooth operations of department.
- Maintains security department files and patrol logs.
- Types reports, correspondence, and fills out forms as necessary.

- Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
- Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
- Receives information from residents regarding expected guests and posts on admittance board.
- Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
- Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
- Receives information from residents regarding expected guests and posts on admittance board as needed.

Position Requirements

- Employee must be able to work any shift (days, evenings, and nights) and weekends.
- There are no guarantee of weekly hours and this position will not be regularly scheduled.
- Employee should average 3 shifts within 90-day period to maintain skills and understanding of current procedures.
- Employee may turned down a shift when called but if more than 3 shifts are turned down within a 90-day period without a valid reason and/or prior notification that they are not available, employee will no longer be eligible for per diem status.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Ability to operate a motor vehicle in a safe manner.
- Knowledge of occupational hazards and safety precautions.
- One year customer service experience with knowledge of telephone etiquette.
- Proficient computer skills and knowledge of basic office procedures.
- Two years of Security Officer, Dispatcher, or Public Safety experience.
- Must be available to work 24 hours per week.
- Must be available to work one shift each quarter on evenings or nights if regularly scheduled on day shift.

Physical Ability

- Frequent standing and walking.
- Occasional bending, stooping and twisting.
- Close vision necessary.
- Ability to lift up to 25 pounds.
- Ability to meet and pass "Security Officer Physical Examination" standards established by the Golden Rain Foundation and the Leisure World Health Care Center prior to commencement of employment and annually thereafter.

Mental Abilities

- Ability to read, write and communicate clearly and effectively.
- Ability to respond to emergencies efficiently and make immediate decisions.
- Ability to deal effectively with co-workers, shareholders and/or members and family members, emergency and rescue personnel, delivery services, vendors and visitors.
- Ability to maintain confidentiality and use diplomacy and sound judgment.

Education

- Minimum high school diploma (or equivalent)

Licenses/Certificates

- Private Proprietary Security Guard Certification or will obtain certification within six months of employment.
- Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- Rain gear.
- Safety vest.

WORK ENVIRONMENT

- Exposure to outdoor elements.

TOOLS AND EQUIPMENT USED

- Computer, telephone, wireless radio (walkie-talkie), bolt cutters, radar gun, body worn cameras.
- Operates patrol car.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills of personnel so classified.

I have read and understand the information contained in this position description.

Employee Name (print): _____

Employee Signature: _____ Date: _____

STAFF OPERATIONS**POSITION DESCRIPTION**

Position Title: PARKING ENFORCEMENT SPECIALIST

Department: SECURITY

Reports To: Lead Officer, Watch Commander, Security Deputy Chief, or Security Chief

OVERALL FUNCTION

- Primary function is to promote traffic safety by reasonable enforcement in accordance with the rules, regulations and policies of the Foundation and by assisting emergency personnel and residents throughout the community.
- Further supports the Security department operations by assisting internal or external customers requesting help or information.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Drives a patrol vehicle, monitors streets and parking areas. Enforces Community rules and regulations with regard to parking and safe vehicle operation (moving violations). Issues Notice of Violations/Citations to offenders as appropriate.
- Responds to and documents incidents involving injury or damage to Community property or Leisure World employees and facilitates information exchange between parties involved in any and all incidents. Assists Law Enforcement, Fire, and Medical Services regarding vehicular incidents.
- Provides traffic control as needed; lifts, carries and places traffic safety cones, barricades and signs when assigned.
- Identifies and documents abandoned vehicles and makes notification for towing of same.
- Places and retrieves portable radar signs at targeted locations within the Community.
- Patrols and enforces rules and regulations in the Recreational Vehicle Parking Lot and answers inquiries.
- Responds to Security management with coordination of matters concerning traffic safety, traffic enforcement, incidents and reporting.
- Maintains daily records and logs of activities.

Non-Essential Functions

- Collects coins from all coin operated equipment, counts, and delivers to Finance Department.
- Resolves resident issues by clarifying the complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, and expediting the solution or involving management if a clear solution is not available.
- Fills in as a Security Officer 2 as needed:
 - Assists in issuing and processing visitor requests, decal updates and requests for information.
 - Handles radio communications; dispatches patrol car to follow and assist paramedics in

medical emergencies.

- Investigates and handles problems and complaints; completes reports when required.
- Answers phones and determines appropriate responses in accordance with established procedures.
- Assists walk-in customers to facilitate the smooth operations of department.
- Maintains security department files and patrol logs.
- Types reports, correspondence, and fills out forms as necessary.
- Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
- Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
- Receives information from residents regarding expected guests and posts on admittance board.
- Fills in as a Security Officer 1 as needed:
 - Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
 - Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
- Receives information from residents regarding expected guests and posts on admittance board as needed.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Ability to operate a motor vehicle in a safe manner.
- Knowledge of occupational hazards and safety precautions.
- One year customer service experience with knowledge of telephone etiquette.
- Proficient computer skills and knowledge of basic office procedures.
- Two years of Security Officer, Dispatcher, or Public Safety experience.
- Must be available to work 24 hours per week.
- Must be available to work one shift each quarter on evenings or nights if regularly scheduled on day shift.

Physical Ability

- Frequent standing and walking.
- Occasional bending, stooping and twisting.
- Close vision necessary.
- Ability to lift up to 25 pounds.
- Ability to meet and pass "Security Officer Physical Examination" standards established by the Golden Rain Foundation and the Leisure World Health Care Center prior to commencement of employment and annually thereafter.

Mental Abilities

- Ability to read, write and communicate clearly and effectively.
- Ability to respond to emergencies efficiently and make immediate decisions.
- Ability to deal effectively with co-workers, shareholders and/or members and family members, emergency and rescue personnel, delivery services, vendors and visitors.
- Ability to maintain confidentiality and use diplomacy and sound judgment.

Education

- Minimum high school diploma (or equivalent)

Licenses/Certificates

- Private Proprietary Security Guard Certification or will obtain certification within six months of employment.
- Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

Additional Qualifications

- In order to ensure no conflict of interest exists in performance of job duties, employee may not be a resident of the Leisure World, Seal Beach community.

PERSONAL PROTECTIVE EQUIPMENT

- Rain gear.
- Safety vest.

WORK ENVIRONMENT

- Exposure to outdoor elements.

TOOLS AND EQUIPMENT USED

- Computer, telephone, wireless radio (walkie-talkie), bolt cutters, radar gun, body worn cameras.
- Operates patrol car.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills of personnel so classified.

Adopted: XX/XX/XXXX

I have read and understand the information contained in this position description.

Employee Name (print): _____

Employee Signature: _____ Date: _____

**USE AND LEASE AGREEMENT
SEAL BEACH MUTUAL EIGHT
JANUARY ____, 2017**

This agreement is made on January ____, 2017, between GOLDEN RAIN FOUNDATION, 13531 St. Andrews Drive, Seal Beach, California 90740, a California Corporation (hereinafter referred to as "GRF"), and SEAL BEACH No. MUTUAL Eight, Seal Beach, California 90740, and a California Corporation (hereinafter referred to as "MUTUAL EIGHT", who agrees as follows:

I. OPENING CLAUSES

This Agreement is made with reference to the following facts:

1. The Golden Rain Foundation of Seal Beach is designated in accordance with the Declaration of Trust recorded on July 10, 1962, as the Trustee of all Trust property within the property commonly known as Leisure World of Seal Beach.
2. Section IV of the Declaration of Trust; states "... Trustee is hereby expressly granted and reserves the right to deal, for the use and benefit of the Cooperatives and their members..."
3. Section VII of the Declaration of Trust; grants the Board of the Golden Rain Foundation of Seal Beach the "...the further powers to grant, bargain, sell for cash or credit, convey, exchange, convert, lease for terms, either within or beyond the end of the Trust, for any purpose; assign, partition, divide, subdivide, improve, insure, loan, re-loan, invest and reinvest the Trust Estate or any part thereof in such manner and on such terms and conditions as Trustee deems advisable..."
4. GRF is the owner of the property described as that portion of Tract Map No. 4401 in the City of Seal Beach, County of Orange, and State of California as shown on the highlighted section of Exhibit A and further identified as Lot E on Exhibit B (hereinafter referred to as Trust, property, Lot E).
5. Under the Bylaws of the Golden Rain Foundation of Seal Beach, the Board shall have the powers to "... To sell, assign, convey, exchange, lease, mortgage, encumber, and transfer upon trust or otherwise dispose of all property, real or personal..."
6. Under the Bylaws of MUTUAL EIGHT, Section 2, Powers, Duties and Standard of Care, the Mutual Eight Board "...Each Director shall exercise such powers and otherwise perform such duties in good faith, in the manner such Director believes to be in the best interest of the corporation..."
7. The Board of MUTUAL EIGHT, by resolution at a duly posted meeting, is willing to lease the Trust property, Lot E, from GRF, pursuant to the provisions stated in this Agreement.

**USE AND LEASE AGREEMENT
SEAL BEACH MUTUAL EIGHT
JANUARY __, 2017**

8. MUTUAL EIGHT has examined the Trust property, Lot E and fully accepts its present condition.

II. TERM

The term of this lease shall be **THREE (3) years commencing January __, 2017, and shall expire on December 31, 2019.** GRF shall have the option to review this Agreement annually and renew for additional five (5) year periods. Either party retains the right to Revoke and Terminate this Agreement at any time.

III. ANNUAL RENTAL AND TAXES

GRF grants the use of Trust property, Lot E as noted in Exhibits A and B and no annual fee, provided all terms and conditions of this agreement are upheld and complied with , commencing on the date the term commences, and continuing during the term. GRF shall pay all real property taxes for the property.

IV. USAGE

MUTUAL EIGHT shall use the Trust property, Lot E and may install certain improvements on the land upon prior written approval of the GRF.

MUTUAL EIGHT's use of the Trust property, Lot E, as provided in this Agreement, shall be in accordance with the following:

MUTUAL EIGHT shall not do, bring, or keep anything in or about the Trust property, Lot E, that will cause the cancellation of any GRF insurance covering the Trust Property.

MUTUAL EIGHT shall comply with GRF policy and procedures and with all of the requirements concerning the use of the Trust Property, Lot E, including, without limitation, the obligation at MUTUAL EIGHT's cost to maintain the alterations or restore the Trust Property, Lot E, in compliance and conformity with all governing documents and laws relating to the condition, use, or occupancy of the Trust Property, Lot E, during the term without GRF's written consent.

V. MAINTENANCE

MUTUAL EIGHT shall provide and pay for all maintenance and repairs of Trust property, Lot E including but not limited to; gardening, landscaping, sprinkler repair, and tree trimming services and maintain Trust property, Lot E, in a condition acceptable to the GRF Board.

**USE AND LEASE AGREEMENT
SEAL BEACH MUTUAL EIGHT
JANUARY __, 2017**

GRF will perform routine inspections, no less than four (4) times per year. Any deficiency in the obligation of Mutual Eight to maintain Trust property, Lot E, will be reported in writing to the Mutual Eight Board, with a thirty (30) day notice to cure.

MUTUAL EIGHT shall be liable for any damage to the Trust property, Lot E resulting from the acts or omissions of MUTUAL EIGHT or its authorized representatives.

MUTUAL EIGHT shall not make any material alterations to the Trust property, Lot E without GRF's written consent. Any alterations made shall remain on and be surrendered with the Trust property, Lot E on expiration of termination of the term, except that GRF can elect within six (6) months before expiration of the term, to require MUTUAL EIGHT to remove any alteration that MUTUAL EIGHT has made to the Trust Property.

VI. INDEMNITY AND EXCULPATION

GRF shall not be liable to MUTUAL EIGHT for any damages to MUTUAL EIGHT or MUTUAL EIGHT's property from any cause. MUTUAL EIGHT waives all claims and indemnifies GRF. MUTUAL EIGHT shall indemnify, defend at its sole cost (with counsel selected by GRF) and hold GRF and its employees, agents, representatives, officers, directors, and shareholders harmless from and against any and all claims, demands, actions, liabilities, losses, damages, injuries, costs and expenses (including without limitation, actual attorney's fees and defense costs) arising directly or indirectly out of, or in connection with or related to, this Agreement or in connection with the use and/or maintenance, operation, or condition of Trust property, Lot E, including any and all claims and of Trust property, Lot E, except to the extent any such liability is due to the sole willful misconduct or gross negligence of GRF and/or its employees. This provision to indemnify GRF and its employees, agents, representatives, officers, directors, and shareholders also relates to any and all acts, errors, or omissions, statements or representations made by GRF in the performance and/or non-performance of this Agreement. The obligation of MUTUAL EIGHT to indemnify, defend and hold harmless includes but is not limited to the obligation to pay for, on a current bases, all costs of defense of GRF in any action, which costs include but are not limited to the payment of all fees and expenses for legal, expert, accounting or other professional services needed to defend any action brought by any person or entity for which indemnification and defense of GRF is called hereunder. Notwithstanding any other provision of this Agreement to the contrary, MUTUAL EIGHT's obligations under this Section shall survive the expiration and/or termination of this Agreement for any reason whatsoever. Further, this provision shall not be

**USE AND LEASE AGREEMENT
SEAL BEACH MUTUAL EIGHT
JANUARY __, 2017**

limited by any applicable insurance coverage available to MUTUAL EIGHT or GRF hereunder.

MUTUAL EIGHT will be responsible only for any willful misconduct and gross negligence where such liability is due to the sole conduct of MUTUAL EIGHT and/or its Board in the performance of its duties under this Agreement.

VII. NOTICE

Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by electronic transmission.

VIII. WAIVER

Any waiver by GRF of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of the Agreement.

IX. ATTORNEY'S FEES

If either party becomes a party to any litigation concerning this Agreement by reason of any act or omission of the other party or its authorized representatives, the party that causes the other party to become involved in the litigation shall be liable for that party for reasonable attorney fees and court costs incurred by it in the litigation. If either party commences an action against the other party arising out of or in connection with this Agreement, the prevailing party shall be entitled to have and recover the losing party reasonable attorney fees costs of suit.

X. SIGNATURE AUTHORITY

Signatures below constitutes the majority action of GRF and MUTUAL EIGHT Board of Directors at a duly posted meeting.

GOLDEN RAIN FOUNDATION

SEAL BEACH MUTUAL EIGHT

By: _____
Carole Damoci, President

By: _____

Date: _____

Date: _____

SCALE 1" = 100'

TRACT NO. 4401

SHEET 4 OF 9 SHEETS

IN THE CITY OF SEAL BEACH, ORANGE COUNTY, CALIFORNIA.

Thereby certify that this map shows Lot 1 of Tract 4401 in the City of Seal Beach, County of Orange, State of California, as recorded in Book 154 pages 9-17 inclusive of Miscellaneous Maps in the Office of the County Recorder of Said County of Orange.

F.L. GIBBS L.S. 2376

NOVEMBER 1961

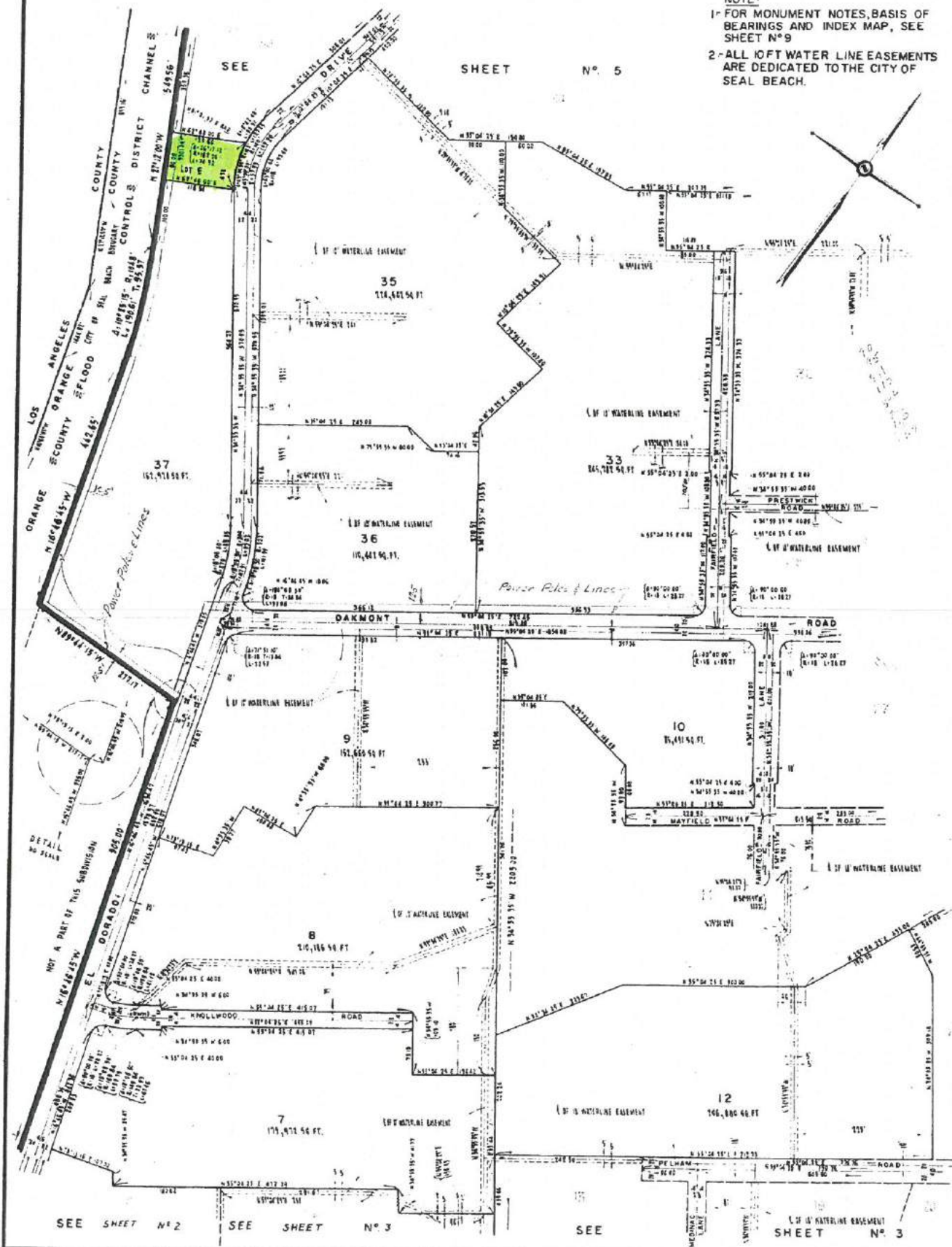
54 LOTS

264.64 ACRES

8565
ACCEPTED AND FILED
DEC 13 1961 AT 9 A.M.
AT REQUEST OF
TITLE INSURANCE & TRUST CO.
ORANGE COUNTY RECORDS
RUBY McFARLAND, County Recorder
FEE \$1.00

F.L. Gibbs Calif L.S. 2376 Date

NOTE:
1- FOR MONUMENT NOTES, BASIS OF BEARINGS AND INDEX MAP, SEE SHEET N° 9
2- ALL 10 FT WATER LINE EASEMENTS ARE DEDICATED TO THE CITY OF SEAL BEACH.



SEE SHEET N° 2

SEE SHEET N° 3

SEE

SEE SHEET N° 3

SEE SHEET N° 7

SEE SHEET N° 6

SEE SHEET N° 5

SEE SHEET N° 4

GOLDEN RAIN OPERATIONS**ADOPT**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 or shareholder/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. They will recuse themselves and abstain from voting on any issue where there may be a reasonable expectation of a conflict of interest. (Civil Code 5350)
5. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of our shareholder/members.
6. We shall perform their fiduciary duties by acting in good faith to promote the best interests of the GRF through reasonable inquiry and investigation. (Civil Code 7231-Business Judgement Rule).
7. All Directors acknowledge their obligation to support decisions made by a majority of the BOD. (Davis-Stirling ...

(Dec 2016)

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

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

1. DIRECTOR CENSURE

- 1.1. A censure is the process by which the GRF BOD, acting by a two-thirds majority vote, can reprimand or condemn the actions of a fellow member in the event that the member:
 - 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 excuse;
 - 1.1.4. Fails to act in a way that respects others;
 - 1.1.5. Creates a hostile environment including acting disruptively;
 - 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.
- 1.2. The following steps will be used to censure a director. All proceedings related to a censure shall be conducted in a closed, executive session meeting.
- 1.3. The Director(s) subject to the censure may elect to have the proceedings conducted in an open, public session if a Waiver of Liability (??) is signed releasing the GRF BOD from any liability resulting from the discussions.

2. MOTION TO CENSURE

- 2.1 A "Motion to Censure" form must be filed using the form in Policy 5092.2. It must include a second signature from a director clearly in agreement and be turned in to the President for presentation at a special executive session, closed meeting of the full BOD. If the

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

- censure involves the President, it will be turned in to the Vice President for presentation at a special executive session, closed meeting of the full BOD.
- 2.2 If the Presiding Officer elects not to place the motion on the agenda of a special executive session meeting of the BOD, two members may request a special executive session meeting of the BOD.
 - 2.3 A director 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. A copy of the "Motion to Censure" form will also be included. Notification shall be sent by Certified U.S. Mail through the Executive Director's office. The President or Presiding Officer will also contact the Director directly.
 - 2.4 The BOD shall be provided at least five (5) days advance written notice of the special executive session of the full BOD regarding the "Motion to Censure", which shall include a copy of the submitted form. Notification shall be sent by the U.S. Mail through the Executive Director's office to all BOD members with the addition of an email notification containing the date, time and location of the meeting.
 - 2.5 A director subject to censure may provide a written response to all BOD members no later than two (2) business days prior to the meeting. The director shall also be provided an opportunity to respond to the reason for censure at the meeting.
 - 2.6 The censure motion may be debated and following the debate the BOD may take one of the following actions:
 - 2.1.1. 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. (Policy 5601.1)
 - 2.1.2. Approve the motion by a two-thirds (2/3) majority of a quorum of the non-offending directors; or
 - 2.1.3. Defeat the motion
 - 2.7 Written notice of the BOD's decision shall be sent by Certified U.S. Mail to the named member(s) no more than 15 business days following the meeting.

GOLDEN RAIN OPERATIONS**ADOPT****Board of Directors Censure Procedure****3. ENFORCEMENT PROCEDURES**

- 3.1.** If the "Motion to Censure" is passed, the non-offending BOD members may choose one or more of the following actions:
- 3.1.1 WARNING/EDUCATION
 - 3.1.2 REMOVAL FROM OFFICE OR CHAIR
 - 3.1.3 REMOVAL FROM COMMITTEE
 - 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 quorum of the non-offending BOD members, the offender may be prevented access to confidential information.
- 3.3.** If at any time a Director commits a crime or subjects the Foundation to financial risk, that Director shall be subjected to legal action by the Foundation. This may include removal from GRF Liability coverage.
- 3.4.** Censure remains in effect until the next annual meeting.

Adopted:**Golden Rain Foundation
Seal Beach, California**

(DEC 2016)

GOLDEN RAIN OPERATIONS

ADOPT

Board of Directors Code of Ethics and Conduct

MOTION TO CENSURE

Date of request _____

I, _____ wish to file
Print Name Director signature Mutual

a formal motion Censure of _____
Director name

For the following reason(s):

THE MOTION IS SECONDED BY:

Print Name Mutual

Signature

DATE OF SUBMISSION TO:

Officer Name and Title

Signature

Next Special Executive Session of full BOD: _____
Date, Time and Location

This form will be given to the Director subject to possible censure. Directors requesting censure receives copies of this form.

Date Certified Mail Sent _____ By _____ Date Given _____ By _____

Golden Rain Foundation

Seal Beach, California

Adopted:

Golden Rain Foundation Executive Committee Human Resources Report – January 13, 2017

Below are the budget variances as of the end of November 2016.

Pages 1 and 2 of this report (December budget variances) will be replaced via handout at the Executive Committee meeting on January 13, 2017.

- 1) **GRF – Budget Variance Information** – GRF has a year-to-date favorable variance of **\$387,661.00** in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses			
6100000	Salaries & Wages	6,766,616	6,904,640	138,024
6100001	Vacation Accrual Expense	(4,116)	0	4,116
6101000	Commissions	40,128	34,795	(5,333)
6140000	Employment Taxes	553,520	560,521	7,001
6142000	Workers' Compensation	396,904	566,338	169,434
6143000	Group Insurance - Medical	670,601	720,533	49,932
6143300	Group Insurance - Dental	14,276	15,147	871
6143500	Group Insurance - Vision	8,931	9,317	386
6144000	401(k) Match	131,066	143,175	12,109
6145000	Group Insurance - Life	24,916	26,290	1,374
6146000	Long Term Disability Insurance	20,921	30,668	9,747

- 2) **Cost Center 20 – Human Resources Budget Variance Information** – The Human Resources department has a year-to-date favorable variance of **\$13,647.00** excluding the GRF Vacation Accrual Expense.

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Human Resources			
6100000 20	Salaries & Wages - Human Resources	190,643	190,657	14
6100001 20	Vacation Accrual Expense - Human Resourc	(4,116)	0	4,116
6140000 20	Employment Taxes - Human Resources	14,184	14,301	117
6142000 20	Workers' Compensation - Human Resources	6,495	9,264	2,769
6143000 20	Group Insurance - Medical - Human Resour	25,704	27,302	1,598
6143300 20	Group Insurance - Dental - Human Resourc	501	528	27
6143500 20	Group Insurance - Vision - Human Resourc	315	330	15
6144000 20	401(k) Match - Human Resources	1,476	3,139	1,663
6145000 20	Group Insurance - Life - Human Resources	910	682	(228)
6146000 20	Long Term Disability Insurance - Human R	807	803	(4)
6210010 20	Fraud Hotline - Human Resources	640	704	64
6211000 20	Continuing Education - Human Resources	850	1,900	1,050
6211100 20	Employee Incentives - Human Resources	580	924	344
6212000 20	Employee Exams - Human Resources	125	0	(125)
6212005 20	Employee Drivers License Inquiry - Human	354	242	(112)
6213000 20	Employee Recruitment - Human Resources	1,824	1,639	(185)
6213005 20	Employment Screening - Human Resources	8,338	6,930	(1,408)
6214500 20	Gifts - Human Resources	0	462	462
6215000 20	Mileage - Human Resources	0	103	103
6410000 20	Office Supplies - Human Resources	1,008	550	(458)
6410015 20	Computer Supplies - Human Resources	5	1,000	995
6410030 20	Printer / Copier Supplies - Human Resour	343	917	574
6410035 20	Refreshments - Human Resources	0	330	330
6434110 20	Legal Fees - HR - Human Resources	1,999	8,800	6,801
6482000 20	Dues, Memberships & Books - Human Resour	1,195	600	(595)
6491000 20	Miscellaneous Writeoffs - Human Resource	162	0	(162)
	Total Expenses	254,344	272,107	17,763

3) Cost Center 22 – Emergency Preparedness Budget Variance Information – The
 Emergency Preparedness department has a year-to-date favorable variance of **\$3,579**

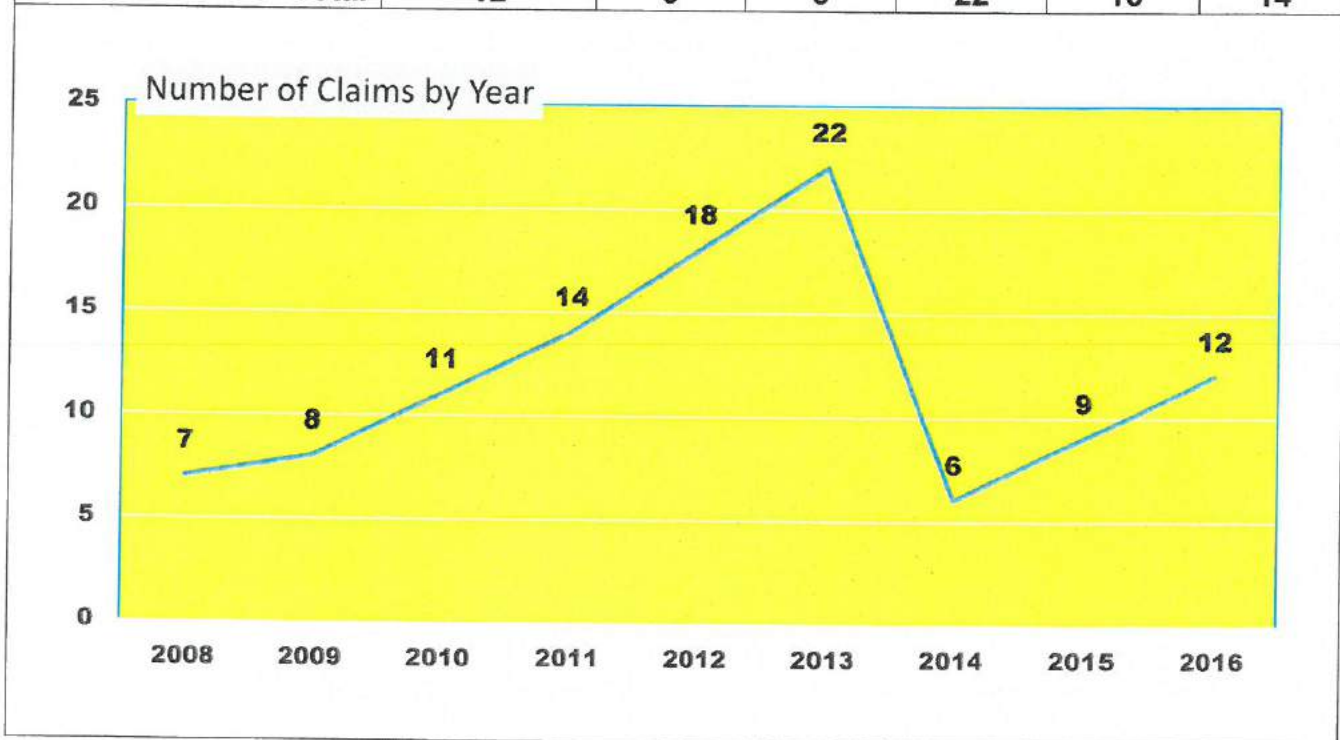
Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Emergency Preparedness			
6100000 22	Salaries & Wages - Emergency Prepared	15,591	15,502	(89)
6140000 22	Employment Taxes - Emergency Prepared	1,101	1,464	363
6142000 22	Workers' Compensation - Emergency Prepar	1,185	1,694	509
6211000 22	Continuing Education - Emergency Prepare	415	2,225	1,810
6410030 22	Printer / Copier Supplies - Emergency Pr	0	366	366
6410045 22	Emergency Supplies - Emergency Preparedn	801	1,650	849
6422000 22	Telephone - Emergency Prepare	779	550	(229)
	Total Expenses	19,872	23,451	3,579

4) Safety

- a. Three new claims in December. None of the claims in 2016 have any lost time, and all but two have been fully discharged from medical care.

Workers Compensation - Job Accident Information by Month

Month	Current Year 2016	2015	2014	2013	2012	2011
January	2	0	0	2	0	1
February	0	0	0	1	1	0
March	1	2	0	1	4	1
April	1	2	0	3	2	0
May	0	0	2	1	0	0
June	0	0	1	0	2	0
July	0	1	0	1	2	2
August	1	1	2	4	2	4
September	1	0	1	2	3	2
October	2	2	0	3	2	0
November	1	0	0	3	0	0
December	3	1	0	1	0	4
Total	12	9	6	22	18	14



Golden Rain Foundation Executive Committee Report / Executive Session

Staff Member Information

Data as of
December 31, 2016 unless noted otherwise

5) Recruitment

Openings in December

<i>Position</i>		<i>Status</i>	<i>Dept</i>
Security Officers	3 Part-time	Accepting Applications	37 – Security
Building Inspector	1 Full-Time	Accepting Applications	70 – Physical Property
Office Clerk	1 Full-time	Accepting Application	70 – Physical Property
Mutual Administration Manager	1 Full time	Accepting Applications	MAC – Mutual Admin.
Asst. Service Maint. Supv.	1 Full-time	Interviews in progress	74 – Service Maintenance
Electrician	1 Full-time	Temporary EE in place	74 – Service Maintenance
Bus Drivers	1 Part-time	Accepting Applications	38 – Transportation
Total Openings	9		

6) Staff Counts – As of 12-31-2016

Current Staff Count – 23	<i>Hires</i>	<i>Separations</i>	<i>Promotions</i>
• DEC 2016	1	2	0
• YTD 2016	48	42	14
• 2015	26	35	9

7) Hire and Termination Comparison Current Year-to-Date vs. Prior Year

<i>2016 Data as of 12/31/2016</i>	<i>NEW HIRES</i>		<i>SEPARATIONS</i>	
<i>Department</i>	<i>2016 To Date</i>	<i>2015 Actual</i>	<i>2016 To Date</i>	<i>2015 Actual</i>
ADMINISTRATION				
FINANCE	1			
GOLF				
HUMAN RESOURCES		1		1
INFORMATION TECHNOLOGY SVS				1
LIBRARY	1		2	1
MUTUAL ADMINISTRATION	2	2	6	2
NEWS	1			1
PHYSICAL PROPERTY	2	2	1	3
PURCHASING				1
RECREATION (includes Exercise/Pool)	2	4	1	5
SECURITY	25	9	19	19
SERVICE MAINTENANCE	7	4	8	1
TRANSPORTATION	7	4	5	5
GRAND TOTAL	48	26	42	39

Employee Counts by Department – Based on Budget Allocations

Department	Full-Time		Part-Time Non-Exempt	Per Diem Non-Exempt
	Exempt	Non-Exempt		
20 – Human Resources	1	1	0	0
22 – Emergency Preparedness	0	1	0	0
30 – Administration	2	1	1	1
31 – Finance	4	5	2	0
32 – Purchasing	1	3	0	0
33 – Stock Transfer	1	5	0	0
34 – Information Technology	0	2	0	0
35 – Library	2	1	7	0
36 – News	1	7	0	0
37 – Security	2	4	67	4
38 – Transportation	1	3	25	0
40 – Community Facilities	2	3	0	0
46 – Golf Course	0	0	5	0
48 – Swimming Pool	0	0	4	0
55 – Exercise Room	0	0	6	0
70 – Physical Properties	1	12	1	0
74 – Service Maintenance	1	32	2	0
MAC – Mutual Administration	2	4	0	0
Total	21	84	120	5
Total Employee Count	230			

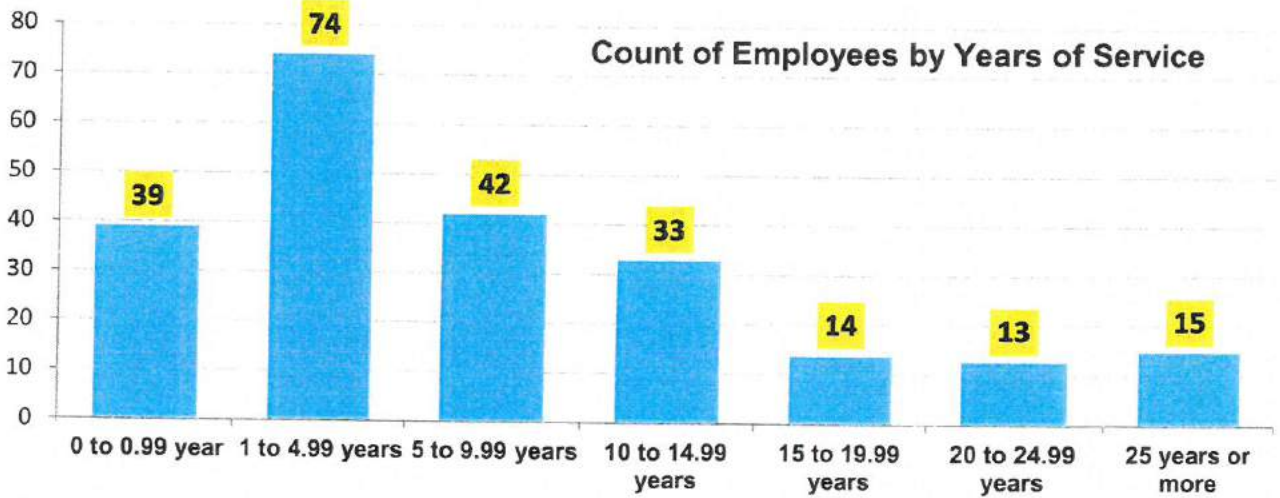
Summary

Employee Type	Count	% of Total
Full-time	105	45.7%
Part-time	120	52.2%
Per Diem	5	2.2%
Total	230	

- FULL TIME
- PART TIME
- PER DIEM

8) Demographics

Category	All Employees	Full-Time	Part-Time	Per Diem
Years of Service	8.7	12.0	5.9	6.5
Average Hourly Rate	\$19.70	\$26.69	\$13.81	\$14.04
Gender – Females	105	42	59	4
Gender – Males	125	63	61	1



Employees with 25 Years or More of Service

43.7 yrs Juan Robledo – Service Maint.	33.5 yrs Cathie Merz – News
43.3 yrs Ruben Gonzalez – Service Maint.	32.5 yrs Terry De Leon – Recreation
38.7 yrs Dede Martin – News	30.3 yrs Edgar Santamaria – Service Maint.
38.4 yrs Antonio Duarte – Service Maint.	28.6 yrs Ruth Osborn – News
37.7 yrs Jesus Lopez – Service Maint.	28.2 yrs Richard Stolarz – Service Maint.
36.7 yrs Barry Holland – ITS	28.1 yrs Eila Van Sauter – Transportation
36.3 yrs Mark Weaver – Community Facilities	25.3 yrs David Van Horn – Physical Property
35.7 yrs Grant Winford – Transportation	

9) Employees Working Greater Than 28 Hours in a Week

Updated 12/21/2016 by MWKerr - Hours listed by week ending date

Dept	12/18	12/11	12/4	11/27	11/20	11/13	11/6	10/30
35	30 00	30 00			30 50	30 00		30 00
37				32 00	30 00			
37	32 00	28 25	32 50		28 25	29 50	28 25	
37			36 00					32 00
37	31 00	28 25		28 75				28 75
37			28 25	32 00		28 50		
37							34 25	
37	28 50							
37				32 00				32 00
37	30 00		33 00	31 00	31 75	30 00		30 00
37	32 00			32 00			33 00	
37				33 50	32 00			32 25
37		32 00	32 00				32 00	
37			35 50					
37					32 00			
37	32 00		31 50				31 50	32 00
37		32 00						32 00
37								
37							32 00	
37	35 00						34 00	31 00
37	32 00		40 00	32 00			33 00	32 00
37			29 25					
37	30 00		32 00					32 00
37								
37	31 75		36 50	34 00	28 50	28 50	29 25	31 50
37			31 50					
37			31 00	35 00				
38				28 25				
74	28 25	28 50						

10) Overtime

There is an *unfavorable* variance of **\$2,651.11** for December and an *unfavorable* variance of **\$21,690.28** for 2016 to date.

Overtime by Month	Total OT Worked	2016 OT Billable Hrs to Mutuals	2016 OT Billable \$ to Mutuals @ \$58.50	2016 Overtime Hours - Less Billable to Mutuals	2016 Overtime Dollars - Less Billable to Mutuals	2015 Overtime Hours	2015 Overtime Dollars
January	166.50	23.50	\$1,374.75	143.00	\$4,499.39	144.25	\$2,702.76
February	211.25	78.25	\$4,577.63	133.00	\$2,606.91	43.50	(\$1,577.09)
March	280.5	126.00	\$7,371.00	154.50	\$2,318.02	121.25	\$2,081.91
April	511.25	285.00	\$16,672.50	226.25	\$ 374.71	102.00	\$2,401.51
May	290.75	108.75	\$6,361.88	182.00	\$3,517.69	213.5	\$4,387.04
June	269.75	132.25	\$7,736.63	137.50	\$1,918.18	115.00	\$2,991.54
July	260.00	89.00	\$5,206.50	171.00	\$3,801.45	172.50	\$3,208.76
August	168.75	45.25	\$2,647.13	123.50	\$3,001.76	99.75	\$1,398.94
September	290.50	86.00	\$5,031.00	204.50	\$5,458.32	113.25	\$2,734.27
October	171.00	63.25	\$3,700.13	107.75	\$2,300.26	298.25	\$8,890.50
November	328.00	125.00	\$7,312.50	203.00	\$3,726.86	230.25	\$7,021.59
December	387.50	93.75	\$5484.38	293.75	\$7,702.64	222.53	\$7,319.03

Overtime Detail for December - Prepared by MWKerr 12/29/16 (Check date 12/30/2016)

Cost Center	CURRENT MONTH			EXPENSE		
	HOURS			EXPENSE		
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20 Human Resources	0.50	0.75	0.25	\$22.08	\$34.58	\$12.50
22 Emergency Preparedness	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30 Administration	1.75	1.67	(0.08)	\$56.84	\$50.33	(\$6.51)
31 Finance	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
32 Purchasing	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
33 Stock Transfer	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
34 Information Technology Services	1.00	1.00	0.00	\$40.68	\$50.25	\$9.57
35 Library	0.00	0.50	0.50	\$0.00	\$13.75	\$13.75
36 News	5.25	12.08	6.83	\$180.42	\$409.75	\$229.33
37 Security	51.25	14.00	(37.25)	\$1,283.06	\$317.83	(\$965.23)
38 Transportation	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
40 Community Facilities	3.75	0.42	(3.33)	\$102.88	\$17.25	(\$85.63)
46 Golf Course	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
48 Swimming Pool	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
56 Exercise Room	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
70 Physical Properties	34.50	4.33	(30.17)	\$1,190.40	\$182.00	(\$1,008.40)
74 Service Maintenance	287.25	0.00	(287.25)	\$10,248.92	\$0.00	(\$10,248.92)
(Less) Billable to mutuals	(93.75)			(\$5,484.38) Approx.		
MAC Mutual Administration	2.25	0.00	(2.25)	\$61.73	\$0.00	(\$61.73)
Totals	293.75	34.75	(259.00)	\$7,702.64	\$1,075.75	(\$6,626.89)

11) Retirement – Employee 401(k) Plan

- For 2016, the amount employees may contribute to their 401(k) plan is \$18,000 per year plus the additional “catch-up” provision for employees over 50 is \$6,000.
 - At the end of December, total plan assets are \$8,988,031.43
 - 2016 YTD Employee Contributions \$433,918.82* Average Per Month \$39,447.17
 - 2016 YTD GRF Matching Contributions \$136,769.99* Average Per Month \$12,433.64
- *Through check date 12/09/2016

12) Anti-Fraud Compliance Hotline Reports

Program started in May 2014

Program Summary	# of Reports
Reports Since Start of Program	None
Closed Reports	Not Applicable
Open Reports	Not Applicable
New Reports this Month	None

13) Gift Log – Available Upon Request

Executive Committee Report compiled by:

Cindy Flynn, Human Resources Director
January 13, 2017

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