



Executive Committee

Agenda

Administration Conference Room

Friday, February 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 January 13, 2017 (pp. 1-6)
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 (pp. 7-9)
8. New Business
 - a. Approve Volunteer Decorating Group
9. Policies (pp. 10-22)
 - a. Policy 5031-30, Escrows (p. 12)
 - b. Policy 1220-30, Resident Specialists (p. 13)
 - c. Policy 5505-30, Staff Communications (p.14)
 - d. Resolution 1020-30, Door-to-Door Solicitation (p.15)
 - e. Policy 1511-30, Dissemination of Information-Clubs (p.16)
 - f. Resolution 5032-30, Indemnification Resolution (p.17)

- g. Policy 5551-30, Paramedic Program (pp. 18-19)
 - h. Regulation 2004.01-30, Correspondence (p.20)
 - i. Policy 5022-30, Limitation of Terms-Officers (p. 21)
 - j. Policy 5102-30, Quorum (p.22)
10. Subcommittee Reports
 - a. Emergency Planning Subcommittee
 - b. Emergency Council Report
 11. Staff Reports
 - a. Human Resources Director (pp. 23-30)
 - 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, March 10, 2017**



EXECUTIVE COMMITTEE MINUTES
Friday, January 13, 2017

The meeting of the Executive Committee was held on Friday, January 13, 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 Mrs. J. Reed, Corporate Secretary
Mr. B. Lukoff

Staff and
Guests: Mr. R. Ankeny, Executive Director
Ms. B. Shuler, Manager of Finance
Mr. R. Gonzalez, Facilities Manager
Ms. C. Knapp, Stock Transfer Supervisor
Mrs. D. Bennett, 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. H. Tran, GRF Representative, Mutual Fifteen
Ms. S. Fekjar, GRF Representative, Mutual Sixteen
One Foundation Member, Kathy Almeida, Mutual One

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 February.

CHAIR'S ANNOUNCEMENTS

The Chair introduced the Executive Director, the Finance Manager, the Stock Transfer Supervisor 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.

APPROVAL OF COMMITTEE MINUTES

The minutes of December 9, 2016 were approved, as presented.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

One shareholder/member spoke on agenda topics.

CORRESPONDENCE

No correspondence was received by the Executive Committee.

OLD BUSINESS

By-laws

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

Security Department Job Descriptions

The agenda item will be addressed at the February Committee meeting.

Parking Specialist Job Description

The agenda item will be addressed at the February Committee meeting.

Trust Attorney Discussion

The GRF BOD must periodically review all service providers, including legal counsels. The Stock Transfer Supervisor advised that three Trust Attorneys are scheduled to meet with the GRF BOD on January 23, 2017.

Day after Thanksgiving vs. Floating Holiday for GRF Employees

Upon review of preliminary information, the Committee agreed to discuss the agenda item at the February Committee meeting.

NEW BUSINESS

Group Insurance Renewal

The annual review of the Foundation's employee group benefit contracts have been completed for the period of April 1, 2016 through March 31, 2018. The information, provided by the Foundation's insurance broker, Trapani, Dickens and Associates (TDA) included quotes on the rates from the current carriers as well as information from six other carriers. The cost to the Foundation, services provided to employees, plan design, customer service and access to care were factors considered.

Mrs. Damoci MOVED, seconded by Mr. Hood and carried unanimously by the Committee members present –

TO approve and recommend to the Golden Rain Foundation (GRF) Board of Directors (BOD) the renewal of the following GRF employee benefit plans for the plan year beginning April 1, 2017, ending March 31, 2018: Kaiser Medical Low and High Plans, Guardian Dental HMO and PPO Plans, Guardian VSP Vision Plan, Guardian Basic Life and AD&D Insurance Plan, Guardian Long Term Disability Plan, Guardian Employee Assistance Plan, Guardian Voluntary Life Plan, VPI Voluntary Pet Insurance Plan and reimbursement of up to \$500 hospitalization co-pay, annually, per employee; \$5,000.00 of the premium decrease of \$29,000.00, realized by the new broker, will be allocated to fund the reimbursement.

Ms. Rapp MOVED, seconded by Mr. Lukoff-

Adopt and recommend to the GRF BOD approval to establish a Flexible Spending Account Plan to enhance the benefit plan offerings to full-time GRF employees, effective April 1, 2017.

The motion was carried by the Committee members with one abstention (Damoci).

Appointment of Resident Specialists to the Policy Reorganization Sub-committee

In accordance with Foundation Policy 1220-30, Resident Specialists, the Executive Committee shall appoint resident specialists as volunteer advisory members.

The Committee concurred to appoint resident specialists Betty Coven and Margaret Gillon to the Policy Reorganization Sub-committee.

Appointment of Resident Specialists to the New Buyers Video Production Sub-committee

The Committee concurred to appoint resident specialists Betty Coven, Margaret Gillon, and Sandra L. Stark to the New Buyers Video Production Sub-committee.

Trust Property Lease, Mutual Eight

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

TO approve the use and lease agreement between Seal Beach Mutual Eight and the Golden Rain Foundation, for Trust Property, Lot E for three years, commencing January 2017 and to expire on December 31, 2019, with 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.

POLICIES

Adopt Policy 5092-30, Board of Directors' Code of Ethics and Conduct

Mrs. Reed MOVED, seconded by Mr. Hood and carried unanimously by the Committee members present –

TO recommend the GRF BOD adopt of Policy 5092-30, Board of Directors' Code of Ethics Conduct, as amended.

Adopt Policy 5092.1-30, Board of Directors' Code of Ethics and Conduct

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

TO recommend the GRF BOD adopt Policy 5092.1-30, Board of Directors' Code of Ethics and Conduct, as amended.

Adopt Policy 5092.2-30, Board of Directors' Code of Ethics and Conduct

Mrs. Reed MOVED, seconded by Mr. Moore and carried unanimously by the Committee members present –

TO recommend to the GRF BOD adoption of Policy 5092.2-30, Board of Directors' Code of Ethics and Conduct.

SUBCOMMITTEE REPORTS

Emergency Preparedness Committee

Mr. Gomez was unavailable to attend today's meeting.

Emergency Council Report

Ms. Snowden, the Liaison to the Emergency Council, reported excellent participation at the meetings, including discussion of solar powered generators.

Code of Ethics and Conduct Sub-committee Report

The Committee concurred to disband the Code of Ethics and Conduct Sub-committee.

STAFF REPORTS

Human Resources Director

The Human Resources Director's report was presented by the Executive Director, as attached.

Finance Manager

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

Executive Director

The Executive Director spoke in Executive Session.

SHAREHOLDER COMMENTS

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

COMMITTEE MEMBERS

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

Ms. Rapp MOVED, seconded by Mrs. Reed and carried unanimously by the Committee members-

ADJOURNMENT

The meeting was adjourned 3:27 p.m.

Joy Reed
Corporate Secretary

01.13.17/dfb

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE
MEETING ON JANUARY 13, 2017**

ACTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- The minutes of December 9, 2016 were approved, as presented;
- The Committee concurred to appoint resident specialists Betty Coven and Margaret Gillon to the Policy Reorganization Sub-committee;
- The Committee concurred to appoint resident specialists Betty Coven, Margaret Gillon, and Sandra L. Stark to the New Buyers Video Production Sub-committee;
- The Committee concurred to disband the Code of Ethics and Conduct Sub-committee.

MOTIONS

- **TO** approve and recommend to the Golden Rain Foundation (GRF) Board of Directors (BOD) the renewal of the following GRF employee benefit plans for the plan year beginning April 1, 2017, ending March 31, 2018: Kaiser Medical Low and High Plans, Guardian Dental HMO and PPO Plans, Guardian VSP Vision Plan, Guardian Basic Life and AD&D Insurance Plan, Guardian Long Term Disability Plan, Guardian Employee Assistance Plan, Guardian Voluntary Life Plan, VPI Voluntary Pet Insurance Plan and Reimbursement of up to \$500 hospitalization co-pay, annually, per employee. \$5,000.00 of the decrease of \$29,000.00, realized by the new broker, will be allocated to reestablishment of the employee reimbursement deductible;
- Adopt and recommend to the GRF BOD for approval to establish a Flexible Spending Account Plan to enhance the benefit plan offerings to full-time GRF employees, effective April 1, 2017;
- **TO** approve the use and lease agreement between Seal Beach Mutual Eight and the Golden Rain Foundation, for Trust Property, Lot E for three years, commencing January 2017 and to expire on December 31, 2019, with 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;
- **TO** recommend the GRF BOD adopt of Policy 5092-30, Board of Directors' Code of Ethics Conduct, as amended;
- **TO** recommend the GRF BOD adopt Policy 5092.1-30, Board of Directors' Code of Ethics and Conduct, as amended;
- **TO** recommend to the GRF BOD adoption of Policy 5092.2-30, Board of Directors' Code of Ethics and Conduct.

2017 GRF Election Timeline

Wednesday, March 8th	Applications available in Stock Transfer Office*
<i>Weekly candidate updates</i>	
<i>Corporate Secretary reviews applications</i>	
<i>Ballots are prepared</i>	
<i>Daily candidate updates**</i>	
Friday, April 7th	Applications due in Stock Transfer Office
<i>Final review of candidates</i>	
<i>"Camera Ready" ballots reviewed/approved by Corporate Secretary and Vice President</i>	
Thursday, May 4th	Ballots mailed by A.V.S.
<i>Ballot counts reported upon request</i>	
Tuesday, June 6th, 10 am	Ballots counted at special GRF Board meeting, CH4
<i>Board Office prepares incoming and outgoing directors for transition</i>	
Tuesday, June 13th, 2 pm	Annual Meeting and Election of Officers, CH4
<i>New directors are seated and the 2017-2018 term begins!</i>	

* = Application packet consists of Application, Eligibility Disclosure, Instructions, Schedule for Election, and Policy 5025-30, Election Procedures. As a courtesy to current directors in odd-numbered Mutuals, application packets will be placed in their GRF mailboxes.

** = In the last 7-10 days of candidacy period, updates will be provided upon each new candidate application received.

2017 GRF & Mutual Election and Annual Meeting Schedule

	Mu.	No. of Units	Quorum	No. of Directors Being Elected	Candidate Application Begins (90 days before election)*	Candidate Application Deadline (60 days before election)**	Ballots Mailed (30 days before election)***	Meeting Day	Meeting Date	Meeting Time	Notes
MAY	10	276	92	6	Thurs. 2/16	Sat. 3/18	Mon. 4/17	3 rd Wed.	5/17	10 a.m.	Election in odd-numbered years; directors reduced from 8 to 6
	14	328	110	7	Fri. 2/17	Sun. 3/19	Tues. 4/18	3 rd Thurs.	5/18	10 a.m.	No more cumulative voting; directors reduced from 9 to 7
	7	384	128	6	Sat. 2/18	Mon. 3/20	Wed. 4/19	3 rd Fri.	5/19	10 a.m.	Parcels eliminated in 2017
	8	348	116	5	Tues. 2/21	Thurs. 3/23	Sat. 4/22	4 th Mon.	5/22	10 a.m.	No conflict with Memorial Day
	4	396	132	7	Thurs. 2/23	Sat. 3/25	Mon. 4/24	4 th Wed.	5/24	10 a.m.	In 2017, 7 directors will be elected but terms will be staggered.
	16	60	20	5	Thurs. 2/23	Sat. 3/25	Mon. 4/24	4 th Wed.	5/24	2 p.m.	2017 meeting will be held in Administration Conference Room
	11	312	104	6	Fri. 2/24	Sun. 3/26	Tues. 4/25	4 th Thurs.	5/25	10 a.m.	Annual Meeting only; election in even-numbered years
	9	384	128	7	Sat. 2/25	Mon. 3/27	Wed. 4/26	4 th Fri.	5/26	10 a.m.	
JUNE	Golden Rain Foundation				Candidate Application Begins (90 days before election)*	Candidate Application Deadline (60 days before election)**	Ballots Mailed (30 days before election)***	Ballot Counting Meeting Day	Ballot Counting Meeting Date	Ballot Counting Meeting Time	Notes
	Mutuals 1, 3, 5, 7, 9, 11, 15, 17				Wed. 3/8	Fri. 4/7	Sun. 5/7	1 st Tues.	6/6	10 a.m.	New directors will be installed at GRF Annual Meeting on 6/13
	Mu.	No. of Units	Quorum	No. of Directors Being Elected	Candidate Application Begins (90 days before election)*	Candidate Application Deadline (60 days before election)**	Ballots Mailed (30 days before election)***	Meeting Day	Meeting Date	Meeting Time	Notes
JUNE	12	452	151	7	Fri. 3/10	Sun. 4/9	Tues. 5/9	2 nd Thurs.	6/8	10 a.m.	
	2	864	288	4	Sat. 3/11	Mon. 4/10	Wed. 5/10	2 nd Fri.	6/9	10 a.m.	Staggered Elections
	1	844	282	4	Tues. 3/14	Thurs. 4/13	Sat. 5/13	2 nd Mon.	6/12	10 a.m.	Staggered Elections
	5	492	164	7	Wed. 3/15	Fri. 4/14	Sun. 5/14	2 nd Tues.	6/13	10 a.m.	In 2016, # of directors reduced from 8 to 7. Applicable in 2017.
	3	432	144	7	Thurs. 3/16	Sat. 4/15	Mon. 5/15	2 nd Wed.	6/14	10 a.m.	In 2017, 7 directors will be elected but terms will be staggered.
	15	502	168	7	Sat. 3/18	Mon. 4/17	Wed. 5/17	3 rd Fri.	6/16	10 a.m.	
	6	408	136	7	Sat. 3/25	Mon. 4/24	Wed. 5/24	4 th Fri.	6/23	10 a.m.	
	17	126	42	2	Wed. 3/29	Fri. 4/28	Sun. 5/28	4 th Tues.	6/27	10 a.m.	Staggered Elections

NOTE:

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

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

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

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: _____

EXECUTIVE COMMITTEE POLICIES

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Indemnification Resolution..	p. 6
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Paramedic Program.....	pp. 7-8
Regulation 2004.01-30 Adopted 10/03/79	
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Limitation of Terms-Officers.....	p. 10
Policy 5102-30 Adopted 09/08/81	
Quorum.....	p. 11

GOLDEN RAIN OPERATIONS

Escrows

Any officer of the Board may sign escrows on behalf of the Golden Rain Foundation.

Policy
Adopted: 19 Jul 66

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Jul 66)

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COMMUNITY OPERATIONS

RESIDENT PARTICIPATION

Resident Specialists

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

It is the desire of the Board to approve and encourage the selection of such resident specialists in volunteer advisory appointments providing the request for appointment is made by a committee chairman through the Executive Committee.

Policy
Adopted: 28 Jul 67

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Jul 67)

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GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS****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)

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COMMUNITY OPERATIONS**Door-To-Door Solicitation**

Seal Beach Leisure World is a cooperative housing project consisting of approximately 6,500 units of apartments, and the Golden Rain Foundation under and pursuant to the terms of a trust is the owner of all the community facilities at Seal Beach Leisure World consisting of the streets, common sidewalks, clubhouses and ways of ingress and egress into said project; and Seal Beach Leisure World is subject to and is constantly harassed by peddlers and door-to-door solicitors who are upon said grounds without authority or permission; and it is the desire of this Board of Directors to remedy and correct said situation and to provide for an orderly arrangement concerning said solicitors, peddlers and bill passers.

Door-to-door solicitors, peddlers, agents, salesmen, poll takers, delivery personnel and any personnel and any person attempting to make a door-to-door communication, except as provided by law, with residents of Seal Beach Leisure World for any purpose, are prohibited from entering the Seal Beach Leisure World Project and are prohibited from using the common streets and common walkways subject to ownership by the Golden Rain Foundation and owned by the Golden Rain Foundation directly or pursuant to the terms of the trust under which said properties are held, except upon procuring the prior written approval of the Administrator of the Seal Beach Leisure World Project who is authorized to promulgate a procedure for said approvals and the promulgation of limitations upon said activity or conduct as he determines necessary in each instance.

Any person violating this resolution and entering said Project for said purposes without prior approval shall be ejected from said premises and is deemed a trespasser. This resolution does not authorize the use of force and violence by any Security Personnel at this Project for the removal of said person, said ejection to be by peaceful means or with the aid and assistance of the Police Department or Law Enforcement Agency properly deemed to be contacted.

Notice of said prohibition of said solicitation shall be posted at the entrances to the Seal Beach Leisure World Project

Resolution

Adopted: 21 Sept 71

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Apr 71)

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COMMUNITY OPERATIONS

RESIDENT INFORMATION

Dissemination of Information - Clubs

Information accumulated by the Recreation Department concerning the clubs in Leisure World will be treated as restricted information on a basis similar to that stated in Policy #1510.

The Community Facilities Manager is authorized to disseminate information about the clubs of Leisure World in the following situations:

1. When the club has given such permission in writing to the Recreation Department.
2. When the information is in a published directory distributed to all residents and authorized by the Golden Rain Board.

Policy
Adopted: 20 Mar 73

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Mar 73)

GOLDEN RAIN OPERATIONS**Indemnification Resolution**

RESOLUTION:

RESOLVED, that this corporation, in consideration of each of the directors of the corporation acting in the capacity of director, hereby agrees to and does indemnify each director of the corporation for any and all claims including, but not limited to, costs and attorney's fees imposed upon said director by reason of any act, action, or other manner of taking action as a director of this corporation on behalf of the corporation, done and made in good faith including, but not limited to, all costs and attorney's fees incident to the defense of said position whether rightly or wrongly performed, as long as the same was done in good faith on behalf of the corporation. The corporation agrees to indemnify each of the directors for said expenses or liabilities by reason of serving in the position of director of the corporation.

RESOLVED FURTHER, that this indemnification applies to any claim arising out of a director's alleged misfeasance or nonfeasance in the performance of his duties past, present or future, or out of any alleged wrongful act against the corporation or by the corporation, each and every such indemnity agreement specified by the adoption of this resolution is subject to any limitations thereof imposed by the Corporation Code of the State of California or any other law applicable to the corporation limiting such indemnity on behalf of the corporation to a director of the corporation.

Resolution
Adopted: 17 Feb 76

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Feb 76)

Page 1 of 1

GOLDEN RAIN OPERATIONS**Board Internal Operations****Paramedic Program**

The City of Seal Beach has a paramedic program in the city and within the confines of Seal Beach Leisure World. Under contract between Golden Rain Foundation and Los Alamitos Medical Center (LAMC), medical services are provided within the confines of Leisure World to those seeking such services. The parameters for the operation of the paramedic program within Seal Beach Leisure World are:

1. That the Golden Rain Foundation hereby grants to members of the Seal Beach Fire Department Paramedic Unit access and permission to enter the confines of Seal Beach Leisure World when called by a resident, invitee, or employee of Seal Beach Leisure World. Such entry shall only be upon request of a resident, invitee, or employee of Seal Beach Leisure World or on request of someone acting on behalf of such person. In the event of a significant emergency situation or disaster, the City paramedic unit may respond on its own initiative.
2. That it is intended by the parties hereto, that residents in need of medical attention should not call upon both the on-site Health Care Center leased and managed by LAMC, and at the same time, the paramedic services offered by the City. Each party shall attempt to communicate to residents of Seal Beach Leisure World the request that only one such agency should be called.
3. In the event a request for medical aid is made by a resident of Seal Beach Leisure World who is in need of medical attention, and both the paramedic service of the City and the on-site Health Care Center team should, for whatever reason, arrive upon the scene of any medical emergency, and the patient is able to indicate his or her desire as to whom should care for such patient, the decision of the patient shall be final. If the patient is unable to make such a decision, it is agreed between the parties hereto that the medical team having initiated emergency treatment shall proceed to a conclusion of such service without any interruption or interference by the other party.
4. In consideration of the terms and provisions herein contained and by the permitting of the City to enter into the project for the administration of paramedic service, the City does hereby assume all risk of loss, claim of injury or damage to person or property by reason of its acts or actions and agrees to and does hereby agree to defend and indemnify the Golden Rain Foundation from all such claims for loss, damage or injury sustained by any person whomever, whether caused by the negligence of the City, or its agents or employees if such claim has arisen out of any emergency medical care or treatment in which the City, by and through its paramedic service, participated.
5. The City and the Foundation each agree that they will attempt to publicize the program of the
(Mar 77)

GOLDEN RAIN OPERATIONS

Board Internal Operations

Paramedic Program

paramedic service and desire of both agencies that only one such agency be called in any given situation.

Policy
Adopted: 30 Mar 77

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Mar 77)

ADMINISTRATION

Correspondence

Maintaining effective communication requires that all correspondence receives an appropriate answer as soon as it is possible to obtain the information for an answer.

Normally, written communication calls for a written response. However, the subject matter and the import of the communication may suggest that another type of response is more appropriate.

All administrative and supervisory staff needs to exercise reasonable judgment in determining the proper response. The responsibility for answering any communication applies equally to inquiries addressed directly to the department or referred to the department from one of the Board or another administrative office.

Regulation
Approved: 03 Oct 79

Executive Director
Golden Rain Foundation

(Oct 79)

GOLDEN RAIN OPERATIONS

Limitation of Term - Officers

Officers of the Board of Directors shall not be permitted to succeed themselves in office for more than two terms.

The intent of this policy is to limit any Director to no more than three successive terms in any position as an officer of the Board of Directors of the Golden Rain Foundation.

Policy
Adopted: 08 Jul 80

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Jul 80)

GOLDEN RAIN OPERATIONS

COMMITTEE FUNCTIONS

Quorum

Half of the members of a committee constitute a quorum and must be present at any regularly scheduled meeting in order to transact the business of the committee.

Policy
Adopted: 08 Sept 81

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Sept 81)

Page 1 of 1

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

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

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

1) GRF – Budget Variance Information – GRF has a year-to-date favorable variance of \$67,126 in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses				
6100000	Salaries & Wages	616,528	641,255	24,727
6100001	Vacation Accrual Expense	(18,235)	0	18,235
6101000	Commissions	3,835	3,555	(280)
6140000	Employment Taxes	68,357	82,799	14,442
6142000	Workers' Compensation	40,151	43,444	3,293
6143000	Group Insurance - Medical	62,403	66,196	3,793
6143300	Group Insurance - Dental	1,402	1,353	(49)
6143500	Group Insurance - Vision	809	966	157
6144000	401(k) Match	10,008	11,902	1,894
6145000	Group Insurance - Life	2,249	2,308	59
6146000	Long Term Disability Insurance	1,837	2,692	855

2) Cost Center 20 – Human Resources Budget Variance Information – The Human Resources department has a year-to-date unfavorable variance of \$1,568 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	17,678	17,582	(96)
6100001 20	Vacation Accrual Expense - Human Resourc	(18,235)	0	18,235
6140000 20	Employment Taxes - Human Resources	1,807	2,187	380
6142000 20	Workers' Compensation - Human Resources	539	584	45
6143000 20	Group Insurance - Medical - Human Resour	2,590	2,390	(200)
6143300 20	Group Insurance - Dental - Human Resourc	55	47	(8)
6143500 20	Group Insurance - Vision - Human Resourc	30	32	2
6144000 20	401(k) Match - Human Resources	298	323	25
6145000 20	Group Insurance - Life - Human Resources	84	59	(25)
6146000 20	Long Term Disability Insurance - Human R	73	69	(4)
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	0	22	22
6213000 20	Employee Recruitment - Human Resources	239	300	61
6213005 20	Employment Screening - Human Resources	0	630	630
6214500 20	Gifts - Human Resources	0	30	30
6410000 20	Office Supplies - Human Resources	41	50	9
6410030 20	Printer / Copier Supplies - Human Resour	83	45	(38)
6410035 20	Refreshments - Human Resources	0	50	50
6434110 20	Legal Fees - HR - Human Resources	0	600	600
6482000 20	Dues, Memberships & Books - Human Resour	0	0	0
Total Expenses		5,282	25,085	19,803

**3) Cost Center 22 – Emergency Preparedness Budget Variance Information – The
Emergency Preparedness department has a year-to-date favorable variance of \$366**

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Emergency Preparedness				
6100000 22	Salaries & Wages - Emergency Prepared	1,439	1,433	(6)
6140000 22	Employment Taxes - Emergency Prepared	151	192	41
6142000 22	Workers' Compensation - Emergency Prepar	129	139	10
6211000 22	Continuing Education - Emergency Prepare	0	100	100
6410045 22	Emergency Supplies - Emergency Preparedn	0	150	150
6422000 22	Telephone - Emergency Prepare	0	70	70
	Total Expenses	1,719	2,084	366

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

February 10, 2017

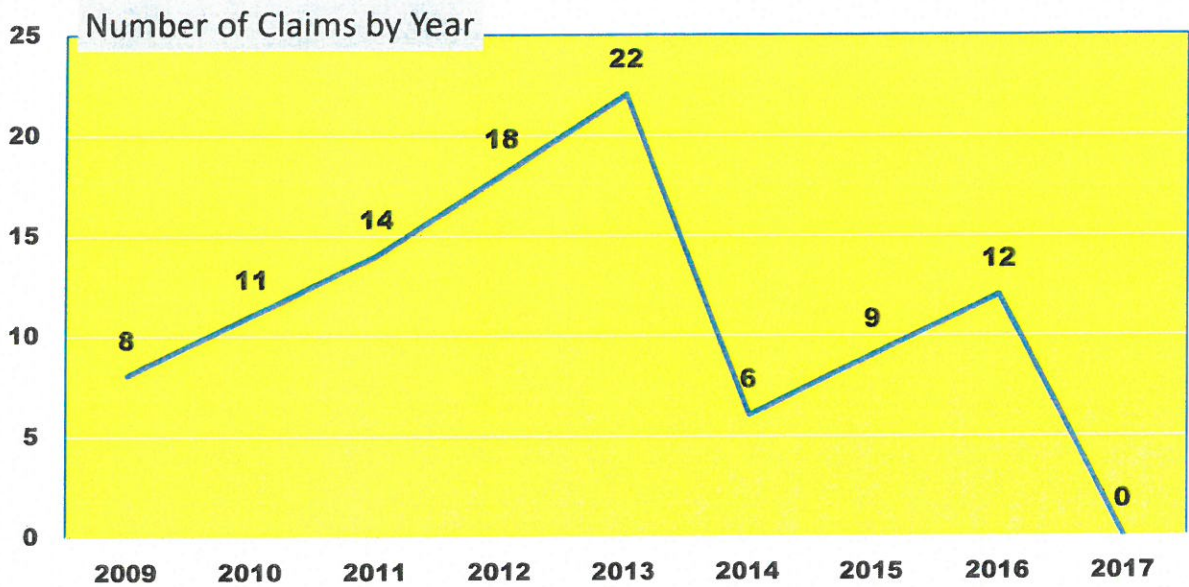
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4) Safety

- a. No new claims in January. 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>	2016	2015	2014	2013	2012
January	0	2	0	0	2	0
February		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
January 31, 2017 unless noted otherwise

5) Recruitment

Openings in January:

Position		Status	Dept
Stock Transfer Assistant	1 Part-Time	Accepting Applications	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	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	2 Full-time	1 Offer made, 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 01-31-2017

Current Staff Count – 230	Hires	Separations	Promotions
• JAN 2017	5	6	1
• YTD 2017	5	6	1
• 2016	48	42	14

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

2017 Data as of 01/31/2017 Department	NEW HIRES		SEPARATIONS	
	2017 To Date	2016 Actual	2017 To Date	2016 Actual
ADMINISTRATION				
FINANCE		1		
GOLF				
HUMAN RESOURCES				
INFORMATION TECHNOLOGY SVS				
LIBRARY		1		2
MUTUAL ADMINISTRATION		2		6
NEWS		1		
PHYSICAL PROPERTY		2		1
PURCHASING				
RECREATION (includes Exercise/Pool)		2		1
SECURITY	4	25	5	19
SERVICE MAINTENANCE	1	7	1	8
TRANSPORTATION		7		5
GRAND TOTAL	5	48	6	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	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	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	11	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			

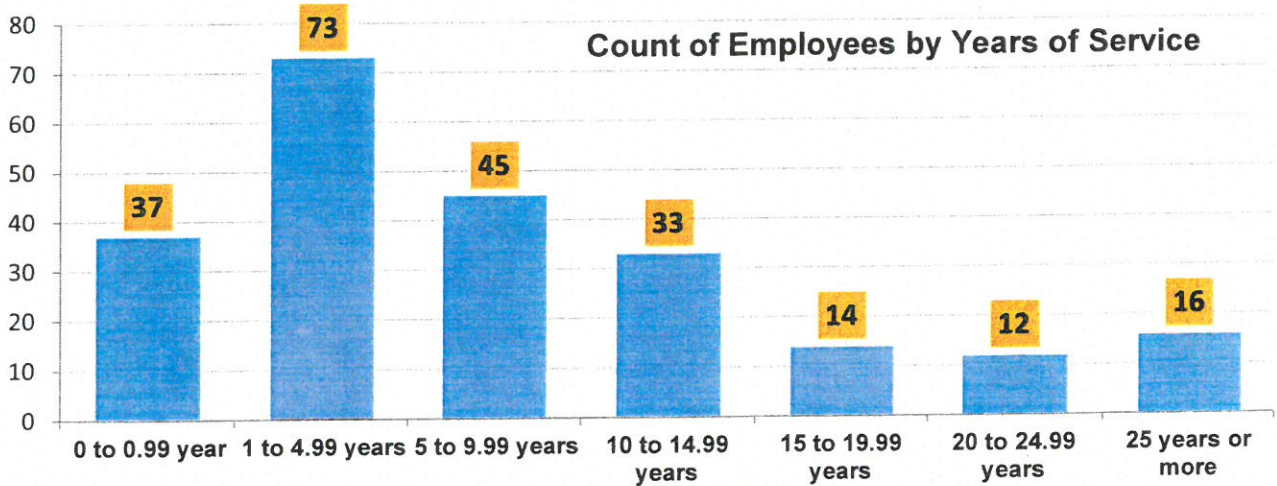
Summary

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

43.8 yrs Juan Robledo – Service Maint.	33.6 yrs Cathie Merz – News
43.4 yrs Ruben Gonzalez – Service Maint.	32.6 yrs Terry De Leon – Recreation
38.8 yrs Dede Martin – News	30.4 yrs Edgar Santamaria – Service Maint.
38.5 yrs Antonio Duarte – Service Maint.	28.7 yrs Ruth Osborn – News
37.8 yrs Jesus Lopez – Service Maint.	28.3 yrs Richard Stolarz – Service Maint.
36.8 yrs Barry Holland – ITS	28.2 yrs Eila Van Sauter – Transportation
36.4 yrs Mark Weaver – Community Facilities	25.4 yrs David Van Horn – Physical Property
35.8 yrs Grant Winford – Transportation	25.1 yrs Gerald Antisdell – Physical Property

9) Employees Working Greater Than 28 Hours in a Week

Updated 01/31/2017 by MWKerr - Hours listed by week ending date

Dept	1/29	1/22	1/15	1/8	1/1	12/25	12/18	12/11	12/4	11/27
35	30.00		30.00				30.00	30.00		
37					32.00	40.75				32.00
37			28.75		32.25	32.25	32.00	28.25	32.50	
37				32.00	32.00				36.00	
37							31.00	28.25		28.75
37			28.50		30.25				28.25	32.00
37							28.50			
37				29.00		32.00	30.00		33.00	31.00
37			28.25	32.50		32.25				
37				32.00	30.25		32.00			32.00
37		28.50	30.00							
37				32.00	31.00					33.50
37			30.00					32.00	32.00	
37					31.50					
37							32.00		31.50	
37								32.00		
37					31.00					
37					30.25					
37					30.00	31.25	35.00			
37					32.00		32.00		40.00	32.00
37		30.00			32.25					
37	28.75									
37							30.00		32.00	
37			34.50			32.75	31.75		36.50	34.00
38	30.00									28.25
74						32.00	28.25	28.50		

10) Overtime

There is an *unfavorable* variance of **\$4,027.98** for January and for 2017 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	2016 Overtime Hours	2016 Overtime Dollars
January	272.25	82.25	\$3,207.75	190.00	\$6,494.90	143.00	\$4,499.39
February						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 January - Prepared by MWKerr 02/01/17 (Check date 02/03/2017)

Cost Center	CURRENT MONTH			EXPENSE		Fav/(Unfav) Variance
	HOURS			Actual	Budget	
	Actual	Budget	Fav/(Unfav) Variance			
20 Human Resources	2.50	0.00	(2.50)	\$121.50	\$0.00	(\$121.50)
22 Emergency Preparedness	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30 Administration	0.50	17.33	16.83	\$14.98	\$519.25	\$504.27
31 Finance	1.75	0.00	(1.75)	\$54.53	\$0.00	(\$54.53)
32 Purchasing	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
33 Stock Transfer	4.00	0.00	(4.00)	\$113.76	\$0.00	(\$113.76)
34 Information Technology Services	0.50	1.00	0.50	\$20.34	\$50.83	\$30.49
35 Library	0.00	0.83	0.83	\$0.00	\$23.58	\$23.58
36 News	0.00	20.83	20.83	\$0.00	\$710.50	\$710.50
37 Security	30.25	23.33	(6.92)	\$806.77	\$522.50	(\$284.27)
38 Transportation	0.00	1.92	1.92	\$0.00	\$38.75	\$38.75
40 Community Facilities	3.25	6.67	3.42	\$89.17	\$182.92	\$93.75
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	26.00	8.33	(17.67)	\$887.59	\$297.92	(\$589.67)
74 Service Maintenance	181.25	0.00	(181.25)	\$6,712.72	\$0.00	(\$6,712.72)
(Less) Billable to mutuals	(82.25)			(\$3,207.75) Approx.		
75 Service Maintenance	19.50	0.00	(19.50)	\$805.84	\$0.00	(\$805.84)
MAC Mutual Administration	2.75	4.00	1.25	\$75.45	\$120.67	\$45.22
Totals	190.00	84.25	(105.75)	\$6,494.90	\$2,466.92	(\$4,027.98)

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 January, total plan assets are \$9,111,043.02
 - 2017 YTD Employee Contributions \$47,420.33* Average Per Month \$47,420.33
 - 2017 YTD GRF Matching Contributions \$14,983.88* Average Per Month \$14,983.88
- *Through check date 02/03/2017

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
February 10, 2017

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Golden Rain Foundation
February 10, 2017, Meeting of the Executive Committee
Budget Comparison Report – January 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	150	56
6420100 29	Electricity - Administration Bldg	1,272	1,413	141
6425100 29	Natural Gas - Administration Bldg	131	239	108
6471000 29	Building Repair & Maintenance - Administ	83	160	77
6477210 29	Pest Control - Administration Bldg	80	80	0
6478000 29	Service Contracts - Administration Bldg	812	1,025	213
6484000 29	Permits & Licenses - Administration Bldg	0	0	0
	Total Expenses	2,472	3,067	595
5330000 29	Income / Refund from Mutuals - Administr	2,978	2,978	0
	Total Cost Recovery	2,978	2,978	0
Off Budget Items				
	Net Income / (Expense)	506	(89)	595

Budget Variance Report - January 2017
Administration Building - CC 29

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6420100	Electricity	141	Favorable-Due to usage
6425100	Natural Gas	108	Favorable-Used less than budgetted for January
6478000	Service Contracts	213	Favorable-Biannual Fire Inspection contract still being negotiated, invoice not yet received
	Total Explained Variances	<u><u>462</u></u>	

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

Administration – Cost Center 30

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration				
6100000 30	Salaries & Wages - Administration	30,248	31,661	1,413
6140000 30	Employment Taxes - Administration	2,782	3,062	280
6142000 30	Workers' Compensation - Administration	366	396	30
6143000 30	Group Insurance - Medical - Administration	2,739	2,308	(431)
6143300 30	Group Insurance - Dental - Administration	49	41	(8)
6143500 30	Group Insurance - Vision - Administration	29	27	(2)
6144000 30	401(k) Match - Administration	188	204	16
6145000 30	Group Insurance - Life - Administration	132	137	5
6146000 30	Long Term Disability Insurance - Administration	107	160	53
6211000 30	Continuing Education - Administration	0	75	75
6214000 30	Meals & Special Events - Administration	0	0	0
6214500 30	Gifts - Administration	0	100	100
6215000 30	Mileage - Administration	500	500	0
6410000 30	Office Supplies - Administration	15	500	485
6410003 30	Board Office Supplies - Administration	59	175	116
6410010 30	Hospitality - Administration	55	180	125
6410015 30	Computer Supplies - Administration	0	0	0
6410025 30	Lunch Room Supplies - Administration	0	50	50
6410030 30	Printer / Copier Supplies - Administration	592	100	(492)
6410035 30	Refreshments - Administration	171	0	(171)
6422000 30	Telephone - Administration	4,962	5,220	258
6434100 30	Legal Fees - General Counsel - Administration	0	4,200	4,200
6434105 30	Legal Fees - Litigation - Administration	0	1,000	1,000
6437100 30	Reserve Study - Administration	0	0	0
6438000 30	Other Professional Fees - Administration	0	2,700	2,700
6444000 30	Equipment Rental - Administration	376	377	1
6472000 30	Equipment Repair & Maintenance - Administration	0	0	0
6478000 30	Service Contracts - Administration	0	175	175
6482000 30	Dues, Memberships & Books - Administration	235	255	20
6484000 30	Permits & Licenses - Administration	0	0	0
6731000 30	Property & Liability Insurance - Administration	35,264	39,172	3,908
6951000 30	Non-Budgeted Exp for Committee - Administration	0	1,000	1,000
	Total Expenses	78,870	93,775	14,905
Other Cost Recovery				
5335000 30	Management Fee - Administration	3,700	3,700	0
5385000 30	Other Income - Administration	392	392	0
5395000 30	Rental Income - Administration	1,502	16,278	(14,776)
5396000 30	Taxable Other Income - Administration	150	0	150
5396100 30	Taxable Other Income - Superwire - Administration	7,351	7,130	221
5397100 30	Taxable Interest Income - Administration	467	0	467
	Total Other Cost Recovery	13,563	27,500	(13,938)
5330000 30	Income / Refund from Mutuals - Administration	78,563	78,565	(2)
	Total Cost Recovery	92,126	106,065	(13,940)
	Net Income / (Expenses)	13,255	12,290	965

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

Budget Variance Report - January 2017
Administration - CC 30

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
	Salaries, Wages, & Benefits	1,356	Favorable-Wages lower than budgeted
6434100	Legal Fees - General Counsel	4,200	Favorable-January bills not received prior to closing books
6434105	Legal Fees - Litigation	1,000	Favorable-January bills not received prior to closing books
6438000	Other Professional Services	2,700	Favorable-Board training timing
6731000	Property & Liability Insurance	3,908	Favorable-Actual cost came in lower than budgeted
6951000	Non-Budgeted Exp for Committee	1,000	Favorable-annual budget booked in Jan., not yet utilized
5395000	Rental Income	(14,776)	Unfavorable-RV Lot contract not finalized
	Total Explained Variances	<u>(612)</u>	

Golden Rain Foundation
 February 10, 2017, Meeting of the Executive Committee
 Budget Comparison Report – January 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	70	66	(4)
6410020 55	Equipment Expense - Building Five	5	41	36
6420100 55	Electricity - Building Five	1,381	1,212	(169)
6471000 55	Building Repair & Maintenance - Building	13	100	87
6472000 55	Equipment Repair & Maintenance - Buildin	0	83	83
6477210 55	Pest Control - Building Five	80	80	0
6478000 55	Service Contracts - Building Five	826	765	(61)
6484000 55	Permits & Licenses - Building Five	0	0	0
	Total Expenses	2,375	2,347	(28)
Other Cost Recovery				
5385201 55	Cafe Commissions Income - Building Five	279	133	146
	Total Other Cost Recovery	279	133	146
5330000 55	Income / Refund from Mutuals - Building	2,451	2,451	0
	Total Cost Recovery	2,730	2,584	146
Off Budget Items				
	Net Income / (Expense)	355	237	118

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

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6420100	Electricity	(169)	Unfavorable-Due to usage
5385201	Café Commission Income	146	Favorable-Commissions greater than anticipated
	Total Explained Variances	(23)	