



Executive Committee

Agenda

Administration Conference Room

Friday, May 12, 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 April 14, 2017 (pp. 1-6)
5. Shareholder/Member Comments – Agenda Items Only
(Limited to 3 minutes per person)
6. Correspondence
 - a. n/a
7. Election Update
8. Old Business
 - a. By-laws
9. New Business
 - a. 5.5 Acre Lot Attendant (handout)
 - b. Additional Staffing – Building Inspector (pp. 7)
10. Policies (pp. 8-15)
 - a. Amend:
 - 5041-30, Real Property Acreage (pp. 8-10)
 - 5110-30, Executive Committee (pp. 11-12)
 - 5231-30, Donations (pp. 13-14)
 - 5508-30, Renewal of Service and Maintenance Contracts (p. 15)

b. Review (pp. 16-38):

- 1022-30, Petitions (p. 18)
- 5024-30, Committee Structure (pp. 19-20)
- 5025-30, Election Procedure (pp. 21-27)
- 5026-30, Election of Officers (p. 28)
- 5092-30, Board of Directors' Code of Ethics and Conduct (p. 29)
- 5092.01-30, Board of Directors' Censure Procedure (pp. 30-32)
- 5092.02-30, Motion to Censure (p. 33)
- 5518-30, Contract Procedures (p. 34)
- 5604-30, Publication of Minutes (p. 35)
- 5610-30, Participation by Foundation Shareholder/Members (pp. 36-37)
- Policy 5611-30 Calling a Special Meeting (p. 38)

11. Subcommittee Reports

- a. Emergency Planning Subcommittee
- b. Emergency Council Report

12. Staff Reports

- a. Human Resources Director (pp. 39-45)
- b. Finance Manager (pp. 46-49)
- 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 – March 10, 2017
- b. Personnel

16. Next Meeting/Adjournment

- a. **July 2017**



EXECUTIVE COMMITTEE MINUTES
Friday, April 14, 2017

The meeting of the Executive Committee was held on Friday, April 14, 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. B. Lukoff	Mrs. J. Reed, Corporate Secretary
Absent:	Mr. P. Hood	
Staff and Guests:	Mr. R. Ankeny, Executive Director	
	Ms. C. Flynn, Human Resources Director	
	Mr. T. Fileto, Interim Security Chief	
	Ms. B. Shuler, Finance Manager	
	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	
	Ms. R. Winkler, GRF Representative, Mutual Ten	
	Mrs. M. Greer, GRF Representative, Mutual Eleven	
	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 May.

CHAIR'S ANNOUNCEMENTS

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

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

APPROVAL OF COMMITTEE MINUTES

The minutes of March 10, 2017 were approved, as presented.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

No shareholder/member spoke on agenda topics.

CORRESPONDENCE

One item of correspondence was received by the Executive Committee. The Committee discussed the correspondence with the author/audience member.

ELECTION UPDATE

The GRF President reported that there is no candidate for the GRF Representative from Mutual 11. Mrs. Greer has agreed to stay on the GRF BOD until postcards are sent to the Mutual, which will occur after the new GRF BOD is seated.

OLD BUSINESS

By-laws

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

NEW BUSINESS

Student Intern

Mr. Lukoff MOVED, seconded by Mrs. Reed-

TO approve a student intern from California State University, Long Beach to train to provide home assessments, case management and link residents to resources and referrals, reporting to the Member Resource and Assistance Liaison, from June 2017 through May 2018.

Five Committee members, four GRF Directors, the Executive Director and the Human Resources Director spoke on the motion.

The motion was carried unanimously by the Committee members present.

GRF Employee Parking Passes

Per Policy 1927-37, new parking passes will be issued to GRF employees in place of employee decals to ensure all parking regulations are being followed (lists areas permitted to park in and photo identification).

The Committee members present concurred to support staff's actions to redesign employee parking passes for use by Golden Rain Foundation and Health Care Center employees, to be created and distributed by the Security Department, in coordination with the Human Resources Department.

Parking Enforcement Hire

At its regularly scheduled meeting on April 5, 2017, the Security, Bus & Traffic (SBT) Committee wished to indicate a clear and present need for non-budgeted additional staffing. SBT Committee respectfully requests an additional 80 hours, per week, be allocated within Cost Center 37 (and as a budgeted item in the 2018 budget of Cost Center 37).

Mr. Moore MOVED, seconded by Mrs. Damoci-

TO forward a non-budgeted request to the Finance Committee to fund two full-time dedicated parking enforcement staff, effective May 1, 2017, funding from Cost Center 37 (budgeted funding to be included in the 2018 Cost Center 37 budget), in an amount not to exceed \$56,770.77.

Mr. Lukoff MOVED, seconded by Mrs. Reed-

TO amend the motion to authorize staff to determine the number and status (full time or part time) of enforcement staff to be hired.

Six Committee members, two GRF Directors and the Interim Security Chief spoke on the amendment.

The amendment to the motion failed with a tie vote.

Two Committee members, two GRF Directors and the Interim Security Chief spoke on the original, main motion.

The main motion carried with two no votes: (Reed, L. Stone).

POLICIES

The Committee concurred to rescind Policies 5441-30, Emergency Plan - Staff, 5509-30, Renewal of Service and Maintenance Contracts, 2135-30, Secretarial Services – Minutes, 5602-30, Voice Roll Call Vote, 5103-30, Committee Meetings – Board Members' Attendance, 2002-30, Administrative Organizations.

The Committee concurred to refer Policy 5110-30, Executive Committee and Policy 5041-30, Real Property Acreage to the Policy Re-write Sub-committee.

The Committee concurred to recommend to the GRF BOD amendment of Policies 5508-30, Renewal of Service and Maintenance Contracts and 5231-30, Receiving Donations and Gifts.

The Committee concurred to post notice of review, with no action taken, to the GRF Website, of Policies 5440-30, Emergency Plan, 5442-30, Community Emergency Preparedness and 5511-30, Legal Services, 5511.01-30, Intent to Contact GRF Attorney at Foundation Expense.

SUBCOMMITTEE REPORTS

Emergency Planning Sub-committee

Mr. Gomez presented an update on Emergency Preparedness Fair reported activities of the Sub-committee.

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 on reported on subjects pertaining to the community.

SHAREHOLDER COMMENTS

Three 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.

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

TO go into Executive Session.

ADJOURNMENT

The meeting was adjourned 4:40 p.m.

Linda Stone
Chair, Executive Committee
04.14.17/dfb

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE MEETING
ON APRIL 14, 2017**

ACTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- The minutes of March 10, 2017 were approved, as presented;
- The Committee members present concurred to support staff's actions to redesign of employee parking passes for use by Golden Rain Foundation and Health Care Center employees, to be created and distributed by the Security Department, in coordination with the Human Resources Department.

MOTIONS

- **TO** forward a non-budgeted request to the Finance Committee to fund two full-time dedicated parking enforcement staff, effective May 1, 2017, and recommend the Finance Committee approve unbudgeted funding from Cost Center 37 (budgeted funding to be included in the 2018 Cost Center 37 budget) in an amount not to exceed \$56,770.77;
- **TO** forward Policies 5110-30, Executive Committee and 5041-30, Real Property Acreage to the Policy Re-write Sub-committee;
- **TO** recommend to the GRF BOD rescission of Policies 5441-30, Emergency Plan –Staff, 5509-30, Renewal of Service and Maintenance Contracts, 2135-30, Secretarial Services – Minutes, 5602-30, Voice Roll Call Vote, 5103-30, Committee Meetings – Board Members' Attendance, 2002-30, Administrative Organizations;
- **TO** recommend to the GRF BOD amendment of Policy 5508-30, Renewal of Service and Maintenance Contracts;
- **TO** post notice of review, with no action taken, to the GRF Website, Policies 5231-30, Receiving Donations and Gifts, 5440-30, Emergency Plan, 5442-30, Community Emergency Preparedness and 5511-30, Legal Services, 5511.01-30, Intent to Contact GRF Attorney at Foundation Expense.



EXECUTIVE COMMITTEE ACTION REQUEST

TO: EXECUTIVE COMMITTEE
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: STAFFING, PHYSICAL PROPERTY DEPARTMENT
DATE: MAY 9, 2017
CC: FILE

Due to the age and general condition of infrastructure, building and components, there has been a continual increase in the amount of Mutual and Shareholders' projects. This has created the additional demand for permits, contract work, inspection requests, and escrow related tasks, as well as Construction Management, in general. To keep pace with the amount of requests, it is necessary to add additional staff, the inspection position, to the Physical Property Department.

It has also been recommended by several Mutuels to have their Building Inspector conduct all inspection needs within the Mutual (building safety, construction, escrow-related, and annual inspections). This would require limiting approximately 800 apartments, per mutual Building Inspector, and adding an additional inspection position.

The expenses for the additional position, including benefits and taxes, is \$46,012, for 6 months of 2017. The annual expense for the additional position, to be included in 2018 budget, would be \$92,025 per year, including benefits and taxes .

Base Wages (@ Median Rate of \$31.82/Hour)	Group Medical	Worker's Comp	401(k)	Payroll Taxes	Total Annual Compensation	Compensation for 6 Months of 2017 (July - Dec)
\$ 66,185.60	\$ 13,180.00	\$ 5,126.00	\$ 2,664.00	\$ 4,869.00	\$ 92,024.60	\$ 46,012.30

Action request:

To approve the request to add one FTE Building Inspector, to Cost Center 70, and recommend the Finance Committee approve funding.

Real Property Acreage

AMEND

1. TRUST PROPERTY

	<u>Description</u>	<u>Acreage</u>	<u>Total Acreage</u>
95-641-04	Clubhouse 1 & Picnic Area	1.85	
95-661-20	Clubhouse 2 & Car Wash	1.50	
95-671-29	Clubhouse 3	2.03	
95-781-18	Golf Course & Swimming Pool	7.95	
95-651-04	Maintenance Yard	0.68	
95-651-14	Medical, Amphitheater & Building 5	7.65	
95-641-03	Proposed Well Site	0.09	
95-681-15	Small Lot	0.21	
95-651-21	Westminster-Railway & Purchasing Dock	2.17	
95-651-20	Westminster-Drainage Ditch	0.50	
95-651-03	Maintenance Yard Alley	0.09	
95-661-01	Candlebrook Alley Parking	0.72	
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	0.07	
95-671-33	Library Building & Supervison Office	0.75	
			37.20

2. TRUST STREETS

<u>Description</u>	<u>Acreage</u>	<u>Description</u>	<u>Acreage</u>	<u>Total Acreage</u>
Alderwood	0.94	Medinac	0.21	
Annandale	1.36	Merion Way	1.41	

Real Property Acreage

AMEND

<u>Description</u>	<u>Acreage</u>	<u>Description</u>	<u>Acreage</u>	<u>Total Acreage</u>
Brookline (Includes Exmoore)	0.37	McKinney Way	0.55	
Burning Tree	0.46	Monterey Road	1.68	
Canoe Brook	1.2	Nassau	1.4	
Cedar Crest	0.53	Northwood	3.13	
Church Place	0.61	Oak Hills	0.76	
Danbury	0.22	Oakmont	1.65	
Del Monte	4.05	Pelham	1	
El Dorado	4.65	Prestwick	0.17	
Fairfield	1.21	Shawnee	0.23	
(North & South)		Skokie	0.23	
Fresh Meadow	0.35	Southport	0.23	
Glenview (Includes Haylake)	0.55	St. Andrews	9.65	
*Golden Rain Road	13.04	St. John	0.79	
Homewood	0.27	Southport	0.23	
Interlachen	1.48	St. Andrews	9.65	
Kenwood	0.23	St. John	0.79	
Knollwood	0.38	Sunningdale	0.78	
Mayfield	0.31	Scioto	0.23	
		Tam O'Shanter	0.39	
		Twin Hills	0.36	
		Thunderbird	1.81	
		Weeburn	0.27	
		Wentworth	0.19	

59.77

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

GOLDEN RAIN OPERATIONS**Real Property Acreage****3. MUTUAL PROPERTY (Grant Deeds conveyed to Mutuals by GRF in exchange for money)**

<u>Description</u>	<u>Acreage</u>	<u>Total Acreage</u>
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	
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. TOTAL ACREAGE

TRUST PROPERTY (Deeds held by GRF in Trust)	37.20
TRUST STREETS (Land excepted from Grant Deeds to MU)	59.77
MUTUAL PROPERTY (Grant Deeds from GRF)	<u>437.16</u>

534.13

Policy

Adopted: 21 May 72
 Reviewed: 30 Sept 81
 Reviewed: 31 July 09

Reviewed: 13 June 73
 Reviewed: 01 Oct 92

GOLDEN RAIN FOUNDATION**Seal Beach, California**

Reviewed: 05 Feb 76
 Reviewed: 21 May 96

GOLDEN RAIN OPERATIONS

COMMITTEE FUNCTIONS **CHARTER** **AMEND**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, **uniforms** 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)~~ **three (3)** 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 CHARTER

AMEND

Executive Committee

- m. Coordinate bids for all personnel related Insurance, benefits and relevant contracts.
- n. Review all contracts under this Committee at least quarterly;
- o. Review policies for cost centers 20, 22, 29, 30 and 55 yearly beginning no later than January and send recommended changes to the BOD no later than May for approval; and
- p. 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

Amended:

(June 2016)

GOLDEN RAIN FOUNDATION

Seal Beach, California

GOLDEN RAIN OPERATIONS

COMMUNITY PROBLEMS

Donations and Gifts

AMEND

Receiving Donations and Gifts

1. All donations and gifts to the Golden Rain Foundation (GRF) 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. All donations and gifts to the GRF Foundation with a value of more than \$5,000, by individuals, clubs, groups, or others, shall be presented to the Board of Directors (BOD) 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 BOD Board of Directors, listing the amount and source of any such donations accepted.~~
3. The Director of Finance Controller is required to report to the Finance Committee any cash donations.
4. On the monthly financial statement given to the BOD Board of Directors, the Director of Finance Controller is required to report any donations of items.
5. ~~On the monthly financial statement given to the BOD Board of Directors, the Director of Finance Controller is required to report any donations of items.~~
6. ~~The Director of Finance 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

GOLDEN RAIN FOUNDATION

(May 98)

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GOLDEN RAIN OPERATIONS

COMMUNITY PROBLEMS

Donations and Gifts

AMEND

Receiving Donations and Gifts

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

Seal Beach, California

(May 98)

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS****AMEND****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~~ **Executive Director** 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 (**GRF**).
 - 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 **of Directors (BOD)** 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

Amended:

(Dec 07)

GOLDEN RAIN FOUNDATION
Seal Beach, California

EXECUTIVE COMMITTEE POLICIES

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COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

Petitions

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

- a. GRF shareholder/member's full name (printed and signature);
- 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) reserves the right to remove any petition left unattended.

The name and address of the individual presenting the petition to the GRF 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
Amended: 26 Apr 16

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Apr 16)

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GOLDEN RAIN OPERATIONS

ORGANIZATION OF THE BOARD

Committee Structure

The Golden Rain Foundation (GRF) Board of Directors (BOD) has three (3) types of committees.

1. Standing Committees.

See policy 5020-30.

2. Sub-committees:

- a. Sub-committees are approved by a standing committee. The Chair of the standing committee appoints the Sub-committee and names the Chair;
- b. A Sub-committee is used to do the research on a specific project that would take too much time during a committee meeting;
- c. Sub-committees have no power to make decisions. Their findings are to be presented to their standing committee. The standing committee will decide if a recommendation is to be presented to the full BOD;
- d. Sub-committees need not be approved by the GRF BOD; and
- e. Sub-committees expire upon the election of a new BOD.

3. Ad hoc Committees.

- a. Ad hoc committees are temporary committees established by the BOD to address a specific issue.
- b. Ad hoc committees created for a specific purpose continue to exist until the duty assigned to them is accomplished. For example, a committee preparing recommendations for redecorating the lobbies would continue its work despite the election of a new board.
- c. Once an assigned project has been completed, the committee automatically dissolves unless the board assigns additional projects to the committee.
- d. Ad hoc committees have no power to make decisions.

GOLDEN RAIN OPERATIONS**ORGANIZATION OF THE BOARD****Committee Structure**

- e. Ad hoc Committees can be named four (4) ways.
 - i. The GRF president may appoint an Ad hoc committee if it's for something that effects more than one (1) standing committee. The Ad hoc committee reports to the full GRF BOD.
 - ii. The GRF President may appoint an Ad hoc committee after a recommendation from a standing committee. The Ad hoc committee reports to the standing committee that recommended its formation.
 - iii. A standing committee is able to go directly to the BOD if the GRF President is not willing to make the recommendation. The Ad hoc committee then reports to the standing committee that recommended its formation.
 - iv. An Ad hoc committee recommended by the BOD answers to the BOD.
- f. All Ad hoc committees must be approved by the GRF BOD.

All Ad hoc committees must be approved by the GRF BOD.

Policy
Adopted: 22 Dec 15

GOLDEN RAIN FOUNDATION
Seal Beach, California

GOLDEN RAIN OPERATIONS

Election Procedures

The following will be in effect for the election of directors to the Golden Rain Foundation (GRF) Board of Directors (BOD):

1. Elections

a. Annual Election

The election of directors for odd-numbered Mutuals will occur during odd-numbered years and the election of directors for even-numbered Mutuals will occur during even-numbered years. Each director shall serve a two-year term.

- 1) One (1) director will be elected from each Mutual except for Mutuals One (1) and Two (2) where there will be two (2) Directors.

b. Special Elections

Upon the occurrence of a vacancy on the BOD representing an odd- or even-numbered Mutuals, the process for a special election will begin within ten (10) days after the Secretary of the Board is notified of the vacancy.

2. Voting

a. Qualification for Voting

Members may vote only by using the mail-in secret ballot. Members may cast one (1) vote, except on the ballots of Mutuals One (1) and Two (2), members may cast two (2) votes, but they may not be cast cumulatively. Members may obtain replacement ballots by contacting the Inspector of Elections.

b. Cumulative Voting

There is no provision in the GRF By-Laws for cumulative voting, i.e., stacking votes for one candidate.

3. Candidates

a. Candidate Eligibility and Qualifications

All members of the GRF "in good standing" are eligible to run for election to the BOD representing the Mutual in which they reside. "In good standing" is defined as a member who is no more than 30 days in arrears of his or her carrying charge to the Mutual, or in arrears in any fine or fee set forth in the By-Laws.

GOLDEN RAIN OPERATIONS**Election Procedures**

The Corporate Secretary is authorized to determine the qualifications of a Director, pursuant to the terms of the GRF By-Laws.

b. Candidate Application Materials

Candidates shall turn in the following materials prior to the deadline set by the GRF.

- 1) Application for Candidacy as a GRF Director
- 2) Candidate Eligibility Disclaimer (set forth below)
- 3) Candidate Statement (set forth below)

At the time of turning in candidate materials, candidates must present current photo identification. Candidates will receive a receipt for their application.

c. Candidate Eligibility Disclaimer

Refer to GRF by-laws, Article Six, Section 1. Candidates shall complete an Eligibility Disclaimer to set forth that they are qualified to serve on the GRF Board of Directors.

d. Candidate Statement

Prior to the deadline established by the GRF, each candidate shall submit a Statement containing up to 300 words (no less than 12 point type, single sided). The statement shall be mailed with the ballot.

- 1) The statement shall contain the candidate's background, qualifications and Platform, and shall not contain any disparaging or defamatory content.

e. Notification of Nominations for Election of Directors

The GRF shall place a notice in the *Golden Rain News* not less than ninety (90) days prior to the election counting meeting that any member may place his or her name into nomination for the director position representing the Mutual in which they reside. The notice shall be published in the *Golden Rain News* every week thereafter until the election counting meeting is held.

f. Self-Nomination by Members

Members who wish to nominate themselves as a candidate for election to the BOD must do so in writing to the Stock Transfer Office not more than ninety (90) days or less than sixty (60) days prior to the election counting meeting.

GOLDEN RAIN OPERATIONSElection Procedures

- 1) All candidates shall be provided candidate instructions upon submitting their name for nomination.
- g. A Mutual BOD may appoint a nominating committee for the purpose of recommending a candidate for the election. Any candidates who are recommended by their Mutual BOD or nominating committee will be given candidate instructions by the Stock Transfer Office.
- h. Nominations from the floor
- Nominations from the floor are prohibited.
- i. Campaign Cycle
- The campaign cycle shall begin mid-April and end mid-May.
- j. Equal Access to GRF Media
- 1) Candidates and other members advocating a point of view for purposes reasonably related to the election shall be provided a one-time access to the GRF's website (LWSB website) during the campaign cycle as follows:
 - A) Submissions shall be posted on the election bulletin board on the LWSB website during the campaign cycle.
 - B) Submissions shall be limited to 300 words, and shall not contain disparaging or defamatory content.
 - C) One submission shall be accepted from each candidate for posting on the LWSB website.
 - 2) Candidates and other members advocating a point of view for purposes reasonably related to the election may purchase, subject to space availability and advertising guidelines established by the News Office, a maximum of a half-page of space in an edition of the *Golden Rain News* at regular advertising rates during the campaign cycle. No other access to the *Golden Rain News* will be granted.
 - 3) Equal access to clubhouses shall be provided at no cost to all candidates, including those who are not incumbents, and to all members advocating a point of view for purposes reasonably related to the election. The clubhouses are subject to availability by reservation only on a first-come,

GOLDEN RAIN OPERATIONS**Election Procedures**

first-serve basis.

- 4) In the event that an incumbent director makes any statements or takes any actions, solely in the context of that directors' performance of his/her duties as a director, any and all such statements or actions shall not constitute provision by the GRF of access to its media for campaign purposes.
- 5) In the event that the GRF's media reports any candidates' statements or actions that are reasonably unrelated to the election, the reporting of such shall not constitute provision by the GRF to its media for campaign purposes.
- 6) In accordance with Civil Code 5135, no GRF funds shall be used for campaign purposes, except to the extent necessary for the GRF to comply with the duties imposed upon it by law.
- 7) Provision of Mailing Labels

Candidates are entitled to purchase labels for the addresses in their Mutual at a flat rate of \$10 per request, plus \$0.25 per sheet cost which is to be paid at the time the labels are ordered. Labels can be ordered by completing an "Access to Documents" form in the Accounting Department.

- 8) Non-Responsibility for Statements and Actions

Neither GRF or its officers, directors or employees shall be responsible for any claims, damages, injuries, judgments, orders or settlements, including attorney's fees, arising from a candidate's Statement or actions made in connection with an election.

4. Election Meetings

The GRF BOD will convene a special meeting one week prior to the Annual Meeting for the purpose of the Inspector of Election counting secret ballots. All members are welcome to attend the special meeting.

In the case of a special election, the GRF BOD will convene a special meeting approximately thirty (30) days after the ballots are mailed for the purpose of the Inspector of Election counting ballots. All members are welcome to attend the special meeting.

5. Election Process

- a. The Executive Committee shall review and approve the election materials and the election process.

GOLDEN RAIN OPERATIONS

Election Procedures

- b. The GRF shall contract with an independent third-party vendor to perform all election services as Inspector(s) of Election. The vendor will be directed to conduct the election, and be accountable for the conduct of the election in accordance with this policy and all applicable codes, By-Laws, and state laws.
 - c. During its meeting in February, the Executive Committee of the GRF BOD will recommend that the Board appoint the election services company as its Inspector(s) of Election.
 - d. During its meeting in February, the BOD will appoint the election services company as its Inspector of Election.
 - e. If the GRF does not contract with a vendor to perform all election services, then the GRF will conduct the election in accordance with this policy and all applicable codes, By-Laws, and state laws. The GRF BOD will appoint in-house Inspector(s) of Election.
6. Election Materials
- a. Ballot Packet

The ballot packet will consist only of a mail-in secret ballot, voting instructions, any candidate Statements/resumes, two return envelopes, and mailing instructions for the election. The ballot packet will be mailed no less than thirty (30) days prior to the ballot counting meeting.
 - b. Secret Ballots Returned By Mail

The mail-in secret ballot is required to be mailed to the Inspector(s) of the Election for proper verification and validation, and must be received before noon on the date established on the ballot.

The mail-in secret ballot is irrevocable once received by the Inspector(s) of the Election.

The Inspectors of Election will open and process, in public view, the mail-in secret ballots on the day of the special meeting held for the purpose of counting ballots as outlined under Section 7.

 - 1) If a mail-in secret ballot is compromised or improperly sealed or addressed, or has any identifying marks, it will be invalidated by the Inspector(s) of the Election.

GOLDEN RAIN OPERATIONS

Election Procedures

7. Inspector(s) of the Election

a. Inspector(s) of the Elections shall perform the following:

- 1) Determine the number of shareholders entitled to vote and the voting power of each.
- 2) Establish a mailing address for mail-in ballots, and the contact phone number for members' questions.
- 3) Prepare and mail to all members in the odd- or even-numbered Mutuals, no later than thirty (30) days prior to the election meeting, the notice letter, mail-in secret ballot, any candidate Statements/resumes, voting instructions, two envelopes, and mailing instructions for the GRF election, in a manner consistent with providing and ensuring that the member's vote will be by "secret ballot."
- 4) Receive mail-in secret ballots.
- 5) Open mail-in secret ballots at the special meeting for the purpose of counting ballots.
- 6) Count and tabulate all votes.
- 7) Determine the results of the election.
- 8) Certify, in writing, that the election was held in accordance with this policy and Section 5110 of the Davis-Stirling Common Interest Development Act (the Act).
- 9) Consult with the GRF's legal counsel if necessary to fulfill the Inspector(s)' obligations under the law.

8. Observers of the Election

Any candidate or member of the GRF may witness the counting and tabulation of the votes. However, the Inspector(s) of Election may establish reasonable guidelines for candidates and members for the observing of the counting and tabulation of ballots, including guidelines on distance from which observers may stand.

9. Ballot Retention

GOLDEN RAIN OPERATIONS**Election Procedures**

The sealed ballots at all times shall be in the custody of the Inspector or Inspectors of election or at a location designated by the inspector or inspectors until after the tabulation of the vote, and until the time allowed by Section 5145 of the Civil Code (twelve months) for challenging the election has expired, at which time custody transferred to the GRF.

After the transfer of the ballots to the GRF, the ballots shall be stored by the GRF in a secure place for no less than one year after the date of the election.

Policy

Adopted: 15 Jun 76
Amended: 20 Aug 96
Amended: 19 Aug 97
Amended: 15 Sept 09
Amended: 15 Feb 11
Amended: 24 Feb 15
Amended: 23 Feb 16
Amended: 27 Dec 16

GOLDEN RAIN FOUNDATION
Seal Beach, California

GOLDEN RAIN OPERATIONS**ORGANIZATION OF THE BOARD****Election of Officers**

The Board shall conduct an open session, for the purpose of an organizational meeting, immediately following the Annual Meeting for the purpose of electing officers. The election of officers shall be in accordance with Robert's Rules of Order. A quorum of the Board must be present for the election of officers. The election to an officer's position shall be for a one-year term; however, the Board may change the officers anytime throughout the year. Only directors present at the meeting are eligible to be elected as an officer of the Board.

If the current President is a candidate for that office, the chair will be turned over to the Executive Director or his representative until a new President is elected.

The chair shall call for nominations for each office in the following order: President, Vice President, Corporate Secretary, and Treasurer.

Nominations should not be seconded. After nominations have been received, the chair shall call up to three times for additional nominations. If there are none, the chair will declare the nominations closed.

In uncontested elections, the chair will declare the nominated person elected. Where two or more candidates are nominated for an office, the vote will be by secret written ballot utilizing a procedure to maintain confidentiality.

The winning candidate must receive a majority of the votes cast. The written ballots will be counted by the recording secretary and a second staff member or the Inspector of Elections. A member of the audience will be asked to volunteer as an observer to witness the counting of ballots. The recording secretary will inform the chair of the results.

If there are more than two candidates and no one receives a majority vote of the attending Directors, the candidate receiving the fewest votes shall be eliminated and balloting shall continue until one candidate receives a majority vote.

The chair will announce the vote count (if requested) and name of the winning candidate.

Policy

Adopted: 12 Jul 94
 Amended: 15 Jul 97
 Amended: 16 Mar 99
 Amended: 19 Apr 11
 Amended: 26 May 15
 Amended: 23 Feb 16

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Feb 16)

GOLDEN RAIN OPERATIONS**Board of Directors Code of Ethics and Conduct**

As members of the Golden Rain Foundation (GRF) Board of Directors (BOD), we recognize the importance of ethical principles that guide our actions. This Code is expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service through accurate, unbiased, and courteous actions.
2. We acknowledge our duty of loyalty to the GRF by adhering to the rules of confidentiality relating to director, staff or shareholder/member discipline or any litigation. **This duty survives a Director's term in office.**
3. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees.
4. We shall disclose to the BOD, financial or personal conflicts of interest relating to the business of the GRF. They will recuse themselves and abstain from voting on any issue where there may be a reasonable expectation of a conflict of interest. (Civil Code 5350)
5. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of our shareholder/members.
6. We shall perform their fiduciary duties by acting in good faith to promote the best interests of the GRF through reasonable inquiry and investigation. (Civil Code 7231-Business Judgement Rule).
7. All Directors acknowledge their obligation to support decisions made by a majority of the BOD. (Davis-Stirling 7231(A)).

Policy

Adopted: 24 Jan 17

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Jan 17)

GOLDEN RAIN OPERATIONS
Board of Directors Censure Procedure

PREFACE

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

1. DIRECTOR CENSURE

- 1.1. A censure is the process by which the GRF BOD, acting by a two-thirds majority vote, can reprimand or condemn the actions of a fellow member in the event that the member:
 - 1.1.1. Acts unilaterally;
 - 1.1.2. Discloses confidential information;
 - 1.1.3. Fails to attend three consecutive months of regularly scheduled BOD meetings without prior notice, and based on a reasonably unavoidable situation, as determined in the Board's sole discretion, such as a medical condition, personal emergency, etc.;
 - 1.1.4. Fails to act in a way that respects others;
 - 1.1.5. Creates a hostile environment including acting disruptively;
 - 1.1.6. Fails to support decisions made by a majority of the BOD;
 - 1.1.7. Fails to comply with the law, governing documents, policies or procedures of the GRF; or
 - 1.1.8. In the event of an act or omission that creates a threat to any individual, the GRF or the community.
- 1.2. The following steps will be used to censure a director. All proceedings related to a censure shall be conducted in a closed, executive session meeting.
- 1.3. The Director(s) subject to the censure may not elect to have the proceedings conducted in an open, public session.

2. MOTION TO CENSURE

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

GOLDEN RAIN OPERATIONS
Board of Directors Censure Procedure

for presentation at a special executive session, closed meeting of the full BOD.

- 2.2 If the Presiding Officer elects not to place the motion on the agenda of a special executive session meeting of the BOD, two members may request a special executive session meeting of the BOD.
- 2.3 A director subject to censure shall be provided with at least ten (10) business days prior notice of the censure including the reason for the censure and the date, time and location of the meeting where censure will be considered. A copy of the "Motion to Censure" form will also be included. Notification shall be sent by Certified U.S. Mail through the Executive Director's office. The President or Presiding Officer will also contact the Director directly.
- 2.4 The BOD shall be provided at least five (5) days advance written notice of the special executive session of the full BOD regarding the "Motion to Censure", which shall include a copy of the submitted form. Notification shall be sent by the U.S. Mail through the Executive Director's office to all BOD members with the addition of an email notification containing the date, time and location of the meeting.
- 2.5 A director subject to censure may provide a written response to all BOD members no later than two (2) business days prior to the meeting. The director shall also be provided an opportunity to respond to the reason for censure at the meeting.
- 2.6 The censure motion may be debated and following the debate the BOD may take one of the following actions:
 - 2.1.1. Postpone the motion by a simple majority for any reason, including, but not limited to, the desire of the majority to gather additional information and/or permit the director to respond further. (Policy 5601.1)
 - 2.1.2. Approve the motion by a two-thirds (2/3) majority of a quorum of the non-offending directors; or
 - 2.1.3. Defeat the motion
- 2.7 Written notice of the BOD's decision shall be sent by Certified U.S. Mail to the named member(s) no more than 15 business days following the meeting.

3. ENFORCEMENT PROCEDURES

- 3.1. If the "Motion to Censure" is passed, the non-offending BOD members may choose one or more of the following actions:

GOLDEN RAIN OPERATIONS
Board of Directors Censure Procedure

- 3.1.1 WARNING/EDUCATION
- 3.1.2 REMOVAL FROM OFFICE OR CHAIR
- 3.1.3 REMOVAL FROM COMMITTEE
- 3.1.4 REQUEST FOR RESIGNATION
- 3.2. For offenses relating to the disclosure of confidential or sensitive information, upon a vote of two-thirds (2/3) of the majority of the quorum of the non-offending BOD members, the offender may be prevented access to confidential information.
- 3.3. If at any time a Director commits a crime or subjects the Foundation to financial risk, that Director shall be subjected to legal action by the Foundation. This may include removal from GRF Liability coverage.
- 3.4. Censure remains in effect until the next annual meeting.

Policy
Adopted: 24 Jan 17

GOLDEN RAIN FOUNDATION
Seal Beach, California

(JAN 2017)

GOLDEN RAIN OPERATIONS

Board of Directors Code of Ethics and Conduct

MOTION TO CENSURE

Date of request _____

I, _____ wish to file
Print Name Director signature Mutual

a formal motion Censure of _____
Director name

For the following reason(s):

THE MOTION IS SECONDED BY:

Print Name Mutual Signature

DATE OF SUBMISSION TO:

Officer Name and Title Signature

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

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

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

Policy
Adopted: 24 Jan 17

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Jan 17)

BOARD INTERNAL OPERATIONS

Contract Procedures

1. All contracts shall be assigned a reference number, including the cost center number.
2. The originals of the Golden Rain Foundation current contracts are to be kept in the Finance Department vault.
3. No original current contracts are to be removed from the Finance Department.
4. Numbered copies of the current contracts are to be found in the Board office of the Golden Rain President and the office of the Executive Director.
5. Copies of the current contracts may be checked out as needed.
6. Completed contracts will be scanned and archived.
7. Approved contracts shall be:
 - a. Stamped as approved;
 - b. Signed by all parties to the contract;
 - c. Dated as of the date the contract is approved; and
 - d. Assign a reference number including the cost center number.

Policy

Adopted: 21 Oct 69
Amended: 20 Aug 85
Amended: 26 May 15

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

GOLDEN RAIN OPERATIONS

BOARD MEETINGS

Publication of Minutes

1. The draft minutes of the monthly Golden Rain Foundation open meeting, except executive sessions, will be published in the *Golden Rain NEWS* as soon as possible.
2. Any corrections to the draft minutes will be published in the *NEWS*.
3. The minute record as published will include policy statements in full if the minute record shows action concerning any policy.
4. The publication of these draft minutes will include a statement that they are tentative and subject to correction and adoption by the Board of Directors.

Policy

Adopted: 16 May 1972
Amended: 15 Aug 1978
Amended: 21 Oct 1986
Amended: 28 Apr 2015

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

GOLDEN RAIN OPERATIONS**BOARD MEETINGS****Participation by Foundation Shareholder/Members**

The policy of the Golden Rain Foundation (GRF) is to communicate fully and freely with the Shareholder/members of the GRF. The Davis-Stirling Common Interest Development (CID) Act states the following, under Civil Code 4900, Open Meeting Act, in part:

Section (h): The board of directors of the association shall permit any member of the association to speak at any meeting of the association or the board of directors, except for meetings of the board held in executive session. A reasonable time limit for all members of the association to speak to the board of directors or before a meeting of the association shall be established by the board of directors.

As used in section (h), "meeting" includes any congregation of a majority of the members of the board at the same time and place to hear, discuss, or deliberate upon any item of business scheduled to be heard by the board, except those matters that may be discussed in executive session.

In compliance with Civil Code 4900, Open Meeting Act, GRF Shareholder/members who wish to speak at any scheduled Board meetings of the GRF Board of Directors (BOD), may do so as follows:

- A. Any Shareholder/member of the GRF shall be permitted to speak at any scheduled meeting of the GRF BOD where there is a majority of the GRF BOD present, except for meetings of the GRF held in executive session, in accordance with this policy.
- B. When the meeting is called to order, the BOD will receive questions from the membership provided that:
 1. Prior to the meeting, the Shareholder/member properly completes the form entitled, "Comments/Questions from the Membership" and turns it in before the meeting is called to order. (See exhibit A)
 - a. GRF Staff shall be responsible for collecting the "Comments/Questions from the Membership" forms just before the meeting is called to order and numbering them in the order they are received.
 2. When recognized by the Presiding Chair, the Shareholder/member shall state his/her name, Mutual and apartment number.
 3. The Shareholder/member may speak for a maximum time limit of four (4) minutes per meeting or for a time limit determined by the Presiding Chair.

GOLDEN RAIN OPERATIONS**BOARD MEETINGS****Participation by Foundation Shareholder/Members**

4. The Shareholder/member must relinquish the floor when notified by the appropriate Board Member that the time allowed for comments or questions has expired.
- C. If the "Comments/Questions from the Membership" form contains a question for the BOD:
1. At the discretion of the Presiding Chair, members of the BOD and/or staff present at the meeting may respond to the question in the event that the ability exists to answer the question from knowledge at hand;
 2. If the question requires research or action by any of the Committees of the BOD, the Presiding Chair shall refer the question to the proper staff or Committee Chair.

It is incumbent upon staff members and/or Committee Chairs to whom unanswered questions **have been referred that they do the necessary** research within their department and/or committee so that the proper response may be supplied to the Shareholder/member. Where responses are written, they will be processed through the appropriate department or Committee with the response to the Shareholder/member copied to the full GRF BOD.

- D. At the conclusion of the Shareholder/member comments and questions portion, the BOD will continue the meeting with no further comments from the Shareholder/members.

Policy

Adopted: 15 Oct 74
 Amended: 19 Nov 85
 Amended: 14 Jun 95
 Amended: 15 Apr 97
 Amended: 17 Mar 09
 Amended: 14 Apr 15

GOLDEN RAIN FOUNDATION
Seal Beach, California

GOLDEN RAIN OPERATIONS

BOARD MEETINGS

Calling a Special Meeting

By-Laws of the Golden Rain Foundation, Article V. Board of Directors, Section 3 state the following:

“Special meetings of the Board may be called at any time by the President, or if he (he/she) is absent or unable or refuses to act, by any Vice President, or the Secretary or by any two (2) Directors, or by one Director if only one is in office.”

Calling the Meeting. ([Corp. Code §7211\(a\)1.](#)) Davis-Stirling Act. “Unless otherwise provided in the articles or in the bylaws, board meetings may be called by the chairman or president or any vice president or the secretary or any two directors.”

Policy
Adopted: 26 May 15

GOLDEN RAIN FOUNDATION
Seal Beach, California

(May 15)

Page 1 of 1

Golden Rain Foundation Executive Committee Human Resources Report – May 12, 2017

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

1) GRF – Budget Variance Information – GRF has a year-to-date favorable variance of **\$248,348** in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses				
6100000	Salaries & Wages	2,364,073	2,478,703	114,630
6100001	Vacation Accrual Expense	(8,917)	0	8,917
6101000	Commissions	13,299	13,732	433
6140000	Employment Taxes	215,424	253,318	37,894
6142000	Workers' Compensation	127,340	173,776	46,436
6143000	Group Insurance - Medical	230,775	264,784	34,009
6143300	Group Insurance - Dental	5,131	5,412	281
6143500	Group Insurance - Vision	3,284	3,864	580
6144000	401(k) Match	44,927	45,994	1,067
6145000	Group Insurance - Life	8,605	9,232	627
6146000	Long Term Disability Insurance	7,294	10,768	3,474

2) Cost Center 20 – Human Resources Budget Variance Information – The Human Resources department has a year-to-date favorable variance of **\$1,851** 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	69,784	67,932	(1,852)
6100001 20	Vacation Accrual Expense - Human Resourc	(8,917)	0	8,917
6140000 20	Employment Taxes - Human Resources	5,589	6,003	414
6142000 20	Workers' Compensation - Human Resources	1,613	2,336	723
6143000 20	Group Insurance - Medical - Human Resour	7,408	9,560	2,152
6143300 20	Group Insurance - Dental - Human Resourc	172	188	16
6143500 20	Group Insurance - Vision - Human Resourc	106	128	22
6144000 20	401(k) Match - Human Resources	1,342	1,249	(93)
6145000 20	Group Insurance - Life - Human Resources	308	236	(72)
6146000 20	Long Term Disability Insurance - Human R	293	276	(17)
6210006 20	FSA Administration Fees - Human Resource	48	0	(48)
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	50	88	38
6213000 20	Employee Recruitment - Human Resources	1,711	1,200	(511)
6213005 20	Employment Screening - Human Resources	2,790	2,520	(270)
6214500 20	Gifts - Human Resources	100	120	20
6410000 20	Office Supplies - Human Resources	777	200	(577)
6410030 20	Printer / Copier Supplies - Human Resour	137	180	43
6410035 20	Refreshments - Human Resources	61	225	164
6434110 20	Legal Fees - HR - Human Resources	1,056	2,400	1,344
6482000 20	Dues, Memberships & Books - Human Resour	150	350	200
	Total Expenses	84,593	95,361	10,768

3) Cost Center 22 – Emergency Preparedness Budget Variance Information – The Emergency Preparedness department has a year-to-date favorable variance of \$1,187

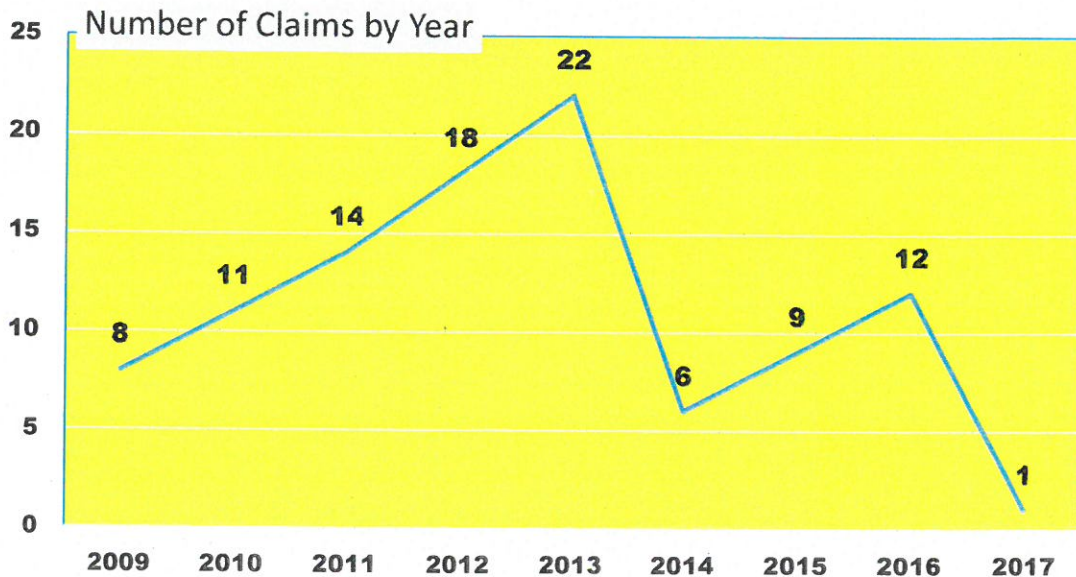
Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Emergency Preparedness				
6100000 22	Salaries & Wages - Emergency Prepared	5,625	5,535	(90)
6140000 22	Employment Taxes - Emergency Prepared	424	742	318
6142000 22	Workers' Compensation - Emergency Prepar	416	556	140
6211000 22	Continuing Education - Emergency Prepare	0	625	625
6410045 22	Emergency Supplies - Emergency Preparedn	464	600	136
6422000 22	Telephone - Emergency Prepare	223	280	57
Total Expenses		7,151	8,338	1,187

4) Safety

a. No new claims in April. No lost time claims to date.

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	0	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

Staff Member Information

Data as of
April 30, 2017 unless noted otherwise

5) Recruitment

Openings in April:

<i>Position</i>		<i>Status</i>	<i>Dept</i>
Security Officers	4 Part-time	Accepting Applications/Interviewing	37 – Security
Security Chief	1 Full-time	Interviews in progress	37 - Security
Parking Enforcement Specialist	2 Full-time	Accepting Applications	37 - Security
Building Inspector	1 Full-time	Interviews in progress	70 – Physical Property
Electrician	1 Full-time	Interviews in progress	74 – Service Maintenance
Plumber	1 Full-Time	Interviews in progress	74 – Service Maintenance
Carpenter	1 Full-Time	Accepting Applications	74 – Service Maintenance
General Maintenance	1 Full-Time	Offer made. Screening in progress.	74 – Service Maintenance
Bus Drivers	1 Part-time	Interviews in progress	38 – Transportation
Total Openings	13		

6) Staff Counts – As of 04-30-2017

Current Staff Count – 229	<i>Hires</i>	<i>Separations</i>	<i>Promotions</i>
• APR 2017	6	7	3
• YTD 2017	18	20	5
• 2016	48	42	14

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

<i>2017 Data as of 04/30/2017</i>	<i>NEW HIRES</i>		<i>SEPARATIONS</i>	
<i>Department</i>	<i>2017 To Date</i>	<i>2016 Actual</i>	<i>2017 To Date</i>	<i>2016 Actual</i>
ADMINISTRATION				
FINANCE		1		
GOLF				
HUMAN RESOURCES	1		1	
INFORMATION TECHNOLOGY SVS				
LIBRARY		1	1	2
MUTUAL ADMINISTRATION	1	2		6
NEWS		1		
PHYSICAL PROPERTY	1	2	1	1
PURCHASING				
RECREATION (includes Exercise/Pool)		2		1
SECURITY	8	25	9	19
SERVICE MAINTENANCE	5	7	6	8
STOCK TRANSFER	2	<i>(included in MAC)</i>	2	<i>(included in MAC)</i>
TRANSPORTATION		7		5
GRAND TOTAL	18	48	20	42

8) 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	2	30	1	0
MAC – Mutual Administration	3	4	0	0
Total	22	83	119	5
Total Employee Count	229			

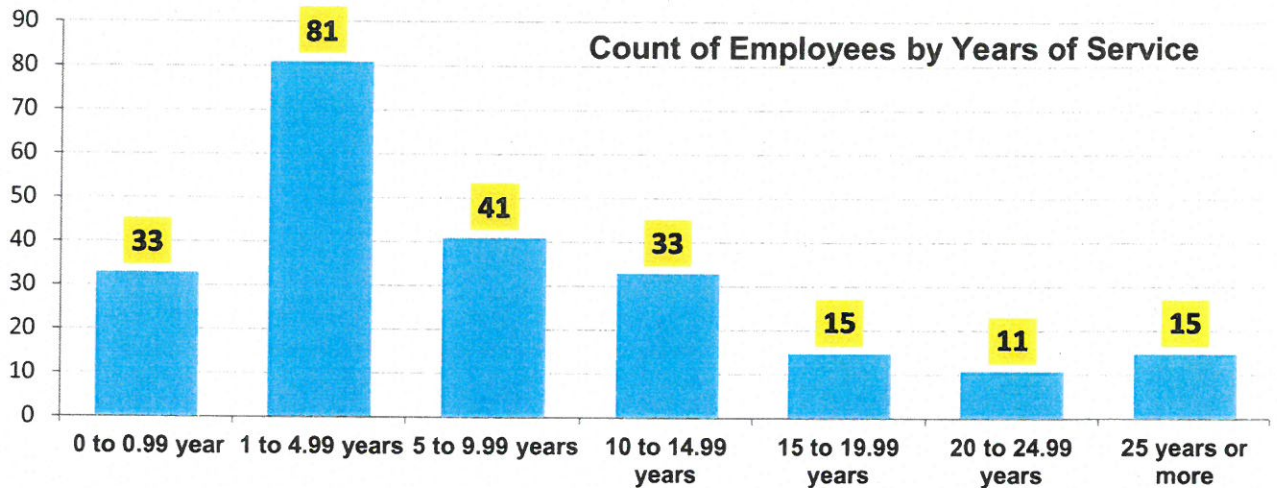
Summary

Employee Type	Count	% of Total
Full-time	105	45.9%
Part-time	119	52.0%
Per Diem	5	2.2%
Total	229	

- FULL TIME
- PART TIME
- PER DIEM

9) Demographics

Category	All Employees	Full-Time	Part-Time	Per Diem
Years of Service	8.5	11.4	6.0	6.8
Average Hourly Rate	\$19.80	\$26.68	\$13.84	\$14.04



Employees with 25 Years or More of Service

44.1 yrs Juan Robledo – Service Maint.	32.8 yrs Terry De Leon – Recreation
43.6 yrs Ruben Gonzalez – Service Maint.	30.6 yrs Edgar Santamaria – Service Maint.
39.0 yrs Dede Martin – News	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	25.6 yrs David Van Horn – Physical Property
36.1 yrs Grant Winford – Transportation	25.3 yrs Gerald Antisdal – Physical Property
33.9 yrs Cathie Merz – News	

10) Employees Working Greater Than 28 Hours in a Week

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

CC	4/23	4/16	4/9	4/2	3/26	3/19	3/12	3/5	2/26	2/19
35	30.00	30.00	30.00		31.00		30.50			
37									28.25	
37									30.50	
37									29.00	
37									29.00	
37										28.50

11)Overtime

There is an *unfavorable* variance of **\$13,685.96** for April 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	235.00	31.50	\$1,260.00	203.50	\$7,136.76	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 April - Prepared by MWKerr 05/01/17 (Check date 04/28/2017)

Cost Center	CURRENT MONTH			EXPENSE		
	HOURS		Fav/(Unfav)	EXPENSE		Fav/(Unfav)
	Actual	Budget	Variance	Actual	Budget	Variance
20 Human Resources	4.75	0.00	(4.75)	\$229.74	\$0.00	(\$229.74)
22 Emergency Preparedness	1.50	0.00	(1.50)	\$72.90	\$0.00	(\$72.90)
30 Administration	1.75	17.33	15.58	\$54.60	\$519.25	\$464.65
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	20.50	0.00	(20.50)	\$586.19	\$0.00	(\$586.19)
34 Information Technology Services	3.00	1.00	(2.00)	\$122.04	\$50.83	(\$71.21)
35 Library	0.00	0.83	0.83	\$0.00	\$23.58	\$23.58
36 News	2.75	20.83	18.08	\$94.51	\$710.50	\$615.99
37 Security	4.00	23.33	19.33	\$102.30	\$522.50	\$420.20
38 Transportation	0.00	1.92	1.92	\$0.00	\$38.75	\$38.75
40 Community Facilities	12.50	6.67	(5.83)	\$339.51	\$182.92	(\$156.59)
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	1.00	0.00	(1.00)	\$19.13	\$0.00	(\$19.13)
70 Physical Properties	21.25	8.33	(12.92)	\$639.20	\$297.92	(\$341.28)
74 Service Maintenance	152.00	0.00	(152.00)	\$5,723.39	\$0.00	(\$5,723.39)
(Less) Billable to mutuals	(31.50)			(\$1,260.00) Approx.		
75 Service Maintenance	10.00	0.00	(10.00)	\$413.25	\$0.00	(\$413.25)
MAC Mutual Administration	0.00	4.00	4.00	\$0.00	\$120.67	\$120.67
Totals	203.50	84.25	(119.25)	\$7,136.76	\$2,466.92	(\$4,669.84)

12) 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 April, total plan assets are \$9,253,363.26
- 2017 YTD Employee Contributions \$142,429.62* Average Per Month \$35,607.41
- 2017 YTD GRF Matching Contributions \$44,926.89* Average Per Month \$11,231.72

*Through check date 04/28/2017

13) 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

14) Gift Log – Available Upon Request

Executive Committee Report compiled by:

**Cindy Flynn, Human Resources Director
May 12, 2017**

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Golden Rain Foundation
 May 12, 2017, Meeting of the Executive Committee
 Budget Comparison Report – April 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	330	236
6420100 29	Electricity - Administration Bldg	5,611	6,014	403
6425100 29	Natural Gas - Administration Bldg	337	452	115
6471000 29	Building Repair & Maintenance - Administ	967	560	(407)
6477210 29	Pest Control - Administration Bldg	240	410	170
6478000 29	Service Contracts - Administration Bldg	1,624	1,810	186
6484000 29	Permits & Licenses - Administration Bldg	0	0	0
	Total Expenses	8,874	9,576	702
5330000 29	Income / Refund from Mutuals - Administr	11,912	11,912	0
	Total Cost Recovery	11,912	11,912	0
Off Budget Items				
	Net Income / (Expense)	3,038	2,336	702

**Budget Variance Report - April 2017
 Administration Building - CC 29**

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6420100	Electricity	403	Favorable - Due to usage
6477210	Pest Control	170	Favorable - Annual Termine Inspection not performed, out for bid
6478000	Service Contracts	186	Favorable - Biannual Fire Inspection invoice not yet received
Total Explained Variances		<u>759</u>	

Golden Rain Foundation
 May 12, 2017, Meeting of the Executive Committee
 Budget Comparison Report – April 2017
Administration – Cost Center 30

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration				
6100000 30	Salaries & Wages - Administration	117,015	122,328	5,313
6140000 30	Employment Taxes - Administration	9,386	9,080	(306)
6142000 30	Workers' Compensation - Administration	968	1,564	616
6143000 30	Group Insurance - Medical - Administration	10,538	9,232	(1,306)
6143300 30	Group Insurance - Dental - Administration	274	164	(110)
6143500 30	Group Insurance - Vision - Administration	112	108	(4)
6144000 30	401(k) Match - Administration	847	789	(58)
6145000 30	Group Insurance - Life - Administration	497	548	51
6146000 30	Long Term Disability Insurance - Administration	423	640	217
6211000 30	Continuing Education - Administration	0	300	300
6214000 30	Meals & Special Events - Administration	47	500	453
6214500 30	Gifts - Administration	0	400	400
6215000 30	Mileage - Administration	1,988	2,050	62
6410000 30	Office Supplies - Administration	219	2,800	2,581
6410003 30	Board Office Supplies - Administration	169	700	531
6410010 30	Hospitality - Administration	833	660	(173)
6410015 30	Computer Supplies - Administration	239	0	(239)
6410025 30	Lunch Room Supplies - Administration	106	50	(56)
6410030 30	Printer / Copier Supplies - Administration	1,519	1,100	(419)
6410035 30	Refreshments - Administration	447	50	(397)
6422000 30	Telephone - Administration	20,514	20,880	366
6434100 30	Legal Fees - General Counsel - Administration	7,278	16,700	9,422
6434105 30	Legal Fees - Litigation - Administration	13,952	4,000	(9,952)
6437100 30	Reserve Study - Administration	4,750	17,500	12,750
6439000 30	Other Professional Fees - Administration	0	2,700	2,700
6444000 30	Equipment Rental - Administration	1,504	1,508	4
6472000 30	Equipment Repair & Maintenance - Administration	628	70	(558)
6478000 30	Service Contracts - Administration	3,801	4,100	299
6481000 30	Computer Maintenance & Software - Administration	180	0	(180)
6482000 30	Dues, Memberships & Books - Administration	477	400	(77)
6484000 30	Permits & Licenses - Administration	35	35	0
6731000 30	Property & Liability Insurance - Administration	141,056	156,688	15,632
6951000 30	Committee Discretionary Expense - Administration	0	1,000	1,000
	Total Expenses	339,801	378,664	38,863
Other Cost Recovery				
5335000 30	Management Fee - Administration	14,800	14,800	0
5385000 30	Other Income - Administration	996	996	0
5395000 30	Rental Income - Administration	6,007	20,778	(14,771)
5396000 30	Taxable Other Income - Administration	600	0	600
5396100 30	Taxable Other Income - Supervisory - Administration	29,322	28,520	802
5397100 30	Taxable Interest Income - Administration	1,193	0	1,193
	Total Other Cost Recovery	52,918	65,094	(12,176)
5330000 30	Income / Refund from Mutuals - Administration	314,252	314,260	(8)
	Total Cost Recovery	367,170	379,354	(12,184)
	Net Income / (Expenses)	27,368	690	26,678

Golden Rain Foundation
 May 12, 2017, Meeting of the Executive Committee
 Budget Comparison Report – April 2017

Budget Variance Report - April 2017
Administration - CC 30

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
	Salaries, Wages, & Benefits	4,713	Favorable - Wages lower than budgeted
6434100	Legal Fees - General Counsel	9,422	Favorable - General Counsel bills held below YTD budget
6434105	Legal Fees - Litigation	(9,952)	Unfavorable - Legal fees exceed budget
6437100	Reserve Study	12,750	Favorable - Actual cost came in lower than budgeted
6731000	Property & Liability Insurance	15,632	Favorable - Actual cost came in lower than budgeted
5395000	Rental Income	(14,771)	Unfavorable - RV Lot contract not finalized
Total Explained Variances		<u>17,794</u>	

Golden Rain Foundation
 May 12, 2017, Meeting of the Executive Committee
 Budget Comparison Report – April 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	294	264	(30)
6410020 55	Equipment Expense - Building Five	(863)	166	1,029
6420100 55	Electricity - Building Five	5,806	4,988	(818)
6471000 55	Building Repair & Maintenance - Building	2,259	400	(1,859)
6472000 55	Equipment Repair & Maintenance - Buildin	446	333	(113)
6477210 55	Pest Control - Building Five	320	320	0
6478000 55	Service Contracts - Building Five	1,691	1,763	72
6484000 55	Permits & Licenses - Building Five	0	0	0
	Total Expenses	9,952	8,234	(1,718)
Other Cost Recovery				
5385201 55	Cafe Commissions Income - Building Five	988	532	456
	Total Other Cost Recovery	988	532	456
5330000 55	Income / Refund from Mutuals - Building	9,804	9,804	0
	Total Cost Recovery	10,792	10,336	456
Off Budget Items				
	Net Income / (Expense)	840	2,102	(1,262)

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

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6471000	Building Repair & Maintenance	(1,859)	Unfavorable - Equipment for Conference Rm C
Total Explained Variances		(1,859)	