



Executive Committee

Agenda

Administration Conference Room

Friday, March 10, 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 February 10, 2017 (pp. 1-5)
5. Shareholder/Member Comments – Agenda Items Only
(Limited to 3 minutes per person)
6. Correspondence (not applicable)
7. Election Update
8. Old Business
 - a. By-laws
 - b. Parking Specialist Job Description (see New Business item 9.b.)
8. New Business
 - a. Service Maintenance Wage Structure (pp. 6-10)
 - b. Parking Enforcement FTE (pp.11-14)
 - c. Emergency Lighting in Restrooms (pp.15-17)
9. Policies (pp. 18-37)
 - a. Policy 5053-30, Guarantor Agreement Form (pp. 20-21)
 - b. Policy 2004-30, Staff Communication (p. 22-24)
 - c. Policy 1021-30, Posting of Signs on Trust Property (p. 25)
 - d. Policy 5029-30, Conflict of Interest-Directors and Officers (p. 26)

- e. Policy 2609-30, Foundation Equipment (pp. 27-28)
 - f. Policy 1510-30, Dissemination of Information (p. 29)
 - g. Policy 5603-30, Executive Sessions (p. 30)
 - h. Policy 5100-30 Committee Functions (p. 31)
 - i. Policy 5601.01-30, Rules of Order-Motion to Table (p. 32)
 - j. Policy 5030-30, Responsibilities (p. 33-34)
 - k. Policy 2005-30, Litigation Statement (p. 35)
 - l. Policy 5080-30, Master Plan of Golden Rain Foundation (p. 36)
 - m. Rescind Policy 5505-30, Staff Communications (p. 37)
- 10. Subcommittee Reports
 - a. Emergency Planning Subcommittee
 - b. Emergency Council Report
 - 11. Staff Reports
 - a. Human Resources Director (pp. 38-45)
 - 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 – January 13, 2017
 - b. Personnel
 - 15. Next Meeting/Adjournment
 - a. **Friday, April 14, 2017**



EXECUTIVE COMMITTEE MINUTES
Friday, February 10, 2017

The meeting of the Executive Committee was held on Friday, February 10, 2017. The meeting was called to order at 1:00 p.m. by Chair Stone, in the Administration Conference Room, followed by the Pledge of Allegiance led by Mrs. Reed.

ROLL CALL

Present: Ms. L. Stone, Chair Mr. P. Moore
Mrs. C. Damoci, President Ms. K. Rapp
Mr. P. Hood (left at 2:59 p.m.) Mrs. J. Reed, Corporate Secretary
Mr. B. Lukoff

Staff and
Guests: Mr. R. Ankeny, Executive Director
Ms. C. Flynn, Human Resources Director
Mr. T. Fileto, Interim Security Chief
Ms. B. Shuler, Finance Manager
Ms. C. Knapp, Stock Transfer Supervisor
Mr. E. Gomez, Safety/Emergency Coordinator
Mrs. D. Bennett, Recording Secretary
Ms. S. Hopewell, GRF Representative, Mutual Six
Mrs. M. Doderer, GRF Representative, Mutual
Mrs. H. Tran, GRF Representative, Mutual Fifteen
Ms. S. Fekjar, GRF Representative, Mutual Sixteen (left at 1:25 p.m.)
Two Foundation Members

CHAIR'S ANNOUNCEMENTS

The Chair welcomed and introduced Foundations members, guests and staff.

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with; there was not a quorum of the Golden Rain Foundation Board of Directors (GRF BOD).

In accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation Board of Directors (GRF BOD) 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 BOD 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/shareholder comment period, not to exceed three minutes, as set forth in Policy 5610, Participation by Foundation Members/Shareholders. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes at the meeting in March.

CHAIR'S ANNOUNCEMENTS

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

The Chair 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.

The Chair appointed Carole Damoci to fill the vacancy of the Chair of the Policy Re-write Subcommittee.

APPROVAL OF COMMITTEE MINUTES

The minutes of January 13, 2017 were approved, as presented.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

No shareholder/member spoke on agenda topics.

CORRESPONDENCE

No correspondence was received by the Executive Committee.

ELECTION UPDATE

The Stock Transfer Supervisor provided an election update.

OLD BUSINESS

By-laws

The Committee agreed to discuss the by-laws at a future meeting.

Parking Specialist Job Description

Ms. Rapp MOVED, seconded by Mr. Lukoff and carried unanimously by the Committee –

TO recommend adoption of the Parking Specialist job description, pending amendment and final review by the Executive Committee.

NEW BUSINESS

Approve Volunteer Decorating Group

The Executive Director advised that based on risk analysis, the use of a volunteer decorating group should not be encouraged. The Committee concurred.

POLICIES

The Committee concurred to rescind Policy 5031-30, Escrows; Policy 1020-30, Door-to-Door Solicitation; Resolution 5032-30, Indemnification Resolution; Policy 5551-30, Paramedic Program; and Regulation, 2004.01-30, Correspondence and Policy 5102-30, Quorum. Further, the Committee concurred to refer Policies 5505-30, Staff Communications and 1511-30, Dissemination of Information-Clubs to the Policy Re-write Sub-committee. No changes, other than review by the Committee, were made to Policies 1220-30, Resident Specialists and Policy 5022-30, Limitation of Terms-Officers.

SUBCOMMITTEE REPORTS

Emergency Planning Committee

Mr. Gomez, Chair, advised that the Committee met last month and that the next CERT training will be March 3, recurring each Friday in March. An article appeared in the LW Weekly yesterday. The Emergency Planning Committee also discussed the recent rain storms.

Mrs. Damoci MOVED, seconded by Ms. Rapp and carried unanimously by the Committee –

TO refer to the Finance Department a request for a capital purchase of thirteen automated external defibrillator units, at a cost not to exceed \$26,000.00.

Emergency Council Report

Ms. Snowden, the Liaison to the Emergency Council, was unable to attend today's meeting.

STAFF REPORTS

Human Resources Director

The Human Resources Director presented the Human Resources report, as attached.

Finance Manager

The Finance Manager presented the Finance Manager's report, as attached.

Executive Director

The Executive Director thanked the Accounting Department for undertaking a fixed asset project that required an additional 85 hours of work, at the request of NSBN. He also advised \$39.60 will be the current SRO rate until the computer system can accommodate a rate of \$40.00.

SHAREHOLDER COMMENTS

One shareholder/member spoke on various items pertaining to the Committee's area of purview.

COMMITTEE MEMBERS

Five Committee members spoke on topics related to today's Committee meeting.

KR MOVED, seconded by JR and carried unanimously by the Committee members-

TO go into Executive Session.

ADJOURMENT

The meeting was adjourned 3:58 p.m.

Linda Stone
Chair, Executive Committee
02.10.17/dfb

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE
MEETING ON FEBRUARY 10, 2017**

ACTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- The minutes of January 13, 2017 were approved, as presented;
- The Chair appointed Carole Damoci to fill the vacancy of Chair of the Policy Re-write Sub-committee.
- The Committee concurred to rescind Policy 5031-30, Escrows; Policy 1020-30, Door-to-Door Solicitation; Resolution 5032-30, Indemnification Resolution; Policy 5551-30, Paramedic Program; and Regulation, 2004.01-30, Correspondence and Policy 5102-30, Quorum. Further, the Committee concurred to refer Policies 5505-30, Staff Communications and 1511-30, Dissemination of Information-Clubs to the Policy Re-write Sub-committee. No changes, other than review by the Committee, were made to Policies 1220-30, Resident Specialists and Policy 5022-30, Limitation of Terms-Officers.

MOTIONS

- **TO** recommend adoption of the Parking Specialist job description, pending amendment and final review by the Executive Committee;
- **TO** refer a request to the Finance Department for a capital purchase of thirteen AED units, at a cost not to exceed \$26,000.00.



At the last GRF directors meeting I was dismayed to hear a yes vote for placing 24-26 defibrillators in areas where we play our games, use the gym, or meet with our friends. I urge you to rescind this vote for what I think is a misguided attempt to "save our lives". I strongly believe it would be better to leave the defibrillators in the hands of the professionals and not in the hands of amateurs. The professionals are close by and know the difference between a heart problem, a stroke, and fainting. They are all trained to use a defibrillator correctly and receive routine class work to help them keep alert.

Where will all these machines of death be placed? Who will be the volunteers? I may have to remove myself from Leisure World to keep myself free of of these "saviors of death".

We should not have our GRF Directors, Executive Manager or volunteers making decisions to use jolts of electricity. This should, at the very least, be all of our decisions after professional (not by the sales person) persons in the medical field . Prepare our community to be hit with multiple law suits against Leisure World and the volunteers.

Yes, I am an old nurse who has delivered the jolt of electricity many times in a professional setting. There is much more to it than how easy it is! I do not give you permission to ever let an amateur practice on me. My death is planned with my family and physican. Leisure World - HANDS OFF.

BETTY SCHARF
13681 ST ANDREWS DR, APT 1-27F
SEAL BEACH, CA



MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: CINDY FLYNN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: SERVICE MAINTENANCE WAGE RANGE
DATE: MARCH 10, 2016
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

At the direction of the Executive Committee, A Salary Survey for positions in the Service Maintenance Department was conducted in 2016.

The survey revealed that the GRF wage ranges for skilled trades positions, including Carpenters, (3399 1), Electricians (3399 2), and Plumbers (3399 3) were significantly below market rates and needed to be revised to enable GRF to attract and retain the skilled employees needed for these positions.

GRF has also recognized that the Foundation benefits from having employees with skills in specific areas, but does not currently have a written policy to encourage employees to advance their skills by providing a financial incentive to do so.

Additionally, the current position of Utility Maintenance General (3399 6) currently includes employees with two distinct skill sets, both of which are needed. In order to compensate both types of employees, a second Position, called General Maintenance (3399 7) should be created to include the employees with more advanced skills and duties.

The revision of the wage ranges for the skilled trades positions would necessitate a corresponding increase in the ranges for the established corresponding Lead positions (Lead Maintenance Carpenter, 3398 1, Lead Maintenance Electrician, 3398 3, and Lead Maintenance Plumber, 3398 2) to maintain a differentiation in the value of those positions.

Committee Action

That the Executive Committee approve and recommend to the GRF Finance Committee to approve and forward to the GRF Board the changes to the Wage Ranges for the Service Maintenance Department as outlined in the attached Wage Adjustment Analysis. In summary:

General Maintenance Carpenters (3399 1), General Maintenance Electricians (3399 2) and General Maintenance Plumbers (3399 3) would change from Wage Range 21 to Wage Range 35.

The Wage Range for Utility Maintenance General (3399 6) would change from Wage Range 21 to Wage Range 23.

The newly created Position of General Maintenance (3399 7) would be in Wage Range 35.

Lead Maintenance Carpenters (3398 1), Lead Maintenance Electricians (3398 3), and Lead Maintenance Plumbers (3398 2) would change from Wage Range 33 to Wage Range 40.

Additionally, to establish a procedure to provide financial incentives in the form of wage increases and bonuses for completing training in courses pre-approved in writing by GRF management.

STAFF OPERATIONS

POSITION DESCRIPTION

Position Title: GENERAL MAINTENANCE
 Department: Service Maintenance (Community Facilities)
 Reports To: Service Maintenance Supervisor

OVERALL FUNCTION

Delivers, installs and removes refrigerators; performs repair and maintenance work in apartments, community facilities and Foundation offices.

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

Essential Functions

- Performs all work, including but not limited to carpentry, plumbing, and electrical for remodeling and repairs to Trust Property.
- Fills in as Carpenter, Plumber, or Electrician as needed for Mutual Property.
- Delivers and installs refrigerators; removes defective refrigerators and returns them to the maintenance yard.
- Pours concrete; repairs damaged concrete.
- Paints main valve covers; performs various minor painting work.
- Inspects perimeter wall and barbed wire; repairs damaged areas.
- Records time, materials and related information on Service Repair Orders.
- Assists co-workers when necessary.
- Repairs or replaces window and sliding door screens.

Non-Essential Functions

- Repairs washers and dryers.
- Repairs locks; makes keys.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- General knowledge of carpentry, plumbing, electrical and cement work.
- Knowledge of occupational hazards and safety practices.
- Ability to learn to use all tools and equipment used in maintenance and repair work.
- Ability to operate a 2-way radio.

Physical Abilities

- Frequent standing, stooping, kneeling, crouching, crawling, climbing and reaching.
- Ability to lift, push and pull up to 250 pounds with mechanical assistance.
- Ability to lift and carry up to 50 pounds.
- Close vision and depth perception necessary.

Mental Abilities

- Ability to communicate effectively.
- Ability to relate to shareholders' and/or members' concerns.
- Ability to work effectively with co-workers, shareholders and/or members, Department Managers and GRF and Mutual directors.

Licenses/Certificates

- Valid California Driver License.

PERSONAL PROTECTIVE EQUIPMENT

- Safety glasses, face shield, ear plugs, hard hat, leather and canvas gloves, leather boots, rain gear.

WORK ENVIRONMENT

- Exposure to dust, fumes and odors.
- Exposure to rain, wind and/or smog.

TOOLS AND EQUIPMENT USED

- Hydraulic lift, hand tools, drills, saws, 2-way radio.
- Operates Cushman daily.



MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: CINDY FLYNN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: PARKING ENFORCEMENT SPECIALIST
DATE: MARCH 10, 2016
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

At the February 10, 2017 meeting of the Executive Committee, the new position of Parking Enforcement Specialist and its attendant Position Description were discussed. The Position Description was approved based on the recommended revisions. The final version of the Position Description is attached to this memo, along with the cost analysis for filling the position with 2 Full-Time employees for Cost Center 37.

The annualized cost for two employees at the Minimum of the Wage Scale for this position would be approximately \$75,833, including benefits for the full-time positions. The impact for the remainder of the current budget year (April through December) would be approximately \$56,875.

Committee Action

That the Executive Committee approve and recommend to the GRF Finance Committee to approve and forward to the GRF Board the hiring of two (2) full-time employees to provide parking enforcement for the Leisure World community at an estimated annualized cost of approximately \$75,833.

STAFF OPERATIONS**POSITION DESCRIPTION**

Position Title: PARKING ENFORCEMENT SPECIALIST

Department: SECURITY

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

OVERALL FUNCTION

Primary function is to provide enforcement of the rules, regulations and policies of the Golden Rain Foundation (GRF) and the Mutuals.

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

Essential Functions

1. Drives a patrol vehicle, monitors streets and parking areas. Enforces GRF and/or Mutual policies, rules and regulations with regard to parking. Issues Notice of Violations/Citations to offenders as appropriate.
2. Identifies and documents abandoned vehicles and makes notification for towing of same.
3. Maintains daily records and logs of activities.
4. Attends Parking Rules Violations (PRV) Committee Meetings as needed.

Non-Essential Functions

1. Performs additional Security functions as directed by Watch Commander, Deputy Security Chief, or Security Chief.

QUALIFICATIONS REQUIRED**Knowledge, Skills and Abilities**

1. Ability to operate a motor vehicle in a safe manner.
2. Knowledge of occupational hazards and safety precautions.
3. One year customer service experience with knowledge of radio/telephone etiquette.
4. Ability to work under stressful situations while maintaining professional demeanor.
5. Proficient computer skills and knowledge of basic office procedures.
6. Must be available to work a minimum of 24 hours per week.
7. Must be available to work variable shifts.

Physical Ability

1. Frequent standing, walking and sitting.
2. Occasional bending, stooping and twisting.
3. Close vision necessary.
4. Ability to lift up to 25 pounds.
5. Ability to meet and pass applicable "GRF Physical Examination" standards prior to commencement of employment and annually thereafter.

Mental Abilities

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

Education

1. Minimum high school diploma (or equivalent)

Licenses/Certificates

1. Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

Additional Qualifications

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

PERSONAL PROTECTIVE EQUIPMENT

1. Rain gear.
2. Safety vest.

WORK ENVIRONMENT

1. Exposure to outdoor elements.

TOOLS AND EQUIPMENT USED

2. Computer, telephone, wireless radio (walkie-talkie), body worn cameras.
3. Operates GRF vehicle.

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: 02/10/2017

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

Employee Name (print): _____

Employee Signature: _____ Date: _____

Security Department - Parking Enforcement Specialist Cost Analysis - Minimum

Title	Cost Ctr	Hourly Rate	Current Grade	Minimum	Midpoint	Maximum	Annualized Wages - Minimum	Cost for 2 Positions
Parking Enforcement Specialist	37	\$ 13.81	10	\$ 13.81	\$ 14.97	\$ 16.23	\$ 28,724.80	\$ 57,449.60
Additional Budget Burden - F/T (Insurance, Vacation, 401k match, W/C & Payroll Taxes) - 32%							\$ 9,191.94	\$ 18,383.87
Total Annual Budget Impact							\$ 37,916.74	\$ 75,833.47
9 Month Budget Impact (April to December 2017)							\$ 28,437.55	\$ 56,875.10



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

COMMITTEE ACTION REQUEST

TO: EXECUTIVE COMMITTEE
FROM: ELOY GOMEZ, SAFETY/EMERGENCY COORDINATOR
SUBJECT: REQUEST FOR FUNDING FOR EMERGENCY LIGHTING, TRUST BUILDING RESTROOMS
DATE: MARCH 6, 2017
CC: FILE

The recent power outage on Friday, February 17, 2017, due to inclement weather, exposed the need for emergency lighting units in Trust Building restrooms. Upon research of vendors, Lighting Supply Group offers a product commensurate with the Trust Building's needs.

I move to approve the non-budgeted capital funding request, for the purchase of twenty-nine (29) LED two head emergency lights with battery back-up (Exhibit A), at a cost of \$17.99 per unit, including tax, totaling \$562.14, to be installed in Trust Building restrooms, specifically for the Administration Building, Amphitheater, Library, Friends of the Library, Clubhouse Two, Building Five and Clubhouse Six; units to be installed by the Service Maintenance Department (Exhibit B) for a cost not to exceed \$ 5,750.00, for a total cost of \$6,943.14 (includes a 10% contingency fee).

EXHIBIT A

Eloy Gomez

From: Julie Rodgers
Sent: Monday, March 06, 2017 11:15 AM
To: Eloy Gomez
Subject: RE: Randy Ankeny - Emergency Lights - BC you need it today. :)

Hi Eloy,

Here are some options, they are reasonably inexpensive, we've been adding the LED emergency lights in the clubhouses –



LED Two Head Emergency Light with
Battery Back-up White

★★★★★ (304)

\$17.99

Prime

Lighting Supply Group

White

LED

120 277 volts

1 watt

[Add to Cart](#)

I have a quote request out for the battery back up units for the existing light fixtures, I'll try to get that back to you today.

Thanks,

Julie Rodgers
Purchasing Manager
Golden Rain Foundation
PO Box 2069, Seal Beach, CA 90740



☎ (562) 472-1307 | ✉ julier@lwsb.com | 🌐 www.lwsb.com

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GRF Service Maintenance Department Approximate Labor & Materials Cost

EXHIBIT B

Date: 03-16-17

To: ELOY GOMEZ; SAFETY/EMERGENCY CORDINATOR

From: RUBEN GONZALEZ; FACILITIES MANAGER

Subject: ESTIMATE

Location: ADMINISTRATION BUILDING, AMPHITHEATER, LIBRARY, FRIENDS OF THE LIBRARY,
CH 2, BUILDIND 5, CH 6.

Itemized List for Labor and Material(s)

Disclaimer; Please note this is an ESTIMATE only any unforeseen items may increase the total cost of the job.

Re-wire to install Emergency Lights (29) total.

Labor: \$ 5,500.00

Material: \$ 250.00 (lights are not included)

Total Labor and Material Estimate: \$5,750.00

This information applies only to the job described above, is valid for thirty (30) days and does not include additional materials or labor that may be required due to any unforeseen problems that arise once the job has begun.

If you would like the above work to be performed by the Service Maintenance Department, please complete the information below and return this form to the Service Maintenance Department. Valid for thirty (30) days only

Please make arrangements to perform the above work.

My anticipated completion date is: _____
(You will be notified of the starting date)

Notes: _____

Print Name: _____ Signature: _____

Telephone Number: _____

Mutual Number: _____
(If applicable)

cc: Supervisor
Department Manager
Executive Director (as needed)

**EXECUTIVE
COMMITTEE
POLICIES**

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Posting of Signs on Trust Property	pp. 17
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Conflict of Interest-Directors and Officers	p. 18
Policy 2609-30 Adopted 10/20/92	
Foundation Equipment	pp. 19-20
Policy 1510-30 Last amended 08/17/93	
Dissemination of Information.....	p. 21
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Policy 5100-30 Last amended 02/18/97	
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GOLDEN RAIN FOUNDATION

Guarantor Agreement Form

protest and notice of protest on any and all forms of such indebtedness and also waive notice of the acceptance of this guarantee, acceptance on the part of the said corporations and entities being conclusively presumed by its request for this guarantee and delivery of the same to it.

Each of the GUARANTOR(S) and INDEMNITOR(S) acknowledges that this guarantee and indemnity is operative and binding.

GOLDEN RAIN FOUNDATION
a Corporation

By _____
STOCKHOLDER

Dated _____
STOCKHOLDER

SEAL BEACH MUTUAL NO. _____
a Corporation

By _____
GUARANTOR and INDEMNITOR

Dated _____
GUARANTOR and INDEMNITOR

Policy

Adopted: 18 Dec 73
Revised: 15 May 79
Revised: 18 Jun 85

(Jun 85)

ADMINISTRATIONStaff Communication

Purpose: This regulation is intended to act as a guideline for Administrative staff and supervisory personnel in order that communication channels can be maintained in an orderly manner.

A. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT (HUD)

1. All written communication with HUD by staff will be through the ~~Administrator~~ Executive Director. The form will be as required by HUD.
2. Oral communication should be limited to department heads, with a notice to any other departments affected.

B. GRF

1. All written communication for consideration by the Board of Directors of the Golden Rain Foundation shall be submitted through the ~~Administrator~~ Executive Director.
2. Department heads are expected to work with Board committees upon request where the specific matter is appropriate to the department.

C. Mutual Boards

1. All written communication to Mutual Boards that relate to changes in policy matters or procedures shall be submitted through the ~~Administrator~~ Executive Director.

Exceptions

- a. Regular periodic and special reports should be transmitted directly with information copies furnished to all departments affected.
 - b. Special requests made by Mutual Boards can be handled directly by department heads unless it affects other departments and offices.
2. Conferences requested by individual Boards for specific problems and information should be handled by the department head involved.
 3. Liaison assignments for Mutual councils are:
 - a. Presidents' Council - Administrator Executive Director
 - b. Treasurers' Group - Controller Director of Finance

(Sept 86)

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ADMINISTRATION

Staff Communication

- c. Physical Property Council - ~~Community Facilities Manager~~ Facilities Director

D. Interdepartmental

- 1. All written interdepartmental communication dealing with policy or procedure matters shall be submitted to the Administrator for review prior to distribution.

NOTE: Routine working relationships under existing policies and procedures are not included unless one of the department heads determines that the matter needs review.

- 2. Informal communications, both written and oral, between all administrative and supervisory staff is to be encouraged in the interest of efficiency where needs of service to the community are involved and where the department head is aware of the working relationship between his staff and staff in other departments and prior approval has been given.

E. Outside Professional

- 1. Communication regarding legal matters shall be made through the ~~Administrator~~ Executive Director.
- 2. Other professional communication shall be handled by the department head responsible for the function.

F. Staff Conferences

- 1. The ~~Administrator~~ Executive Director is always available for individual conferences by appointment, and usually is available without appointment.
- 2. Formal staff meetings will be arranged for by the ~~Administrator~~ Executive Director upon request of any department head when the subject matter warrants.
- 3. Suggestions and proposals for changes in policy and procedures that will improve the efficiency of services are solicited from all administrative and supervisory personnel.

Rules

Executive Director

(Sept 86)

ADMINISTRATION

Staff Communication (Cont'd.)

Approved: 20 Feb 70
Revised: 18 Sep 86

Golden Rain Foundation

(Retyped 2/2/00 to replace Physical Property Manager with Community Facilities Manager)
(Retyped 1/23/17 to replace Administrator with Executive Director, Controller with Director of Finance and Community Facilities Manager with Facilities Director)

(Sept 86)

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COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

Posting of Signs on Trust Property

Posting signs on trust property by individuals, organizations or businesses is prohibited at all times. This includes, but is not restricted to:

1. Patio Sales
2. Political posters
3. Functions of Leisure World organizations
4. Advertising by outside businesses and organizations
5. Signs attached to or displayed in vehicles offered for sale while parked on trust property to include, but not be limited to, bicycles, electric cars, motor vehicles, recreation vehicles and trailers.
6. Open house and "For Sale" signs

Policy
Adopted: 15 Sept 87

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Sept 87)

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GOLDEN RAIN OPERATIONS

Conflict of Interest – Directors and Officers

It is the policy of the Golden Rain Foundation to prohibit its directors and officers from engaging in any activity, practice, or act which conflicts with, or appears to conflict with, the interests of the Foundation, its suppliers, or its contractors.

A conflict of interest may be defined as a situation which arises when a director or officer takes action or establishes economic interests for personal gain that compromises his or her ability to represent the Foundation's best interests.

It is impossible to describe all of the situations which may cause or give the appearance of a conflict of interest. Therefore, the prohibitions shown below are not exhaustive and only include some of the more clear-cut examples. Directors and officers have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to the officers of the board. Each situation brought to the attention of the officers of the Board will be considered separately based on the facts and the degree of possible conflict.

1. Directors and officers are not to engage in, directly or indirectly, any conduct which is disloyal, disruptive, or damaging to the Foundation.
2. Directors and officers are not to accept full-time, part-time, or temporary employment with any organization which does business with the Foundation. This prohibition on employment includes serving as an adviser or consultant to any such organization, unless that activity is conducted as a representative of the Foundation.
3. Directors and officers must disclose any financial interest they or their immediate family have in any firm which does business with the Foundation. The Foundation may require divestiture of such interest if it deems the interest to be in conflict with its best interests.
4. Directors and officers are not to disclose confidential information to anyone, either within or outside the Foundation, who does not have a legitimate business need to know it.

Policy
Adopted: 19 Nov 91

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Nov 91)

Page 1 of 1

ADMINISTRATION

RECREATION SERVICES

Foundation Equipment

1. **Clubhouse and Recreation Equipment**

Tables, chairs, coffee urns, punch bowls, etc. are to be used on Trust property only.

2. **Movie Projector, Tape Recorder and Phonograph**

The movie projector, tape recorder and phonograph may be used by recreation groups if a qualified operator is obtained. "Qualified operator" will be determined by the ~~Community Facilities Manager~~ Director.

3. The custodian will remind violators of Golden Rain Foundation policies pertaining to clubhouses and equipment. If violation continues, the name of the resident will be turned in to the supervisor and the ~~Community Facilities Manager~~ Director will be notified.

Policy

Adopted: 20 Oct 92

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Retyped 2/2/00 to replace Community Relations Manager with Community Facilities Manager and to correct a clerical error)

(Oct 92)

ADMINISTRATION

RECREATION SERVICES

Foundation Equipment

| (Retyped 01/23/17 to replace Community Facilities Manager with Facilities Director)

(Oct 92)

COMMUNITY OPERATIONS**RESIDENT INFORMATION****Dissemination of Information**

Resident information that is accumulated in the official files of the Golden Rain Foundation is available only to offices of the Foundation for their internal operations.

File information contained in the addressograph or data processing file will be furnished, upon request, to:

1. Foundation Board members when the request relates to their individual Mutual.
2. Mutual Boards when the request relates to their Mutual.

Information will be furnished to outside organizations only under the following conditions:

1. Any commercial enterprise must have the approval of the Golden Rain Foundation to furnish services directly to individual residents.
2. The information furnished will basically be limited to name and address, except for recognized directory publishers where the listed phone numbers will be included.
3. The information will be furnished by the preparation of addressograph or data processing lists, with the cost of preparation to be borne by the requesting party.

The Administrator is responsible to keep the Board informed of the firms and groups to which information is furnished and present to the Board for approval any variations in the policy.

Policy
Adopted: 21 Oct 69
Amended: 17 Aug 93

GOLDEN RAIN FOUNDATION
Seal Beach, California

GOLDEN RAIN OPERATIONS**BOARD MEETINGS****Executive Sessions**

Executive sessions of the Board are authorized under the following conditions:

1. The purpose or matter to be discussed and acted upon in the executive session is concerned with:
 - a. Discipline of members and staff.
 - b. Litigation.
 - c. Matters relating to the formation of contracts with third parties.
 - d. Personnel.
 - e. Election of Board Officers and appointment of members to fill vacancies on the Board.
2. The motion to go into executive sessions requires a majority vote of the members present.
3. Members and others present in an executive session are honor-bound not to divulge anything that occurs.
4. The minutes or records of proceedings of an executive session must be read and acted upon only in executive session. The official corporate minute record will include the record of executive sessions without being included in the published minute record.
5. Any member who is the subject of discipline is entitled to attend the executive session.

Policy

Adopted: 15 Feb 72
Amended: 21 May 96

(May 96)

GOLDEN RAIN FOUNDATION
Seal Beach, California

GOLDEN RAIN OPERATIONS

COMMITTEE FUNCTIONS

Committee Functions

All Board Standing Committees and their members shall be appointed and/or removed by the President after conferring with the officers of the Board.

Each Standing Committee shall consist of a chairperson appointed by the President, a vice chairperson selected by the Committee, and such other members as the President shall appoint.

Standing Committee and member appointments and/or removals shall be presented to the Board for ratification.

Policy

Adopted: 18 Jan 72
Amended: 17 Feb 76
Amended: 16 Aug 83
Amended: 18 Feb 97

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Feb 97)

GOLDEN RAIN FOUNDATION**BOARD MEETINGS****Rules of Order - Motion to Table**

A motion laid on the table at a Special Board meeting remains there until taken from the table or until the close of the next Special Board meeting; and that a question laid on the table at an Open Board meeting remains there until taken from the table or until the close of the next Open Board meeting.

Ref: Roberts Rules of Order
Section 17:

"The motion to Lay on the Table enables the assembly to lay the pending question aside temporarily when something more urgent has arisen. By adopting the motion to Lay on the Table, a majority has the power to halt consideration of a question immediately without debate."

Policy
Adopted: 09 Feb 82
Amended: 15 Apr 97

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Apr 97)

Page 1 of 1

GOLDEN RAIN OPERATIONS

ORGANIZATION OF THE BOARD

Responsibilities

The Board, as the elected representatives of the members, is the policy-making body. It is responsible for perpetuating the Seal Beach Leisure World concept of living set forth under Section 5000, and providing the services and community facilities contracted for by the resident members. The policies established by the Board shall be implemented through the Executive Director.

- A. The services specifically under Board jurisdiction are:
1. Administration
 2. Administrative Services
 3. Recreation
 4. Resales
 5. Newspaper
 6. Physical Property
- B. The community facilities under Board jurisdiction are:
1. Clubhouses
 2. Golf Course and Swimming Pool
 3. Amphitheater
 4. Medical Building
 5. Administration Building
 6. Library
 7. Streets, Street Lighting and Sidewalks owned by Foundation
 8. Entry Gates and Perimeter Wall
 9. Storm Drains and Storm Channels
 10. Globe
 11. Sewer System
 12. Maintenance Yard and Buildings
 13. Transportation Equipment
 14. Maintenance Equipment
- C. The Board will review and adopt a yearly budget for the calendar year.
- D. The Board will approve all expenditures of \$5,000 or more not specified in the yearly budget.

(Nov 97)

GOLDEN RAIN OPERATIONS

ORGANIZATION OF THE BOARD

Responsibilities

- E. The Board will elect its officers.
- F. The Board will hold regular meetings on a monthly basis.

Policy

Adopted: 04 Nov 64
Amended: 20 Nov 73
Amended: 21 Oct 75
Amended: 15 Sep 81
Amended: 15 Oct 85
Amended: 15 Aug 95
Amended: 10 Oct 95
Amended: 18 Nov 97

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Nov 97)

ADMINISTRATION

Litigation Statement

A certification similar to the following should be supplied to the Board, either as a part of the Annual Statement, or separately by the ~~Administrator~~ The Executive director:·

“The Golden Rain Foundation has certain contingent liabilities in respect of litigation. Counsel for the Foundation is of the opinion that these contingent liabilities will not result in any significant financial liability when related to the net assets of the Foundation.”

Policy

Adopted: 21 May 74
Amended: 10 Feb 98

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Rev. 2/98 to remove the reference to the management agent)

(Feb 98)

GOLDEN RAIN OPERATIONS

Master Plan of Golden Rain Foundation

The Golden Rain Foundation president may appoint an ad hoc committee(s) to study the feasibility of a proposed project that would modify the Master Plan or original concept, philosophy or general function of Seal Beach Leisure World.

Policy

Adopted: 20 Jul 71
Amended: 18 Feb 75
Amended: 16 Aug 88
Rescinded: 20 May 97
Adopted: 17 Feb 98

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Feb 98)

Page 1 of 1

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS****RESCIND****Staff Communications**

The President of the Golden Rain Foundation is responsible for the appointment and functioning of the Board committees appointed by him, and is an ex-officio member of each committee. Adequate and direct communication by directors and committee chairmen is necessary for the President to carry out his responsibility.

Staff communications between Board members and Board committees need to be channeled through the President of the Board to the Administrator.

Board members and committees of the Board of Directors shall review with the President of the Foundation their desire to initiate projects and resolve complaints.

In cases where projects or resolution of complaints have been properly channeled and acted upon by the Board of Directors, and execution of the plans for a project or settlement of a complaint requires assistance or consultation with the Administrator or a department head, the Board member or committee of the board to whom the project or complaint is assigned shall contact the President of the Board of Directors, and the President will then determine what further action is required.

Projects and programs that have previously been budgeted and/or approved by the Board of Directors shall be routinely handled by the committee chairman and the department head. Reports of recommended actions shall be reported through the Administrator to the President of the Board.

Policy

Adopted: 16 Feb 71

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Feb 71)

Golden Rain Foundation Executive Committee Human Resources Report – March 10, 2017

Below are the budget variances as of the end of February 2017.

This February data replaces Pages 1 and 2 of Human Resources Report of March 10, 2017.

1) GRF – Budget Variance Information – GRF has a year-to-date favorable variance of **\$117,588** in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses				
6100000	Salaries & Wages	1,173,457	1,223,316	49,859
6100001	Vacation Accrual Expense	(16,128)	0	16,128
6101000	Commissions	6,587	6,786	199
6140000	Employment Taxes	116,142	145,921	29,779
6142000	Workers' Compensation	80,303	86,888	6,585
6143000	Group Insurance - Medical	121,855	132,392	10,537
6143300	Group Insurance - Dental	2,873	2,706	(167)
6143500	Group Insurance - Vision	1,673	1,932	259
6144000	401(k) Match	20,034	22,710	2,676
6145000	Group Insurance - Life	4,567	4,616	49
6146000	Long Term Disability Insurance	3,700	5,384	1,684

2) Cost Center 20 – Human Resources Budget Variance Information – The Human Resources department has a year-to-date favorable variance of **\$2,578** 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	33,755	33,566	(189)
6100001 20	Vacation Accrual Expense - Human Resourc	(16,128)	0	16,128
6140000 20	Employment Taxes - Human Resources	2,865	3,572	707
6142000 20	Workers' Compensation - Human Resources	1,079	1,168	89
6143000 20	Group Insurance - Medical - Human Resour	3,999	4,780	781
6143300 20	Group Insurance - Dental - Human Resourc	110	94	(16)
6143500 20	Group Insurance - Vision - Human Resourc	60	64	4
6144000 20	401(k) Match - Human Resources	596	617	21
6145000 20	Group Insurance - Life - Human Resources	169	118	(51)
6146000 20	Long Term Disability Insurance - Human R	147	138	(9)
6210010 20	Fraud Hotline - Human Resources	0	0	0
6211000 20	Continuing Education - Human Resources	0	40	40
6211100 20	Employee Incentives - Human Resources	0	0	0
6212000 20	Employee Exams - Human Resources	0	45	45
6212005 20	Employee Drivers License Inquiry - Human	32	44	12
6213000 20	Employee Recruitment - Human Resources	1,138	600	(538)
6213005 20	Employment Screening - Human Resources	688	1,260	572
6214500 20	Gifts - Human Resources	0	60	60
6410000 20	Office Supplies - Human Resources	59	100	41
6410030 20	Printer / Copier Supplies - Human Resour	111	90	(21)
6410035 20	Refreshments - Human Resources	0	150	150
6434110 20	Legal Fees - HR - Human Resources	672	1,200	528
6482000 20	Dues, Memberships & Books - Human Resour	0	350	350
	Total Expenses	29,350	48,056	18,706

3) Cost Center 22 – Emergency Preparedness Budget Variance Information – The Emergency Preparedness department has a year-to-date favorable variance of \$542

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Emergency Preparedness			
6100000 22	Salaries & Wages - Emergency Prepared	2,742	2,735	(7)
6140000 22	Employment Taxes - Emergency Prepared	229	366	137
6142000 22	Workers' Compensation - Emergency Prepar	257	278	21
6211000 22	Continuing Education - Emergency Prepare	0	250	250
6410045 22	Emergency Supplies - Emergency Preparedn	224	300	76
6422000 22	Telephone - Emergency Prepare	74	140	66
	Total Expenses	3,527	4,069	542

Executive Committee Report compiled by: Cindy Flynn, Human Resources Director

March 10, 2017

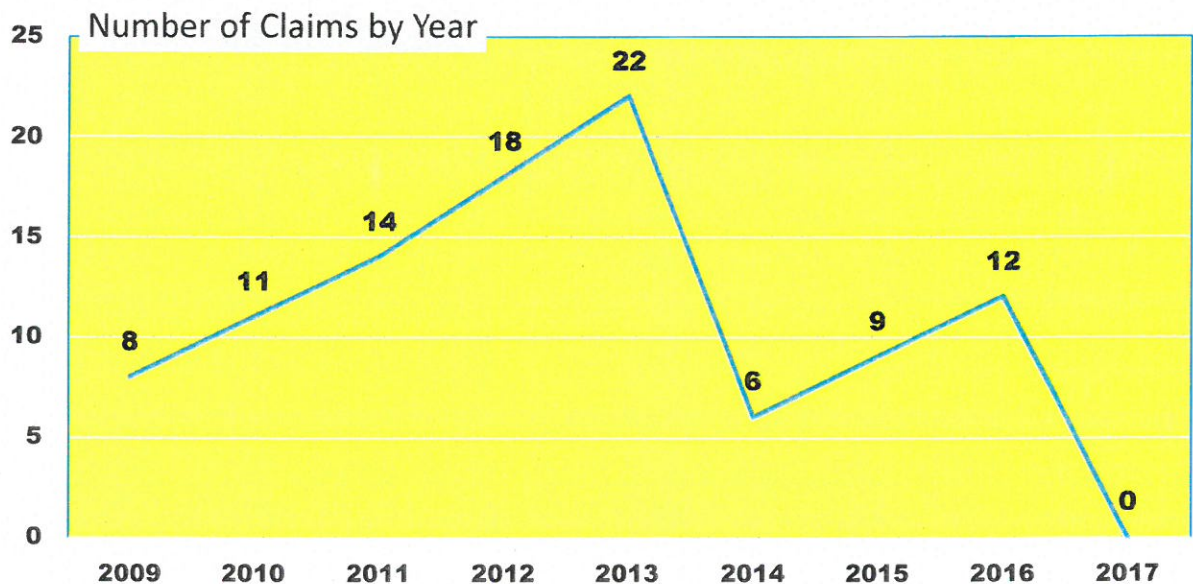
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4) Safety

- a. No new claims in February. None of the claims in 2016 had any lost time, and all but two have been fully discharged from medical care.

Workers Compensation - Job Accident Information by Month

<i>Month</i>	<i>Current Year 2017</i>	<i>2016</i>	<i>2015</i>	<i>2014</i>	<i>2013</i>	<i>2012</i>
January	0	2	0	0	2	0
February	0	0	0	0	1	1
March		1	2	0	1	4
April		1	2	0	3	2
May		0	0	2	1	0
June		0	0	1	0	2
July		0	1	0	1	2
August		1	1	2	4	2
September		1	0	1	2	3
October		2	2	0	3	2
November		1	0	0	3	0
December		3	1	0	1	0
Total	0	12	9	6	22	18



Golden Rain Foundation Executive Committee Report / Executive Session

Staff Member Information

Data as of
February 28, 2017 unless noted otherwise

5) Recruitment

Openings in February:

<i>Position</i>		<i>Status</i>	<i>Dept</i>
Stock Transfer Assistant	1 Part-Time	New Hire started 03-06-17	33 – Stock Transfer
Security Officers	3 Part-time	Accepting Applications/Interviewing	37 – Security
Building Inspector	1 Full-Time	Accepting Applications	70 – Physical Property
Office Clerk	1 Full-time	New Hire started 02-27-17	70 – Physical Property
Mutual Administration Manager	1 Full time	New Hire scheduled to start 03-20-17	MAC – Mutual Admin.
Asst. Service Maint. Supv.	1 Full-time	Interviews in progress	74 – Service Maintenance
Electrician	2 Full-time	1 New Hire started 02-27-17, 1 Resignation effective 3-10-17. Interviewing others	74 – Service Maintenance
Plumber	2 Full-Time	Interviews in progress	74 – Service Maintenance
Bus Drivers	1 Part-time	Interviews in progress	38 – Transportation
Total Openings	13		

6) Staff Counts – As of 02-28-2017

Current Staff Count – 230	Hires	Separations	Promotions
• FEB 2017	3	3	0
• YTD 2017	8	9	1
• 2016	48	42	14

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

<i>2017 Data as of 02/28/2017</i>	<i>NEW HIRES</i>		<i>SEPARATIONS</i>	
<i>Department</i>	<i>2017 To Date</i>	<i>2016 Actual</i>	<i>2017 To Date</i>	<i>2016 Actual</i>
ADMINISTRATION				
FINANCE		1		
GOLF				
HUMAN RESOURCES				
INFORMATION TECHNOLOGY SVS				
LIBRARY		1		2
MUTUAL ADMINISTRATION		2		6
NEWS		1		
PHYSICAL PROPERTY	1	2		1
PURCHASING				
RECREATION (includes Exercise/Pool)		2		1
SECURITY	5	25	6	19
SERVICE MAINTENANCE	2	7	2	8
STOCK TRANSFER		(included in MAC)	1	(included in MAC)
TRANSPORTATION		7		5
GRAND TOTAL	8	48	9	42

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	2	1	1
31 – Finance	4	5	2	0
32 – Purchasing	1	3	0	0
33 – Stock Transfer	1	4	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	1	3	1	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	20	84	121	5
Total Employee Count	230			

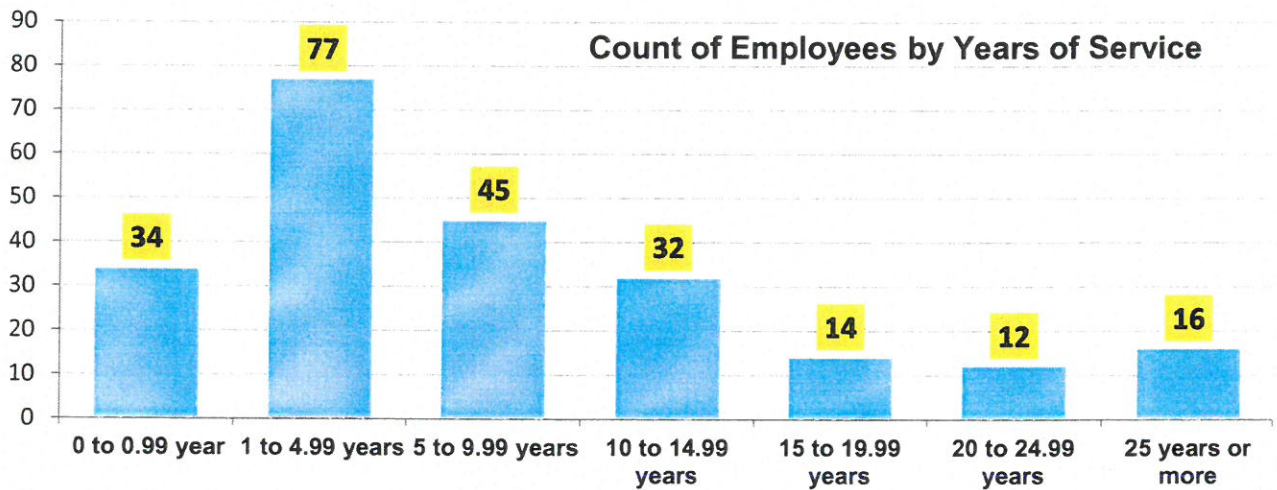
Summary

Employee Type	Count	% of Total
Full-time	104	45.7%
Part-time	121	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	6.0	6.6
Average Hourly Rate	\$19.65	\$26.69	\$13.83	\$14.04
Gender – Females	105	42	59	4
Gender – Males	125	62	62	1



Employees with 25 Years or More of Service

43.9 yrs Juan Robledo – Service Maint.	33.7 yrs Cathie Merz – News
43.4 yrs Ruben Gonzalez – Service Maint.	32.6 yrs Terry De Leon – Recreation
38.8 yrs Dede Martin – News	30.5 yrs Edgar Santamaria – Service Maint.
38.6 yrs Antonio Duarte – Service Maint.	28.8 yrs Ruth Osborn – News
37.9 yrs Jesus Lopez – Service Maint.	28.4 yrs Richard Stolarz – Service Maint.
36.9 yrs Barry Holland – ITS	28.3 yrs Eila Van Sauter – Transportation
36.5 yrs Mark Weaver – Community Facilities	25.4 yrs David Van Horn – Physical Property
35.9 yrs Grant Winford – Transportation	25.1 yrs Gerald Antisdell – Physical Property

9) Employees Working Greater Than 28 Hours in a Week

Updated 03/01/2017 by MWKerr - Hours listed by week ending date

Dept	2/26	2/19	2/12	2/5	1/29	1/22	1/15	1/8	1/1	12/25
35			31.00		30.00		30.00			
37									32.00	40.75
37	28.25						28.75		32.25	32.25
37								32.00	32.00	
37			28.50							
37							28.50		30.25	
37								29.00		32.00
37	30.50						28.25	32.50		32.25
37								32.00	30.25	
37						28.50	30.00			
37	29.00							32.00	31.00	
37	29.00						30.00			
37									31.50	
37									31.00	
37									30.25	
37									30.00	31.25
37									32.00	
37						30.00			32.25	
37					28.75					
37		28.50					34.50			32.75
38					30.00					
74										32.00

10) Overtime

There is an *unfavorable* variance of **\$5,164.53** for February and an *unfavorable* variance of **\$9,192.52** for 2017 to date.

Overtime by Month	Total OT Worked	2017 OT Billable Hrs to Mutuals	2017 OT Billable \$ to Mutuals @ \$58.50	2017 Overtime Hours - Less Billable to Mutuals	2017 Overtime Dollars - Less Billable to Mutuals	2016 Overtime Hours - Less Billable to Mutuals	2016 Overtime Dollars - Less Billable to Mutuals
January	272.25	82.25	\$3,207.75	190.00	\$6,494.90	143.00	\$4,499.39
February	341.75	114.50	\$4,580.00	227.25	\$7,631.45	133.00	\$2,606.91
March						154.50	\$2,318.02
April						226.25	\$ 374.71
May						182.00	\$3,517.69
June						137.50	\$1,918.18
July						171.00	\$3,801.45
August						123.50	\$3,001.76
September						204.50	\$5,458.32
October						107.75	\$2,300.26
November						203.00	\$3,726.86
December						293.75	\$7,702.64

Overtime Detail for February - Prepared by MWKerr 03/01/17 (Check date 03/03/2017)

Cost Center	CURRENT MONTH			CURRENT MONTH		
	HOURS			EXPENSE		
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20 Human Resources	1.75	0.00	(1.75)	\$85.05	\$0.00	(\$85.05)
22 Emergency Preparedness	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30 Administration	4.25	17.33	13.08	\$131.73	\$519.25	\$387.52
31 Finance	0.50	0.00	(0.50)	\$12.41	\$0.00	(\$12.41)
32 Purchasing	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
33 Stock Transfer	35.75	0.00	(35.75)	\$1,014.98	\$0.00	(\$1,014.98)
34 Information Technology Services	0.50	1.00	0.50	\$28.41	\$50.83	\$22.42
35 Library	0.00	0.83	0.83	\$0.00	\$23.58	\$23.58
36 News	3.25	20.83	17.58	\$111.68	\$710.50	\$598.82
37 Security	10.00	23.33	13.33	\$231.18	\$522.50	\$291.32
38 Transportation	0.00	1.92	1.92	\$0.00	\$38.75	\$38.75
40 Community Facilities	10.25	6.67	(3.58)	\$281.21	\$182.92	(\$98.29)
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	7.75	8.33	0.58	\$254.93	\$297.92	\$42.99
74 Service Maintenance	218.75	0.00	(218.75)	\$8,104.39	\$0.00	(\$8,104.39)
(Less) Billable to mutuals	(114.50)			(\$4,580.00)	Approx.	
75 Service Maintenance	44.00	0.00	(44.00)	\$1,818.30	\$0.00	(\$1,818.30)
MAC Mutual Administration	5.00	4.00	(1.00)	\$137.18	\$120.67	(\$16.51)
Totals	227.25	84.25	(143.00)	\$7,631.45	\$2,466.92	(\$5,164.53)

11) Retirement – Employee 401(k) Plan

- For 2017, 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 February, total plan assets are \$9,180,557.13
 - 2017 YTD Employee Contributions \$78,871.12* Average Per Month \$39,435.61
 - 2017 YTD GRF Matching Contributions \$24,914.31* Average Per Month \$24,914.31
- *Through check date 03/03/2017

12) Anti-Fraud Compliance Hotline Reports

Program started in May 2014

<i>Program Summary</i>	<i># of Reports</i>
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*
March 10, 2017

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Golden Rain Foundation
 March 10, 2017, Meeting of the Executive Committee
 Budget Comparison Report – February 2017

Administration Building – Cost Center 29

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration Building				
6410005 29	Building Supplies - Administration Bldg	94	165	71
6420100 29	Electricity - Administration Bldg	2,545	2,986	441
6425100 29	Natural Gas - Administration Bldg	234	344	110
6471000 29	Building Repair & Maintenance - Administr	110	300	190
6477210 29	Pest Control - Administration Bldg	80	160	80
6478000 29	Service Contracts - Administration Bldg	812	1,025	213
6484000 29	Permits & Licenses - Administration Bldg	0	0	0
	Total Expenses	3,875	4,980	1,105
5330000 29	Income / Refund from Mutuals - Administr	5,956	5,956	0
	Total Cost Recovery	5,956	5,956	0
Off Budget Items				
	Net Income / (Expense)	2,081	976	1,105

Budget Variance Report - February 2017
Administration Building - CC 29

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6420100	Electricity	441	Favorable-Due to usage
6471000	Building Repair & Mntnc	190	Favorable-YTD repairs less than budgetted
6478000	Service Contracts	213	Favorable-Biannual Fire Inspection contract still being negotiated, invoice not yet received
	Total Explained Variances	844	

Golden Rain Foundation
 March 10, 2017, Meeting of the Executive Committee
 Budget Comparison Report – February 2017
Administration – Cost Center 30

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration				
6100000 30	Salaries & Wages - Administration	57,882	60,444	2,562
6140000 30	Employment Taxes - Administration	4,950	5,273	323
6142000 30	Workers' Compensation - Administration	732	792	60
6143000 30	Group Insurance - Medical - Administrati	5,453	4,616	(837)
6143300 30	Group Insurance - Dental - Administratio	97	82	(15)
6143500 30	Group Insurance - Vision - Administratio	58	54	(4)
6144000 30	401(k) Match - Administration	377	390	13
6145000 30	Group Insurance - Life - Administration	263	274	11
6146000 30	Long Term Disability Insurance - Adminis	212	320	108
6211000 30	Continuing Education - Administration	0	150	150
6214000 30	Meals & Special Events - Administration	0	0	0
6214500 30	Gifts - Administration	0	200	200
6215000 30	Mileage - Administration	991	1,000	9
6410000 30	Office Supplies - Administration	16	1,000	984
6410003 30	Board Office Supplies - Administration	59	350	291
6410010 30	Hospitality - Administration	172	300	128
6410015 30	Computer Supplies - Administration	0	0	0
6410025 30	Lunch Room Supplies - Administration	0	50	50
6410030 30	Printer / Copier Supplies - Administrati	801	300	(501)
6410035 30	Refreshments - Administration	171	0	(171)
6422000 30	Telephone - Administration	10,144	10,440	296
6434100 30	Legal Fees - General Counsel - Administr	2,101	8,400	6,299
6434105 30	Legal Fees - Litigation - Administration	7,128	2,000	(5,128)
6437100 30	Reserve Study - Administration	0	0	0
6438000 30	Other Professional Fees - Administration	0	2,700	2,700
6444000 30	Equipment Rental - Administration	752	754	2
6472000 30	Equipment Repair & Maintenance - Adminis	37	70	33
6478000 30	Service Contracts - Administration	1,450	1,150	(300)
6482000 30	Dues, Memberships & Books - Administrati	235	255	20
6484000 30	Permits & Licenses - Administration	0	0	0
6731000 30	Property & Liability Insurance - Adminis	70,528	78,344	7,816
6951000 30	Committee Discretionary Expense - Admini	0	1,000	1,000
	Total Expenses	164,608	180,708	16,100
Other Cost Recovery				
5335000 30	Management Fee - Administration	7,400	7,400	0
5385000 30	Other Income - Administration	569	569	0
5395000 30	Rental Income - Administration	3,007	17,778	(14,771)
5396000 30	Taxable Other Income - Administration	300	0	300
5396100 30	Taxable Other Income - Superwire - Admin	14,688	14,260	428
5397100 30	Taxable Interest Income - Administration	934	0	934
	Total Other Cost Recovery	26,897	40,007	(13,109)
5330000 30	Income / Refund from Mutuals - Administr	157,126	157,130	(4)
	Total Cost Recovery	184,023	197,137	(13,113)
	Net Income / (Expenses)	19,415	16,429	2,986

Golden Rain Foundation
March 10, 2017, Meeting of the Executive Committee
Budget Comparison Report – February 2017

Budget Variance Report - February 2017
Administration - CC 30

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
	Salaries, Wages, & Benefits	2,221	Favorable-Wages lower than budgeted
6434100	Legal Fees - General Counsel	6,299	Favorable-January bills not received prior to closing books
6434105	Legal Fees - Litigation	(5,128)	Unfavorable - Legal fees exceed budget
6438000	Other Professional Services	2,700	Favorable-Board training timing
6731000	Property & Liability Insurance	7,816	Favorable-Actual cost came in lower than budgeted
5395000	Rental Income	(14,771)	Unfavorable-RV Lot contract not finalized
	Total Explained Variances	<u>(863)</u>	

Golden Rain Foundation
 March 10, 2017, Meeting of the Executive Committee
 Budget Comparison Report – February 2017

Building Five – Cost Center 55

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Building Five				
6410005 55	Building Supplies - Building Five	199	132	(67)
6410020 55	Equipment Expense - Building Five	5	83	78
6420100 55	Electricity - Building Five	2,762	2,504	(258)
6471000 55	Building Repair & Maintenance - Building	634	200	(434)
6472000 55	Equipment Repair & Maintenance - Buildin	0	166	166
6477210 55	Pest Control - Building Five	160	160	0
6478000 55	Service Contracts - Building Five	839	998	159
6484000 55	Permits & Licenses - Building Five	0	0	0
Total Expenses		4,599	4,243	(356)
Other Cost Recovery				
5385201 55	Cafe Commissions Income - Building Five	511	266	245
Total Other Cost Recovery		511	266	245
5330000 55	Income / Refund from Mutuals - Building	4,902	4,902	0
Total Cost Recovery		5,413	5,168	245
Off Budget Items				
Net Income / (Expense)		814	925	(111)

**Budget Variance Report - February 2017
 Building Five - CC 55**

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6471000	Building Repair & Maintenance	(434)	Unfavorable - Equipment for Conference Rm C
Total Explained Variances		(434)	