



Executive Committee

Agenda

Administration Conference Room

Friday, April 14, 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 March 10, 2017 (pp. 1-6)
5. Shareholder/Member Comments – Agenda Items Only
(Limited to 3 minutes per person)
6. Correspondence
 - a. Emergency Preparedness Manual, Nick Massetti (pp. 7-8)
7. Election Update
8. Old Business
 - a. By-laws
9. New Business
 - a. Student Intern (p. 9-10)
 - b. GRF Employee Parking Passes (pp. 11-12)
 - c. Parking Enforcement Hire (pp.13-14)
10. Policies (pp. 15-16)
 - a. 5110-30, Executive Committee (pp.17-18)
 - b. 5231-30, Receiving Donations and Gifts (p. 19)
 - c. 5441-30, Emergency Plan-Staff (p. 20)
 - d. 5509-30, Renewal of Service and Maintenance Contracts (p. 21)

- f. 5508-30, Renewal of Service and Maintenance Contracts (p. 22)
 - g. 5041-30, Real Property Acreage (pp. 23-25)
 - h. 2135-30, Secretarial Services – Minutes (p. 26)
 - i. 5602-30, Voice Roll Call Vote (p. 27)
 - j. 5103-30, Committee Meetings – Board Members’ Attendance (p. 28)
 - k. 5440-30, Emergency Plan (p. 29)
 - l. 5442-30, Community Emergency Preparedness (p. 30)
 - m. 5020-30, Organization of the Board (pp. 31-32)
 - n. 2002-30, Administrative Organization (p. 33)
 - o. 5511-30, Legal Services (pp. 34-35)
 - p. 5511.01-30, Intent to Contact GRF Attorney at Foundation Expense (p. 36)
11. Subcommittee Reports
- a. Emergency Planning Subcommittee
 - b. Emergency Council Report
12. Staff Reports
- a. Human Resources Director (pp. 37-44)
 - b. Finance Manager (pp. 45-48)
 - c. Executive Director
13. Shareholder/Member Comments
(Limited to 3 minutes per person)
14. Committee Member Comments
15. Adjourn to Executive Committee Executive Session
- a. Approval of Executive Session Minutes – February 10, 2017
 - b. Personnel
16. Next Meeting/Adjournment
- a. **Friday, May 12, 2017**



EXECUTIVE COMMITTEE MINUTES
Friday, March 10, 2017

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

ROLL CALL

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

| | |
|----------------------|--|
| Staff and Guests: | Mr. R. Ankeny, Executive Director |
| | Ms. C. Flynn, Human Resources Director |
| | Ms. B. Shuler, Manager of Finance |
| | Mr. E. Gomez, Safety and Emergency Coordinator |
| | 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 |
| | One Foundation Member |

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 April.

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 February 10, 2017 were approved, as presented.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

One shareholder/member spoke on agenda topics.

CORRESPONDENCE

One item of correspondence was received by the Executive Committee. The Committee reviewed the correspondence and concurred to send a letter of acknowledgement.

ELECTION UPDATE

The Executive Director provided an election update.

OLD BUSINESS

By-laws

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

Parking Specialist Job Description

The agenda item was discussed under New Business, 8.b.

NEW BUSINESS

Service Maintenance Wage Structure

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

TO accept the job description, Service Maintenance Supervisor, 3399.7.

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

TO recommend the Golden Rain Foundation Board of Directors accept the Service Maintenance Department salary wage structure, as presented.

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

TO recommend the Finance Committee review a \$50,000 non-budgeted salary revision to the Service Maintenance Department budget.

Parking Enforcement FTE

Mrs. Damoci MOVED, seconded by Mr. Moore–

TO recommend the Golden Rain Foundation Board of Directors approve the hire two (2) full-time employees to provide parking enforcement for the Leisure World community, at an estimated annualized cost of \$75,833.

The motion failed with two yes votes (Damoci, Moore)

Mr. Lukoff MOVED, seconded by Mr. Moore-

TO approve to hire Part Time parking enforcement specialists, up to 80 hours per week, at approved rate.

The motion carried with one no vote (Damoci).

Mr. Lukoff MOVED, seconded by Mrs. Damoci and carried unanimously by the Committee-

TO rescind the prior motion.

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

To go into Executive Session.

Mrs. Rapp MOVED, seconded by Mr. Hood and carried unanimously by the Committee-

TO return to open meeting.

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

TO table the agenda topic Parking Enforcement FTE.

Emergency Lighting in Restrooms

The recent power outage on Friday, February 17, 2017 identified an area without emergency lighting – the restrooms in Trust Property buildings.

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

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

POLICIES

The Committee concurred to rescind Policies 5505-30, Staff Communications, 5053-30, Guarantor Agreement Form, 2004-30, Staff Communication, 5029-30, Conflict of Interest-Directors and Officers, 1510-30, Dissemination of Information, 5603-30, Executive Sessions, 5100-30 Committee Functions, 5601.01-30, Rules of Order-Motion to Table, 5030-30, Responsibilities, 2005-30, Litigation Statement, 5080-30, Master Plan of Golden Rain Foundation.

Further, the Committee concurred to refer Policy 1021-30, Posting of Signs on Trust Property and Policy 2609-30, Foundation Equipment to the Policy Re-write Sub-committee.

SUBCOMMITTEE REPORTS

Emergency Planning Sub-committee

Mr. Gomez presented an update on CERT Training and the installation of the defibrillator units.

Emergency Council Report

Ms. Snowden, the Liaison to the Emergency Council, reported the activities of the Council.

STAFF REPORTS

Human Resources Director

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

Finance Manager

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

Executive Director

The Executive Director spoke in Executive Session.

SHAREHOLDER COMMENTS

One shareholder/member 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-

TO go into Executive Session.

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

TO return to open session.

ADJOURNMENT

The meeting was adjourned 4:24 p.m.

Linda Stone
Chair, Executive Committee
03.10.17/dfb

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

ACTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispense with;
- The minutes of February 10, 2017 were approved, as presented;
- The Committee concurred to refer Policy 1021-30, Posting of Signs on Trust Property and Policy 2609-30, Foundation Equipment to the Policy Re-write Sub-committee.
- The Committee concurred to rescind Policies 5505-30, Staff Communications, 5053-30, Guaranto Agreement Form, 2004-30, Staff Communication, 5029-30, Conflict of Interest-Directors and Officers, 1510-30, Dissemination of Information, 5603-30, Executive Sessions, 5100-30 Committee Functions, 5601.01-30, Rules of Order-Motion to Table, 5030-30, Responsibilities, 2005-30, Litigation Statement, 5080-30, Master Plan of Golden Rain Foundation

MOTIONS

- TO accept the job description, Service Maintenance Supervisor, 3399.7.
- TO recommend the GRF BOD accept the service maintenance salary wage structure, as presented.
- TO recommend the Finance Committee accept \$50,000 non-budgeted salary budget for Service Maintenance
- TO approve the hire PT parking enforcement specialists, up to 80 hours per week, at approved rate.
- TO rescind the prior motion.
- TO table the agenda topic Parking Enforcement FTE.
- TO recommend the Finance Committee approve the non-budgeted capital funding request, for the purchase of twenty-nine (29) LED two head emergency lights with battery back-up (Exhibit A in agenda packet), at a cost of \$17.99 per unit, including tax, totaling \$562.14, to be installed in Trust Building restrooms, specifically for the Administration Building, Amphitheater, Library, Friends of the Library, Clubhouse Two, Building Five and Clubhouse Six; units to be installed by the Service Maintenance Department (Exhibit B in the agenda packet) for a cost not to exceed \$ 5,750.00, for a total cost of \$6,943.14 (includes a 10% contingency fee).

Deanna Bennett

From: Linda Stone
Sent: Sunday, April 09, 2017 10:15 AM
To: Deanna Bennett
Subject: FW: Emergency Preparedness Manual agenda item

Deanna, I believe this should be in the EC packet under correspondence.

Linda :-)

Linda Stone
Vice President
Golden Rain Foundation
(562) 619-0424
Email: lstone@lwsb.com
[AmazonSmile.com](https://www.amazon.com/?ref=astore) / Supporting Golden Age Foundation

"Jumping to conclusions is often the only exercise some people get. and is always easier than finding the patience to discover the truth."

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From: Nick Massetti [nick@nmassetticonsulting.com]
Sent: Friday, April 07, 2017 2:33 PM
To: Perry Moore; Linda Stone
Cc: Nick Massetti
Subject: Emergency Preparedness Manual agenda item

Hello,

This note is in regard to the GRF Executive Committee meeting.

I am in possession of a red binder with title "Emergency Preparedness Manual" dated 2014. I am the Mutual 17 volunteer coordinating emergency preparedness information distribution to residents and have become aware of the possibility that this manual may contain information that is inappropriate to distribute to residents. Please discuss at one of your meetings what action you can take to update these manuals to possibly remove any such information and also what guidance you will provide to me on its proper use. If you prefer that these documents be recalled while you work this issue please provide such instruction.

Thanks,
Nick Massetti
Mutual 17 Emergency Preparedness Information Coordinator

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Deanna Bennett

From: Randy L. Ankeny
Sent: Wednesday, April 05, 2017 11:45 AM
To: Deanna Bennett
Subject: Randy Ankeny - FW: CSULB Student Intern

Deanna

Please add this to the EC agenda under new business

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: Cynthia Tostado
Sent: Wednesday, April 5, 2017 10:51 AM
To: Randy L. Ankeny <randya@lwsb.com>
Cc: Jodi Hopkins <jodia@lwsb.com>; Blessilda Fernandez <blessildaf@lwsb.com>
Subject: CSULB Student Intern

Randy,

We spoke a while back about the possibility of taking on a Social Work Student Intern from CSULB. My understanding is that the student would be under the contract of Pathways (non-profit volunteer organization who provides our community with volunteers and grief support groups) and would be able to have some time here in our community under my supervision.

The internship program would run from June 2017 through May 2018. This student could be trained to provide home assessments, case management, and link residents to resources and referrals. As part of the internship program this student would require weekly supervision that would be provided by myself. Another part of this program would include Orientation and Field Supervisor trainings from CSULB which I would need to attend. The orientation is a half day program and there are three full day trainings that occur in September, October and January.

I feel that this is an opportunity for our community and community partners to maximize the services and support to the residents. Please let me know whether you have questions.

Sincerely,

Cynthia Tostado, LCSW
Member Resource & Asst. Liaison
Golden Rain Foundation
PO Box 2069, Seal Beach, CA 90740



☎ (562) 431-6586, ext. 317 | ✉ cynthiat@lwsb.com | 🌐 www.lwsb.com

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COMMITTEE ACTION REQUEST

TO: EXECUTIVE COMMITTEE
FROM: TOMMY FILETO, INTERIM SECURITY CHIEF
SUBJECT: GOLDEN RAIN FOUNDATION EMPLOYEE PARKING PASSES
DATE: APRIL 10, 2017
CC: FILE

1. BACKGROUND AND DISCUSSION

Per Policy 1927-37, new parking passes for Golden Rain Foundation and Health Care Center employees to ensure parking policy is being followed.

Currently, all Golden Rain Foundation Employees use a decal placed on their windshield or a rearview mirror hanging pass for identification. Employee decals will no longer be available due to safety concerns for our employees. Updating the current pass would benefit the employee and Golden Rain Foundation as they would be able to use it with multiple cars, would list the correct areas they are allowed to park and have a photo identification showing the person using the pass is actually the employee. The new passes will serve to allow patrol/parking enforcement officers to ensure proper parking policy is being followed and will act as a deterrent for an employee no longer with the Foundation to attempt to gain entry due to photo on the pass.

2. RECOMMENDED ACTION/MOTION

Staff recommends the Executive Committee authorize the design of new employee parking passes for use by Golden Rain Foundation & Health Care Center employees and to have the Security Department create and distribute passes, in coordination with the Human Resources Department, at a cost not to exceed \$121.74.

3. COST

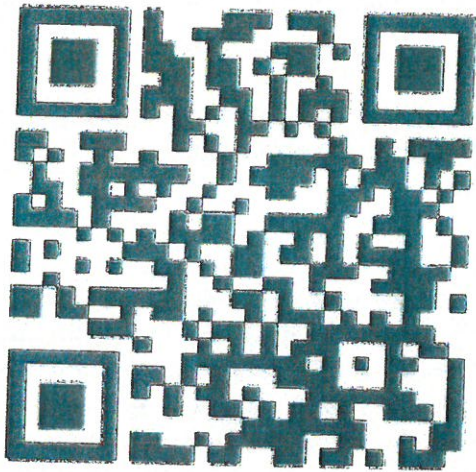
Avery Postcards, 200 total, for a cost of \$27.76, Plastic Holders, 300 total, for a cost of \$73.98, Contingency \$20.00, for a total project cost of \$121.74, from cost center 37. Sample attached.

E



2017 EMPLOYEE PASS

John Ron Doe



**FULL – TIME
GRF EMPLOYEE**



MEMO

TO: EXECUTIVE COMMITTEE
FROM: SECURITY BUS AND TRAFFIC COMMITTEE
SUBJECT: POLICY 1927-37, REQUEST FOR NON-BUDGETED STAFFING
DATE: APRIL 10, 2017
CC: FILE

At the April 5, 2017 meeting of the Security Bus and Traffic Committee, the Committee reviewed the limited actions taken by the Security Department in the enforcement of Policy 1927-37.

The Committee wishes to send a strong message to the Executive Committee of a clear and present need for non-budgeted additional staffing hours within CC37 to perform required enforcement of Policy 1927-37. In support of this requested action the SBTC wishes to note; One of the most important jobs a Board has to do is to enforce the Policies. As GRF Board members it is **part of our duty** to make sure all the Policies are followed by our fellow Shareholder/Members and the Board itself. Failure to do so can lead to chaos, confusion and ultimately a fundamental undermining of the Board authority.

Our Policies only work if they are administered fairly across the entire Trust Property. We, as the Board, can't selectively pick which rules to enforce and which ones not to follow. We must ensure **that duly approved Policies are fairly applied to Trust Property.**

The SBTC respectfully request an additional 80 hours per week be allocated within CC37 (and included in the 2018 CC37 Budget) for the sole purpose of enforcement of 1927-37.

If approved and effective May 1, 2017, request represents:

- 35 weeks or a total of 2,800 hours
 - Estimated expense including labor burden
 - PTE - \$50,400 (.64 cents per month per unit)
 - FTE - \$63,000 (.79 cents per month per unit)
- Annual addition of 4,160 hours
 - Estimated expense including labor burden
 - PTE - \$74,880 (.94 cents per month per unit)
 - FTE - \$93,600 (1.18 cents per month per unit)

Parking Enforcement Wages Est

| FULL TIME | <u>Security Department - Parking Enforcement Specialist Cost Analysis - Minimum</u> | | | | |
|------------------|--|----------|--------------|--------------------------------|--|
| | Title | Cost Ctr | Hourly Rate | Annualized Wages - 2080 Hrs/Yr | Annualized Wages - 4,160 Hrs/Yr |
| | Parking Enforcement Specialist | 37 | \$ 15.50 | \$ 32,240.00 | \$ 64,480.00 |
| | | | | \$ 10,316.80 | \$ 20,633.60 |
| | | | | \$ 42,556.80 | \$ 85,113.60 |
| | | | \$ 28,385.39 | \$ 56,770.77 | Additional Budget Burden - F/T (Insurance, Vacation, 401k match, W/C & Payroll Taxes) - 32% Total Annual Budget Impact 9 Month Budget Impact (May to December 2017) |

| PART TIME | <u>Security Department - Parking Enforcement Specialist Cost Analysis - Minimum</u> | | | | |
|------------------|--|----------|--------------|--------------------------------|--|
| | Title | Cost Ctr | Minimum | Annualized Wages - 2080 Hrs/Yr | Annualized Wages - 4,160 Hrs/Yr |
| | Parking Enforcement Specialist | 37 | \$ 15.50 | \$ 32,240.00 | \$ 64,480.00 |
| | | | | \$ 6,125.60 | \$ 12,251.20 |
| | | | | \$ 38,365.60 | \$ 76,731.20 |
| | | | \$ 25,589.86 | \$ 51,179.71 | Additional Budget Burden - F/T (Insurance, Vacation, 401k match, W/C & Payroll Taxes) - 19% Total Annual Budget Impact 9 Month Budget Impact (May to December 2017) |

**EXECUTIVE
COMMITTEE
POLICIES**

| | |
|---|-----------|
| Policy 5110-30 Last amended 06/21/16 | |
| Executive Committee..... | pp. 17-18 |
| Policy 5231-30 Adopted 05/19/98 | |
| Receiving Donations and Gifts | p. 19 |
| Policy 5441-30 Last amended 04/20/99 | |
| Emergency Plan - Staff | p. 20 |
| Procedure 5509-30 Last revised 11/14/07 | |
| Renewal of Service and Maintenance Contracts..... | p. 21 |
| Policy 5508-30 Last amended 12/18/07 | |
| Renewal of Service and Maintenance Contracts..... | p. 22 |
| Policy 5041-30 Last amended 07/31/09 | |
| Real Property Acreage | pp. 23-25 |
| Policy 2135-30 Adopted 03/02/10 | |
| Secretarial Services-Minutes..... | p. 26 |
| Policy 5602-30 Last amended 10/18/11 | |
| Voice Roll Call Vote..... | p. 27 |
| Policy 5103-30 Last amended 09/18/12 | |
| Committee Meetings-Board Members' Attendance..... | p. 28 |
| Policy 5440-30 Last amended 05/29/14 | |
| Emergency Plan..... | p. 29 |
| Policy 5442-30 Last amended 05/29/14 | |
| Community Emergency Preparedness..... | p. 30 |
| Policy 5020-30 Last amended 09/23/14 | |
| Organization of the Board..... | pp. 31-32 |
| Policy 2002-30 Last amended 10/28/14 | |
| Administrative Organization | p. 33 |
| Policy 5511-30 Last amended 11/25/14 | |
| Legal Services..... | pp. 34-35 |
| Policy 5511.01-30 Adopted 11/25/14 | |
| Intent to Contact GRF Attorney at Foundation Expense..... | p. 36 |

GOLDEN RAIN OPERATIONS**COMMITTEE FUNCTIONS****Executive Committee**

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

1. COMPOSITION:

The Executive Committee shall consist of the four (4) elected officers of the GRF BOD and the Chairpersons of the Mutual Administration, Physical Property and Recreation Committees. The Vice President shall be Chairperson and preside at all meetings. In the Vice President's absence, the Secretary or Treasurer, in that order, shall preside. (See policy 5020-30.)

2. PURPOSE:

Oversee the Administration and Human Resources Departments.

3. DUTIES:

- a. Publish an agenda four (4) days in advance of Committee meeting;
- b. Meet with the Executive and HR Directors at least monthly or whenever such meetings are deemed necessary, unless canceled by the Chair;
- c. Review monthly budget comparison for cost centers 20, 22, 29, 30 and 55;
- d. Review and approve assignment of department heads;
- e. Review and approve job descriptions;
- f. Review and recommend operating schedules, job standards and wage rates to the BOD;
- g. Review and approve the election materials and oversee the election process;
- h. Oversee Director training;
- i. During its meeting in February, the EC will recommend that the Board appoint the election services company as its Inspector(s) of Election;
- j. Conduct a Salary Survey at least every two (2) years;
- k. Hold Executive Sessions concerning personnel or personnel disciplinary actions;
- l. Initial approval and recommendation to the Finance Committee for cost centers 20, 22, 29, 30 and 55, including Capital requests and upcoming Reserve replacements;

(June 2016)

GOLDEN RAIN OPERATIONS**COMMITTEE FUNCTIONS****Executive Committee**

- m. Review policies for cost centers 20, 22, 29, 30 and 55 yearly and send recommended changes to the BOD for approval; and
- n. Furnish a report at the GRF Annual meeting.

4. LIMITATIONS:

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity except in personnel matters relating to manager positions per Policy 4156-30.

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

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

Policy

Adopted: 24 Jul 67
 Amended: 18 Jul 72
 Amended: 20 May 75
 Amended: 15 Jul 80
 Amended: 14 Jul 81
 Amended: 20 Aug 85
 Amended: 19 Mar 96
 Amended: 15 Jul 97
 Amended: 26 May 15
 Amended: 21 June 16

GOLDEN RAIN FOUNDATION
 Seal Beach, California

GOLDEN RAIN OPERATIONS**COMMUNITY PROBLEMS****Donations and Gifts****Receiving Donations and Gifts**

1. Donations and gifts to the Foundation with a value of \$5,000 or less, by individuals, clubs, groups or others, shall be presented to the appropriate committee for approval prior to acceptance.
2. Donations and gifts to the Foundation with a value of more than \$5,000, by individuals, clubs, groups, or others, shall be presented to the Board of Directors for approval prior to acceptance.
3. The department manager is required to report to the appropriate committee on a monthly basis any such donations accepted.
4. The committee chairperson will furnish a report to the Board of Directors, listing the amount and source of any such donations accepted.
5. On the monthly financial statement given to the Board of Directors, the Controller is required to report any donations of items.
6. The Controller is required to report to the Finance Committee any cash donations.

Depreciation of Donated Items

When items of equipment are donated, an entry will be made to set them up on the property ledger as non-trust assets. The cost will be the value of the equipment donated with an offsetting amount shown as income.

The use of such donations is governed by all the pertinent policies and regulations of the Foundation.

Policy

Adopted: 20 Mar 73
 Amended: 15 Jun 76
 Amended: 15 Mar 77
 Amended: 11 Oct 83
 Amended: 19 May 98

GOLDEN RAIN FOUNDATION
Seal Beach, California

(May 98)

Page 1 of 1

GOLDEN RAIN OPERATIONS

GOVERNMENTAL RELATIONS

Emergency Plan - Staff

In compliance with the basic emergency plan of the Foundation, as set forth in Policy 5440 and through a verbal agreement with the Los Alamitos Medical Center, the following staff regulation is published:

1. Los Alamitos Medical Center will provide emergency services to assist residents in any and all emergencies.

They may supplement the existing 24-hour medical services with other resident and nonresident staff members outside the regular operating hours of the Leisure World Health Care Center.

The Medical Director will cooperate and work with the nearest general hospital to provide emergency medical assistance when needed.

2. The Community Facilities Manager and Safety/Emergency Coordinator will cooperate with the City and other governmental emergency agencies to preserve, protect, and repair the property of the Foundation and the Mutual corporations in the event of any emergency.

The Safety/Emergency Coordinator will maintain an up-to-date list of resident and nonresident staff to be called in the event of an emergency occurring when the staff is not on duty.

3. The Los Alamitos Medical Center, Community Facilities Manager and Safety/Emergency Coordinator will contact the Executive Director to seek additional help when the nature of the emergency calls for more assistance than is at their disposal.

The Community Facilities Manager will provide all available staff, communication facilities, and transportation when requested by the representative of the governmental agency responsible for directing the emergency operation.

Regulation

Approved: 21 May 74
Amended: 25 Mar 85
Amended: 15 Aug 88
Amended: 16 Mar 93
Amended: 20 Apr 99

Executive Director

Golden Rain Foundation

(May 96)

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

Renewal of Service and Maintenance Contracts

1. Upon receiving notice of a renewal of service or maintenance contract, all staff departments shall recommend to the proper committee action appropriate to the needs of the department.
2. If the annual cost of the maintenance contract is less than \$10,000, the recommendation for action to be taken will be made to the Administrator.
3. The Purchasing Supervisor is always available to department heads to assist in obtaining sources and prices for the service required.

Procedure

Approved: 21 Jun 77
Revised: 22 May 84
Revised: 13 Aug 85
Revised: 18 Nov 97
Revised: 14 Nov 07

**Executive Director
Golden Rain Foundation**

(Nov 07)

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

Renewal of Service and Maintenance Contracts

The purpose of this section is to establish basic policies governing the renewal of service and maintenance contracts.

1. The Administrator will give written notice 90 days before expiration of any service or maintenance contract whose annual cost exceeds \$10,000 to the following:
 - a. President of the Golden Rain Foundation.
 - b. Chairman of the appropriate Golden Rain Foundation Committee.
 - c. Department head concerned.
2. The recommendation for the type of action to be taken will be made by the appropriate Committee to the Board after study and consideration of the department head recommendation.
3. If the Committee recommendation is to renew without change, or with minor changes, the recommendation will be presented to the Board of Directors of the Golden Rain Foundation for action.
4. If after consultation with the staff department the opinion of the Committee is that a re-bid is necessary, this recommendation will be sent to the Committee responsible for the bidding procedure.

Policy
 Adopted: 21 Jun 77
 Amended: 04 Feb 86
 Amended: 18 Nov 97
 Amended: 18 Dec 07

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Dec 07)

GOLDEN RAIN OPERATIONS**Real Property Acreage****1. TRUST PROPERTY**

| | <u>Description</u> | <u>Acreage</u> | <u>Total Acreage</u> |
|-----------|--------------------------------|----------------|--------------------------|
| 95-641-04 | Clubhouse #One and Picnic Area | 1.85 | |
| 95-661-20 | Clubhouse #Two and Car Wash | 1.50 | |
| 95-671-29 | Clubhouse #Three | 2.03 | |
| 95-781-18 | Golf Course & Swimming Pool | 7.95 | |
| 95-651-04 | Maintenance Yard | .68 | |
| 95-651-14 | Medical, Amphitheater & CH 5 | 7.65 | |
| 95-641-03 | Proposed Well Site | .09 | |
| 95-681-15 | Small Lot | <u>.21</u> | |
| | | | 21.96 |

2. NON-TRUST PROPERTY (Fully owned by GRF in its own name)

| | | | |
|-----------|---------------------------------------|------------|-------|
| 95-651-21 | Westminster-Railway & Purchasing Dock | 2.17 | |
| 95-651-20 | Westminster-Drainage Ditch | .50 | |
| 95-651-03 | Maintenance Yard Alley | .09 | |
| 95-661-01 | Candlebrook Alley Parking | .72 | |
| 95-671-30 | Clubhouse #4 NuVision Credit Union | 3.59 | |
| 95-681-25 | Caltrans Lot (Mini-Farms) | 1.84 | |
| 95-691-05 | Trailer Park | 5.51 | |
| 95-671-32 | Triangle at Library | .07 | |
| 95-671-33 | Library Buildings & Superwire Office | <u>.75</u> | |
| | | | 15.24 |

3. MUTUAL PROPERTY (Grant Deeds conveyed to Mutuals by GRF in exchange for money)

| | |
|------------------|-------|
| Mutual No. One | 52.91 |
| Mutual No. Two | 58.01 |
| Mutual No. Three | 25.18 |
| Mutual No. Four | 24.75 |
| Mutual No. Five | 30.52 |

(Jul 09)

GOLDEN RAIN OPERATIONSReal Property Acreage3. MUTUAL PROPERTY (Grant Deeds conveyed to Mutuals by GRF in exchange for money) (Cont'd)

| <u>Description</u> | <u>Acreage</u> | <u>Total Acreage</u> |
|----------------------|----------------|--------------------------|
| Mutual No. Six | 26.02 | |
| Mutual No. Seven | 27.36 | |
| Mutual No. Eight | 24.85 | |
| Mutual No. Nine | 27.62 | |
| Mutual No. Ten | 18.21 | |
| Mutual No. Eleven | 22.92 | |
| Mutual No. Twelve | 30.77 | |
| Mutual No. Fourteen | 22.67 | |
| Mutual No. Fifteen | 35.48 | |
| Mutual No. Sixteen | 4.96 | |
| Mutual No. Seventeen | <u>4.93</u> | |
| | | 437.16 |

4. TRUST STREETS

| | | | |
|--------------------|------|---------------|------|
| Alderwood | .94 | Medinac | .21 |
| Annandale | 1.36 | Merion Way | 1.41 |
| Brookline | .37 | McKinney Way | .55 |
| (Includes Exmoore) | | Monterey Road | 1.68 |
| Burning Tree | .46 | Nassau | 1.40 |
| Canoe Brook | 1.20 | Northwood | 3.13 |
| Cedar Crest | .53 | Oak Hills | .76 |
| Church Place | .61 | Oakmont | 1.65 |
| Danbury | .22 | Pelham | 1.00 |
| Del Monte | 4.05 | Prestwick | .17 |
| El Dorado | 4.65 | Shawnee | .23 |
| Fairfield | 1.21 | Skokie | .23 |
| (North & South) | | Southport | .23 |
| Fresh Meadow | .35 | St. Andrews | 9.65 |
| Glenview | | St. John | .79 |

(Jul 09)

Page 2 of 3

GOLDEN RAIN OPERATIONS

Real Property Acreage

| | | | | |
|--------------------|--------------------|---------------|----------------|----------------|
| (Includes Haylake) | .55 | Sea View | .44 | |
| *Golden Rain Road | 13.04 | Sunningdale | .78 | |
| | | | | Total |
| | <u>Description</u> | | <u>Acreage</u> | <u>Acreage</u> |
| Homewood | .27 | Scioto | .23 | |
| Interlachen | 1.48 | Tam O'Shanter | .39 | |
| Kenwood | .23 | Twin Hills | .36 | |
| Knollwood | .38 | Thunderbird | 1.81 | |
| Mayfield | .31 | Weeburn | .27 | |
| | | Wentworth | <u>.19</u> | |
| | | | | 59.77 |

5. TOTAL ACREAGE

| | | |
|--|--------------|--------|
| TRUST PROPERTY (Deeds held by GRF in Trust) | 21.96 | |
| NON-TRUST PROPERTY (Owned solely by GRF in its own name) | 15.54 | |
| MUTUAL PROPERTY (Grant Deeds from GRF) | 437.16 | |
| TRUST STREETS (Land excepted from Grant Deeds to MU) | <u>59.77</u> | |
| | | 534.13 |

6. POSSIBLE NON-TRUST BUILDINGS ON TRUST LAND

- A. Administration Building
- B. Post Office
- C. Clubhouse Six

*This includes Resales Office Site and Main Gate/Globe Site

Policy

- Adopted: 21 Mar 72
- Revised: 13 Jun 73
- Revised: 05 Feb 76
- Revised: 30 Sep 81
- Revised: 01 Oct 92
- Revised: 21 May 96
- Revised: 31 Jul 09

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Jul 09)

ADMINISTRATION**COMMUNITY ADMINISTRATION****Secretarial Services- Minutes**

Minute records of any board, organization or committee should meet the following criteria before being presented to the chairman or secretary of the board, organization or committee. The minute record is basically intended to be a record of actions taken, together with notations setting forth the subject matter of the discussions. The minutes should include the following details:

1. Name of organization, date, time, and place of meeting.
2. The call to order.
3. Attendance, including guests.
4. Action on the previous minutes.
5. Action items showing person making the motion, person seconding the motion, and the motion itself, and the result of the action.
6. The minute record should contain a statement of presentations made and the name of the presenter.
7. Topics discussed should be mentioned without the detailed discussion. If the organization desires, a synopsis of the discussion can be included.
8. Time of adjournment of meeting.
9. Signature of elected chairman or secretary, and the date the minutes were written.
10. Initials of elected secretary or chairman, and or recording secretary or transcriber, should be shown on the minute record.

Sample minute records can be obtained by contacting the Assistant to the President of the Golden Rain Foundation or the Assistant to the Executive Director.

Regulation

Approved: 02 Aug 72
 Revised: 25 Feb 88
 Revised: 02 Mar 10

Executive Director
Golden Rain Foundation

(Mar 10)

GOLDEN RAIN OPERATIONS**BOARD MEETINGS****Voice Roll Call Vote**

1. Any director of the Golden Rain Foundation Board of Directors may make a motion to call for a voice roll call vote on any motion except for voting that is done for the purpose of board organization which is done by secret ballot.
2. The motion for a roll call vote takes precedence over the motion being voted on or to be voted on.
3. The presiding officer of the meeting shall order a voice roll call vote in the following instances:
 - a. When the presiding officer asks for objections, and there are no objections to the motion.
 - b. When there is objection to the motion, if at least 20% of the members present respond affirmatively that they join the director in the request for a voice roll call vote. This affirmative response may be done electronically or by a show of hands.

If there are 16 to 18 other directors present, 20% equals four directors. If there are 11 to 15 other directors present, 20% equals three directors. If there are nine to 10 other directors present, 20% equals two directors.

4. When the voice roll call vote is to be taken, the secretary will call the roll alphabetically, and "Ayes," "Nays," and "Present" (i.e. abstain) will be recorded for each director present.

Policy

Adopted: 15 Feb 72

Amended: 18 Oct 11

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Oct 11)

Page 1 of 1

GOLDEN RAIN OPERATIONS

COMMITTEE FUNCTIONS

Committee Meetings – Board Members’ Attendance

Any Board member may attend any standing committee meeting as an observer in accordance with the provisions of Davis-Stirling Open Meeting Act, Civil Code §1363.05(k)(1).

This provision allows GRF Director non-members of standing committees as well as the Executive Committee to attend the meetings of standing committees strictly as ‘observers’ of said standing committee meeting. Non-member ‘observers’ are not to participate in any discussion or deliberation of topics or items being heard during said standing committee meeting.

An exception to the strict ‘observer’ condition, described in the above paragraph, may occasion when a Committee Chairperson invites a non-member GRF Director to a committee meeting for the purpose of assisting the committee in study and research of any project under the jurisdiction of the committee.

Care must be taken by the Chairperson to assure no more than nine (9) GRF Directors take an active (non-observer) part in committee meetings.

Policy

Adopted: 17 Nov 87
Amended: 21 May 96
Amended: 18 Sept 12
(Sept 12)

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

GOLDEN RAIN OPERATIONS**GOVERNMENTAL RELATIONS****Emergency Plan**

The basic policy of the Golden Rain Foundation in emergency situations is to cooperate fully with the authorized governmental agencies in assisting residents of the community and in minimizing and repairing with all possible speed property damage to the community.

The Executive Director and/or the Safety/Emergency Coordinator are authorized and directed to work with governmental agencies and request help from other emergency agencies when such help is needed.

The Executive Director is directed to set up routine emergency procedures to alert the staff, both resident and nonresident, so that all possible assistance can be obtained in the shortest time possible.

Policy

Adopted: 21 May 74

Amended: 16 Mar 93

Amended: 25 May 99

Amended: 29 May 14

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(May 14)

GOLDEN RAIN OPERATIONS

GOVERNMENTAL RELATIONS

Community Emergency Preparedness

The Safety/Emergency Coordinator will develop and be responsible for the emergency plan of the Foundation under the direction of the Executive Director.

Detailed plans for major emergencies will be presented to the Executive Committee for review, adoption, and revision, if necessary. These plans will be embodied in an Emergency Preparedness Manual which will be updated periodically.

The Safety/Emergency Coordinator will be a liaison with such organizations as the American Red Cross, Seal Beach Police Department, Orange County Fire Authority, Community Emergency Response Teams (CERT), the Great California Shakeout, and other emergency service organizations.

Policy

Adopted: 21 May 74
Amended: 15 Sep 87
Amended: 16 Mar 93
Amended: 25 May 99
Amended: 29 May 14

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(May 14)

GOLDEN RAIN OPERATIONS

RESCIND

ORGANIZATION OF THE BOARD

A. Members of the Board

The Board has eighteen members, consisting of two representatives each from Mutual One and Mutual Two, and one representative from each of the other Mutuals.

B. Officers of the Board

- President
- Vice President
- Corporate Secretary
- Treasurer

C. Executive Committee of the Board

The Executive Committee shall consist of the elected officers of the Golden Rain Board and the chairpersons of the Recreation, Physical Property, and Mutual Administration committees.

D. Standing Committees

1. Finance Committee
2. Information Technology Services Committee
3. Communications Committee
4. Physical Property Committee
5. Recreation Committee (Library)
6. Security, Bus & Traffic Committee
7. Architectural and Design Committee
8. Mutual Administration Committee

E. Other Committees as Approved by the Board

Policy

- Adopted: 18 Jan 72
- Amended: 17 Feb 76
- Amended: 16 Aug 83
- Amended: 18 Feb 97
- Amended: 15 Sep 09
- Amended: 19 Apr 11

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Sep 14)

GOLDEN RAIN OPERATIONS

RESCIND

ORGANIZATION OF THE BOARD

Changed: 27 Aug 13 (to update Committee title)

Amended: 23 Sept 14 (Effective Start of 2015/2016 Term)

(Sep 14)

Page 2 of 2

P32

ADMINISTRATION

Administrative Organization

The Administrative organization is designed to provide adequate, competent staff to administer the policies of the Foundation.

The organization consists of the offices of the Executive Director and the Golden Rain Foundation Board of Directors, together with all Golden Rain Foundation departments.

The Director, Manager, and/or Supervisor of each department in accordance with Policy 5023, GRF Department Organizational Charts, is directly responsible to the Executive Director for the functioning of his/her department as a part of the management team. The management team concept ensures maximum efficiency and economy by close communication and cooperation between all departments.

Policy

Adopted: 17 Oct 72

Revised: 15 May 73

Revised: 21 Aug 73

Revised: 10 Feb 98 (effective April 1, 1998)

Revised: 10 Jun 98

Revised: 28 Oct 14

GOLDEN RAIN FOUNDATION
Seal Beach, California

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

Legal Services

It is the policy of the Board of Directors (BOD) of the Golden Rain Foundation (GRF) to retain counsel for legal assistance and advice.

1. Obtaining legal counsel:
 - 1.1. The GRF President or a majority of the remaining members of the Executive Committee may authorize in advance, contacts for legal services either by making the contact directly or by authorizing the requesting GRF BOD member to make such contact.
 - 1.2. In addition to section 1.1. above, any two (2) GRF Directors may initiate contact with a Foundation attorney after submitting a completed Intent to Contact GRF Attorney at Foundation Expense form to (see 1.1.). Any time a Foundation attorney is contacted, all members of the BOD will be given timely notice, within three (3) business days. Notice of such contact with a Foundation attorney by any two or more GRF Directors must specify the purpose of the attorney contact in the notice submitted to the full BOD. The subject of such contact will be a topic at the next Executive Session meeting of the BOD.
2. The GRF Executive Director shall perform the same function for all staff contact for legal services with the following requirement:
 - 2.1 All such Executive Director-initiated contact shall be reported to the GRF BOD at their next scheduled Executive Session meeting. Said report must include a summary of the subject matter and any pending action anticipated to occur.
 - 2.2. The Human Resources Manager shall have the right to initiate legal services from the Foundation's employment/labor attorney. A report must be provided to the members of the Executive Committee in executive session.

(Nov 14)

- 2.3. The Mutual Administration Manager and/or the Stock Transfer Supervisor shall have the right to request legal services from the Foundation's Stock Transfer oversight attorney to properly safeguard the Foundation in the matter of Shareholder/Owner TRUST processing.
3. Authorization to institute formal legal proceedings is solely the prerogative of the BOD of the GRF.

Policy

Adopted: 18 Jan 72
Amended: 25 Nov 14

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Nov 14)

Tracking No: _____

Intent To Contact GRF Attorney At Foundation Expense

Notice is hereby given to the Golden Rain Foundation of the below referenced GRF Directors' intention to contact, per Policy 5511-30, 1.2, the following:

Corporate Attorney
Jeffrey Beaumont, Esq.

By Letter
21650 Oxnard St.
Ste. 1620
Woodland Hills, CA 91367

By Email
jbeaumont@bgtlawyers.com

On or before _____,

- Conflict of Interest
- Ethics
- Nonfeasance (is the failure to act where action is required-willfully negligent.)
- Misfeasance (is the willful inappropriate action or intentional incorrect action or advice.)
- Other (specify) _____

A summary of the contact, by the attorney, will be presented to the Board of Directors at the next Executive Session.

Director _____ Mutual _____
(print name) (signature)

Director _____ Mutual _____
(print name) (signature)

Received: _____ (Executive Director/ Executive Coordinator)
(signature)

DISTRIBUTION:

- _____ President _____ Date
- _____ Vice President _____ Date
- Board Executive Session Agenda _____ Date

****OFFICE USE ONLY****

FAXED on _____ (date)

Sender's initials _____

(Nov 14)

Golden Rain Foundation Executive Committee Human Resources Report – April 14, 2017

Below are the budget variances as of the end of **March** 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 | 1,801,861 | 1,886,752 | 84,891 |
| 6100001 | Vacation Accrual Expense | (8,395) | 0 | 8,395 |
| 6101000 | Commissions | 10,208 | 10,501 | 293 |
| 6140000 | Employment Taxes | 168,549 | 203,266 | 34,717 |
| 6142000 | Workers' Compensation | 120,454 | 130,332 | 9,878 |
| 6143000 | Group Insurance - Medical | 170,531 | 198,588 | 28,057 |
| 6143300 | Group Insurance - Dental | 3,529 | 4,059 | 530 |
| 6143500 | Group Insurance - Vision | 2,409 | 2,898 | 489 |
| 6144000 | 401(k) Match | 34,828 | 35,073 | 245 |
| 6145000 | Group Insurance - Life | 6,292 | 6,924 | 632 |
| 6146000 | Long Term Disability Insurance | 5,470 | 8,076 | 2,606 |

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 | 52,224 | 51,948 | (276) |
| 6100001 20 | Vacation Accrual Expense - Human Resourc | (8,395) | 0 | 8,395 |
| 6140000 20 | Employment Taxes - Human Resources | 4,196 | 4,872 | 676 |
| 6142000 20 | Workers' Compensation - Human Resources | 1,618 | 1,752 | 134 |
| 6143000 20 | Group Insurance - Medical - Human Resourc | 5,508 | 7,170 | 1,662 |
| 6143300 20 | Group Insurance - Dental - Human Resourc | 115 | 141 | 26 |
| 6143500 20 | Group Insurance - Vision - Human Resourc | 83 | 96 | 13 |
| 6144000 20 | 401(k) Match - Human Resources | 1,044 | 955 | (89) |
| 6145000 20 | Group Insurance - Life - Human Resources | 223 | 177 | (46) |
| 6146000 20 | Long Term Disability Insurance - Human R | 220 | 207 | (13) |
| 6210010 20 | Fraud Hotline - Human Resources | 0 | 0 | 0 |
| 6211000 20 | Continuing Education - Human Resources | 0 | 80 | 80 |
| 6211100 20 | Employee Incentives - Human Resources | 13 | 0 | (13) |
| 6212000 20 | Employee Exams - Human Resources | 0 | 90 | 90 |
| 6212005 20 | Employee Drivers License Inquiry - Human | 44 | 66 | 22 |
| 6213000 20 | Employee Recruitment - Human Resources | 1,377 | 900 | (477) |
| 6213005 20 | Employment Screening - Human Resources | 1,728 | 1,890 | 162 |
| 6214500 20 | Gifts - Human Resources | 0 | 90 | 90 |
| 6410000 20 | Office Supplies - Human Resources | 226 | 150 | (76) |
| 6410030 20 | Printer / Copier Supplies - Human Resour | 137 | 135 | (2) |
| 6410035 20 | Refreshments - Human Resources | 42 | 200 | 158 |
| 6434110 20 | Legal Fees - HR - Human Resources | 1,056 | 1,800 | 744 |
| 6482000 20 | Dues, Memberships & Books - Human Resour | 150 | 350 | 200 |
| | Total Expenses | 61,608 | 73,069 | 11,461 |

**3) Cost Center 22 – Emergency Preparedness Budget Variance Information – The
Emergency Preparedness department has a year-to-date favorable variance of \$988**

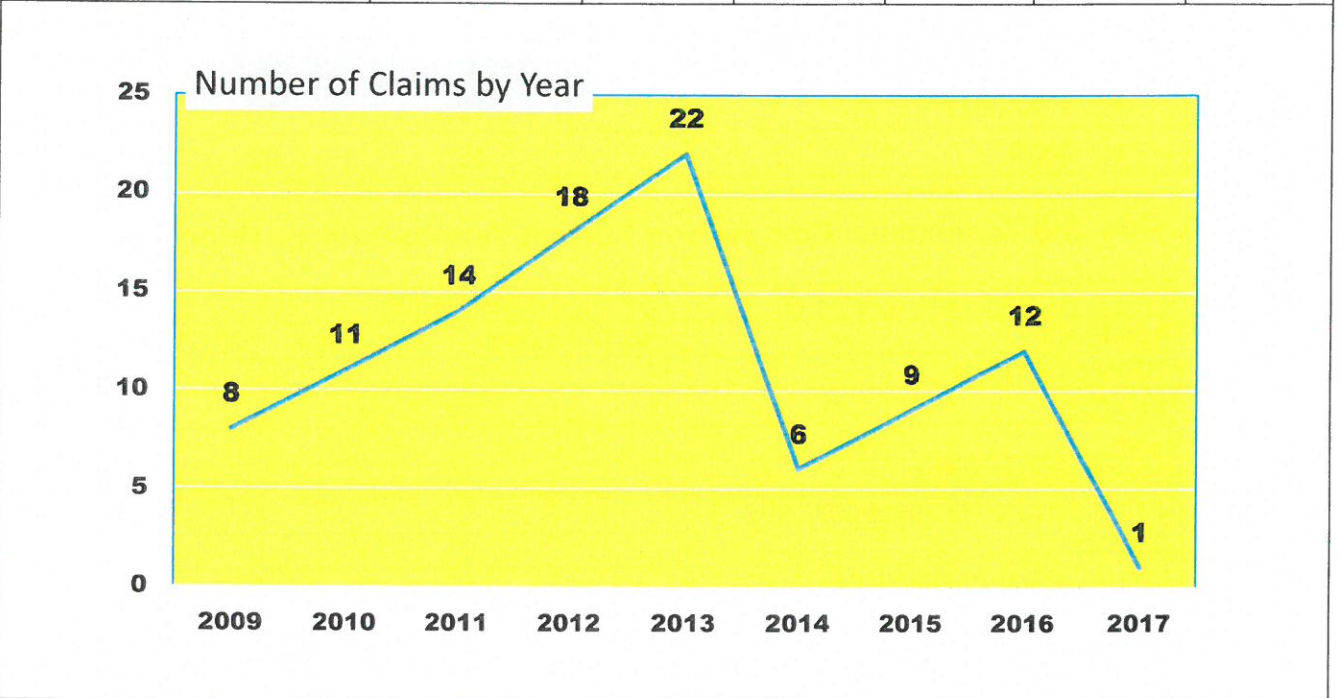
| Acct # | Description | Y-T-D Actual | Y-T-D Budget | Budget Variance |
|------------|--|-----------------|-----------------|--------------------|
| | Expenses - Emergency Preparedness | | | |
| 6100000 22 | Salaries & Wages - Emergency Prepared | 4,247 | 4,233 | (14) |
| 6140000 22 | Employment Taxes - Emergency Prepared | 330 | 563 | 233 |
| 6142000 22 | Workers' Compensation - Emergency Prepar | 386 | 417 | 31 |
| 6211000 22 | Continuing Education - Emergency Prepare | 0 | 525 | 525 |
| 6410045 22 | Emergency Supplies - Emergency Preparedn | 224 | 450 | 226 |
| 6422000 22 | Telephone - Emergency Prepare | 223 | 210 | (13) |
| | Total Expenses | 5,410 | 6,398 | 988 |

4) Safety

a. One new claim in March with no lost time.

Workers Compensation - Job Accident Information by Month

| Month | Current Year 2017 | 2016 | 2015 | 2014 | 2013 | 2012 |
|--------------|-------------------|-----------|----------|----------|-----------|-----------|
| January | 0 | 2 | 0 | 0 | 2 | 0 |
| February | 0 | 0 | 0 | 0 | 1 | 1 |
| March | 1 | 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 | 1 | 12 | 9 | 6 | 22 | 18 |



Golden Rain Foundation Executive Committee Report / Executive Session

Staff Member Information

Data as of
March 31, 2017 unless noted otherwise

5) Recruitment

Openings in March:

| <i>Position</i> | | <i>Status</i> | <i>Dept</i> |
|----------------------------|-------------|---------------------------------------|--------------------------|
| Security Officers | 3 Part-time | Accepting Applications/Interviewing | 37 – Security |
| Security Chief | 1 Full-time | Interviews in progress | 37 - Security |
| Asst. Service Maint. Supv. | 1 Full-time | Offer made to Service Maint. EE | 74 – Service Maintenance |
| Electrician | 2 Full-time | 1 Offer made Interviewing others | 74 – Service Maintenance |
| Plumber | 2 Full-Time | 2 Offers made – 1 Sched to start 4/24 | 74 – Service Maintenance |
| Carpenter | 1 Full-Time | Accepting Applications | 74 – Service Maintenance |
| General Maintenance | 1 Full-Time | Accepting Applications | 74 – Service Maintenance |
| Bus Drivers | 1 Part-time | Interviews in progress | 38 – Transportation |
| Total Openings | 12 | | |

6) Staff Counts – As of 03-31-2017

| Current Staff Count – 230 | <i>Hires</i> | <i>Separations</i> | <i>Promotions</i> |
|---------------------------|--------------|--------------------|-------------------|
| • MAR 2017 | 4 | 4 | 1 |
| • YTD 2017 | 12 | 13 | 2 |
| • 2016 | 48 | 42 | 14 |

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

| <i>2017 Data as of 03/31/2017</i> | <i>NEW HIRES</i> | | <i>SEPARATIONS</i> | |
|-------------------------------------|---------------------|--------------------------|---------------------|--------------------------|
| | <i>2017 To Date</i> | <i>2016 Actual</i> | <i>2017 To Date</i> | <i>2016 Actual</i> |
| ADMINISTRATION | | | | |
| FINANCE | | 1 | | |
| GOLF | | | | |
| HUMAN RESOURCES | | | | |
| INFORMATION TECHNOLOGY SVS | | | | |
| LIBRARY | | 1 | 1 | 2 |
| MUTUAL ADMINISTRATION | 1 | 2 | | 6 |
| NEWS | | 1 | | |
| PHYSICAL PROPERTY | 1 | 2 | | 1 |
| PURCHASING | | | | |
| RECREATION (includes Exercise/Pool) | | 2 | | 1 |
| SECURITY | 6 | 25 | 7 | 19 |
| SERVICE MAINTENANCE | 2 | 7 | 3 | 8 |
| STOCK TRANSFER | 2 | <i>(included in MAC)</i> | 2 | <i>(included in MAC)</i> |
| TRANSPORTATION | | 7 | | 5 |
| GRAND TOTAL | 12 | 48 | 13 | 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 | 6 | 0 |
| 36 – News | 1 | 7 | 0 | 0 |
| 37 – Security | 2 | 4 | 67 | 4 |
| 38 – Transportation | 1 | 3 | 25 | 0 |
| 40 – Community Facilities | 1 | 3 | 1 | 0 |
| 46 – Golf Course | 0 | 0 | 5 | 0 |
| 48 – Swimming Pool | 0 | 0 | 4 | 0 |
| 55 – Exercise Room | 0 | 0 | 6 | 0 |
| 70 – Physical Properties | 1 | 12 | 1 | 0 |
| 74 – Service Maintenance | 1 | 31 | 2 | 0 |
| MAC – Mutual Administration | 3 | 4 | 0 | 0 |
| Total | 21 | 84 | 120 | 5 |
| Total Employee Count | 230 | | | |

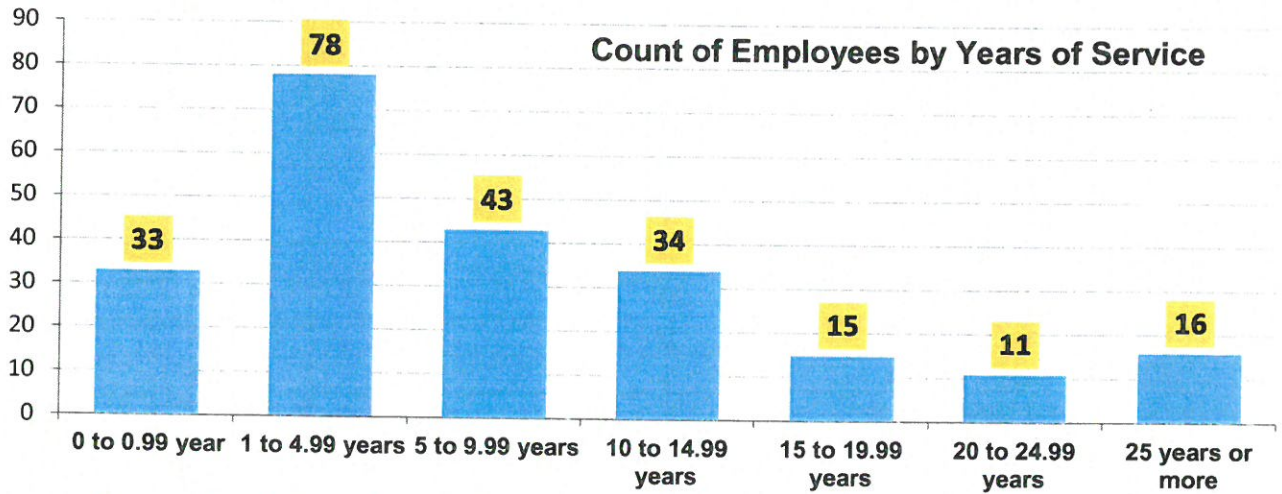
Summary

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

- FULL TIME
- PART TIME
- PER DIEM

8) Demographics

| Category | All Employees | Full-Time | Part-Time | Per Diem |
|---------------------|---------------|-----------|-----------|----------|
| Years of Service | 8.7 | 12.0 | 6.0 | 6.7 |
| Average Hourly Rate | \$19.80 | \$26.68 | \$13.84 | \$14.04 |
| Gender – Females | 107 | 44 | 59 | 4 |
| Gender – Males | 123 | 61 | 61 | 1 |



Employees with 25 Years or More of Service

| | |
|---|---|
| 44.0 yrs Juan Robledo – Service Maint. | 33.8 yrs Cathie Merz – News |
| 43.5 yrs Ruben Gonzalez – Service Maint. | 32.7 yrs Terry De Leon – Recreation |
| 38.9 yrs Dede Martin – News | 30.6 yrs Edgar Santamaria – Service Maint. |
| 38.7 yrs Antonio Duarte – Service Maint. | 28.9 yrs Ruth Osborn – News |
| 38.0 yrs Jesus Lopez – Service Maint. | 28.5 yrs Richard Stolarz – Service Maint. |
| 37.0 yrs Barry Holland – ITS | 28.4 yrs Eila Van Sauter – Transportation |
| 36.6 yrs Mark Weaver – Community Facilities | 25.5 yrs David Van Horn – Physical Property |
| 36.0 yrs Grant Winford – Transportation | 25.2 yrs Gerald Antisdell – Physical Property |

9) Employees Working Greater Than 28 Hours in a Week

Updated 03/29/2017 by MWKerr - Hours listed by week ending date

| CC | 3/26 | 3/19 | 3/12 | 3/5 | 2/26 | 2/19 | 2/12 | 2/5 | 1/29 | 1/22 |
|----|-------|------|-------|-----|-------|-------|-------|-----|-------|-------|
| 35 | 31.00 | | 30.50 | | | | 31.00 | | 30.00 | |
| 37 | | | | | 28.25 | | | | | |
| 37 | | | | | | | 28.50 | | | |
| 37 | | | | | 30.50 | | | | | |
| 37 | | | | | | | | | | 28.50 |
| 37 | | | | | 29.00 | | | | | |
| 37 | | | | | 29.00 | | | | | |
| 37 | | | | | | | | | | 30.00 |
| 37 | | | | | | | | | 28.75 | |
| 37 | | | | | | 28.50 | | | | |
| 38 | | | | | | | | | 30.00 | |

10) Overtime

There is an *unfavorable* variance of **\$13,685.96** for March and an *unfavorable* variance of **\$22,925.08** for 2017 to date.

| Overtime by Month | Total OT Worked | 2017 OT Billable Hrs to Mutuals | 2017 OT Billable \$ to Mutuals @ \$58.50 | 2017 Overtime Hours – Less Billable to Mutuals | 2017 Overtime Dollars – Less Billable to Mutuals | 2016 Overtime Hours – Less Billable to Mutuals | 2016 Overtime Dollars – Less Billable to Mutuals |
|-------------------|-----------------|---------------------------------|--|--|--|--|--|
| January | 272.25 | 82.25 | \$3,207.75 | 190.00 | \$6,494.90 | 143.00 | \$4,499.39 |
| February | 341.75 | 114.50 | \$4,580.00 | 227.25 | \$7,631.45 | 133.00 | \$2,606.91 |
| March | 499.25 | 42.25 | \$1,690.00 | 457.00 | \$16,152.88 | 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 March - Prepared by MWKerr 03/29/17 (Check date 03/31/2017)

| Cost Center | CURRENT MONTH | | | | | |
|------------------------------------|---------------|--------------|-------------------------|----------------------|-------------------|-------------------------|
| | HOURS | | | EXPENSE | | |
| | Actual | Budget | Fav/(Unfav) Variance | Actual | Budget | Fav/(Unfav) Variance |
| 20 Human Resources | 1.38 | 0.00 | (1.38) | \$65.71 | \$0.00 | (\$65.71) |
| 22 Emergency Preparedness | 0.37 | 0.00 | (0.37) | \$18.23 | \$0.00 | (\$18.23) |
| 30 Administration | 7.75 | 17.33 | 9.58 | \$250.56 | \$519.25 | \$268.69 |
| 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 | 51.25 | 0.00 | (51.25) | \$1,459.83 | \$0.00 | (\$1,459.83) |
| 34 Information Technology Services | 2.25 | 1.00 | (1.25) | \$123.81 | \$50.83 | (\$72.98) |
| 35 Library | 0.00 | 0.83 | 0.83 | \$0.00 | \$23.58 | \$23.58 |
| 36 News | 5.75 | 20.83 | 15.08 | \$198.37 | \$710.50 | \$512.13 |
| 37 Security | 12.75 | 23.33 | 10.58 | \$326.19 | \$522.50 | \$196.31 |
| 38 Transportation | 0.00 | 1.92 | 1.92 | \$0.00 | \$38.75 | \$38.75 |
| 40 Community Facilities | 10.50 | 6.67 | (3.83) | \$287.25 | \$182.92 | (\$104.33) |
| 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 | 36.25 | 8.33 | (27.92) | \$1,244.12 | \$297.92 | (\$946.20) |
| 74 Service Maintenance | 332.00 | 0.00 | (332.00) | \$12,260.61 | \$0.00 | (\$12,260.61) |
| (Less) Billable to mutuals | (42.25) | | | (\$1,690.00) Approx. | | |
| 75 Service Maintenance | 38.75 | 0.00 | (38.75) | \$1,601.34 | \$0.00 | (\$1,601.34) |
| MAC Mutual Administration | 0.25 | 4.00 | 3.75 | \$6.86 | \$120.67 | \$113.81 |
| Totals | 457.00 | 84.25 | (372.75) | \$16,152.88 | \$2,466.92 | (\$13,685.96) |

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 March, total plan assets are \$9,169,296.12
 - 2017 YTD Employee Contributions \$110,336.92* Average Per Month \$36,778.97
 - 2017 YTD GRF Matching Contributions \$34,827.86* Average Per Month \$11,609.29
- *Through check date 03/31/2017

12) Anti-Fraud Compliance Hotline Reports

Program started in May 2014

| <i>Program Summary</i> | <i># of Reports</i> |
|--------------------------------|---------------------|
| Reports Since Start of Program | None |
| Closed Reports | Not Applicable |
| Open Reports | Not Applicable |
| New Reports this Month | None |

13) Gift Log – Available Upon Request

Executive Committee Report compiled by: **Cindy Flynn, Human Resources Director**
April 14, 2017

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Golden Rain Foundation
 April 14, 2017, Meeting of the Executive Committee
 Budget Comparison Report – March 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 | 180 | 86 |
| 6420100 29 | Electricity - Administration Bldg | 4,121 | 4,483 | 362 |
| 6425100 29 | Natural Gas - Administration Bldg | 307 | 380 | 73 |
| 6471000 29 | Building Repair & Maintenance - Administ | 452 | 460 | 8 |
| 6477210 29 | Pest Control - Administration Bldg | 160 | 330 | 170 |
| 6478000 29 | Service Contracts - Administration Bldg | 812 | 1,025 | 213 |
| 6484000 29 | Permits & Licenses - Administration Bldg | 0 | 0 | 0 |
| | Total Expenses | 5,945 | 6,858 | 913 |
| 5330000 29 | Income / Refund from Mutuals - Administr | 8,934 | 8,934 | 0 |
| | Total Cost Recovery | 8,934 | 8,934 | 0 |
| Off Budget Items | | | | |
| | Net Income / (Expense) | 2,989 | 2,076 | 913 |

Budget Variance Report - March 2017
Administration Building - CC 29

| <u>GL Code</u> | <u>Account Description</u> | <u>Variance</u> | <u>Explanation</u> |
|---------------------------|----------------------------|-----------------|--|
| 6420100 | Electricity | 362 | Favorable - Due to usage |
| 6477210 | Pest Control | 170 | Favorable - Annual Termine Inspection not performed, out for bid |
| 6478000 | Service Contracts | 213 | Favorable - Biannual Fire Inspection invoice not yet received |
| Total Explained Variances | | 745 | |

Golden Rain Foundation
 April 14, 2017, Meeting of the Executive Committee
 Budget Comparison Report – March 2017

Administration – Cost Center 30

| Acct # | Description | Y-T-D Actual | Y-T-D Budget | Budget Variance |
|----------------------------------|---|-----------------|-----------------|--------------------|
| Expenses - Administration | | | | |
| 6100000 30 | Salaries & Wages - Administration | 89,710 | 93,545 | 3,835 |
| 6140000 30 | Employment Taxes - Administration | 7,331 | 7,316 | (15) |
| 6142000 30 | Workers' Compensation - Administration | 1,097 | 1,188 | 91 |
| 6143000 30 | Group Insurance - Medical - Administration | 7,960 | 6,624 | (1,036) |
| 6143300 30 | Group Insurance - Dental - Administration | 141 | 123 | (18) |
| 6143500 30 | Group Insurance - Vision - Administration | 84 | 81 | (3) |
| 6144000 30 | 401(k) Match - Administration | 659 | 603 | (56) |
| 6145000 30 | Group Insurance - Life - Administration | 366 | 411 | 45 |
| 6146000 30 | Long Term Disability Insurance - Administration | 317 | 480 | 163 |
| 6211000 30 | Continuing Education - Administration | 0 | 225 | 225 |
| 6214000 30 | Meals & Special Events - Administration | 47 | 250 | 203 |
| 6214500 30 | Gifts - Administration | 0 | 300 | 300 |
| 6215000 30 | Mileage - Administration | 1,491 | 1,550 | 59 |
| 6410000 30 | Office Supplies - Administration | 51 | 2,300 | 2,249 |
| 6410003 30 | Board Office Supplies - Administration | 79 | 525 | 446 |
| 6410010 30 | Hospitality - Administration | 629 | 480 | (149) |
| 6410015 30 | Computer Supplies - Administration | 0 | 0 | 0 |
| 6410025 30 | Lunch Room Supplies - Administration | 106 | 50 | (56) |
| 6410030 30 | Printer / Copier Supplies - Administration | 1,109 | 900 | (209) |
| 6410035 30 | Refreshments - Administration | 189 | 0 | (189) |
| 6422000 30 | Telephone - Administration | 15,331 | 15,650 | 329 |
| 6434100 30 | Legal Fees - General Counsel - Administration | 2,101 | 12,500 | 10,399 |
| 6434105 30 | Legal Fees - Litigation - Administration | 9,960 | 3,000 | (6,960) |
| 6437100 30 | Reserve Study - Administration | 0 | 0 | 0 |
| 6438000 30 | Other Professional Fees - Administration | 0 | 2,700 | 2,700 |
| 6444000 30 | Equipment Rental - Administration | 1,128 | 1,131 | 3 |
| 6472000 30 | Equipment Repair & Maintenance - Administration | 37 | 70 | 33 |
| 6478000 30 | Service Contracts - Administration | 2,523 | 2,225 | (298) |
| 6482000 30 | Dues, Memberships & Books - Administration | 477 | 255 | (222) |
| 6484000 30 | Permits & Licenses - Administration | 35 | 35 | 0 |
| 6731000 30 | Property & Liability Insurance - Administration | 105,792 | 117,516 | 11,724 |
| 6951000 30 | Committee Discretionary Expense - Administration | 0 | 1,000 | 1,000 |
| | Total Expenses | 248,753 | 273,343 | 24,590 |
| Other Cost Recovery | | | | |
| 5335000 30 | Management Fee - Administration | 11,100 | 11,100 | 0 |
| 5385000 30 | Other Income - Administration | 745 | 745 | 0 |
| 5395000 30 | Rental Income - Administration | 4,507 | 19,278 | (14,771) |
| 5396000 30 | Taxable Other Income - Administration | 450 | 0 | 450 |
| 5396100 30 | Taxable Other Income - Supervisory - Administration | 22,024 | 21,390 | 634 |
| 5397100 30 | Taxable Interest Income - Administration | 934 | 0 | 934 |
| | Total Other Cost Recovery | 39,760 | 52,513 | (12,753) |
| 5330000 30 | Income / Refund from Mutuals - Administration | 235,689 | 235,695 | (6) |
| | Total Cost Recovery | 275,449 | 288,208 | (12,759) |
| | Net Income / (Expenses) | 26,696 | 14,865 | 11,831 |

Golden Rain Foundation
 April 14, 2017, Meeting of the Executive Committee
 Budget Comparison Report – March 2017

Budget Variance Report - March 2017
Administration - CC 30

| <u>GL Code</u> | <u>Account Description</u> | <u>Variance</u> | <u>Explanation</u> |
|----------------|--------------------------------|-----------------|---|
| | Salaries, Wages, & Benefits | 3,006 | Favorable - Wages lower than budgeted |
| 6434100 | Legal Fees - General Counsel | 10,399 | Favorable - General Counsel bills held below YTD budget |
| 6434105 | Legal Fees - Litigation | (6,960) | Unfavorable - Legal fees exceed budget |
| 6438000 | Other Professional Services | 2,700 | Favorable - Timing of Board training |
| 6731000 | Property & Liability Insurance | 11,724 | Favorable - Actual cost came in lower than budgeted |
| 5395000 | Rental Income | (14,771) | Unfavorable - RV Lot contract not finalized |
| | Total Explained Variances | <u>6,098</u> | |

Golden Rain Foundation
 April 14, 2017, Meeting of the Executive Committee
 Budget Comparison Report – March 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 | 288 | 198 | (90) |
| 6410020 55 | Equipment Expense - Building Five | (863) | 125 | 988 |
| 6420100 55 | Electricity - Building Five | 4,332 | 3,718 | (614) |
| 6471000 55 | Building Repair & Maintenance - Building | 1,808 | 300 | (1,508) |
| 6472000 55 | Equipment Repair & Maintenance - Buildin | 446 | 250 | (196) |
| 6477210 55 | Pest Control - Building Five | 240 | 240 | 0 |
| 6478000 55 | Service Contracts - Building Five | 859 | 998 | 139 |
| 6484000 55 | Permits & Licenses - Building Five | 0 | 0 | 0 |
| | Total Expenses | 7,110 | 5,829 | (1,281) |
| Other Cost Recovery | | | | |
| 5385201 55 | Cafe Commissions Income - Building Five | 671 | 399 | 272 |
| | Total Other Cost Recovery | 671 | 399 | 272 |
| 5330000 55 | Income / Refund from Mutuals - Building | 7,353 | 7,353 | 0 |
| | Total Cost Recovery | 8,024 | 7,752 | 272 |
| Off Budget Items | | | | |
| | Net Income / (Expense) | 914 | 1,923 | (1,009) |

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

| <u>GL Code</u> | <u>Account Description</u> | <u>Variance</u> | <u>Explanation</u> |
|----------------------------------|-------------------------------|-----------------------|---|
| 6471000 | Building Repair & Maintenance | (1,508) | Unfavorable - Equipment for Conference Rm C |
| Total Explained Variances | | <u><u>(1,508)</u></u> | |