



Executive Committee

Agenda

Administration Conference Room
Friday, September 8, 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:
Randy Ankeny, Executive Director
Cindy Flynn, Human Resources Director
Paul Bristow, Security Services Director
Barbara Shuler, Finance Manager
Deanna Bennett, Recording Secretary
 - b. Rules of Order
 - c. Chairs Report
- 4. Approval of Minutes**
 - a. Minutes of August 11, 2017 (pp. 1-6)
 - b. Minutes of August 24, 2017 (Emergency meeting) (pp. 7-10)
- 5. Shareholder/Member Comments – Agenda Items Only**

(Limited to 3 minutes per person)
- 6. Correspondence**
- 7. Old Business**
 - a. Amend Job Descriptions:
 1. Inspectors (pp. 11-14)
 2. Project Coordinator/Building Inspector (pp. 15-18)
 - b. Security Department Uniform Recommendation - handout
- 8. New Business**
 - a. Director Training
 - b. 2018 Election Schedule - handout
 - c. Policy 5026-30, Election of Officers (pp. 19-20)

- d. Election Services Contract Extension (pp. 21-42)
- e. Establishment of New Sub-committee – GRF Director Booklet

10. Policies

- a. Amend:
 - i. 5041-30, Real Property Acreage (pp. 43-46)
 - ii. 1220-30, Resident Specialists (pp. 47-48)
 - iii. 5025-30, Election Procedures (pp. 49-56) – Discussion
- b. Policy 5110- Executive Committee (pp. 57-58) – Discussion

11. Subcommittee Reports

- a. Emergency Council Report

12. Staff Reports

- a. Human Resources Director (pp. 59 – 80)
- b. Finance Manager - handout
- 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 – August 11, 2017
- b. Personnel

16. Next Meeting/Adjournment

- a. **October 13, 2017**



EXECUTIVE COMMITTEE MINUTES
Friday, August 11, 2017

The meeting of the Executive Committee was held on Friday, August 11, 2017. The meeting was called to order at 1:00 p.m. by Chair Damoci, in the Administration Conference Room, followed by the Pledge of Allegiance led by Mrs. Reed.

ROLL CALL

Present: Mrs. C. Damoci, Chair
Ms. L. Stone, President
Mr. B. Lukoff
Mrs. L. Perrotti
Ms. K. Rapp
Mrs. J. Reed,
Corporate Secretary

Absent: Ms. S. Hopewell

Staff and
Guests: Mr. R. Ankeny, Executive Director
Ms. C. Miller, Director of Finance
Ms. C. Flynn, Director of Human Resources
Mrs. D. Bennett, Recording Secretary
Mr. R. Stone, GRF Representative, Mutual One
Ms. P. Snowden, GRF Representative, Mutual Two
Ms. R. Winkler, GRF Representative, Mutual Ten
Ms. S. Fekjar, GRF Representative, Mutual
Mr. P. Moore, GRF Representative, Mutual Seventeen
One Foundation Member

CHAIR'S ANNOUNCEMENTS

The Chair welcomed and introduced Foundations members, guests and staff and provided an update on the ID Replacement project.

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 September.

CHAIR'S ANNOUNCEMENTS

The Chair introduced Executive Director Randy Ankeny, Director of Finance, Carolyn Miller, Human Resources Director Cindy Flynn, Finance Manager Barbara Schuler and Recording Secretary Deanna Bennett.

CHAIR'S REPORT

The Chair removed agenda items 7.a. Bylaws and 10.a.ii. Amend Policy 1220-30, Resident Specialists from today's agenda.

APPROVAL OF COMMITTEE MINUTES

The minutes of July 14 and July 20, 2017 were approved, as presented.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

No shareholder/members spoke on agenda topics.

CORRESPONDENCE

No items of correspondence were received by the Committee.

OLD BUSINESS

Bylaws (This item was removed by the Committee Chair).

NEW BUSINESS

2018 Budgets – Cost Centers 20, 22, 29, 30, 55

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

TO recommend the Finance Committee approve the proposed 2018 Budgets for Cost Centers 20, 22, 29, 30, 55, as amended (increase Litigation amount to \$25,000).

Additional Staffing – Recreation Department

Due to the growing number special events organized and hosted by the Recreation Department, there has been a very heavy demand on existing staff to handle all of the requirements needed to assure that all of the trip advertisements, event list management,

ticket sales and hosting of the events, with at times more than one large bus per trip, is handled properly. This position would be on a flex schedule and would provide staffing for on-site events, vacation relief, assist in addressing Club issues and reservations and routine duties, to ensure a quality experience by the Shareholders. The annual expense for this additional position is \$45,600, per year, including benefits and taxes.

The Committee concurred to forward to Finance Committee and Board of Directors the request to add one FTE Clerical Position, to Cost Center 40, at an annual expense of \$45,600, per year, including benefits and taxes.

Acceleration of Hiring Additional Inspector

To keep pace with the amount of requests pertaining to Mutual and Shareholder projects, it is necessary to add an additional inspection staff position to the Physical Property Department to address the additional need for permits, contract work, inspection requests, escrow-related tasks and construction management.

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

TO recommend the Finance Committee approve the request for unbudgeted funds to add one FTE Building Inspector, to Cost Center 70, beginning in September 2017.

Position Description Amendments

The Committee concurred to accept the amendment to the Recreation Director position description, as presented in the agenda packet.

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

TO rescind position description 3893.1-36, General Office/Classified Salesperson.

The Committee concurred to adopt position description 3893.2-36, Media Administrative Assistant position description, as presented in the agenda packet.

The Committee concurred to amend the Assistant to the Executive Coordinator position description, as presented in the agenda packet.

Director Training

The Committee requested the Executive Director discuss types of director training at the January 2018 Committee meeting.

Election Schedule

The Executive Director will bring election policies to the next Executive Committee for review.

POLICIES

Amend Policy 1021-30, Posting of Signs on Trust Property

The Committee concurred to refer Policy 1021-30, Posting of Signs on Trust Property to the Policy Re-write Sub-committee.

Amend Policy 1220-30, Resident Specialists

This policy was removed from the agenda packet.

Amend Policy 5041-30, Real Property Acreage

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

TO recommend the GRF BOD accept amendment to Policy 5041-30, Real Property Acreage.

Amend Policy 5155-30, Plan Investment Administrative Committee

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

TO recommend the GRF BOD accept amendment to Policy 5155-30, Plan Investment Administrative Committee.

Rescind Policy 5518-30

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

TO recommend the GRF BOD rescind Policy 5518-30, Contract Procedures.

Amend Policy 5110-30, Committee Charter

The Policy will be reviewed at the September Committee meeting.

SUBCOMMITTEE REPORTS

Ms. Snowden, the Liaison to the Emergency Council, reported the activities of the Council. The Safety Coordinator and a representative from the Radio Club will be invited to attend the September Committee training.

STAFF REPORTS

Human Resources Director

The Executive 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.

MEMBER COMMENTS

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

COMMITTEE MEMBERS

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

The Chair called for a five minute break 3:19 p.m.

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

TO go into Executive Session.

ADJOURNMENT

The meeting was adjourned 4:22 p.m.

Carole Damoci
Chair, Executive Committee
08.11.17

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

ACTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- The minutes of July 14 and July 20 were approved, as presented;
- The Committee concurred to forward to Finance Committee and Board of Directors the request to add one FTE Clerical Position, to Cost Center 40, at an annual expense of \$45,600, per year, including benefits and taxes.
- The Committee concurred to accept the amend the Recreation Director position description, as presented in the agenda packet.
- The Committee concurred to adopt position description 3893.2-36 Media Administrative Assistant position description, as presented in the agenda packet.
- The Committee concurred to amend the Assistant to the Executive Coordinator position description, as presented in the agenda packet.
- The Committee concurred to refer Policy 1021-30, Posting of Signs on Trust Property to the Policy Re-write Sub-committee.

MOTIONS

- **TO** recommend the Finance Committee approve the proposed 2018 Budgets for Cost Centers 20, 22, 29, 30, 55, as amended.
- **TO** recommend the Finance Committee approve the request for unbudgeted funds to add one FTE Building Inspector, to Cost Center 70, beginning in September 2017.
- **TO** rescind position description 3893.1, General Office/Classified Salesperson.
- **TO** recommend the GRF BOD accept amendment to Policy 5041-30, Real Property Acreage.
- **TO** recommend the GRF BOD accept amendment to Policy 5155-30, Plan Investment Administrative Committee.
- **TO** recommend the GRF BOD accept amendment to Policy 5518-30, Contract Procedures.



EMERGENCY EXECUTIVE COMMITTEE MINUTES
Thursday, August 24, 2017

The meeting of the Emergency Executive Committee was held on Thursday, August 24, 2017. The meeting was called to order at 8:30 a.m. by Chair Damoci, in the Administration Conference Room B, followed by the Pledge of Allegiance led by Mrs. Reed.

ROLL CALL

Present:	Mrs. C. Damoci, Chair	Mrs. L. Perrotti
	Ms. L. Stone, President	Ms. K. Rapp
	Ms. S. Hopewell	Mrs. J. Reed
	Mr. B. Lukoff	
Staff and Guests:	Mr. R. Ankeny, Executive Director	
	Mrs. C. Mancilla, Recording Secretary	
	Mr. R. Stone, GRF Representative, Mutual One	
	Mr. P. Pratt, GRF Representative, Mutual Two	
	Ms. P. Snowden, GRF Representative, Mutual Two	
	Mr. W. Gould, GRF Representative, Mutual Five	
	Mr. S. McGuigan, GRF Representative, Mutual Eight	
	Mr. T. Doder, GRF Representative, Mutual Nine	
	Ms. R. Winkler, GRF Representative, Mutual Ten	
	Ms. Ms. Heinrichs, GRF Representative, Mutual Eleven	
	Ms. S. Fekjar, GRF Representative, Mutual Sixteen	
Mr. P. Moore, GRF Representative, Mutual Seventeen		
Two Shareholders/Members		

CHAIR'S ANNOUNCEMENTS

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

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with; there was 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 Emergency 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

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 September.

CHAIR'S ANNOUNCEMENTS

The Chair introduced Executive Director Randy Ankeny, and Recording Secretary Corina Mancilla.

NEW BUSINESS

Mutual Fifteen GRF Representative Election

After a brief discussion, in accordance with the By-laws, the Corporate Secretary ruled the Mutual 15 candidate is eligible to participate in the GRF election.

MEMBER COMMENTS

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

COMMITTEE MEMBERS

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

ADJOURNMENT

The meeting was adjourned 9:22 a.m.

Carole Damoci
Chair, Executive Committee
08.24.17

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE EMERGENCY
COMMITTEE MEETING ON August 24, 2017**

ACTIONS

- After a brief discussion, in accordance with the By-laws, the Corporate Secretary ruled the Mutual 15 candidate is eligible to participate in the GRF election.

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Building Inspector – 3392.2

Department:	Physical Properties	Wage/Salary Grade:	R46
Position Type:	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Shift:	40 Hours/week - 5 8-hour shifts M-F
Reports To:	Physical Properties Director	FLSA:	Non-Exempt

1. OVERALL FUNCTION

1.1. Responsible for inspection of all residential remodel building construction projects generated by Golden Rain Foundation, Mutual Corporations and shareholders.

2. JOB RESPONSIBILITIES Include the following. Other duties may be assigned.

2.1. Essential Functions

- 2.1.1. Consults with architects, engineers, electrical and general contractors, developers and homeowners on building methods and standards.
- 2.1.2. Plans review of all proposed remodel plans with Mutual Directors and contractors for compliance on local codes and with Mutual building standards.
- 2.1.3. Verifies compliance with Mutual policies for structural, electrical, plumbing and mechanical facilities, structures and systems.
- 2.1.4. Reviews and maintains all Mutual policies and regulations.
- 2.1.5. Inspects each stage of remodeling construction and approves or disapproves contractor's work.
- 2.1.6. Inspects work to be performed by contractors. Coordinates and supervises work performed by contractors.
- 2.1.7. Advises Mutual Boards regarding modifications of apartments initiated by the occupant and any unauthorized remodeling or installation of appliances without proper permits.
- 2.1.8. Verifies that work proposed in permit applications meets Mutual specifications and approves GRF permits. Reviews work for California Building Code compliance with Building Official.
- 2.1.9. Performs final inspection upon completion of Mutual projects.
- 2.1.10. Coordinates fire/safety inspection requirements.
- 2.1.11. Coordinates and monitors landscape and grounds work performed by contractor.
- 2.1.12. Coordinates transfer of stock inspections.
- 2.1.13. Coordinates maintenance work approved by the Mutual.

2.2. Non-Essential Functions

- 2.2.1. Accompanies inspectors from the City of Seal Beach and other outside agencies on inspections.
- 2.2.2. Establishes and maintains files as needed.
- 2.2.3. Assists Mutuels in specification writing, bidding, evaluation and preparation of contracts.

3. QUALIFICATIONS REQUIRED

3.1. Knowledge, Skills and Abilities

[Title]

- 3.1.1. Four years journey-level experience in building trades, with two of these years in inspection.
- 3.1.2. Knowledge of building codes and ordinances.
- 3.1.3. Knowledge of state and federally-mandated codes for mechanical, building and plumbing trades.
- 3.1.4. Recent experience as carpenter, plumber or pipefitter.
- 3.1.5. Knowledge of OSHA regulations, safety standards and requirements.
- 3.1.6. Knowledge of construction materials.
- 3.1.7. Knowledge of escrow process.
- 3.1.8. Driving a motor vehicle.
- 3.1.9. Reading blueprints and understanding specifications.

3.2. Physical Abilities

- 3.2.1. Frequently walking, standing, stooping, bending, kneeling, crawling, and climbing.
- 3.2.2. Lifting and carrying up to 30 pounds.
- 3.2.3. Close vision, distance vision and depth perception.

3.3. Mental Abilities

- 3.3.1. Reading, writing and communicating effectively, including presenting information at meetings, as necessary.
- 3.3.2. Analyzing and solving problems related to construction and maintenance.
- 3.3.3. Working effectively with co-workers, shareholders and/or members, family members, Board Directors, local city building inspectors, contractors and vendors.
- 3.3.4. Using diplomacy and sound judgment.

3.4. Education

- 3.4.1. Minimum high school diploma (or equivalent).

3.5. Licenses/Certificates

- 3.5.1. Equivalent completion of 12th grade supplemented by college level study in building inspection technology.
- 3.5.2. Class completion in National Electrical Code; Uniform Building Code, Uniform and/or Mechanical Codes.
- 3.5.3. Possession of International Conference of Building Officials certification (ICBO) as a plans examiner, plumbing inspector, mechanical inspector or building inspector within one (1) year of commencing employment.
- 3.5.4. A valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

4. PERSONAL PROTECTIVE EQUIPMENT

- 4.1. Rain gear
- 4.2. Safety glasses
- 4.3. Dust mask
- 4.4. Cotton/leather/rubber work gloves
- 4.5. Ear plugs
- 4.6. Hard hat
- 4.7. Boots

5. WORK ENVIRONMENT

- 5.1. Exposure to outdoor elements.
- 5.2. Occasional exposure to dust, fumes, odors and chemicals.

6. TOOLS AND EQUIPMENT USED

- 6.1. Cushman

- 6.2. Small hand tools
- 6.3. Ladder
- 6.4. Flashlight
- 6.5. Levels
- 6.6. Bolt cutter
- 6.7. Electrical test equipment
- 6.8. Wireless radio (walkie-talkie)
- 6.9. Copier
- 6.10. Telephone

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

Approved: 03 Dec 97
Amended: 02 May 11

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

Employee Name (print): _____

Employee Signature: _____ Date: _____

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Project Coordinator – 3392.3

Department:	Physical Property	Wage/Salary Grade:	R47
Position Type:	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Shift:	40 hours/week 5 - 8 hour shifts Monday - Friday
Reports To:	Physical Property & Recreation Supervisor Facilities Director	FLSA:	Exempt

1. Overall Function

1.1. Responsible for coordinating projects between contractors and the Recreation Department. Develops, recommends and provides specifications for building projects in the Community. Assists in the supervision of Building Inspectors including scheduling, project completion and remodeling of shareholder apartments, Golden Rain Foundation community facilities, and business offices.

2. Job Responsibilities include the following. Other duties as assigned.

2.1. Essential Functions

- 2.1.1. Prepares specifications and contracts for work to be done by outside contractors.
- 2.1.2. Consults with architects, engineers, electrical and general contractors, developers and shareholders on building methods and standards.
- 2.1.3. Plans review of all proposed remodel plans with Mutual Directors and contractors for compliance on local codes and Mutual building standards.
- 2.1.4. Verifies compliance with applicable building codes, ordinances and Mutual policies for structural electrical, plumbing and mechanical facilities, structures and systems.
- 2.1.5. Reviews and maintains all Mutual policies and regulations.
- ~~2.1.6. Inspects each stage of remodeling construction and approves or disapproves contractor's work.~~
- ~~2.1.7.~~ 2.1.6. Inspects work to be performed by contractors. Coordinates and supervises work performed by contractors.
- ~~2.1.8. Advises Mutual Boards regarding modifications of apartment s initiated by the occupant~~
- ~~2.1.9.~~ 2.1.7. Verifies that work proposed in permit applications meets Mutual specifications and approves GRF permits. Reviews work for California Building Code compliance.
- ~~2.1.10.~~ 2.1.8. Performs final inspection upon completion of Mutual projects.
- ~~2.1.11. Coordinates fire and/or safety inspection requirements.~~
- ~~2.1.12. Coordinates and monitors landscape and grounds work performed by contracts.~~

- 2.1.13.2.1.9. Attends Physical Property Committee meetings and makes presentations as required.
- 2.1.14.2.1.10. Undertakes special projects as assigned by the ~~Physical Property and Recreation Supervisor~~ ~~Facilities Director~~.

2.2. Non-Essential Functions

- 2.2.1. Makes recommendations regarding specifications while accompanying Building Inspectors from the City of Seal Beach and other outside agencies on inspections.
- 2.2.2. Provides the Mutuels the details in specification writing, bidding, evaluation and contract preparation.

3. **Qualifications Required**

3.1. Knowledge, Skills and Abilities

- 3.1.1. Seven (7) years journey-level experience in building trades, with four (4) of these in building inspections
- 3.1.2. Previous experience supervising 4+ employees.
- 3.1.3. Knowledge of building codes and ordinances
- 3.1.4. Knowledge of state and federally mandated codes for mechanical, building and plumbing trades.
- 3.1.5. Knowledge of OSHA regulations, safety standards and requirements.
- 3.1.6. Knowledge of construction materials.
- 3.1.7. Knowledge of escrow process.
- 3.1.8. Reading blueprints and understand specifications.
- 3.1.9. Driving a motor vehicle

3.2. Physical Abilities

- 3.2.1. Frequently walks, stands, stoops, bends, kneels, crawls and climb.
- 3.2.2. Lifting and carrying up to 30 pounds.
- 3.1.3. Close vision, distance vision and depth perception

3.3. Mental Abilities

- 3.3.1. Reading, writing, and communicating effectively.
- 3.3.2. Communicating effectively and presenting information clearly at meetings.
- 3.3.3. Analyzing and solving problems related to construction and maintenance.
- 3.3.4. Working effectively with co-workers, shareholders and/or members, family members, Board of Directors, local building inspectors, contractors and vendors.
- 3.3.5. Using diplomacy and sound judgment.

3.4. Education

- 3.4.1. Associates degree (A.A. or A.A.S) in construction or equivalent preferred.
- 3.4.2. Continuing education and /or seminars in construction, blueprint mechanics and general management.

3.5. Licenses/Certifications

- 3.5.1. Class completion coupled with certification in National Electrical Code, Uniform Building Code, and Uniform Mechanical Codes.
- 3.5.2. Possession of International Conference of Building Officials Certification (ICBO) as a Plans Examiner, Plumbing Inspector, Mechanical Inspector or Building Inspector within one (1) year of commencing employment.

3.5.3 Possession of a valid California Driver's License and a satisfactory driving record is a condition of initial and continued employment.

4. Personal Protective Equipment

- 4.1. Safety Glasses
- 4.2. Dust mask
- 4.3. Cotton/leather/rubber gloves
- 4.4. Ear plugs
- 4.5. Hard hat
- 4.6. Boots
- 4.7. Rain gear

5. Work Environment

- 5.1. Occasional exposure to dust, fumes, odors, chemicals and outdoor weather conditions.

6. Tools and Equipment Used

- 6.1. Cushman
- 6.2. Small hand tools.
- 6.3. Ladder
- 6.4. Flashlight
- 6.5. Levels
- 6.6. Bolt cutters
- 6.7. Electrical test equipment
- 6.8. Wireless radio (walkie-talkie)
- 6.9. Copier
- 6.10. Telephone
- 6.11. Computer

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified. This is an age restricted Community as such, employment will expose staff to the degenerative effects of aging.

Approved: 07 May 12

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

Employee Name (print): _____

Employee Signature: _____ Date: _____

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MEMO

TO: EXECUTIVE COMMITTEE
FROM: PAUL BRISTOW, SECURITY SERVICES DIRECTOR
SUBJECT: UNIFORM SECURITY POLO SHIRTS
DATE: 08/31/17
CC: RANDY ANKENY, EXECUTIVE DIRECTOR & FILE

I recommend that the Security Department staff, excluding Management, Watch Commanders, Parking Specialist, and Patrol Staff, move to the use of polo shirts, rather than the traditional white uniform shirt currently used, for 55 designated staff.

The proposed lettering on front will be the GRF logo, Security Services, followed by the officer's name. On the back, lettering will read Security Services, followed by staff name, approved by the ADRC on August 25, 2017. The proposed shirts will be bright yellow and are 100% polyester.

Benefits of using a polo type shirt are:

Comfort, during the summer this type of clothing is more suitable to the duties performed by our officers, in particular those positions directing traffic, etc.

Care, polo shirts are easier to wash and care for, reducing the need for dry cleaning.

Visibility, even though staff at certain traffic points will still need to wear high visibility clothing, yellow polo's are more visible than white traditional shirts.

Community approachability, a softer but professional appearance makes staff more approachable and by removing staff from the traditional "security" uniform, gives a team impression.

Law Enforcement separation, with law enforcement likely to have a greater presence on the community, it is advisable to differentiate as much as possible from a police designation.

Cost:



Shirts	Units	Unit Cost	Officers + shirts	Total
Total Polo's Initial	165	Cost per unit Not to exceed \$28.00	55 officers x 3 shirts	\$4,620.00
Total Polo's Replacement	165	Cost per unit Not to exceed \$28.00	55 officers x 3 shirts	\$4,620.00
Total per annum				\$9,240.00
				Total
Total White uniform Shirt	275	Cost per Officer annually 119.08	55 officers x \$119.08	\$6,549.40
			Additional Cost	\$2,691.00

I move to approve the purchase of polo shirts for Security Department staff, excluding Management, Watch Commanders, Parking Specialist, and Patrol Staff, at a cost of \$28.00 per shirt, for a total cost of \$9,240.00.

Port Authority® Dry Zone® Grid Polo. K572.



CHECK INVENTORY AND PRICING ▶

Overview	Description	Companions
<p>With a grid-like texture, this durable, smartly priced polo wicks moisture and controls odor--making it a favorite for team uniforming.</p> <ul style="list-style-type: none">• 4.28-ounce, 100% polyester• Flat knit collar• 3-button placket with dyed-to-match buttons• Self-fabric piping at placket and cuffs• Set-in, open hem sleeves <p>Due to the nature of 100% polyester performance fabrics, special care must be taken throughout the printing process.</p> <p>Adult Sizes: XS-4XL</p> <p> Found on page 71 of "2017 Apparel, Bags & Caps Catalog"</p> <p> Found on page 74 of "2018 Apparel, Bags & Caps Catalog"</p>		

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2018 GRF & Mutual Election and Annual Meeting Schedule

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	Mu.	No. of Units	Quorum	No. of Directors Being Elected	Candidate Application Begins (90 days before election)*	Candidate Application Deadline (60 days before election)**	Ballots Mailed (30 days before election)***	Meeting Day	Meeting Date	Meeting Time	Notes
MAY	10	276	92	6	Thurs. 2/15	Sat. 3/17	Mon. 4/16	3 rd Wed.	5/16	10 a.m.	Election in odd-numbered years; annual meeting only
	14	328	110	7	Fri. 2/16	Sun. 3/18	Tues. 4/17	3 rd Thurs.	5/17	10 a.m.	No cumulative voting
	7	384	128	6	Sat. 2/17	Mon. 3/19	Wed. 4/18	3 rd Fri.	5/18	10 a.m.	Parcels eliminated
	4	396	132	3	Thurs. 2/22	Sat. 3/24	Mon. 4/23	4 th Wed.	5/23	10 a.m.	Staggered terms
	16	60	20	5	Thurs. 2/22	Sat. 3/24	Mon. 4/23	4 th Wed.	5/23	2 p.m.	2018 meeting will be held in Administration Conference Room
	11	312	104	6	Fri. 2/23	Sun. 3/25	Tues. 4/24	4 th Thurs.	5/24	10 a.m.	
	9	384	128	7	Sat. 2/24	Mon. 3/26	Wed. 4/25	4 th Fri.	5/25	10 a.m.	
	8	348	116	5	Wed. 2/28	Fri. 3/30	Sun. 4/29	4 th Tues.	5/29	10 a.m.	Meeting moved from 4 th Mon. to 4 th Tues. due to Memorial Day
JUNE	Golden Rain Foundation				Candidate Application Begins (90 days before election)*	Candidate Application Deadline (60 days before election)**	Ballots Mailed (30 days before election)***	Ballot Counting Meeting Day	Ballot Counting Meeting Date	Ballot Counting Meeting Time	Notes
	Mutuals 2, 4, 6, 8, 10, 12, 14 & 16				Wed. 3/7	Fri. 4/6	Sun. 5/6	1 st Tues.	6/5	10 a.m.	New directors will be installed at GRF Annual Meeting on 6/12
	Mu.	No. of Units	Quorum	No. of Directors Being Elected	Candidate Application Begins (90 days before election)*	Candidate Application Deadline (60 days before election)**	Ballots Mailed (30 days before election)***	Meeting Day	Meeting Date	Meeting Time	Notes
JUNE	2	864	288	5	Sat. 3/10	Mon. 4/9	Wed. 5/9	2 nd Fri.	6/8	10 a.m.	Staggered Terms
	1	844	282	5	Tues. 3/13	Thurs. 4/12	Sat. 5/12	2 nd Mon.	6/11	10 a.m.	Staggered Terms
	5	492	164	7	Wed. 3/14	Fri. 4/13	Sun. 5/13	2 nd Tues.	6/12	10 a.m.	Staggered Terms. No cumulative voting. Parcels eliminated.
	3	432	144	4	Thurs. 3/15	Sat. 4/14	Mon. 5/14	2 nd Wed.	6/13	10 a.m.	Staggered Terms
	12	452	151	7	Fri. 3/16	Sun. 4/15	Tues. 5/15	2 nd Thurs.	6/14	10 a.m.	
	15	502	168	7	Sat. 3/17	Mon. 4/16	Wed. 5/16	3 rd Fri.	6/15	10 a.m.	No cumulative voting
	6	408	136	7	Sat. 3/24	Mon. 4/23	Wed. 5/23	4 th Fri.	6/22	10 a.m.	
	17	126	42	3	Wed. 3/28	Fri. 4/27	Sun. 5/27	4 th Tues.	6/26	10 a.m.	Staggered Terms

NOTE:

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

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

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

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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)

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MEMO

TO: EXECUTIVE COMMITTEE
FROM: COURTNEY KNAPP, ELECTIONS SPECIALIST
SUBJECT: AWARD CONTRACT FOR 2018, 2019 AND 2020 ELECTION SERVICES
DATE: AUGUST 28, 2017

The recent 2017 annual election season was the third year of a three-year contract with Accurate Voting Services, Inc. (AVS). The Golden Rain Foundation has contracted with AVS for its election services since 2007.

Staff was instructed to request a proposal for the 2018, 2019 and 2020 elections from its incumbent provider. AVS's proposal sets forth the specifications of the election services. As usual, the proposal does NOT include variables such as staffing needs, postage, the weight of packets and number of returned ballots. Postage is paid under separate agreement. AVS's proposal is:

2018: \$36,363.80	2019: \$37,272.40	2020: \$36,363.80	Total: \$110,000
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Due to its history of providing satisfactory professional election services to this community, it is suggested that the Executive Committee recommend the Board award the 2018, 2019 and 2020 election services contract to Accurate Voting Services. Appropriate funds will be allocated for these elections.

Attached for review:

- Bid History
- 2018, 2019 and 2020 Elections Proposal

I move to recommend the Board award a contract to Accurate Voting Services, Inc. to perform the general election services of the Golden Rain Foundation and the Mutual Corporations for the years 2018, 2019 and 2020 at a cost of \$110,000, plus photocopying, postage and staffing needs.

Election Services Bid History

Contract Years	Companies that were contacted to bid*	Companies that participated	Board Action	Contract Awarded
2009, 2010 & 2011	Six (6)	One (1) AVS	Jan. 20, 2009	AVS
2012, 2013 & 2014	Eight (8)	Two (2) AVS HOA Elections of Calif.	Feb. 28, 2012	AVS
2015, 2016 & 2017	Ten (10)	One (1)	Oct. 28, 2014	AVS

*Election companies that received bid packets came from CAI Membership Directories, CACM Journals, the Davis-Stirling website and word-of-mouth referrals, and included Accurate Voting Services, Ball & Associates, The Ballot Box, HOA Elections of California, Hughes Gill Cochrane, The Inspectors of Election, Intellivote, Merriman River Group, Mister Parliamentarian, and True Ballot.

Accurate Voting Services, Inc.

23322 Peralta Drive, Suite 4 • Laguna Hills, CA 92653

(949) 588-8500 • fax (949) 588-8501

accuratevoting@um.att.com

August 22, 2017

Golden Rain Foundation Seal Beach
P.O. Box 2069
Seal Beach, California 90740

Attention: Ms. Courtney Knapp

RE: Proposals for 2018, 2019 and 2020 Elections – Seal Beach Leisure World

Dear Ms. Knapp:


Thank you for allowing Accurate Voting Services, Inc. the privilege of providing a proposal for independent election services. We have enclosed our proposal for the 2018, 2019 and 2020 Elections.

We have enjoyed servicing The Golden Rain Foundation for the past 10 years and look forward to working with you and providing excellent service to your community in the coming years.

Should you have any questions, please do not hesitate to call.

Sincerely,

Accurate Voting Services, Inc.


Cathy Tinnelly, Principal
Enclosures



GOLDEN RAIN FOUNDATION

SEAL BEACH

2018, 2019, 2020 ELECTIONS

PROPOSAL

SPECIFICATIONS

SPECIFICATIONS FOR 2018, 2019 & 2020 ELECTIONS

Accurate Voting Services, Inc. shall furnish all labor, materials and equipment required to properly perform the work of the contract as specified herein below in accordance with Owner's Policies and related state-mandated laws. The following is an outline of Accurate Voting Services, Inc.'s unique features.

DESIGN:

BALLOTS:

Printed on legal size, business weight paper and typeset with large easy-to-read font.

User friendly ballots complete with simple, concise and easy to follow voting instructions.

Ballots are color coordinated with the envelopes to lessen confusion should a mutual be required to vote on both their Mutual Election and the GRF Election during the same time period.

Multiple measures may be printed on ballots at no additional expense.

ENVELOPES:

Outgoing envelopes are custom designed and "branded" with either "Official Mutual Election Ballot Enclosed" or "Official GRF Election Ballot Enclosed".

Outgoing envelopes are the largest allowed by the US Post Office without going up to the next level of postage. This envelope can accommodate our standard voting package together with up to 12 additional pages.

Return envelopes contain additional voter's instructions printed on the front and backside of the envelopes to aid the voter(s) completing the required information.

PROCESSING:

The principals of Accurate Voting Services, Inc., Cathy Tinnelly and Cheryl Wilson, will be the assigned Senior Inspectors of Election for all elections. They will be overseeing every aspect of every election from beginning to end. They will also be available to answer members' questions regarding the election process as well as interface with the administrative staff as the needs arise.

The principals along with Accurate Voting Services' qualified staff are available Monday through Friday, 9:00 a.m. to 5:00 p.m., as well as be available by cell phone.

We do not outsource. All election materials are prepared and completed at our processing office, allowing us to maintain quality control and timeliness of production.

Candidate statements are printed on colored paper using a different color for each candidate.

Declaration of Mailing will be provided to the administrative staff on the same day the election is mailed out to the membership.

Sealed return ballot envelopes will be in our sole care and custody and stored at our secure Orange County, California, location.

All return ballot envelopes will be brought to each meeting presorted by address for fast and efficient registration of members prior to meeting.

We will provide a count of the number of returned ballots, upon request.

POSTAGE:

Outgoing postage is reimbursed at actual cost. Prepaid return postage will be reimbursed for the actual number of return ballot envelopes received. No additional labor is charged to affix return or outgoing postage.

ESTABLISHED OFFICE:

Our business is conducted solely for the purpose of providing Inspector of Election services to California homeowner communities.

We have a fully-staffed processing office in Orange County, California, with business operating hours Monday through Friday, 9:00 a.m. to 5:00 p.m. and visits to our office are always welcome.

California State Law SB 61 Section 1363.02 states that a voter must be able to hand deliver a ballot and obtain a receipt, if requested, prior to the election date. Our secure Orange County office staff can receive hand-delivered ballots and provide a receipt if requested by voter.

Since we do not outsource, all work is processed at our office and upon completion of the election all election materials are stored at our office for the required nine month challenge period.

ATTENDANCE AT PRE-PLANNING MEETINGS:

Pre-planning meetings are an integral part of understanding the unique needs of a community for both Accurate Voting Services, Inc. and the client. Therefore, in order to ensure a smooth-running election, the two principals of Accurate Voting Services, Inc. will attend all pre-planning meetings at no cost to the Golden Rain Foundation.

PROXIES:

Our staff will be prepared to properly exchange each proxy for a secret ballot and two return envelopes. We have perfected a tried and true procedure of handling proxies to ensure that each proxy holder's voting rights are correctly and fairly tabulated.

ATTENDANCE AT MEETINGS:

As the assigned Senior Inspectors of Election, the principals of Accurate Voting Services, Inc., Cathy Tinnelly and Cheryl Wilson, will attend all Sixteen Mutual Elections and the GRF Election and will bring with them the appropriate number of qualified staff to complete the elections in the most efficient, timely and cost-effective manner.

FORM OF PROPOSAL

**FORM OF PROPOSAL
2018, 2019 AND 2020 ELECTIONS
GOLDEN RAIN FOUNDATION – SEAL BEACH**

P.O. Box 2069
Seal Beach, CA 90740

Ladies and Gentlemen:

The undersigned proposes to furnish all labor, material (except postage), and equipment as required for the 2018, 2019 and 2020 Elections at Golden Rain Foundation – Seal Beach, as described in the past years' Request for Proposal.

TOTAL LUMP SUM BID FOR 2018 ELECTION:

Thirty-six Thousand Three Hundred Sixty-three and 80/100 (\$36,363.80) Dollars. **

TOTAL LUMP SUM BID FOR 2019 ELECTION:

Thirty-seven Thousand Two Hundred Seventy-two and 40/100 (\$37,272.40) Dollars. **

TOTAL LUMP SUM BID FOR 2020 ELECTION:

Thirty-six Thousand Three Hundred Sixty-three and 80/100 (\$36,363.80) Dollars. **

Attached is an itemized list of services which includes our Standard Election Package and the minimum attendance time required at the scheduled elections.

TIME OF COMPLETION:

Contractor proposes and promises to attend meetings, prepare and mail all documents, and satisfy other requirements within the timeframe(s) dictated by the election dates.

DATE: August 22, 2017

Proposed By:

ACCURATE VOTING SERVICES, INC.

BY: 
CATHY TINNELLY, Owner
(949) 588-8500

****There are unknown/variable costs at the bidding stage which will be charged for as provided.**

For example:

Optional Enclosures with Ballot
Reimbursed Expenses for Postage; and
Additional time/staff as needed at elections

Attached to the Standard Election Package is a list of charges for printing, stuffing and mailing any optional enclosures with the ballot as well as the known amount of postage to be reimbursed and the projected cost of additional postage which may be necessary should additional enclosures be included with the ballot package.

ACCURATE VOTING SERVICES, INC.—2018 Elections STANDARD ELECTION SERVICES—MULTIPLE BALLOTS:

ACCOUNT SET UP:

Open client files, calendar and confirm election dates
Design and generate custom election ballots and envelopes
for 15 Mutual Elections and 8 Golden Rain Elections totaling customization
of 23 Individual Ballots and Envelopes

Custom Ballots shall include election of officers as well as any special
election measures required for each mutual

Outgoing Envelopes to indicate "Official Mutual Election Ballot Enclosed" or "Official GRF Election Ballot Enclosed" as specified for each election	23 Mutuals	75.00	\$ 1,725.00
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PROCESSING OF ELECTION MATERIALS:

Print, stuff and mail custom ballots and envelopes (3) Address all questions and election challenges from membership, Address all questions from Administrative staff, Receive and securely store all returned ballots, Prepare ballots for tabulation at election meeting	9,464 Units	2.95	<u>27,918.80</u>
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*(Additional ballots and envelopes as needed on
election day will be provided at no charge.)*

\$ 29,643.80

ATTENDANCE AT MEETING:

Open polls and register voters; Address membership re: election procedures at meeting; Determine when polls close; Open returned envelopes; Count and tabulate all votes; Provide immediate election results at 15 Mutual Elections and 1 GRF Election	15 Mutuals 1 GRF		
One Inspector of Election @ \$150.00 per hour and	150.00	16 meetings	4,800.00
One Assistant Inspector of Election @ \$60.00 per hour	60.00	16 meetings	1,920.00
Minimum Staff of one Inspector of Election and One Assistant Inspector of Election required for 2 hours per election			

*Staffing to be determined based on the size and complexity of
each election. Additional staff as required will be billed @ \$60.00
per hour per staff member.*

TOTAL MINIMUM HOURLY ATTENDANCE AT ALL ELECTIONS			<u>\$ 6,720.00</u>
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TOTAL FOR PROCESSING STANDARD ELECTION MATERIALS AND MINIMUM HOURLY ATTENDANCE AT ALL ELECTIONS			<u>\$ 36,363.80</u>
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OPTIONAL ENCLOSURES WITH BALLOT:

Print, stuff and mail election-related materials (candidate statement(s), meeting notice(s), etc.) as requested for each election @.16 per page

THE FOLLOWING GOODS AND SERVICES ARE INCLUDED IN THIS BID AT NO ADDITIONAL COST:

- Travel time, mileage and attendance at all pre-planning election meetings
- Travel time and mileage to and from all elections
- Color coordination of ballots and envelopes
- Multiple measures printed on ballots
- Custom-designing of "branded" Mutual and GRF envelopes
- Additional election packages (ballot and envelopes) brought to each election
- Storage of completed election materials for the twelve (12) month challenge period
- Packaging and shipping fee to return the completed election materials to GRF

ACCURATE VOTING SERVICES, INC.—2019 Elections STANDARD ELECTION SERVICES—MULTIPLE BALLOTS:

ACCOUNT SET UP:

Open client files, calendar and confirm election dates
Design and generate custom election ballots and envelopes
for 15 Mutual Elections and 8 Golden Rain Elections totaling customization
of 23 Individual Ballots and Envelopes

Custom Ballots shall include election of officers as well as any special
election measures required for each mutual

Outgoing Envelopes to indicate "Official Mutual Election Ballot Enclosed" or "Official GRF Election Ballot Enclosed" as specified for each election	23 Mutuels	75.00	\$ 1,725.00
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PROCESSING OF ELECTION MATERIALS:

Print, stuff and mail custom ballots and envelopes (3)
Address all questions and election challenges from membership,
Address all questions from Administrative staff,
Receive and securely store all returned ballots,
Prepare ballots for tabulation at election meeting

	9,772 Units	2.95	<u>28,827.40</u>
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*(Additional ballots and envelopes as needed on
election day will be provided at no charge.)*

\$ 30,552.40

ATTENDANCE AT MEETING:

Open polls and register voters; Address membership re: election
procedures at meeting; Determine when polls close;
Open returned envelopes; Count and tabulate all votes;
Provide immediate election results at
15 Mutual Elections and 1 GRF Election

	15 Mutuels	
	1 GRF	

One Inspector of Election @ \$150.00 per hour and
One Assistant Inspector of Election @ \$60.00 per hour
Minimum Staff of one Inspector of Election and
One Assistant Inspector of Election required for 2 hours
per election

	150.00	16 meetings	4,800.00
	60.00	16 meetings	1,920.00

*Staffing to be determined based on the size and complexity of
each election. Additional staff as required will be billed @ \$60.00
per hour per staff member.*

TOTAL MINIMUM HOURLY ATTENDANCE AT ALL ELECTIONS			<u>\$ 6,720.00</u>
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TOTAL FOR PROCESSING STANDARD ELECTION MATERIALS AND
MINIMUM HOURLY ATTENDANCE AT ALL ELECTIONS

\$ 37,272.40

OPTIONAL ENCLOSURES WITH BALLOT:

Print, stuff and mail election-related materials (candidate statement(s), meeting notice(s), etc.) as requested for each election @.18 per page

THE FOLLOWING GOODS AND SERVICES ARE INCLUDED IN THIS BID AT NO ADDITIONAL COST:

- Travel time, mileage and attendance at all pre-planning election meetings
- Travel time and mileage to and from all elections
- Color coordination of ballots and envelopes
- Multiple measures printed on ballots
- Custom-designing of "branded" Mutual and GRF envelopes
- Additional election packages (ballot and envelopes) brought to each election
- Storage of completed election materials for the twelve (12) month challenge period
- Packaging and shipping fee to return the completed election materials to GRF

**ACCURATE VOTING SERVICES, INC.—2020 Elections
STANDARD ELECTION SERVICES—MULTIPLE BALLOTS:**

ACCOUNT SET UP:

Open client files, calendar and confirm election dates
Design and generate custom election ballots and envelopes
for 15 Mutual Elections and 8 Golden Rain Elections totaling customization
of 23 Individual Ballots and Envelopes

Custom Ballots shall include election of officers as well as any special
election measures required for each mutual

Outgoing Envelopes to indicate "Official Mutual Election Ballot Enclosed"
or "Official GRF Election Ballot Enclosed" as specified for each election 23 Mutuals 75.00 \$ 1,725.00

PROCESSING OF ELECTION MATERIALS:

Print, stuff and mail custom ballots and envelopes (3)
Address all questions and election challenges from membership,
Address all questions from Administrative staff,
Receive and securely store all returned ballots,
Prepare ballots for tabulation at election meeting 9,464 Units 2.95 27,918.80

*(Additional ballots and envelopes as needed on
election day will be provided at no charge.)* \$ 29,643.80

ATTENDANCE AT MEETING:

Open polls and register voters; Address membership re: election
procedures at meeting; Determine when polls close; 15 Mutuals
Open returned envelopes; Count and tabulate all votes; 1 GRF
Provide immediate election results at
15 Mutual Elections and 1 GRF Election
One Inspector of Election @ \$150.00 per hour and 150.00 16 meetings 4,800.00
One Assistant Inspector of Election @ \$60.00 per hour 60.00 16 meetings 1,920.00
Minimum Staff of one Inspector of Election and
One Assistant Inspector of Election required for 2 hours
per election

*Staffing to be determined based on the size and complexity of
each election. Additional staff as required will be billed @ \$60.00
per hour per staff member.*

TOTAL MINIMUM HOURLY ATTENDANCE AT ALL ELECTIONS \$ 6,720.00

TOTAL FOR PROCESSING STANDARD ELECTION MATERIALS AND
MINIMUM HOURLY ATTENDANCE AT ALL ELECTIONS \$ 36,363.80

OPTIONAL ENCLOSURES WITH BALLOT:

Print, stuff and mail election-related materials (candidate statement(s), meeting notice(s), etc.) as requested for each election @.18 per page

THE FOLLOWING GOODS AND SERVICES ARE INCLUDED IN THIS BID AT NO ADDITIONAL COST:

- Travel time, mileage and attendance at all pre-planning election meetings
- Travel time and mileage to and from all elections
- Color coordination of ballots and envelopes
- Multiple measures printed on ballots
- Custom-designing of "branded" Mutual and GRF envelopes
- Additional election packages (ballot and envelopes) brought to each election
- Storage of completed election materials for the twelve (12) month challenge period
- Packaging and shipping fee to return the completed election materials to GRF

**BIDDER INFORMATION AND
QUALIFICATION SHEET**

BIDDER INFORMATION AND QUALIFICATION SHEET FOR ELECTION YEARS – 2018, 2019 & 2020

The following information must be provided for your bid to be considered complete and responsive. The Bidder hereby certifies that the following information is true and correct. This form must be completely filled out for your bid to be considered responsive and complete.

Bidder's Legal Business Name: **ACCURATE VOTING SERVICES, INC.**
Bidder's Legal Business Address: **Post Office Box 6117, Laguna Niguel, CA 92607-6117**
Bidder's Physical Business Address: **23322 Peralta Drive, Suite 4, Laguna Hills, CA 92653**
Bidder's Business Phone Number: **(949) 588-8500 toll free (855) 588-5522**

Type of Firm: (check one) ___ Individual ___ Partnership **X** Corporation

Date and State of Incorporation: **January 17, 2006, State of California.**

List the names and titles of officers of the corporation:

Cathy Tinnelly, Chief Executive Officer/Chief Financial Officer
Cheryl Wilson, Chief Executive Officer/Secretary

- 1) Are you and your company bonded, certified and insured to specifically provide inspector of election services? **YES**
- 2) Are you able to provide proof of Errors & Omissions insurance for your activities as inspector of elections (notary insurance does not satisfy this requirement)? **YES**
- 3) How long has your company been actively engaged in conducting elections as required in the Foundation's Request for Proposal? **November, 2005.**
- 4) In what state(s) do you perform your business activities? **State of California.**
- 5) Do you provide legal counsel for questions that may arise during the elections at no additional charge? **YES**
- 6) Do you have a place of business for the ballots to be delivered in person or by mail and received with a date stamp? **YES**
- 7) How many elections have you conducted? **Over 10,000**
- 8) Have any elections that you have conducted been challenged for any reason? **NO**

- 9) How many years' experience with HOAS do you have? **OVER 50 YEARS**
- 10) Is each inspector of election that you use insured, bonded and certified? **YES**
- 11) Is each inspector of election or associate notary certified? **YES**
- 12) What is the largest election you have conducted? **10,000**
- 13) Do you have fully-staffed offices operating Monday through Friday from 9:00 a.m. to 5:00 p.m.? **YES**
- 14) Where will shareholders send their sealed ballots and where will the voted ballots be stored after the elections? **Voted ballots will be mailed, in our pre-addressed/pre-stamped return envelope, to our safe & secure Post Office Box, located at the United States Post Office in Laguna Niguel. All election materials will be securely stored at our corporate office in Laguna Hills, CA, both prior to the elections and then for the nine month challenge period after the elections.**
- 15) Does your company have experience with multiple mutual/district delegate elections? **YES.**

List the dates of any voluntary or involuntary bankruptcy judgment(s) against any principal having an interest in this proposal. **NONE**

List all current and prior DBAs, aliases, and/or fictitious business names for any principal having an interest in this proposal. **NONE**

SUBMITTED BY:

ACCURATE VOTING SERVICES, INC.

By: **CATHY TINNELLY**

Date: **August 22, 2017**

ACKNOWLEDGEMENT AND CERTIFICATION

ACKNOWLEDGEMENT AND CERTIFICATION FOR ELECTION YEARS 2018, 2019 & 2020

The undersigned acknowledges:

1. That they have the equipment, technical ability, personnel and facilities to fully perform in accordance with the specifications.
2. That they have inspected the site and are completely familiar with all conditions affecting the proposed work for which the bid is submitted.

CERTIFICATION

1. The bidder hereby represents and certifies as follows:

That no officer, agent or employee of the Golden Rain Foundation, Leisure World – Seal Beach, is personally interested, directly or indirectly, in this contract or the compensation to be paid hereunder;

That this bid is made without connection with any person, firm or corporation making a bid for the same work, and is in all respects fair and without collusion or fraud.

We are covered by Workers Compensation Insurance, Policy No. **1857989-2016**, Company, **State Compensation Insurance Fund** Expires **11-16-17**

We are covered by Errors and Omissions* Insurance for the conducting of elections Policy No. **CX1552475** Company **Allco Insurance** Expires **3-23-18**

Respectfully submitted,

ACCURATE VOTING SERVICES, INC.

BY: 
CATHY TINNELLY, Owner

ACCURATE VOTING SERVICES, INC.
POST OFFICE BOX 6117
LAGUNA NIGUEL, CA 92607-6117
(949) 588-8500

* Notary insurance does not meet this requirement



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/29/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Allco Fullerton Insurance Agency, Inc.
15615 Alton Pkwy, Ste. 450
Irvine CA 92618

(949) 588-8500

CONTACT NAME: Cal Wilson
PHONE (A/C, No, Ext): (949) 271-6470
FAX (A/C, No):
E-MAIL ADDRESS:
INSURER(S) AFFORDING COVERAGE
INSURER A: State Compensation Fund **NAIC #** 35076
INSURER B: United States Liability Ins Co **25895**
INSURER C:
INSURER D:
INSURER E:
INSURER F:

INSURED
Accurate Voting Services Inc
P O Box 6117
Laguna Niguel CA 92677

COVERAGES **CERTIFICATE NUMBER:** Cert ID 112 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CX1552475	03/23/2017	03/23/2018	EACH OCCURRENCE	\$ 250,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$ 250,000
							PRODUCTS - COMP/OP AGG	\$
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS							\$
	<input type="checkbox"/> NON-OWNED AUTOS ONLY							\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR						AGGREGATE	\$
	EXCESS LIAB							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DED						PER STATUTE	
	RETENTION \$						OTH-ER	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			1857989-2016	11/16/2016	11/16/2017	E.L. EACH ACCIDENT	\$ 1,000,000
	<input type="checkbox"/> Y/N <input type="checkbox"/> N/A						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
B	Professional Liability			CX1552475	03/23/2017	03/23/2018	\$250,000/\$250,000	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER
For Informational Only

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Cal Wilson

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Real Property Acreage

1. TRUST PROPERTY:

<u>Lot #</u>	<u>Description</u>	<u>Acreage</u>
95-641-03	Proposed Well Site	0.09
95-641-04	Clubhouse 1 & Picnic Area	1.85
95-651-03	Maintenance Yard Alley (side by channel)	0.09
95-651-04	Maintenance Yard	0.68
95-651-14	Amphitheater & Clubhouse 6 total area	7.65
95-681-15	Small Lot (between bldg. 200 & 203 Mutual 8 area	0.21
95-651-20	Westminster-Drainage Ditch	0.50
95-651-21	Westminster-Railway & Purchasing Dock	2.17
95-661-01	Candlebrook Alley (Alan's Alley) Parking	0.72
95-661-20	Clubhouse 2 & Car Wash	1.50
95-671-29	Clubhouse 3	2.03
95-671-30	Clubhouse 4 NuVision Credit Union	3.59
95-671-32	Triangle at Library	0.07
95-671-33	Library Building & Supervision Office	0.75
95-681-25	Caltrans Lot (Mini-Farms)	1.84
95-691-05	RV Lot	5.51
95-781-18	Golf Course & Swimming Pool	<u>7.95</u>
	Total Acreage	37.20

2. CHURCHES INSIDE THE WALLS:

Holy Family Roman Catholic Church	Land Donated
Leisure World Community Church	Land Donated
Redeemer Lutheran Church of Leisure World	Land Purchased

3. NON-TRUST BUILDINGS ON TRUST PROPERTY:

A	Post Office
B	Nu-Vision Building

Real Property Acreage

4. TRUST STREETS:

<u>Name</u>	<u>Acreage</u>	<u>Name</u>	<u>Acreage</u>
Alderwood	0.94	Monterey Road	1.68
Annandale	1.36	Nassau	1.40
Brookline (Includes Exmoore)	0.37	Northwood	3.13
Burning Tree	0.46	Oak Hills	0.76
Canoe Brook	1.20	Oakmont	1.65
Cedar Crest	0.53	Pelham	1.00
Church Place	0.61	Prestwick	0.17
Danbury Lane	0.22	Sea View (Includes Braeburn)	0.64
Del Monte	4.05	Shawnee	0.23
El Dorado	4.65	Skokie	0.23
Fairfield (North & South)	1.21	Southport	0.23
Foxburg	0.61	St. Andrews Drive	9.65
Fresh Meadow	0.35	St. Johns	0.79
Glenview (Includes Haylake)	0.55	Sunningdale	0.78
*Golden Rain Road	13.04	Scioto	0.23
Homewood	0.27	Tam O'Shanter	0.39
Interlachen	1.48	Twin Hills	0.36
Kenwood	0.23	Thunderbird	1.81
Knollwood	0.38	Weeburn	0.27
Mayfield	0.31	Wentworth	0.19
Medinac	0.21		
Merion Way	1.41		
McKinney Way	0.55		
		Total Acreage	60.58

*This includes Resales Office Site & Main Gate/Globe Site.

Real Property Acreage

5. **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
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>
Total Acreage	437.16

6. **TOTAL ACREAGE:**

TRUST PROPERTY	(Deeds held by GRF in Trust)	37.20
TRUST STREETS	(Land excepted from Grant Deeds to Mutuals)	60.58
MUTUAL PROPERTY	(Grant Deeds from GRF)	<u>437.16</u>
		534.94

Policy
Adopted: 21 May 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
Amended:

GOLDEN RAIN FOUNDATION
Seal Beach, California

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COMMUNITY OPERATIONS

RESIDENT MEMBER PARTICIPATION

Resident Member Specialists

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

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

Member Specialists (MS's) are appointed by a Standing Committee Chair to a sub-committee and can be removed by the Chair at any time.

MS's serve in an advisory capacity only, have no voting power and cannot comprise a majority of the sub-committee.

Policy

Adopted: 28 Jul 67

Reviewed: 10 Feb 17

Amended:

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Feb 17)

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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 *Community newspaper* 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 *Community newspaper* 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 *Community newspaper* at regular advertising rates during the campaign cycle. No other access to the *Community newspaper* 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,

(May 17)

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.

(May 17)

Page 4 of 7

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

(May 17)

Page 6 of 7

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
- Reviewed: 12 May 17

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Seal Beach, California**

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GOLDEN RAIN OPERATIONS

COMMITTEE CHARTER

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 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;

(May 17)

GOLDEN RAIN OPERATIONS**COMMITTEE CHARTER****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 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: 23 May 17

GOLDEN RAIN FOUNDATION

Seal Beach, California

(May 17)



**HUMAN RESOURCES REPORT
EXECUTIVE COMMITTEE**

September 8, 2017

BUDGET VARIANCES AS OF JULY 31, 2017



*August variance information will be provided as soon as available.



GRF BUDGET VARIANCE AS OF JULY 31, 2017*

GRF has a YTD favorable variance of \$345,931 in Salaries and Employee Benefits

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses				
6100000	Salaries & Wages	4,240,087	4,399,188	159,101
6100001	Vacation Accrual Expense	(21,655)	0	21,655
6101000	Commissions	21,546	24,393	2,847
6140000	Employment Taxes	364,851	405,569	40,718
6142000	Workers' Compensation	247,794	304,108	56,314
6143000	Group Insurance - Medical	412,683	463,372	50,689
6143300	Group Insurance - Dental	10,234	9,471	(763)
6143500	Group Insurance - Vision	5,755	6,762	1,007
6144000	401(k) Match	74,568	81,655	7,087
6145000	Group Insurance - Life	15,134	16,156	1,022
6146000	Long Term Disability Insurance	12,590	18,844	6,254

*August variance information will be provided as soon as available.



COST CENTER 20 BUDGET VARIANCE AS OF JULY 31, 2017*

Cost Center 20 – Human Resources has a YTD favorable variance of \$1,014 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	122,725	120,679	(2,046)
6100001 20	Vacation Accrual Expense - Human Resourc	(21,655)	0	21,655
6140000 20	Employment Taxes - Human Resources	9,555	9,734	179
6142000 20	Workers' Compensation - Human Resources	3,232	4,088	856
6143000 20	Group Insurance - Medical - Human Resour	13,107	16,730	3,623
6143300 20	Group Insurance - Dental - Human Resourc	343	329	(14)
6143500 20	Group Insurance - Vision - Human Resourc	203	224	21
6144000 20	401(k) Match - Human Resources	2,236	2,218	(18)
6145000 20	Group Insurance - Life - Human Resources	340	413	73
6146000 20	Long Term Disability Insurance - Human R	473	483	10
6210006 20	FSA Administration Fees - Human Resource	543	0	(543)
6210010 20	Fraud Hotline - Human Resources	640	704	64
6211000 20	Continuing Education - Human Resources	0	920	920
6211100 20	Employee Incentives - Human Resources	13	0	(13)
6212000 20	Employee Exams - Human Resources	705	180	(525)
6212005 20	Employee Drivers License Inquiry - Human	168	154	(14)
6213000 20	Employee Recruitment - Human Resources	2,463	2,100	(363)
6213005 20	Employment Screening - Human Resources	5,024	4,410	(614)
6214500 20	Gifts - Human Resources	100	210	110
6410000 20	Office Supplies - Human Resources	1,097	350	(747)
6410015 20	Computer Supplies - Human Resources	373	0	(373)
6410030 20	Printer / Copier Supplies - Human Resour	304	315	11
6410035 20	Refreshments - Human Resources	67	300	233
6434110 20	Legal Fees - HR - Human Resources	4,416	4,200	(216)
6482000 20	Dues, Memberships & Books - Human Resour	150	550	400
Total Expenses		146,622	169,291	22,669

*August variance information will be provided as soon as available.



COST CENTER 22 BUDGET VARIANCE AS OF JULY 31, 2017*

Cost Center 22 – Emergency Preparedness has a YTD favorable variance of \$1,894

<u>Acct #</u>	<u>Description</u>	<u>Y-T-D Actual</u>	<u>Y-T-D Budget</u>	<u>Budget Variance</u>
	Expenses - Emergency Preparedness			
6100000 22	Salaries & Wages - Emergency Prepared	9,934	9,834	(100)
6140000 22	Employment Taxes - Emergency Prepared	715	1,153	438
6142000 22	Workers' Compensation - Emergency Prepar	802	973	171
6211000 22	Continuing Education - Emergency Prepare	155	925	770
6410045 22	Emergency Supplies - Emergency Preparedn	464	1,050	586
6422000 22	Telephone - Emergency Prepare	462	490	28
	Total Expenses	12,531	14,425	1,894

*August variance information will be provided as soon as available.



SAFETY

2 claims in August as of 08/28/2017

- Head laceration
- Cut finger

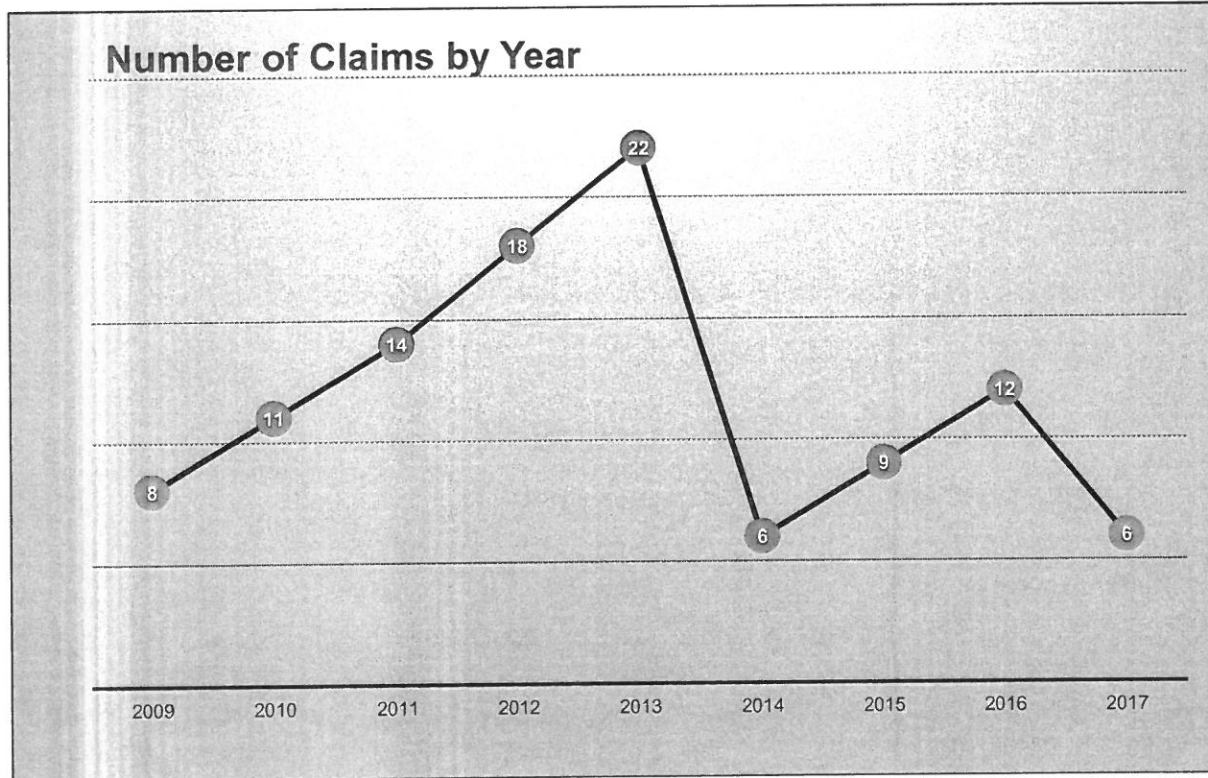
No lost time claims to date

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	3	0	0	2	1	0
June	0	0	0	1	0	2
July	0	0	1	0	1	2
August	2	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	6	12	9	6	22	18

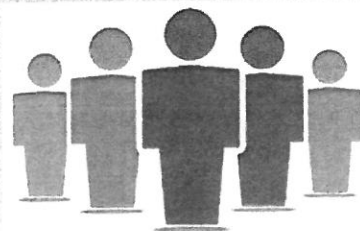


SAFETY

Number of Claims by Year



STAFF INFORMATION AS OF AUGUST 31, 2017



**NOW
HIRING**

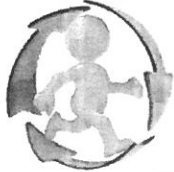
RECRUITING

Position		Status	Dept.
Security Officers	6 Part-time	Accepting Applications/Interviewing	37 – Security
Bus Drivers	2 Part-time	Interviews in progress	38 – Transportation
Pool Attendant	2 Part-time	Interviews in progress	48 – Swimming Pool
Building Inspector	1 Full-time	Interviews in progress	70 – Physical Property
Electrician	1 Full-time	Interviews in progress	74 – Service Maintenance
Total Openings	12		



STAFF COUNT SUMMARY

Current Staff Count – 240	Hires	Separations	Promotions
• August 2017	11	3	1
• YTD 2017	50	39	10
• 2016	48	42	14



HIRE AND TERM COMPARISON CURRENT YTD VS. PRIOR YEAR

2017 Data as of 08/31/2017 Department	NEW HIRES		SEPARATIONS	
	2017 To Date	2016 Actual	2017 To Date	2016 Actual
20 - HUMAN RESOURCES	1		1	
22 - EMERGENCY PREPAREDNESS				
30 - ADMINISTRATION				
31 - FINANCE		1		
32 - PURCHASING				
33 - STOCK TRANSFER	2	(included in MAC)	2	(included in MAC)
34 - INFORMATION TECHNOLOGY SVS				
35 - LIBRARY		1	2	2
36 - NEWS		1	2	
37 - SECURITY	20	25	18	19
38 - TRANSPORTATION		7	3	5
40 - RECREATION	4	2		1
46 - GOLF				
48 - POOL		(included in Recreation)		(included in Recreation)
55 - EXERCISE ROOM		(included in Recreation)		(included in Recreation)
70 - PHYSICAL PROPERTY	3	2	2	1
74 - SERVICE MAINTENANCE	11	7	7	8
75 - SERVICE MAINTENANCE-ADMIN				
MAC - MUTUAL ADMINISTRATION	1	2		6
GRAND TOTAL	39	48	37	42

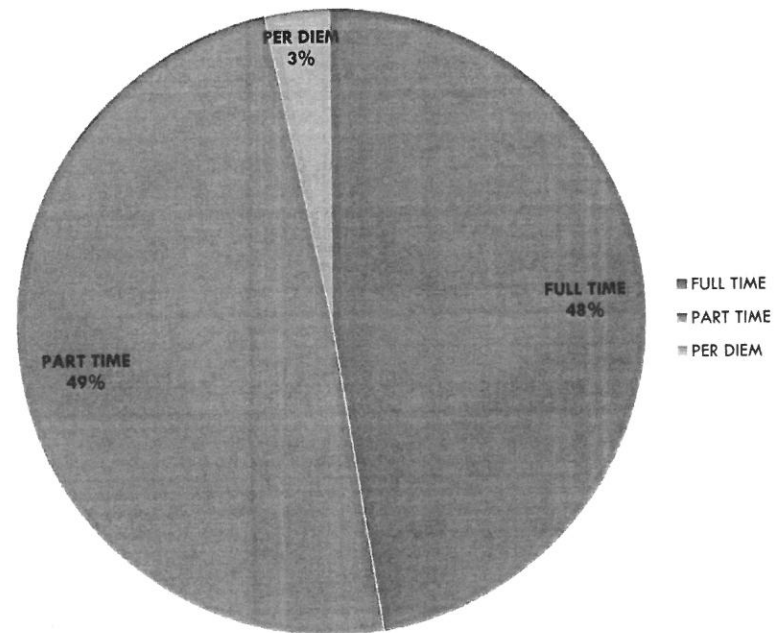


EMPLOYEE COUNTS BY DEPARTMENT

Department	Full-Time		Part-Time	Per Diem
	Exempt	Non-Exempt	Non-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	1
34 – Information Technology	0	2	0	0
35 – Library	2	1	6	0
36 – News	1	7	0	0
37 – Security	2	6	66	6
38 – Transportation	1	3	22	0
40 – Recreation	2	3	2	0
46 – Golf Course	0	0	5	0
48 – Swimming Pool	0	0	5	0
55 – Exercise Room	0	0	6	0
70 – Physical Properties	1	14	1	0
74 – Service Maintenance	2	31	1	0
75 – Service Maintenance-Admin	0	3	1	0
MAC – Mutual Administration	3	4	0	0
Total	23	91	118	8
Total Employee Count	240			

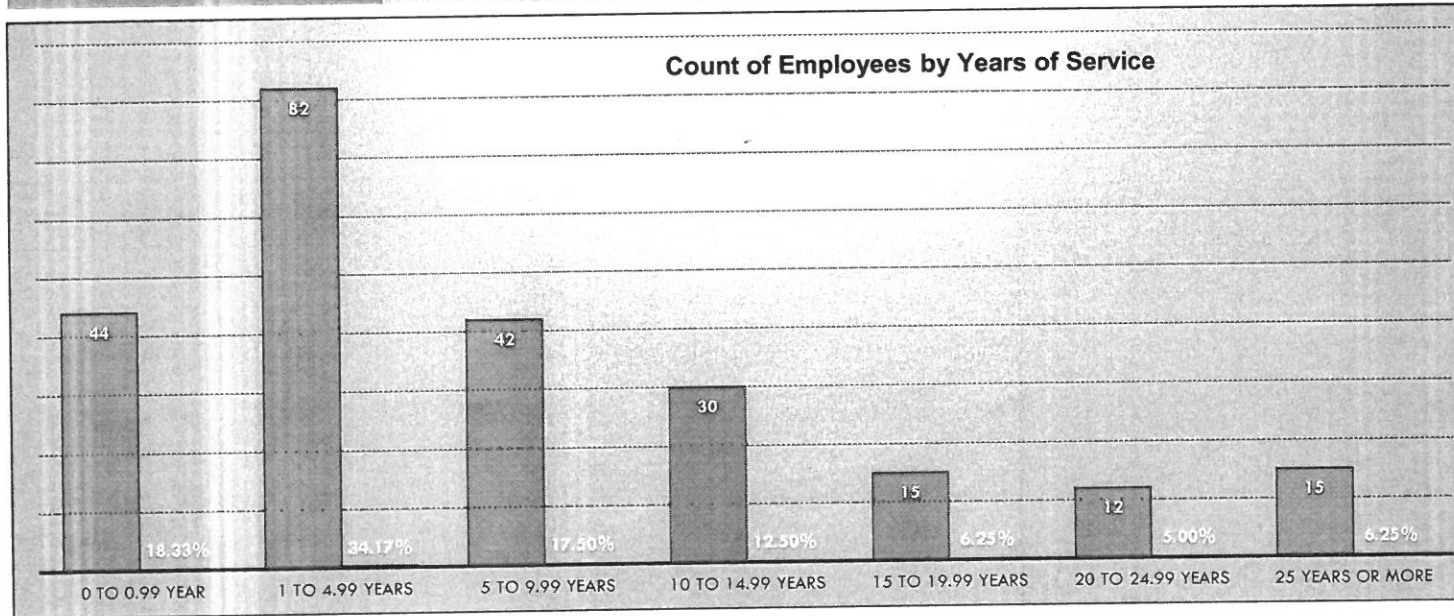
EMPLOYEE COUNT SUMMARY

<i>Employee Type</i>	<i>Count</i>	<i>% of Total</i>
Full-time	114	47.5%
Part-time	118	49.2%
Per Diem	8	3.3%
Total	240	



STAFF DEMOGRAPHICS

Category	All Employees	Full-Time	Part-Time	Per Diem
Years of Service	8.0	10.1	5.9	9.1
Average Hourly Rate	\$19.84	\$26.64	\$13.81	\$14.04





25 YEARS OF SERVICE

Years of Service	Employee Name	Department
44.4	Juan Robledo	Service Maintenance
43.9	Ruben Gonzalez	Service Maintenance
38.4	Jesus Lopez	Service Maintenance
37.4	Barry Holland	Information Technology Svcs.
37.0	Mark Weaver	Community Facilities
36.4	Grant Winford	Transportation
34.2	Cathie Merz	News
33.1	Terry DeLeon	Recreation
31.0	Edgar Santamaria	Service Maintenance
29.3	Ruth Osborn	News
28.9	Richard Stolarz	Service Maintenance
28.8	Eila Van Sauter	Transportation
25.9	David Van Horn	Physical Property
25.6	Gerald Antisdell	Physical Property
25.2	Felix Rac	Service Maintenance



PART TIME EMPLOYEES OVER 28 HOURS

Dept Name	8/27	8/20	8/13	8/6	7/30	7/23	7/16	7/9	7/2	6/25
Finance	0	0	1	0	1	1	1	0	0	0
Library	1	0	0	0	0	0	0	0	1	1
Security	5	8	8	10	13	7	11	7	12	7
Transportation	0	1	0	0	1	1	2	0	0	0
Service Maintenance	0	0	0	0	0	0	1	0	0	0
TOTAL	6	9	9	10	15	9	15	7	13	8



OVERTIME DETAIL

Overtime Detail for August

Prepared by MWKerr 09/01/2017 (Check date 09/01/2017)

Cost Center	HOURS			EXPENSE		
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20 Human Resources	4.00	0.00	(4.00)	\$170.21	\$0.00	(\$170.21)
22 Emergency Preparedness	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30 Administration	0.25	17.33	17.08	\$7.00	\$519.25	\$512.25
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	30.75	0.00	(30.75)	\$901.91	\$0.00	(\$901.91)
34 Information Technology Services	0.25	1.00	0.75	\$14.21	\$50.83	\$36.62
35 Library	0.00	0.83	0.83	\$0.00	\$23.58	\$23.58
36 News	1.00	20.83	19.83	\$35.14	\$710.50	\$675.36
37 Security	57.25	23.33	(33.92)	\$1,502.71	\$522.50	(\$980.21)
38 Transportation	0.00	1.92	1.92	\$0.00	\$38.75	\$38.75
40 Community Facilities	8.75	6.67	(2.08)	\$240.06	\$182.92	(\$57.14)
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	4.50	8.33	3.83	\$179.93	\$297.92	\$117.99
74 Service Maintenance	144.00	0.00	(144.00)	\$5,286.57	\$0.00	(\$5,286.57)
(Less) Billable to mutuals	(100.75)			(\$4,030.00)	Approx.	
75 Service Maintenance	35.75	0.00	(35.75)	\$1,477.37	\$0.00	(\$1,477.37)
MAC Mutual Administration	0.00	4.00	4.00	\$0.00	\$120.67	\$120.67
Totals	185.75	84.25	(101.50)	\$5,785.11	\$2,466.92	(\$3,318.19)



OVERTIME VARIANCE

There is an *unfavorable* variance of **\$3,318.19** for August and an *unfavorable* variance of **\$43,557.69** 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	221.00	74.25	\$2,970.00	146.75	\$5,006.70	182.00	\$3,517.69
June	261.00	100.00	\$4,000.00	161.00	\$5,039.02	137.50	\$1,918.18
July	358.50	35.75	\$1,430.00	322.75	\$9,999.60	171.00	\$3,801.45
August	286.50	100.75	\$4,030.00	185.75	\$5,785.11	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



GRF EMPLOYEE 401K RETIREMENT PLAN

Total Plan Assets as of 08/31/2017	\$9,345,751.17
Average Employee Contributions per Month	\$35,504.91
Average GRF Matching Contributions per Month	\$11,147.39



ANTI-FRAUD COMPLIANCE HOTLINE

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

GIFT LOG



Available upon request

EXECUTIVE COMMITTEE REPORT

Compiled by:



Cindy Flynn

Human Resources
Director

September 8, 2017

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**CC 29, 30, 55 BUDGET COMPARISONS
EXECUTIVE COMMITTEE**

September 8, 2017



COST CENTER 29 BUDGET VARIANCE AS OF AUGUST 31, 2017

Cost Center 29 – Administration Building has a YTD favorable variance of \$1,037

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration Building				
6410005 29	Building Supplies - Administration Bldg	431	575	144
6420100 29	Electricity - Administration Bldg	15,471	16,992	1,521
6425100 29	Natural Gas - Administration Bldg	434	582	148
6471000 29	Building Repair & Maintenance - Administ	4,049	2,480	(1,569)
6477210 29	Pest Control - Administration Bldg	560	730	170
6478000 29	Service Contracts - Administration Bldg	2,436	2,835	399
6484000 29	Permits & Licenses - Administration Bldg	0	225	225
Total Expenses		23,382	24,419	1,037

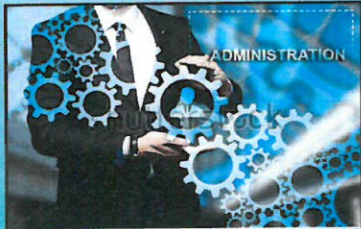
<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6420100	Electricity	1,521	Favorable - Due to usage
6471000	Building Repair & Mntnc	(1,569)	Favorable - YTD repairs exceed budget (Mold)
6478000	Service Contracts	399	Favorable - Biannual Fire Inspection budgeted in CC29 but actual expenses in CC79
6484000	Permits & Licenses	225	Favorable - Elevator permit invoice not yet received
Total Explained Variances		576	



COST CENTER 30 BUDGET VARIANCE AS OF AUGUST 31, 2017

Cost Center 30 – Administration has a YTD unfavorable variance of \$3,280

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
6100000 30	Salaries & Wages - Administration	233,943	250,413	16,470
6140000 30	Employment Taxes - Administration	16,806	16,910	104
6142000 30	Workers' Compensation - Administration	2,431	3,168	737
6143000 30	Group Insurance - Medical - Administration	21,191	18,464	(2,727)
6143300 30	Group Insurance - Dental - Administration	810	328	(482)
6143500 30	Group Insurance - Vision - Administration	230	216	(14)
6144000 30	401(k) Match - Administration	1,661	1,614	(67)
6145000 30	Group Insurance - Life - Administration	1,157	1,096	(61)
6146000 30	Long Term Disability Insurance - Administration	844	1,280	436
6211000 30	Continuing Education - Administration	0	600	600
6213100 30	Temporary Agency Fees - Administration	14,130	0	(14,130)
6214000 30	Meals & Special Events - Administration	6,673	5,500	(1,173)
6214500 30	Gifts - Administration	237	800	563
6215000 30	Mileage - Administration	4,264	4,100	(164)
6410000 30	Office Supplies - Administration	5,208	6,300	1,092
6410003 30	Board Office Supplies - Administration	2,827	1,400	(1,427)
6410010 30	Hospitality - Administration	2,033	1,220	(813)
6410015 30	Computer Supplies - Administration	5,631	3,000	(2,631)
6410025 30	Lunch Room Supplies - Administration	142	100	(42)
6410030 30	Printer / Copier Supplies - Administration	3,058	3,000	(58)
6410035 30	Refreshments - Administration	1,692	2,100	509
6422000 30	Telephone - Administration	41,258	41,780	502
6434100 30	Legal Fees - General Counsel - Administration	19,298	33,400	14,102
6434105 30	Legal Fees - Litigation - Administration	66,065	8,000	(57,065)
6437100 30	Reserve Study - Administration	4,750	17,500	12,750
6438000 30	Other Professional Fees - Administration	695	6,000	5,405
6444000 30	Equipment Rental - Administration	3,009	3,016	7
6472000 30	Equipment Repair & Maintenance - Administration	713	170	(543)
6478000 30	Service Contracts - Administration	9,644	9,700	56
6481000 30	Computer Maintenance & Software - Administration	279	0	(279)
6482000 30	Dues, Memberships & Books - Administration	502	400	(102)
6484000 30	Permits & Licenses - Administration	35	35	0
6731000 30	Property & Liability Insurance - Administration	282,112	313,376	31,264
6951000 30	Committee Discretionary Expense - Administration	0	1,000	1,000
	Total Expenses	752,147	755,966	3,819



COST CENTER 30 BUDGET VARIANCE AS OF AUGUST 31, 2017

Cost Center 30 – Administration has a YTD unfavorable variance of \$ 3,280

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Other Cost Recovery				
5335000 30	Management Fee - Administration	29,600	29,600	0
5385000 30	Other Income - Administration	3,778	1,778	2,000
5395000 30	Rental Income - Administration	12,008	28,778	(14,770)
5396100 30	Taxable Other Income - Superwire - Admin	60,010	57,040	2,970
5397100 30	Taxable Interest Income - Administration	2,717	0	2,717
Total Other Cost Recovery		108,111	115,194	(7,083)
5330000 30	Income / Refund from Mutuals - Administr	628,504	628,520	(16)
Total Cost Recovery		736,615	743,714	(7,099)
Net Income / (Expenses)		(15,532)	(12,252)	(3,280)

GL Code	Account Description	Variance	Explanation
61XXXXX	Salaries, Wages, & Benefits	14,406	Favorable - Wages lower than budgeted, \$3,500 due to fewer overtime hours
6213100	Temporary Agency Fees	(14,130)	Unfavorable - Temporary labor due to staffing shortage
6434105	Legal Fees - Litigation	(57,065)	Unfavorable - Legal fees exceed budget
6731000	Property & Liability Insurance	31,264	Favorable - Actual cost came in lower than budgeted
5395000	Rental Income	(14,770)	Unfavorable - RV Lot now recognized in Cost Center 47
Total Explained Variances		(40,295)	



COST CENTER 55 BUDGET VARIANCE AS OF AUGUST 31, 2017

Cost Center 55 – Building Five has a YTD unfavorable variance of \$1,268

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
6410005 55	Building Supplies - Building Five	503	528	25
6410020 55	Equipment Expense - Building Five	(863)	333	1,196
6420100 55	Electricity - Building Five	16,578	14,344	(2,234)
6471000 55	Building Repair & Maintenance - Building	2,885	800	(2,085)
6472000 55	Equipment Repair & Maintenance - Buildin	617	666	49
6477210 55	Pest Control - Building Five	640	640	0
6478000 55	Service Contracts - Building Five	2,902	2,994	92
6484000 55	Permits & Licenses - Building Five	0	1,025	1,025
	Total Expenses	23,281	21,330	(1,931)
	Other Cost Recovery			
5385201 55	Cafe Commissions Income - Building Five	1,727	1,064	663
	Total Other Cost Recovery	1,727	1,064	663
5330000 55	Income / Refund from Mutuals - Building	19,608	19,608	0
	Total Cost Recovery	21,335	20,672	663
	Off Budget Items			
5990000 55	Materials Recovery - Building Five	(987)	0	987
6415000 55	Materials Pass-Thru - Building Five	987	0	(987)
	Total Off Budget Items	0	0	0
	Net Income / (Expense)	(1,926)	(658)	(1,268)

GL Code	Account Description	Variance	Explanation
6420100	Electricity	(2,234)	Unfavorable-Due to usage
6471000	Building Repair & Maintenance	(2,234)	Unfavorable - Equip. for Conf. Rm C, LED lighting, Roof leak
	Total Explained Variances	(4,468)	

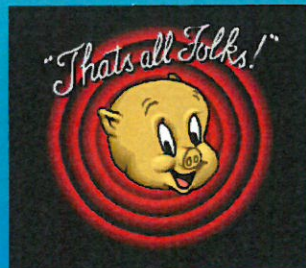
EXECUTIVE COMMITTEE REPORT

Compiled by:

Barbara Shuler

Finance Manager

September 8, 2017



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