



Executive Committee

Agenda

Administration Conference Room

Friday, March 11, 2016

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 12, 2016 (pp. 1-8)
- 5. Shareholder/Member Comments – Agenda Items Only**
(Limited to 3 minutes per person)
- 6. Correspondence**
 - a. Correspondence from Where We Live Club
 - b. Correspondence from Denis Craig
- 7. Unfinished Business**
 - a. Bylaws
 - b. Employee Handbook, Proposed Revision
- 8. New Business**
 - a. Title Changes (pp. 9-21)
 - b. Master Planning – Emergency Preparedness – discussion only
 - c. Employee Medical Deductible fund – discussion only
 - d. Employee Holiday Fund – discussion only
 - e. Marking Board Directors' Mailboxes

9. Policies

- a. Amend Policy 1022-30, Petitions (p. 22)
- b. Policy 5080-30, Master Plan of GRF – Discussion Only (p. 23)

10. Subcommittee Reports

- a. Emergency Preparedness Sub-Committee
- b. Policy & Procedure Sub-Committee
- c. Emergency Planning (Scope of Interest)/Red Book Re-write

11. Staff Reports

- a. Human Resources Director (pp. 24-30)
- b. Executive Director
- c. Finance Supervisor (pp. 31-33)

11. President's Comments

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
- b. Personnel
- c. Personnel Disciplinary Actions

15. Next Meeting/Adjournment

- a. Friday, April 8, 2016



EXECUTIVE COMMITTEE MINUTES
Friday, February 12, 2016

The meeting of the Executive Committee was held on Friday, February 12, 2016. The meeting was called to order at 1:00 p.m. by Chair Damoci in the Administration Conference Room, followed by the Pledge of Allegiance led by Mrs. Reed.

ROLL CALL

Present:	Mrs. C. Damoci, Chair	Mrs. J. Reed, Corporate Secretary
	Mr. B. Lukoff	Ms. L. Stone, Treasurer
	Ms. K. Rapp	Ms. R. Winkler, Ex-Officio (left at 3:05 p.)
Absent:	Mr. P. Hood	
Staff and Guests:	Mr. R. Ankeny, Executive Director	
	Ms. C. Flynn, Human Resources Director	
	Ms. B. Shuler, Accounting Supervisor	
	Ms. C. Knapp, Stock Transfer Supervisor	
	Mrs. D. Bennett, Recording Secretary	
	Mr. R. Stone, GRF Representative, Mutual One	
	Ms. P. Snowden, GRF Representative, Mutual Two	
	Mrs. M. Dodero, GRF Representative, Mutual Nine	
	Ms. M. Greer, GRF Representative, Mutual Eleven	
	Mr. P. Moore, GRF Representative, Mutual Seventeen	

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.

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 four 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, Accounting Supervisor, 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.

The Chair announced that the Roundtable discussion meetings will be presided over by the Mutuels beginning next month.

APPROVAL OF COMMITTEE MINUTES

The Committee meeting minutes of December 11, 2015, February 1, 2016 and February 4, 2016 were approved, as written.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

One shareholder/members spoke on agenda topics.

CORRESPONDENCE (not applicable)

UNFINISHED BUSINESS

Bylaws

The Chair advised that another meeting pertaining to the bylaws will take place.

Amend Election Materials

Although Policy 2811-36, Golden Rain News Coverage of Candidates Running for Public Office pertains to elections, it falls under the purview of Publication Committee and will be referred to the Publication Committee.

Policy 5025-30, Election Procedures

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

TO recommend the GRF Board amend Policy 5025-30, Election Procedures, as amended.

Policy 5026-30, Election of Officers

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

TO recommend the GRF Board amend Policy 5026-30, Election of Officers, as amended.

The Stock Transfer Supervisor reviewed corporate counsel's amendments to the non-policy election materials.

Ms. Stone MOVED, Mrs. Winkler seconded –

TO recommend the GRF Board accept the Application for Candidacy as a GRF Director, Candidate Eligibility Disclaimer, Candidate Instructions, How to be a Candidate To Run for the Golden Rain Foundation Board of Directors for Even-Numbered Mutuals Only, as amended.

Six Committee members and the Executive Director spoke on the motion.

The motion was carried unanimously by the Committee members present.

Employee Handbook, Proposed Revision

The Committee Members, the Executive Director and the Human Resources Director discussed proposed revisions to the Employment of Foundation Directors, Spouses/Others to avoid Potential Conflict of Interest section of the Employee Handbook. It was the consensus of the Committee to discuss the topic at a later date.

NEW BUSINESS

Possible Dedicated EOC Space

The Executive Director recommended moving the Safety/Emergency Coordinator from the Amphitheater office to the Physical Properties office, making available space to facilitate the creation of an Emergency Operations Center (EOC) directly adjacent to the radio room. Upon discussion, the Committee reached consensus to take no action, at this time.

Employee Benefits Renewal

The Human Resources Director spoke on the Employee Benefits Renewal package.

Mr. Lukoff MOVED, seconded by Ms. Stone -

TO recommend to the GRF Board for approve the current Medical Plan be renewed with Kaiser, the Dental HMO, PPO, VSP Vision, Life, Long Term Disability, AD & D and the Employee Assistance Plans be renewed with Guardian; the employee paid Voluntary Life Plan be renewed with Guardian and the employee paid Pet Insurance Plan be renewed with VPI Pet.

Additionally, the Kaiser HMO High Plan be revised to increase copays, the Foundation set aside \$500, per employee, to reimburse any employee for the first \$500 copay they incur for themselves or a covered dependent to offset the increased out of pocket costs.

The Committee Members, the Executive Director and the Human Resources Director spoke on the motion.

The motion was carried unanimously by the Committee members present.

Job Descriptions/Title Changes

Mrs. Winkler MOVED, seconded by Ms. Stone and carried unanimously by the Committee Members present -

TO amend the position description/title of Controller to Director of Finance.

Mr. Lukoff MOVED, seconded by Ms. Rapp and carried unanimously by the Committee Members present -

TO adopt the position description/title of Assistant Service Maintenance Supervisor.

Ms. Rapp MOVED, seconded by Mrs. Winkler and carried unanimously by the Committee Members present-

TO forward the Assistant Service Maintenance Supervisor position to Finance Committee to determine if non-budgeted funds, from the appropriate cost center, are available for the position.

4000 Series Policies

The Executive Director advised that he will respond to shareholder/member inquires pertaining to the 4000 Series policies that the policies will be reviewed to confirm their

inclusion in the Employee Handbook; if duplicated in the Handbook, they will be rescinded. The remaining 4000 Series policies will be posted.

POLICIES

Adopt Policy 4191-36, Commissions

The Chair proposed updating the policy by replacing the title Media Manager with Publications Manager.

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

TO recommend to the GRF BOD to adopt Policy 4191-36, Commissions.

Adopt Policy 5606-30, Agendas and Minutes

The Chair proposed the adoption of a policy establishing uniform appearance of all Board, Committee and Sub-committee agendas and minutes by use of a common World document template by all Recording Secretaries. The Committee reached consensus to address the topic at a later date.

Amend Position Description 3193-33, Mutual Recording Secretary

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

TO accept amendment of Position Description 3193-33, Mutual Recording Secretary.

Amend Employee Handbook, Section 8 (D), Driving on Foundation Premises

The Human Resources Director recommends an amendment to the GRF Employee Handbook Section 8 (D), driving on Foundation Premises, to reflect a change in the term "parking tag" to the new "parking/entry permit". The Committee reached consensus to review the topic at the next Committee meeting.

STAFF REPORTS

Human Resources Director

The Human Resources Director presented her report, as attached.

Executive Director

The Executive Director requested and received consensus from the Executive Committee to seek consensus of the GRF Board of Directors to open a dialog with the City of Seal

Beach for the consideration of a quit claim deed between GRF and the City, of Trust property, from the exterior of proposed wall sections L & M and Westminster.

Finance Supervisor

The Finance Supervisor presenter her report, as attached.

SHAREHOLDER/MEMBER COMMENTS

No shareholder/members spoke on various topics under the Committee's purview.

EXECUTIVE SESSION

Mr. Lukoff MOVED, seconded by Ms. Rapp and carried unanimously -

TO enter into an executive session meeting.

ADJOURNMENT

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

TO return to the open Committee meeting.

The meeting was adjourned at 3:56 p.m.

Carole Damoci
Chair, Executive Committee
02.22.16/dfb

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE
MEETING ON FEBRUARY 12, 2016**

MOTIONS

- **TO** recommend to the GRF BOD amendment of Policy 5025-30, Election Procedures;
- **TO** recommend to the GRF BOD amendment of Policy 5026-30, Election of Officers;
- **TO** recommend to the GRF BOD amendment of election documents: Application for Candidacy as a GRF Director, Candidate Eligibility Disclaimer, Candidate Instructions, How to be a Candidate to Run for the Golden Rain Foundation Board of Directors for Even-Numbered Mutuals Only.
- **TO** recommend to the GRF BOD approval that the current medical plan be renewed with Kaiser, the dental HMO, PPO, VSP Vision, Life, Long Term Disability, AD & D and the Employee Assistance Plans be renewed with Guardian and the employee paid Pet Insurance Plan be renewed with VPI Pet.

Additionally, the Kaiser HMO High Plan be revised to increase copays; the Foundation to set aside \$500, per employee, to reimburse any employee for the first \$500 copay they incur for themselves or a covered dependent to offset the increased out of pocket costs.

- **TO** amend the position description/title of Controller to Director of Finance.
- **TO** adopt the position description/title of Assistant Service Maintenance Supervisor
- **TO** recommend to the GRF BOD adoption of Policy 4191-36, Commissions of Finance.
- **TO** go into Executive Session at 3:40 p.m.;
- **TO** return to regular session at 3:56 p.m.

ACTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- The Committee meeting minutes of December 11, 2015, February 1, 2016 and February 4, 2016 were approved, as written;

- **TO** forward the Assistant Service Maintenance Supervisor position to the Finance Committee to determine if non-budgeted funds, from the appropriate cost center, are available for the position.

Deanna Bennett

From: Randy L. Ankeny
Sent: Thursday, March 10, 2016 4:11 PM
To: Deanna Bennett
Subject: Randy Ankeny - FW: Where We Live

Please add to the EC Correspondence

Randy Ankeny
Executive Director
Golden Rain Foundation
PO Box 2069, Seal Beach, CA 90740



☎ (562) 431-6586, ext. 312 | ✉ randya@lwsb.com | 🌐 www.lwsb.com

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From: Where We Live Club [mailto:wherewelive@yahoo.com]
Sent: Thursday, March 10, 2016 3:54 PM
To: Randy L. Ankeny <randya@lwsb.com>
Subject: Re: Where We Live

Hi Randy,
Yes, please do. Many other shareholders are similarly affected.
Regards,
Anne

From: Randy L. Ankeny <randya@lwsb.com>
To: 'Where We Live Club' <wherewelive@yahoo.com>; Ronde Winkler Forwarding Address <rondeco@aol.com>
Cc: Leslie Parker <caarafox@gmail.com>; Margie Meigs <margiemeigs@gmail.com>; Darnell Cook <darnelldac@yahoo.com>
Sent: Thursday, March 10, 2016 3:07 PM
Subject: RE: Where We Live

Anne,

Thank you,

May I forward your email to the Executive Committee?

Best Regards

Randy Ankeny
Executive Director
Golden Rain Foundation
PO Box 2069, Seal Beach, CA 90740



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From: Where We Live Club [<mailto:wherewelive@yahoo.com>]
Sent: Thursday, March 10, 2016 1:51 PM
To: Randy L. Ankeny <randya@lwsb.com>; Ronde Winkler Forwarding Address <rondeco@aol.com>
Cc: Leslie Parker <caarafox@gmail.com>; Margie Meigs <margiemeigs@gmail.com>; Darnell Cook <darnelldac@yahoo.com>
Subject: Where We Live

Hello Randy and Ronde,

Again, thank you for the opportunity to discuss our WWL Club wish list. (The summary of that meeting has been sent to our members).

Also, in regard to what has been said about increasing LW sales-- for us to sell Fred's unit in Leisure World now we will be suffering a financial loss. It's true that the prices are "up" but not up to the price point of 2007 when he bought the unit. In addition we have suffered about a \$10,000 setback in value, (according to several realtors) because of the red curb situation. For sure, being able to 'load & unload' was a selling feature-- and now it is a big negative to any future buyer.

Not to mention the condition and appearance of our front entry! How many stop signs do we need? How many orange cones? Perhaps this is a home for the blind (sorry about that remark-- couldn't resist). Fred and I are very disappointed now with Leisure World and the direction taken in recent years.

Regards,
Anne

This email has been scanned by the Symantec Email Security.cloud service.

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Randy L. Ankeny

From: DENIS CRAIG <deniscraig@verizon.net>
Sent: Thursday, March 10, 2016 7:50 AM
To: Randy L. Ankeny; Ronde Winkler
Subject: Fwd: FYI - - - Fwd: Ninja Form Submission

Good morning Randy and Rhonde,

The Email string below documents February 5, 2016, as when we last communicated about the requirement that all Series 4000 Policies be made accessible to GRF Shareholders. My own extensive research concludes no legal exemptions exist in this matter. Previously, (I personally did this before I was elected to the GRF BOD) one could go to the library and read and/or copy the GRF series 4000 Policies; when I became a GRF BOD member, I was given my own personal 3 ring binder of the 4000 series; this (and all such binders) was returned to the Presidents office (Michaelides was then President) when the BOD began the process of posting Policies on the web-site.

I suggest the most elegant way to handle this series of policies is place them on the LW web-site, together with all of the other GRF Polices. Failure to do so, in a reasonable prompt time frame (say not more that one (1) month from this date) seems certain to increase the exposure of GRF to a profusion of complaints and remedies.

Understanding the need for transparency and the absolute requirement to comply with prevailing statutes and case law would seem to me to be a "slam-dunk" decision. It's both needed and prudent behavior to publish all policy matters in the most elegant and accessible way; thus avoiding inevitable criticisms which attache to 'secrecy'.

If there are written minutes documenting BOD meetings where this matter was discussed and voted upon, consider this a formal request for such documents. There is no profit which can be seen to inure to the benefit of either GRF BOD or GRF Shareholders by keeping this information 'secret'.

In anticipation of a prompt and complete posting of these policies (series 4000), I thank you; the best interests of all concerned are best served by a consistent adherence to openness and accessibility.

Cheers,

Denis Craig

Begin forwarded message:

From: "Randy L. Ankeny" <randya@lwsb.com>
Subject: RE: FYI - - - Fwd: Ninja Form Submission
Date: February 5, 2016 at 11:10:42 AM PST
To: "Denis Craig (External) Forwarding Address" <deniscraig@verizon.net>

It will be sooner than latter,

I fully understand the full need for transparency

Randy Ankeny
Executive Director
Golden Rain Foundation
PO Box 2069, Seal Beach, CA 90740



☎ (562) 431-6586, ext. 312 | ✉ randya@lwsb.com | 🌐 www.lwsb.com

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From: DENIS CRAIG [<mailto:deniscraig@verizon.net>]
Sent: Friday, February 05, 2016 10:27 AM
To: Randy L. Ankeny <randya@lwsb.com>
Subject: Re: FYI - - - Fwd: Ninja Form Submission

Randy,

You got it - take whatever time required. It will astonish me if there are any GRF Policies (of many variety - or for any purpose) which should not be available to Shareholders should they desire such. Even the perception of secrecy is to be avoided when Shareholders ask for information.

Please let me know the determination.

Cheers,
Denis

On Feb 5, 2016, at 9:52 AM, Randy L. Ankeny <randya@lwsb.com> wrote:

Denis,

The 4000 series are all directly related to employee policies and I believe that we may have had (I'll check) that as such may, should or shall not be on the site. This I will check into, please give me until next week to endeavor to resolve this.

Best Regards,

Randy Ankeny
Executive Director
Golden Rain Foundation
PO Box 2069, Seal Beach, CA 90740

<image003.png>

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From: DENIS CRAIG [<mailto:deniscraig@verizon.net>]
Sent: Thursday, February 04, 2016 4:34 PM
To: Randy L. Ankeny <randya@lwsb.com>
Subject: FYI - - - Fwd: Ninja Form Submission

Randy, This is forwarded for your information. My opinion is: all Policies, by which Seal Beach Leisure World governs itself (this includes the 4000 series) must be made available to Foundation Shareholders such any Policy be requested by a Foundation Shareholder. In compliance with CA Corp. Code §8333, there previous were binders of Policies which could be reproduced and provided to inquiring Shareholders.

I suggest D. Fabian be instructed to upload the 4000 series of Policies, so as to provide an elegant and utterly transparent methodology of keeping Foundation Shareholders apprised of, and provide with, access to all of the governing docs. for our community.

I usually stay our of the 'back-and-forth' emails that come my way - the issue of all Policies being made available to Shareholders is one which I strongly endorse. Policies don't get us in trouble; policies and their widely understood and access, minimize trouble. Please ask D. G.Fabian to upload the entire 4000 series of Policies as soon as practical.

As a GRF Director, I had a three ring binder replete with this set of Polices. Having them on the web-site is far more elegant and in no way should be seen as threatening to the Foundation.

I am available to discuss this further should you be inclined. Thanks for your efforts to resolve this.

Cheers,
Denis Craig

Begin forwarded message:

From: CFranAstro@aol.com
Subject: Fwd: Ninja Form Submission
Date: February 4, 2016 at 11:13:05 AM PST
To: margiemeigs@gmail.com, lyontale2u@aol.com, ringtheory@gmail.com, mpogrebinsky@yahoo.com, drannes@yahoo.com, harri-son@games.com, spud_pug@yahoo.com, brokerlee@yahoo.com, carlbourhenne@aol.com, davenportp.om@gmail.com, david@davi

dnoble.com, dj.northstar@hotmail.com, deniscraig@verizon.net, supplemike5@gmail.com, greektoyou@gmail.com, hb1234bob@yahoo.com, mddestra@msn.com, waframbach@aol.com, woodybob2@gmail.com, keithfancher@earthlink.net

HI ALL,

Thought you would want to know the response to my question about the 4000 Series - Policy.

I have a three (3) page INDEX of that series. In this Series there is everything from Conflict of Interest - Employees, Disclosure Regulation - Gifts, Disclosure Regulation - Information, Standards of Conduct, Community Rules and Regulations (Rule), Relations Between Staff and Residents (Regulation), down to Corrective Interviews (Rule), Discipline (Rule) and last but not least Severance Pay.

Now I guess that the GRF decided that its membership does not need to know about this on the website and of course THERE IS NOT NEED TO HAVE IT LISTED SO THAT EVERYONE CAN VIEW IT.

Also to let you know, I did go to see that series at the Adm Bldg, however they did not have it at that time.

Carol Franz

From: Webmaster <webmaster@lwsb.com>
Subject: **RE: Ninja Form Submission**
Date: February 4, 2016 at 10:49:08 AM PST
To: "cfranastro@aol.com" <cfranastro@aol.com>

Hi Carol,

The 4000 series only applies to GRF employees and is not related to LW residents (or persons interested in the community).

I was instructed by the GRF Board to remove these policies. However if you'd like to view them, I believe you can contact the Administrative Secretary Marisa McAuley at (562) 431-6586, ext. 310.

Regards,

Daniel Fabian

ITS Systems Analyst
Golden Rain Foundation
PO Box 2069, Seal Beach, CA 90740

<image002.png>

 (562) 472-1341 |  danielf@lwsb.com |  www.lwsb.com

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from your files if you are not the intended recipient. Thank you for your compliance. The Golden Rain Foundation is not responsible for any virus that may be with an e-mail attachment. It is the responsibility of the recipient to utilize anti-virus scanning prior to opening any attached documents.

From: Carol Franz [<mailto:cfranastro@aol.com>]
Sent: Thursday, February 04, 2016 10:35 AM
To: Webmaster <webmaster@lwsb.com>
Subject: Ninja Form Submission

Name: Carol Franz

Email: cfranastro@aol.com

Where is the 4000 Series of Policies?

Message: I have a copy of the INDEX of all the Policy Series. In that INDEX there is a 1000, 4000, 5000 Series listed. However, there is no 4000 Series listed on the website.
Thanks for your help.

This email has been scanned by the Symantec Email Security.cloud service.

This email has been scanned by the Symantec Email Security.cloud service.

STAFF OPERATIONS

3190.4

POSITION DESCRIPTION

Position Title: MUTUAL ADMINISTRATION ASSISTANT MANGER ~~DIRECTOR~~

Department: Mutual Administration

Reports To: Mutual Administration Director

FLSA Status: Exempt

OVERALL FUNCTION

Working under the direction of the Mutual Administration Director, the Mutual Administration Assistant ~~Manger~~ ~~Director~~ is responsible for the day-to-day management of multiple Mutual Corporations according to the individual Mutual Corporation's policies, procedures, rules and regulations and in accordance with the governing documents and policies of the Golden Rain Foundation.

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

- Responsible for managing the day-to-day operations of assigned Mutual Corporations.
- Advises the Mutual Corporations' Boards of Directors regarding by-laws and rules and regulations; and offers solutions to various Mutual problems, including rules compliance enforcement as related to Mutual shareholders and/or members.
- Attends monthly and annual Mutual meetings; coordinates the transcription of minutes; follows through on all action items; files approved and signed Mutual Board meeting minutes. Track and report on key action items and deliverable's.
- Interfaces with shareholders regarding their concerns on behalf of Mutual Presidents and Boards.
- Assistant Mutual Administration ~~Manger~~ ~~Director~~ is required to maintain the highest degree of professionalism in all aspects when interfacing with board members and shareholders and through materials created for each mutual corporation. They are to display integrity, loyalty, confidentiality, and professionalism at all times with co-workers and clients as well as adhere to the Golden Rain Foundation of Seal Beach highest standards of ethics and dress code.
- Works with Social Services Liaison on shareholder concerns.
- Provides Mutual Corporation Board Members with information on new laws and court case precedents that may impact the Mutual Corporations as directed by the Mutual Administration Director.
- Works with the Accounting Department to understand projected annual budget. Reviews financial statements and assists in presenting to each Mutual's Board of Directors.

- Maintains an annual calendar related to annual meeting, budget, audit reserve analysis, contract renewal, vendor contract renewals, insurance renewals, etc.
- Ensures that policies, procedures, rules and regulations are properly communicated to shareholders, and assist Mutual Directors in enforcement.
- Advises the Mutual Administration Director regarding matters that concern the Mutual Corporations.
- Develop written communications to shareholders on non-compliance issues, meetings, and annual calendar events.
- Meet contractual obligations for each mutual corporation.
- Budget responsibility.
- Relegate Service Request Orders (SRO) as assigned by the Board to assure that the SRO's are correctly routed.
- Diligently review invoices for each Mutual Corporation.
- Conduct regular property inspections, dictate reports, and carry out all appropriate actions.
- Guide, mentor, and assist the respective Mutual Board of Directors to make sound, prudent, and lawful business decisions.
- Prepare a Management and Directors' Report for each Board meeting.
- Interact with all Mutual contractors and colleagues on behalf of the Board.
- Track and follow through on all issues of non-compliance.
- Ensure the continuation of all contracted services, insurance, etc.
- Ensure compliance with all applicable Civil Codes and Corporation Codes.
- Develops standards for Recording Secretaries. Trains and evaluates Recording Secretaries adherence to those standards. Works with staff to correct deficiencies.
- Supervises, trains, mentors, and evaluates assigned staff.
- Reviews and approves, in conjuncture with the Mutual Administration Director and the Human Resources Director, disciplinary action involving assigned staff.
- Participate in after-hours On-Call when necessary.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- A minimum of 2 years Property management and/or HOA management experience in a similar position required.
- Two (2) years in a supervisory role.
- Proficient knowledge of Microsoft Office including Word, Excel and Outlook.
- Ability to gather, analyze, evaluate facts, to prepare/present concise verbal and written reports.
- Ability to communicate effectively with others, both verbally and in writing. Good grammar, spelling and letter composition skills
- Professional manner and appearance.
- Dependable, punctual and reliable.
- Self-starter with good organizational skills and the ability to prioritize.
- Ability to multi-task and excellent time management skills.
- Skilled at note-taking and composing meeting minutes.

- Ability to understand financial statements, audits, reserve studies, and Association governing documents. Knowledge of budgets and the budgeting process.
- Experience in mediation, arbitration and/or conflict resolution.

Physical Abilities

- Close vision necessary.
- Ability to lift up to 25 pounds.
- Occasional stooping and kneeling.

Mental Abilities

- Ability to supervise, guide and counsel two (2) or more employees.
- Ability to coach and counsel Mutual Boards of Directors in compliance with California Civil and Corporation Codes and Roberts's Rules of Order in conducting their Mutual business meetings.
- Ability to deal harmoniously with co-workers, Board of Directors, shareholders and/or members, family members, attorneys and vendors.
- Ability to listen attentively and comprehend participant's requests in meetings, attending as many as two (2) sessions daily for durations of two (2) to three (3) hours each. Ability to tactfully communicate questions, ideas, and concerns to others.
- Ability to coach and counsel staff.
- Ability to use diplomacy, sound judgment and tact.
- Ability to comprehend and adhere to Golden Rain Foundation and Mutual policies and By-Laws.

Education

- Bachelor's degree in Business Administration from an accredited college or university or equivalent experience.

Licenses/Certificates

- CMCA—Certified Manager of Community Associations or other CAI designation preferred
- Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- Protective facemask and latex gloves when entering potentially contaminated apartment and/or common areas.

WORK ENVIRONMENT

- Normal indoor conditions and in-home visits to shareholders and/or members apartments to resolve disputes and/or issues.

TOOLS AND EQUIPMENT USED

- Computer, knowledge of various business software, copier, fax, calculator, phone.

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

Approved: 09 Jun 14

POSITION DESCRIPTION

Position Title: RECREATION SUPERVISOR **MANAGER**

Department: Community Facilities/Recreation

Reports To: Executive Director

OVERALL FUNCTION

Provides comprehensive management of the Leisure World recreation programs, including clubhouses, aquatic facility, fitness center, golf course, clubs, amphitheatre, social, and educational activities for shareholders/members and their guests. Ensures that community facilities are staffed, equipped, maintained and set-up for shareholders' and/or members' use. Also, oversees the custodial contractors.

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

Essential Functions

- Plans, organizes, and supervises all clubhouse social, educational and recreational activities and/or programs.
- Plans and approves all amphitheatre shows which include selection of the entertainers, fee negotiations with agents and publicity arrangements.
- Prepares and maintains a computerized master calendar of reservations for the various facilities.
- Directs sponsorship opportunities and interfaces with current and potential future sponsors.
- Supervises, trains and evaluates performance of the Recreation Department staff and interviews applicants for employment within the department.
- Assists in the preparation of the annual department budget, monitors expenditures and purchases.
- Meets with volunteer instructors to coordinate type of classes offered, and class schedules.
- Interacts, communicates, and works with individuals, group and committees to promote interest and develop recreation programs. Makes presentations as needed.
- Oversees and advises custodial services contractor; maintains close coordination with custodial supervisors.
- Undertakes special projects as assigned by the Executive Director.

QUALIFICATIONS REQUIRED**Knowledge, Skills and Abilities**

- Five (5) years experience in a recreation program, including two (2) years of supervisory experience, preferably from an adult community.
- Ability to comprehend and negotiate entertainment contracts.

Physical Abilities

- Work involves detailed concentration for long periods of time (2 plus hours) in a modified office environment and in an outdoor setting. There may be an occasional need to lift and carry up to 25 pounds.
- Some standing, walking, lifting, carrying, climbing and kneeling.

Mental Abilities

- Ability to organize and prioritize assignments so that deadlines are met.
- Ability to communicate effectively with Board Directors, GRF Directors, shareholder, vendors, co-workers and management personnel.
- Ability to use diplomacy and sound judgment.

Education

- Bachelor's degree with a concentration in Recreation, Leisure management or closely related field from an accredited college or university.

License/Certificates

- A valid California Driver's License, satisfactory driving record, and proof of insurance are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- None.

WORK ENVIRONMENT

- Normal indoor office environment, however, some outdoor work with exposure to weather conditions.

TOOLS AND EQUIPMENT USED

- Computer, telephone, fax, copier, calculator.

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

Updated: 1-1-2014

STAFF OPERATIONS

3390.4-40

POSITION DESCRIPTION

Position Title: ASSISTANT RECREATION SUPERVISOR **MANAGER**

Department: Community Facilities/Recreation

Reports To: Recreation Supervisor **Manager**

OVERALL FUNCTION

In conjunction with the Recreation ~~Supervisor~~ **Manager**, provides comprehensive recreation programs, including clubhouses, aquatic facility, fitness center, golf course, clubs, amphitheatre, social, and educational activities to enhance the quality of life for shareholders/members. Responsibilities encompass program development and administration, facility scheduling, oversight of clubs and overall program promotion and publicity. Ensures that community facilities are staffed, equipped, maintained and set-up for shareholders' and/or members' use. Ensures that all programs and services are conducted and fulfilled in a manner consistent with the GRF policy.

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

Essential Functions

- Plans, coordinates, and supervises all clubhouse social, health & wellness, cultural, travel, entertainment and educational programs and activities including special community-wide events.
- Develops new programs and activities to enhance the lifestyle of shareholders and/or members.
- Assists shareholders and/or members in the scheduling of GRF facilities, to include program and room reservation requirements. Prepares and maintains a computerized master calendar of reservations for the various facilities.
- Ensures that community facilities are staffed, equipped, maintained and set-up for shareholders' and/or other members' use.
- Assists with sponsorship opportunities and interfaces with current and potential future sponsors for community-wide events.
- Meets with volunteer instructors to coordinate type of classes offered, and class schedules.
- Interacts, communicates, and works with individuals, group and committees to promote interest and development of recreational programs and activities. Makes presentations as needed.
- Oversight of the clubhouse and recreational facilities to ensure maximum utilization.
- Conducts surveys and audits to provide feedback for changes.
- Oversight of janitorial contract services and employees.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Five (5) years experience in a recreation program, preferably from an adult community.
- Ability to set up and adjust sound and video equipment.
- Proficient knowledge of Microsoft Office including Word, Excel and Outlook
- Ability to gather, analyze, evaluate facts, to prepare/present concise verbal and written reports.
- Professional manner and appearance.
- Self-starter with good organizational skills and ability to prioritize.
- Ability to multi-task and excellent time management skills
- Ability to work flexible work schedule, including nights and weekends.
- Physical Abilities
- Work involves detailed concentration for long periods of time in a modified office environment and in an outdoor setting. There may be an occasional need to lift and carry up to 25 pounds.
- Some standing, regular walking, occasional lifting, carrying, climbing and kneeling.

Mental Abilities

- Ability to organize and prioritize assignments so that deadlines are met.
- Ability to communicate effectively with Board Directors, GRF Directors, shareholders and/or members, vendors, co-workers and management personnel.
- Ability to use diplomacy and sound judgment.

Education

- Bachelor's degree with a concentration in Recreation, Leisure management or closely related field from an accredited college or university preferred; or 3-5 years of related experience; or equivalent combination of education and experience.

License/Certificates

- A valid California Driver's License, satisfactory driving record, and proof of insurance are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- None.

WORK ENVIRONMENT

- Normal indoor office environment, however, some outdoor work with exposure to weather conditions.

TOOLS AND EQUIPMENT USED

- Computer, telephone, fax, copier, calculator.

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

Approved: 14 Aug 2015

STAFF OPERATIONS

3292.4

POSITION DESCRIPTION

Position: ~~ACCOUNTING SUPERVISOR~~ FINANCE MANAGER

Department: Finance

Reports To: ~~Controller~~ DIRECTOR OF FINANCE

OVERALL FUNCTION

Responsible for maintaining financial records of the Golden Rain Foundation and the Seal Beach Mutuels. In addition, responsible for all segments of the general accounting function either directly or indirectly through subordinates, including maintenance of general ledger, preparation of operating and financial statements, reconciliation of bank statements, and preparation of tax reports, i.e. payroll, property taxes.

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

Essential Functions

- Oversees the day-to-day operations of the Finance Department and evaluates staff performance.
- Responsible for the training and cross-training of all staff.
- Responsible for developing financial policies and procedures for all Departments.
- Establishes controls and internal audit procedures.
- Responsible for the reconciliation of all GRF bank accounts.
- Interviews candidates for Finance Department vacant positions.
- Manages GRF reserve funds and operating bank account transactions.

- Reviews A/P invoices and supporting documentation prior to payment for GRF.
- Verifies G/L account numbers used in payable documents.
- Ensures the timely and accurate payment of all invoices.
- Prepares year-end audit schedules.
- Prepares preliminary budget inputs for the Golden Rain Foundation and the Seal Beach Mutuals.
- Performs account analysis of all balance sheet general ledger accounts.
- Files regulatory requirements.
- Presents budgets, audit reports and miscellaneous reports to the Mutual Board of Directors' meetings in the Controller's absence.
- Monitors and supervises the escape and supplemental tax billing system.
- Maintains and reconciles Fixed Assets ledgers.
- Post accounts receivable adjustments
- Posts escrow cash receipts and adjusting entries.
- Tracks legal expenses for GRF and the Mutuals.
- Maintains accounting sub-systems not under general ledger control.
- Undertakes special projects as assigned by the Controller.

3292.4

Non-Essential Functions

- Assists in handling other Finance Department functions as needed.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- 5+ years of increasing experience in all phases of corporate accounting, 2+ years supervisory experience of accounting personnel.
- Previous experience with Great Plains accounting systems preferred.

- Advanced computer skills, knowledge of spreadsheet software programs, Excel, Word, Outlook.
- Skill in making presentations to group of 25+ people.

Physical Abilities

- Frequent reaching; occasional stooping and lifting.
- Ability to lift up to 10 pounds.
- Close vision necessary.

Mental Abilities

- Ability to supervise 5+ employees.
- Ability to deal effectively with co-workers, employees, Supervisors, Department Managers, auditors, bankers, and vendors.
- Ability to understand Golden Rain Foundation policies.
- Ability to organize and prioritize work so that time sensitive deadlines are met.
- Ability to maintain confidentiality.
- Ability to use diplomacy and sound judgment.
- Ability to train and counsel employees.

Licenses/Certificates

- Valid California Driver License and a satisfactory driving record is a condition of initial and continued employment.

Education

- Bachelor's degree in Business Administration with a concentration in accounting or finance or equivalent required.

3292.4

PERSONAL PROTECTIVE EQUIPMENT

- None.

WORK ENVIRONMENT

- Normal indoor conditions.

TOOLS AND EQUIPMENT USED

- Computer, calculator, copier, fax, telephone.

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

Approved: 05 Feb 12

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****AMEND****Petitions**

Petitions directed to the Golden Rain Foundation (GRF) Board of Directors (BOD) or Committees must include the following information:

- a. GRF member's Resident's full name;
- b. Mutual number;
- c. Apartment number.

The individual, or representative of a club or organization, must be present at all times when soliciting a petition. The (GRF) Foundation reserves the right to remove any petition left unattended.

The name and address of the individual presenting the petition to the Foundation must be included on the petition.

Employees are not permitted to promote or solicit petitions, collect dues, write receipts, or perform other duties for clubs.

Policy
Adopted: 21 Jul 98

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Jul 98)

Page 1 of 1

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)

**Golden Rain Foundation Executive Committee
Human Resources Report – March 11, 2016**

Below are the budget variances as of the end of February 2015.

1) GRF – Budget Variance Information – GRF has a year-to-date favorable variance of **\$953.00** in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
<i>Expenses - Human Resources</i>				
6100000 20	Salaries & Wages - Human Resources	33,472	32,707	(765)
6100001 20	Vacation Accrual Expense - Human Resourc	(117)	0	117
6140000 20	Employment Taxes - Human Resources	2,943	3,149	206
6142000 20	Workers' Compensation - Human Resources	937	2,012	1,075
6143000 20	Group Insurance - Medical - Human Resour	4,632	4,964	332
6143300 20	Group Insurance - Dental - Human Resourc	108	96	(12)
6143500 20	Group Insurance - Vision - Human Resourc	60	60	0
6144000 20	401(k) Match - Human Resources	0	538	538
6145000 20	Group Insurance - Life - Human Resources	173	124	(49)
6146000 20	Long Term Disability Insurance - Human R	144	146	2

2) Cost Center 20 – Human Resources Budget Variance Information – The Human Resources department has a year-to-date favorable variance of **\$28,278** excluding the GRF Vacation Accrual Expense. The variances are due to a temporary vacancy in the HR Director position, a lower number of applicants than anticipated, and fewer legal fees.

3) Cost Center 22 – Emergency Preparedness Budget Variance Information – The Emergency Preparedness department has a year-to-date favorable variance of **\$3,409**

4) Recruitment

a. Openings in February – 8 Positions

<i>Position</i>		<i>Status</i>	<i>Dept</i>
Security Officers	3 Part-time	Conducting Background screenings	37 – Security
Mutual Recording Sec'y	1 Full-time	Accepting Applications	33 – Mutual Admin.
Cashier	1 Part-time	On Hold	31 - Finance
Plumber	1 Full-time	Offer Extended	74 – Service Maintenance
Electrician	1 Full-time	Accepting Applications	74 – Service Maintenance
Publications Manager	1 Full-time	Accepting Applications	36 - News
Total Openings	8		

5) Staff Counts – As of 02-29-2016

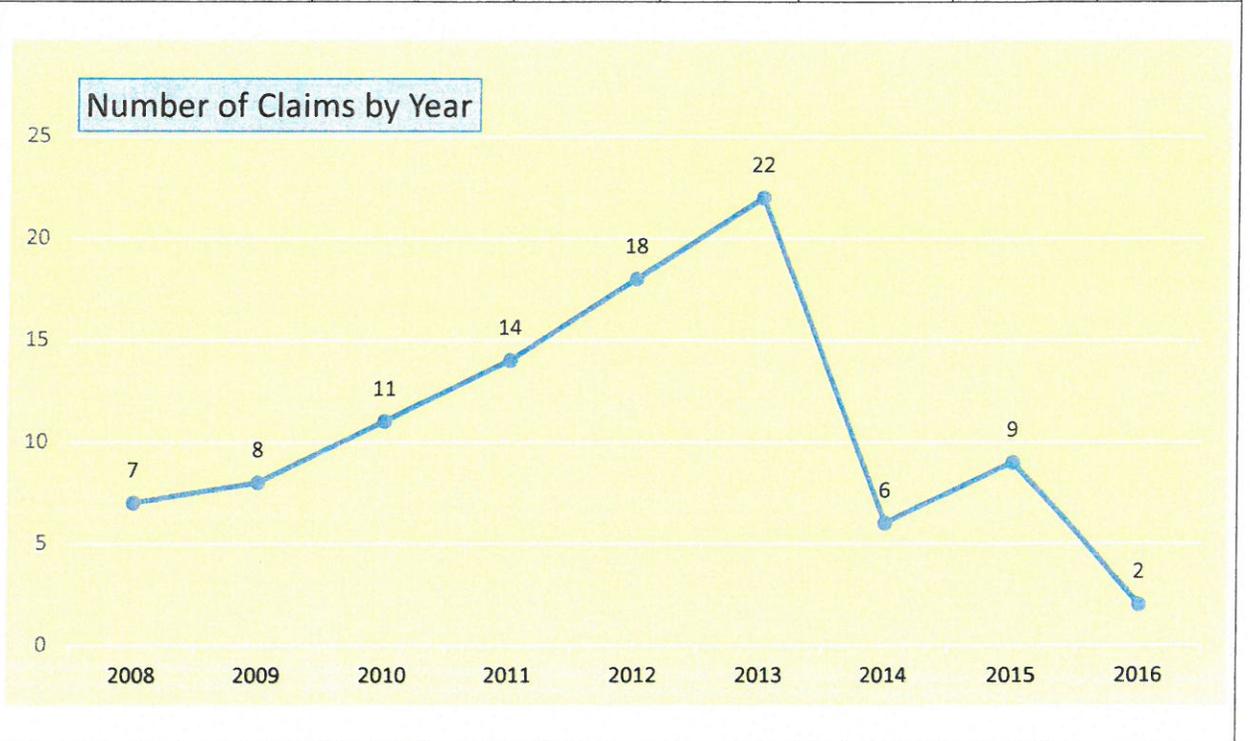
Current Staff Count – 224	<i>Hires</i>	<i>Separations</i>	<i>Promotions</i>
• Feb 2016	6	4	0
• YTD 2016	7	5	1
• 2015	26	35	9

6) Safety

- a. Two claims were reported in January. Both employees have been released with no further medical care needed.

Workers Compensation - Job Accident Information by Month

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



Golden Rain Foundation Executive Committee Report / Executive Session

Staff Member Information

Data as of
February 29, 2016 unless noted otherwise

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

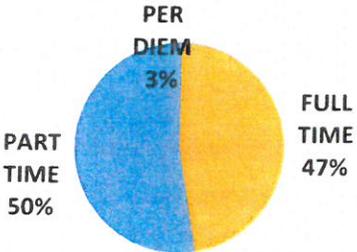
<i>2016 Data as of 02/29/2016</i>	<i>NEW HIRES</i>		<i>SEPARATIONS</i>	
<i>Department</i>	<i>2016 To Date</i>	<i>2015 Actual</i>	<i>2016 To Date</i>	<i>2015 Actual</i>
ADMINISTRATION				
FINANCE				
GOLF				
HUMAN RESOURCES		1		1
INFORMATION TECHNOLOGY SVS				1
LIBRARY				1
MUTUAL ADMINISTRATION		2	1	
NEWS				1
PHYSICAL PROPERTY	1	2		3
PURCHASING				1
RECREATION (includes Exercise/Pool)		4		5
SECURITY	3	9	2	16
SERVICE MAINTENANCE	1	4		1
TRANSPORTATION	2	4	2	5
GRAND TOTAL		26		35

8) Employee Counts by Department – Based on Budget Allocations

Department	Full-Time		Part-Time Non-Exempt
	Exempt	Non-Exempt	
20 – Human Resources	1	1	0
22 – Emergency Preparedness	0	1	0
30 – Administration	1	2	2
31 – Finance	4	4	2
32 – Purchasing	1	3	0
33 – Stock Transfer	1	5	0
34 – Information Technology	0	2	0
35 – Library	2	1	8
36 – News	0	7	0
37 – Security	2	4	66
38 – Transportation	1	3	22
40 – Community Facilities	2	2	0
46 – Golf Course	0	0	5
48 – Swimming Pool	0	0	4
55 – Exercise Room	0	0	5
70 – Physical Properties	1	12	1
74 – Service Maintenance	1	34	1
MAC – Mutual Administration	3	3	2
Total	20	82	120
Total Employee Count	222		

Summary

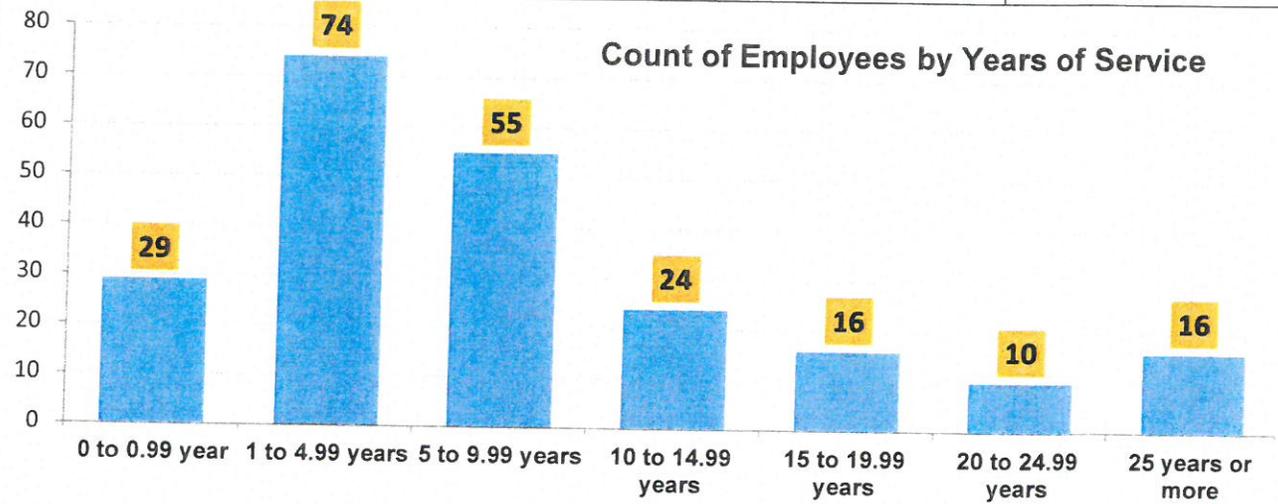
Employee Type	Count	% of Total
Full-time	105	46.9%
Part-time	113	50.4%
Per Diem	6	2.7%
Total	224	



**PER
DIEM
3%**
**PART
TIME
50%**
**FULL
TIME
47%**

9) Demographics

Category	All Employees	Full-Time	Part-Time
Years of Service	8.7	12.0	5.8
Average Hourly Rate	\$20.05	\$26.95	\$13.89
Gender – Females	103	41	62
Gender – Males	121	64	57



Employees with 25 Years or More of Service

42.9 yrs Juan Robledo – Service Maint.	33.5 yrs Carol Weller – Mutual Admin
42.4 yrs Ruben Gonzalez – Service Maint.	32.7 yrs Cathie Merz – News
37.9 yrs Dede Martin – News	31.6 yrs Terry De Leon – Recreation
37.6 yrs Antonio Duarte – Service Maint.	29.5 yrs Edgar Santamaria – Service Maint.
36.9 yrs Jesus Lopez – Service Maint.	27.8 yrs Ruth Osborn – News
35.9 yrs Barry Holland – ITS	27.4 yrs Richard Stolarz – Service Maint.
35.5 yrs Mark Weaver – Community Facilities	27.3 yrs Eila Van Sauter – Transportation
34.9 yrs Grant Winford – Transportation	25.2 yrs Lorene Christian - Security

10) Employees Working Greater Than 28 Hours in a Week

Updated 03/03/2016 by MWKerr - Hours listed by week ending date

Dept	02/28	02/21	02/14	02/07	01/31	01/24	01/17	01/10
37	29.25	29.00	28.25	28.75	33.00	36.25	28.50	
37	29.00					36.50		
37								32.00
37				28.50			32.00	28.50
37					32.25			
37					32.00			
37						29.00		
37				28.25				32.00
37								32.00
37								31.00
37			32.00					
37					31.00			
37								32.00
37		29.25						
37		29.50		28.25	32.00	31.25	32.00	32.50
37					32.00			
37		28.25		29.00	29.25	28.75		31.50
37			32.00					
38							28.75	
48		32.00						
56		31.00						

11) Overtime

There is a *favorable* variance of **\$1,531.16** for February and an *unfavorable* variance of **\$4,954.80** for 2016 to date.

Overtime by Month	2016 Overtime Hours	2016 Overtime Dollars	2015 Overtime Hours	2015 Overtime Dollars
January	143.00	\$4,499.39*	144.25	\$2,702.76*
February	133.00	\$2,606.91	43.50	(\$1,577.09)
March			121.25	\$2,081.91
April			102.00	\$2,401.51
May			213.5	\$4,387.04
June			115.00	\$2,991.54
July			172.50	\$3,208.76
August			99.75	\$1,398.94
September			113.25	\$2,734.27
October			298.25	\$8,890.50
November			230.25	\$7,021.59
December			222.53	\$7,319.03

Cost Center	CURRENT MONTH					
	HOURS			EXPENSE		
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20 Human Resources	0.25	0.75	0.50	\$12.15	\$34.58	\$22.43
22 Emergency Preparedness	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30 Administration	32.25	1.67	(30.58)	\$1,084.26	\$50.33	(\$1,033.93)
31 Finance	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
32 Purchasing	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
33 Stock Transfer	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
34 Information Technology Services	0.50	1.00	0.50	\$28.41	\$50.25	\$21.84
35 Library	13.75	0.50	(13.25)	\$388.58	\$13.75	(\$374.83)
36 News	16.25	12.08	(4.17)	\$529.75	\$409.75	(\$120.00)
37 Security	22.25	14.00	(8.25)	\$532.90	\$317.83	(\$215.07)
38 Transportation	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
40 Community Facilities	0.25	0.42	0.17	\$6.86	\$17.25	\$10.39
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	19.00	4.33	(14.67)	\$654.28	\$182.00	(\$472.28)
74 Service Maintenance	105.25	0.00	(105.25)	\$3,898.00	\$0.00	(\$3,898.00)
(Less) Billable to mutuals	(78.25)			(\$4,577.63)	Approx.	
MAC Mutual Administration	1.50	0.00	(1.50)	\$49.34	\$0.00	(\$49.34)
Totals	133.00	34.75	(98.25)	\$2,606.91	\$1,075.75	(\$1,531.16)

12) Retirement – Employee 401(k) Plan

- For 2016, the amount employees may contribute to their 401(k) plan is \$18,000 per year plus the additional “catch-up” provision for employees over 50 is \$6,000.
 - At the end of February, total plan assets are \$8,780,210.
 - 2016 YTD Employee Contributions \$88,122.63* Average Per Month \$44,061.32
 - 2016 YTD GRF Matching Contributions \$ 27,644.71* Average Per Month \$13,822.36
- *Through check date 03/04/2016

13) 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

Executive Committee Report compiled by:

**Cindy Flynn, Human Resources Director
March 11, 2016**

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Golden Rain Foundation
 March 11, 2016, Meeting of the Executive Committee
 Budget Comparison Report – January 2016

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration Building				
6410005 29	Building Supplies - Administration Bldg	146	130	(16)
6420100 29	Electricity - Administration Bldg	1,392	1,489	97
6425100 29	Natural Gas - Administration Bldg	236	37	(199)
6471000 29	Building Repair & Maintenance - Administ	665	21	(644)
6477210 29	Pest Control - Administration Bldg	160	80	(80)
6478000 29	Service Contracts - Administration Bldg	1,855	780	(1,075)
6484000 29	Permits & Licenses - Administration Bldg	0	0	0
	Total Expenses	4,454	2,537	(1,917)
5330000 29	Income / Refund from Mutuals - Administr	2,766	2,765	1
	Total Cost Recovery	2,766	2,765	1
Off Budget Items				
	Net Income / (Expense)	(1,688)	228	(1,916)

Budget Variance Report - January 2016
Administration Building - CC 29

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6471000	Building Repair & Maintenance - Administration	(644)	Heater repairs in January
6478000	Service Contracts	(1,075)	Additional elevator maintenance & repairs required
	Total Explained Variances	(1,719)	

Golden Rain Foundation
 March 11, 2016, Meeting of the Executive Committee
 Budget Comparison Report – January 2016

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration				
6100000 30	Salaries & Wages - Administration	26,696	25,492	(1,204)
6140000 30	Employment Taxes - Administration	2,439	2,152	(287)
6142000 30	Workers' Compensation - Administration	698	914	216
6143000 30	Group Insurance - Medical - Administration	1,695	1,888	193
6143300 30	Group Insurance - Dental - Administration	67	32	(35)
6143500 30	Group Insurance - Vision - Administration	40	18	(22)
6144000 30	401(k) Match - Administration	185	201	16
6145000 30	Group Insurance - Life - Administration	139	122	(17)
6146000 30	Long Term Disability Insurance - Administration	98	142	44
6211000 30	Continuing Education - Administration	0	100	100
6214000 30	Meals & Special Events - Administration	0	1,000	1,000
6214500 30	Gifts - Administration	0	38	38
6215000 30	Mileage - Administration	499	510	11
6410000 30	Office Supplies - Administration	13	834	821
6410003 30	Board Office Supplies - Administration	131	70	(61)
6410010 30	Hospitality - Administration	30	167	137
6410015 30	Computer Supplies - Administration	419	27	(392)
6410020 30	Equipment Expense - Administration	28	0	(28)
6410025 30	Lunch Room Supplies - Administration	49	17	(32)
6410030 30	Printer / Copier Supplies - Administration	188	425	237
6410035 30	Refreshments - Administration	0	167	167
6422000 30	Telephone - Administration	5,184	5,248	64
6434100 30	Legal Fees - General Counsel - Administration	6,088	5,000	(1,088)
6434105 30	Legal Fees - Litigation - Administration	0	2,000	2,000
6437100 30	Reserve Study - Administration	0	0	0
6438000 30	Other Professional Fees - Administration	0	0	0
6444000 30	Equipment Rental - Administration	377	377	0
6471000 30	Building Repair & Maintenance - Administration	79	0	(79)
6472000 30	Equipment Repair & Maintenance - Administration	0	0	0
6478000 30	Service Contracts - Administration	1,462	1,312	(150)
6482000 30	Dues, Memberships & Books - Administration	255	500	245
6484000 30	Permits & Licenses - Administration	0	420	420
6731000 30	Property & Liability Insurance - Administration	34,778	36,200	1,422
6951000 30	Non-Budgeted Exp for Committee - Administration	3,285	0	(3,285)
Total Expenses		84,920	85,373	453
Other Cost Recovery				
5335000 30	Management Fee - Administration	3,700	3,700	0
5385000 30	Other Income - Administration	392	624	(232)
5385101 30	Restricted Donations - Administration	4,960	0	4,960
5395000 30	Rental Income - Administration	16,278	16,278	0
5396000 30	Taxable Other Income - Administration	150	0	150
5396100 30	Taxable Other Income - Superwire - Administration	8,731	6,675	2,056
Total Other Cost Recovery		34,211	27,277	6,934
5330000 30	Income / Refund from Mutuals - Administration	69,857	69,854	3
Total Cost Recovery		104,068	97,131	6,937
Net Income / (Expenses)		19,148	11,758	7,390

Golden Rain Foundation
 March 11, 2016, Meeting of the Executive Committee
 Budget Comparison Report – January 2016

Budget Variance Report - January 2016
Administration - CC 30

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
	Salaries, Wages, & Benefits	(1,096)	Pay raises not included in budget
6214000	Meals & Special Events	1,000	Budget expenses not used in January
6434100	Legal Fees - General Counsel	(1,088)	Legal expenses exceeded budget
6434105	Legal Fees - Litigation	2,000	Litigation expenses less than budgeted
6731000	Property & Liability Insurance	1,422	Actual cost came in lower than budgeted
6951000	Non-Budgeted Exp for Committee	(3,285)	Reimb. Director Medical Care
5385101	Restricted Donations	4,960	Golden Age Fndt Payment for Bus Benches
5396100	Taxable Other Income - Superwire	2,056	Collecting past due amounts on extra revenue & increase in cable services
Total Explained Variances		<u>5,969</u>	