Golden Rain Foundation

Executive Committee

Agenda

Conference Room B
Monday, November 13, 2017
9:00 a.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 October 13, 2017 (pp. 1-6)
5. **Shareholder/Member Comments – Agenda Items Only**
   (Limited to 3 minutes per person)
6. **Correspondence (n/a)**
7. **Unfinished Business**
   a. Review Building Inspector Position Description (pp. 7-10)
   b. Uniforms for Security – Update
   c. Policy 5025-30/Review of 2018 Sample Election Packet (pp. 11-34)
   d. Employee Emergency Operations Plan (pp. 35-70)
8. **New Business**
   a. Policy 4162, Gift Disclosures, Discussed with Mutuals and GRF Staff (pp. 71-72)
   b. Workers' Compensation Renewal
   c. Staff Holiday Incentive/GRF Employee Holiday Luncheons (pp. 73-74)

9. **Policies** (n/a)
10. **Subcommittee Reports**
    a. Emergency Council Report
    b. GRF Director Booklet Report
11. **Staff Reports**
    a. Human Resources Director (pp.75-82)
    b. Finance Manager (pp. 83-86)
    c. Executive Director
12. **Shareholder/Member Comments**

    (Limited to 3 minutes per person)
13. **Committee Member Comments**
14. **Adjourn to Executive Committee Executive Session**
    a. Approval of Executive Session Minutes – August 11, 2017
    b. Personnel
15. **Next Meeting/Adjournment**
    a. **December 8, 2017, 1:00 p.m., Administration Conference Room**

EXECUTIVE COMMITTEE MINUTES
Friday, October 13, 2017

The meeting of the Executive Committee was held on Friday, October 13, 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	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
Ms. C. Flynn, Director of Human Resources
Mr. P. Bristow, Security Services Director
Mr. T. Fileto, Recreation Manager
Ms. B. Shuler, Finance Manager
Mr. E. Gomez, Safety/Emergency Coordinator
Ms. N. Ray, Stock Transfer Supervisor
Mrs. D. Bennett, Recording Secretary
Mr. R. Stone, GRF Representative, Mutual One
Ms. R. Winkler, GRF Representative, Mutual Ten
Mrs. I. Heinrichs, GRF Representative, Mutual Eleven
Mr. P. Moore, GRF Representative, Mutual Seventeen
Two Foundation 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 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 November.

CHAIR'S ANNOUNCEMENTS

The Chair introduced Executive Director Randy Ankeny, Human Resources Director Cindy Flynn, Security Services Director Paul Bristow, Finance Manager Barbara Schuler, Recreation Manager Tommy Fileto, Stock Transfer Supervisor Nancy Ray, Safety/Emergency Coordinator Eloy Gomez and Recording Secretary Deanna Bennett.

CHAIR'S REPORT

The Chair did not present a report.

APPROVAL OF COMMITTEE MINUTES

The minutes of September 8, 2017 were approved, as amended.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

No shareholder/member spoke on agenda topics.

CORRESPONDENCE

No items of correspondence were received by the Committee.

UNFINISHED BUSINESS

Director Training

The Executive Director advised that next director training will be on October 30; the topic is DEFH, part II.

Salary Survey – Transportation and Inspectors –

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

> **TO** recommend the GRF BOD approve changes to the Wage Ranges for the Mechanics to Wage Range 35 and Lead Mechanic Positions to Wage Range 40 in the Transportation Department as outlined in the Wage Adjustment Analysis in the agenda packet, effective November 1, 2017.

Ms. Stone MOVED, seconded by Ms. Rapp and carried unanimously –

> **TO** recommend the GRF BOD approve the changes to the Wage Ranges for the Building Inspector Position I, II and for the Physical Property Manager to

Wage Range 54 in the Physical Properties Department as outlined in the Wage Adjustment Analysis in the agenda packet.

The Committee agreed to review the Building Inspector position description at the November Committee meeting.

Uniforms for Security – Update

The Security Services Director provided an update on the polo shirts for Security staff.

NEW BUSINESS

Approve Draft Community Disaster Procedure Outlined Document

The Safety/Emergency Coordinator presented the Community Disaster Preparedness Tips page from the community phonebook, requesting direction from the Committee whether to continue distributing it. He also presented the Employee Emergency Operations Plan booklet.

The Committee concurred to continue to publish the Community Disaster Preparedness Tips in the community telephone book.

Employee Emergency Operations Plan: The Committee agreed to review the document and discuss at the November Committee meeting.

Uniforms for Recreation/Library Attendants

The Committee and the Recreation Director discussed uniforms for Recreation/Library attendants.

Mrs. Perrotti MOVED, seconded by Ms. Hopewell and carried unanimously by the Committee members –

TO refer Recreation staff shirts to the Architectural Design & Review Committee to select the color.

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

TO recommend the GRF BOD accelerate the Recreation new hire and the Library new hire.

Uniform Change for Bus Drivers

Ms. Hopewell MOVED, seconded by Mrs. Perrotti and carried unanimously by the Committee members –

TO refer bus driver staff shirts to the Architectural Design & Review Committee to select the color.

Uniforms for other Areas

Effect of SB407 on GRF Policies

The Executive Director explained that fair and equal time for the use of Trust Property, if it is available, must be given to those running for office, according to SB407.

Employee Handbook and 4000 Policy Series

The Human Resources Director discussed a review of the Employee Handbook and recommended a further review of the 4000 Policy Series. The Committee requested a progress report from the Human Resources Director at the November meeting.

Employee Payroll Information System

The Human Resources Director advised that the current provider of payroll information system, Paychex, will no longer support this function. The opportunity was taken to explore other providers.

Ms. Stone MOVED, seconded by Ms. Rapp -

> **TO** recommend the GRF BOD to convert our payroll and HRIS system from Paychex to ADP, with the first live payroll of 2018, for a cost not to exceed $44,245 (including a non-budgeted expense of $2,900).

The motion was carried with one recusal (Lukoff).

POLICIES

Adopt Policy regarding Security Department Shirts

The Handbook section pertaining to uniforms will be reviewed by the Human Resources Director.

Amend Policy 5026-30, Election of Officers

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

> **TO** recommend the GRF BOD amend to Policy 5026-30, Election of Officers.

Amend Policy 5041-30, Real Property Acreage

Mrs. Perrotti MOVED, seconded by Ms. Stone and carried unanimously by the Committee members-

TO recommend the GRF BOD amend Policy 5041-30, Real Property Acreage.

Policy 5025-30, Election Procedures

The Committee discussed Policy 5025-30, Election Procedures and referred the Policy to the Stock Transfer Supervisor for review. The Stock Transfer Supervisor will present a sample election packet at the November meeting.

Amend Policy 5110-30, Committee Charter

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

TO mark Policy 5110-30, Committee Charter as reviewed.

The Chair called for a ten minute break at 2:59 p.m.

SUBCOMMITTEE REPORTS

Emergency Council Report

Ms. Snowden, the Liaison to the Emergency Council, did not report on activities of the Council.

GRF Director Booklet Sub-Committee

Mrs. Reed reported that the next meeting will take place on October 30, at 2 p.m.; she advised that a great deal of work will need to be done.

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

No members spoke on various items pertaining to the Committee's area of purview.

COMMITTEE MEMBERS

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

Mrs. Perrotti MOVED, seconded by Ms. Hopewell and carried unanimously by the Committee members

TO go into Executive Session.

ADJOURNMENT

The meeting was adjourned 4:43 p.m.

_____

Carole Damoci
Chair, Executive Committee
10.13.17

Building Inspector – 3392.2

Department:	Physical Properties	**Wage/Salary Grade:**	R46
Position Type:	Full Time ☒ Part Time ☐	**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 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 Mutuals in specification writing, bidding, evaluation and preparation of contracts.

3. **QUALIFICATIONS REQUIRED**

3.1. Knowledge, Skills and Abilities

3.1.1. Knowledge of building codes and ordinances.

3.1.2. Knowledge of state and federally-mandated codes for mechanical, building and plumbing trades.
3.1.3. Recent experience as carpenter, plumber or pipefitter.
3.1.4. Knowledge of OSHA regulations, safety standards and requirements.
3.1.5. Knowledge of construction materials.
3.1.6. Knowledge of escrow process.
3.1.7. Driving a motor vehicle.
3.1.8. 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 & Experience
3.4.1. Minimum high school diploma (or equivalent).
3.4.2. Four years journey-level experience in building trades, with two of these years in inspection.

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. CushmanSmall hand tools
6.2. Ladder
6.3. Flashlight

6.4. Levels
6.5. Bolt cutter
6.6. Electrical test equipment
6.7. Wireless radio (walkie-talkie)
6.8. Copier
6.9. 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
Amended: 11 Aug 17

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

Employee Name (print): _____

Employee Signature: _____ Date: _____

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COMMITTEE ACTION REQUEST

TO: EXECUTIVE COMMITTEE
FROM: COURTNEY KNAPP, ELECTIONS SPECIALIST
SUBJECT: APPROVE 2018 ELECTION MATERIALS
DATE: NOVEMBER 1, 2017

Policy 5025-33, Election Procedures, states that the Executive Committee (EC) "shall review and approve the election materials and the election process."

The 2018 draft election documents are attached for review:

- 2018 GRF Election Schedule
- 2018 Mutual Election Schedule (provided to show Mutual deadlines compared to GRF)
- 2018 GRF Board of Director Application for Candidacy, including reverse side
- 2018 GRF Candidate Instructions/Timeline, including reverse side
- GRF Board Eligibility Disclaimer
- 2018 GRF Election Article (scheduled for publication 3/8/18 – 4/5/18)
- 2018 GRF Sample Ballots

Documents that are included in the election packet for reference purposes:

- Policy 5025-33, Election Procedures
- Policy 5092-30, Code of Conduct

NOTE: At its meeting on September 26, 2017, the GRF Board unanimously awarded a contract to Accurate Voting Services to perform the general election services for the GRF and Mutual corporations for years 2018, 2019 and 2020. In February 2018, the Executive Committee will be asked to recommend the Board appoint Accurate Voting Services as the Inspectors of Election for the 2018 GRF Board of Directors election, as set forth in Policy 5025-33.

I move to approve the 2018 election materials and the election process for the 2018 GRF Board of Directors election.

2018 SCHEDULE
FOR ELECTION OF GRF DIRECTORS REPRESENTING EVEN-NUMBERED MUTUALS

	MUTUAL BOARD OR NOMINATING COMMITTEE RESPONSIBILITIES	
1.	In accordance with the GRF By-Laws and Davis-Stirling, Mutual Boards ***may*** appoint a Nominating Committee (five members who may be Mutual Directors or Members) at least 60 days before the GRF Annual Meeting* to recommend one to three candidates for each position to be elected. Self-nominated candidates may submit their names to this group as well. *Timing of GRF Special Board Meeting for Ballot Counting used in lieu of Annual Meeting	**Deadline:** Friday, April 6
2.	Mutual Nominating Committee gives Mutual Board Secretary the names of one to three candidates for **each** GRF position to be elected and/or any names of self-nominated candidates.	**Deadline:** Friday, April 6 4:30 p.m.
3.	Mutual Board Secretary delivers a list of all known candidates (whether nominated by Committee or by self-nomination) to the GRF Corporate Secretary in the Stock Transfer Office of the Administration Building at least 45 days before the GRF Special Meeting for Ballot Counting (no later than 4:30 p.m.).	**Deadline:** Friday, April 6 4:30 p.m.
	CANDIDATE RESPONSIBILITIES	
1.	Candidates may self-nominate and submit their name in person (preferable) or in writing to the GRF Board Office between Wednesday, March 7 and Friday, April 6. It is a candidacy period of 30 days. *Policy 5025 states that candidates may self-nominate no more than 90 days and no less than 60 days prior to the election.*	**Deadline:** Friday, April 6
2.	Candidates will be asked to complete a brief application of candidacy. If self-nomination was done in writing, an application will be mailed to the candidate or GRF staff will contact candidate with instructions. Candidates must present current photo ID when turning in application; Leisure World photo ID preferred.	**Application Deadline:** Friday, April 6
3.	Candidates will be asked to submit a statement no more than 300 words (no less than 12 point type, single sided) describing their qualifications, background, and platform. Statement must not contain any disparaging or defamatory content.	**Submission Deadline:** Friday, April 6
4.	Candidates will be asked to complete an Eligibility Disclaimer to set forth that they are qualified to serve on the GRF Board of Directors	**Submission Deadline:** Friday, April 6
	GOLDEN RAIN FOUNDATION AND CAMPAIGN DATES	
1.	Ballots will be mailed to voters 30 days before the Special Board Meeting for Ballot Counting.	**Mailing Date:** Thursday, May 3
2.	Notices of Special Board Meeting for the purpose of Ballot Counting will be published in the *Golden Rain News*.	**Publication Dates:** Thursday, May 24 and Thursday, May 31
3.	Election company receives mailed ballots (members should give Post Office 4-5 days to ensure timely delivery). ***Note***: Ballots can also be hand-delivered to Clubhouse 4 on Tuesday, June 5 between 9:00-10:00 a.m.	**Deadline:** Monday, June 4 12:00 noon
4.	Ballots counted at the Special GRF Board Meeting beginning at 10 a.m. in Clubhouse Four.	**Meeting:** Tuesday, June 5
5.	Annual Meeting of GRF Members – 2nd Tuesday in June at 2:00 p.m. in Clubhouse Four.	**Meeting:** Tuesday, June 12

2018 GRF & Mutual Election and Annual Meeting Schedule

	Mu.	No. of Units	Quorum	No. of Directors Being Elected	Candidate Application Begins (90 days before election)*	Candidate Application Deadline (60 days before election)**	Ballots Mailed (30 days before election)***	Meeting Day	Meeting Date	Meeting Time	Notes
MAY	10	276	92	6	Thurs. 2/15	Sat. 3/17	Mon. 4/16	3rd 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	3rd Thurs.	5/17	10 a.m.	No cumulative voting
	7	384	128	6	Sat. 2/17	Mon. 3/19	Wed. 4/18	3rd Fri.	5/18	10 a.m.	Parcels eliminated
	4	396	132	3	Thurs. 2/22	Sat. 3/24	Mon. 4/23	4th Wed.	5/23	10 a.m.	Staggered terms
	16	60	20	5	Thurs. 2/22	Sat. 3/24	Mon. 4/23	4th 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	4th Thurs.	5/24	10 a.m.	
	9	384	128	7	Sat. 2/24	Mon. 3/26	Wed. 4/25	4th Fri.	5/25	10 a.m.	
	8	348	116	5	Wed. 2/28	Fri. 3/30	Sun. 4/29	4th Tues.	5/29	10 a.m.	Meeting moved from 4th Mon. to 4th 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	1st 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	2nd Fri.	6/8	10 a.m.	Staggered Terms
	1	844	282	5	Tues. 3/13	Thurs. 4/12	Sat. 5/12	2nd Mon.	6/11	10 a.m.	Staggered Terms
	5	492	164	7	Wed. 3/14	Fri. 4/13	Sun. 5/13	2nd 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	2nd Wed.	6/13	10 a.m.	Staggered Terms
	12	452	151	7	Fri. 3/16	Sun. 4/15	Tues. 5/15	2nd Thurs.	6/14	10 a.m.	
	15	502	168	7	Sat. 3/17	Mon. 4/16	Wed. 5/16	3rd Fri.	6/15	10 a.m.	No cumulative voting
	6	408	136	7	Sat. 3/24	Mon. 4/23	Wed. 5/23	4th Fri.	6/22	10 a.m.	
	17	126	42	3	Wed. 3/28	Fri. 4/27	Sun. 5/27	4th 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.

Mutual_____

APPLICATION FOR CANDIDACY AS A GRF DIRECTOR

2018-2020 Term of Office

This "Application for Candidacy" ("Application") shall be completed by all candidates.

I, *(print name)* _____ of Seal Beach Mutual No. ____, Unit #_____, do hereby place my name into nomination for election to the Golden Rain Foundation Board of Directors representing my Mutual for the 2018-2020 term of office.

I am a member in good standing in my Mutual; that is, I am not more than 30 days in arrears of the monthly carrying charge assessment or in arrears of any fine or other fee levied against the Applicant. If elected, I am willing and will be able and available to serve in the capacity of Board Director for the 2018-2020 term of office.

Print Name: _____

Signature of Applicant: _____

Telephone Number: _____

Email Address: _____

Check one: My statement/resume is: ☐ Attached
☐ Not attached, but I will turn it in on (date) _____

Statement of qualifications: Candidates shall submit a typed Statement of qualifications (see following rules governing content and length of Statements) to the Stock Transfer Office. Candidate's name, Mutual and Unit # must be listed prominently at the top of the statement.

Eligibility Disclaimer: Candidates shall complete the Eligibility Disclaimer form which sets forth the reasons candidates shall be considered ineligible to serve as a Director for the GRF Board. This form must be completed and turned in with the Application.

Returning the Application, Eligibility Disclaimer, and Statement: The deadline to return the Application, Eligibility Disclaimer and Statement is 4:30 p.m. on Friday, April 6, 2018 to the Stock Transfer Office on the 1st floor of the Admin. Building (13531 St. Andrews Dr.) or mailed to the Stock Transfer Office, P. O. Box 2069, Seal Beach, CA 90740. Candidates must present current photo ID when turning in application materials; Leisure World photo ID preferred.

Questions: If you have any questions about being a candidate, please call 431-6586, extension 346 for the Stock Transfer Office or extension 303 for the Board Office.

STOCK TRANSFER OFFICE USE ONLY:

Date received: _____ Time received: _____ Was statement attached? Yes No (circle one)
Was disclaimer attached? Yes No (circle one) Was photo ID presented/attached? Yes No (circle one)
If statement was not attached, when will statement be provided? _____ Staff: _____
Notes: _____

- OVER -

The Golden Rain Foundation has established reasonable rules for the conduct of its election. The following rules have been established for candidate Statements:

- Statements (a.k.a., resumes) shall contain a candidate's background, qualifications and platform;
- Statements shall not contain disparaging or defamatory content;
- Statements/resumes shall be a maximum of 300 words, in no less than 12 point type, single sided, not to exceed one page;
- Only a member in good standing is eligible to be a candidate. A member in good standing is defined as a member who is not in 30 days arrears of their carrying charge, or related charges, or in any fines or fees;
- Article VI, Election of Directors, Section 1, Qualifications, of the By-Laws of the Golden Rain Foundation, state:

  Only an active member of the Corporation is qualified to be a director. An active member of this corporation who is (a) an officer or director of a Mutual Corporation at Seal Beach Leisure World; (b) a member of any City Council; (c) a member of the Board of Supervisors of the County of Orange, California; (d) a member of the Planning Commission for the City of Seal Beach, California, or the County of Orange, California; (e) an elected official of any city, county, governmental body or political subdivision thereof; (f) an individual, a member of any entity or partnership, or an officer or director of any other corporation engaged in supplying material, services or labor to the Golden Rain Foundation, shall not be qualified to serve as a director of this corporation.

- Article II, Membership, Section 3, Membership – Eligibility and Acceptance, of the By-Laws of the Golden Rain Foundation, state:

  All stockholders or members in good standing of any non-profit cooperative housing corporation sponsored by this Corporation and providing housing in Seal Beach Leisure World, a cooperative housing development, and all members of Seal Beach Mutual No. Seventeen, a non-profit mutual benefit corporation, located in Seal Beach, California, shall be entitled to active membership in this Corporation, which membership shall be appurtenant to the respective shares of stock of said non-profit cooperative housing corporations and appurtenant to the memberships in Seal Beach Mutual No. Seventeen. It is the intention of this corporation to offer such services, as it may provide, only to occupant stockholders of said non-profit cooperative housing corporations and members of Seal Beach Mutual No. Seventeen. Application for membership shall be made concurrently with the execution of a subscription agreement for stock or membership in such a cooperative housing corporation or subscription agreement for membership in Seal Beach Mutual No. Seventeen, and shall be accompanied by such portion of the initiation fee as the Board of Directors shall from time to time determine. When a subscription is accepted by such a cooperative housing corporation or Seal Beach Mutual No. Seventeen, and stock or a membership certificate is issued to a subscriber, notice shall be sent to said subscriber of his or her eligibility for membership in this corporation and a request for payment of the full initiation fee shall accompany said notice. Payment of said initiation fee shall constitute an acceptance of membership and agreement to abide by these By-Laws and rules and regulations of the Corporation. Failure to make payment of the initiation fee at the time fixed by the Board of Directors shall render the candidate's eligibility of membership null and void at the discretion of the Board of Directors. The authorized number of membership shall be to the cooperative housing corporation stockholder occupants and to members of Seal Beach Mutual No. Seventeen, the total of said units being 6,608.

GRF BOARD OF DIRECTORS
CANDIDATE INSTRUCTIONS

Thank you for your interest in serving on the GRF Board of Directors. The attached Application for Candidacy ("Application") is for ALL candidates, whether you are self-nominated or have been referred (nominated) by your Mutual Board of Directors or your Mutual's Nominating Committee.

1. *Candidates who are Self-Nominated*: Applications are available in the GRF Board Office beginning Wednesday, March 7, 2018.

   Candidates who are nominated by a Board of Directors or Board Nominating Committee: Your Mutual Secretary will notify the Stock Transfer Office of your nomination before 4:30 p.m. on Friday, April 6, 2018. For organization purposes, we ask that nominated applicants also complete an application.

2. *Statement/Resume:* Each candidate shall submit a typed statement ("Statement") with a maximum of 300 words (in no less than 12 point type, single side only). Statements must have your name, Mutual and Unit # at the top of the page and contain your qualifications, background and platform. Statements shall not contain disparaging or defamatory content. Please attach the statement to the back of the application.

3. *Eligibility Disclaimer:* Article VI, Election of Directors, Section 1, Qualifications, of the GRF By-Laws sets forth that Directors of the GRF Board of Directors shall not be qualified to serve on the Board if they are, for example, a Director of a Mutual Corporation, member of a City Council, Planning Commission, Board of Supervisors, etc. Further, to avoid any potential conflict of interest, no member of the GRF Board of Directors or their spouse may be employed by the Golden Rain Foundation. GRF Board Candidates shall sign an Eligibility Disclaimer stating that they are eligible to serve as a Director.

4. *Return the Application, Eligibility Disclaimer and the Statement* to the Stock Transfer Office before 4:30 p.m. on Friday, April 6, 2018, in person or by mail to GRF Stock Transfer Office, P. O. Box 2069, Seal Beach, CA 90740. Candidates must present photo ID when turning in application materials; Leisure World photo ID preferred.

5. *Mailing Labels*: Please see GRF Policy 5025, Election Procedures, Section 3(h) (7) (page four of policy) for instructions on obtaining mailing labels for the addresses in a candidate's respective Mutual.

6. *Important Dates:*

Friday, April 6	Deadline for applications to be returned
Thursday, May 3	Ballots mailed by independent election company
Monday, June 4	Deadline to receive secret mail-in ballots
Tuesday, June 5	Ballot counting at 10 a.m. in Clubhouse Four
Tuesday, June 12	GRF Annual Meeting, 2 p.m. in Clubhouse Four*

If you have any questions about being a candidate for the GRF Board, call (562) 431-6586, Ext. 346 for Stock Transfer or Ext. 303 for the Board Office.

* = Newly-elected Board Members will be installed at the Annual Meeting

-over-

The Golden Rain Foundation has established reasonable rules for the conduct of its election. The following rules have been established for Statements:

- Statements shall contain a candidate's background, qualifications, and platform;
- Statements shall not contain disparaging or defamatory content;
- Statements/resumes shall be a maximum of 300 words, with no less than 12 point type, single sided, not to exceed one page;
- Only a member in good standing is eligible to be a candidate. A member in good standing is defined as a member who is not 30 days in arrears of their carrying charges or in any fines or fees;
- Article VI, Election of Directors, Section 1, Qualifications, of the By-Laws of the Golden Rain Foundation, state:

  Only an active member of the Corporation is qualified to be a director. An active member of this corporation who is (a) an officer or director of a Mutual Corporation at Seal Beach Leisure World; (b) a member of any City Council; (c) a member of the Board of Supervisors of the County of Orange, California; (d) a member of the Planning Commission for the City of Seal Beach, California, or the County of Orange, California; (e) an elected official of any city, county, governmental body or political subdivision thereof; (f) an individual, a member of any entity or partnership, or an officer or director of any other corporation engaged in supplying material, services or labor to the Golden Rain Foundation, shall not be qualified to serve as a director of this corporation.

- Article II, Membership, Section 3, Membership – Eligibility and Acceptance, of the By-Laws of the Golden Rain Foundation, state:

  All stockholders or members in good standing of any non-profit cooperative housing corporation sponsored by this Corporation and providing housing in Seal Beach Leisure World, a cooperative housing development, and all members of Seal Beach Mutual No. Seventeen, a non-profit mutual benefit corporation, located in Seal Beach, California, shall be entitled to active membership in this Corporation, which membership shall be appurtenant to the respective shares of stock of said non-profit cooperative housing corporations and appurtenant to the memberships in Seal Beach Mutual No. Seventeen. It is the intention of this corporation to offer such services, as it may provide, only to occupant stockholders of said non-profit cooperative housing corporations and members of Seal Beach Mutual No. Seventeen. Application for membership shall be made concurrently with the execution of a subscription agreement for stock or membership in such a cooperative housing corporation or subscription agreement for membership in Seal Beach Mutual No. Seventeen, and shall be accompanied by such portion of the initiation fee as the Board of Directors shall from time to time determine. When a subscription is accepted by such a cooperative housing corporation or Seal Beach Mutual No. Seventeen, and stock or a membership certificate is issued to a subscriber, notice shall be sent to said subscriber of his or her eligibility for membership in this corporation and a request for payment of the full initiation fee shall accompany said notice. Payment of said initiation fee shall constitute an acceptance of membership and agreement to abide by these By-Laws and rules and regulations of the Corporation. Failure to make payment of the initiation fee at the time fixed by the Board of Directors shall render the candidate's eligibility of membership null and void at the discretion of the Board of Directors. The authorized number of membership shall be to the cooperative housing corporation stockholder occupants and to members of Seal Beach Mutual No. Seventeen, the total of said units being 6,608.

GRF BOARD OF DIRECTORS
CANDIDATE ELIGIBILITY DISCLAIMER

The Golden Rain Foundation has established reasonable rules for the conduct of its election, including eligibility requirements for candidates. For example, only a member in good standing is eligible to be a candidate. A member in good standing is defined as a member who is not 30 or more days in arrears of their carrying charges or of any fines or fees.

To avoid any potential conflict of interest, no member of the GRF Board of Directors or their spouse may be employed by the Golden Rain Foundation.

Per Article VI, Election of Directors, Section 1, Qualifications, of the Golden Rain Foundation By-Laws, a director shall not be qualified to serve if they are a member, officer, or director of the organizations, entities, or governmental bodies listed below.

Candidates must review and complete this form in order to be placed on the Golden Rain Foundation Board of Directors ballot.

My name is _____ and I am applying for candidacy for the Board of Directors in Mutual _____.

I am a member of:	Select one:		If yes, what is the date of resignation or retirement?
	NO	YES	
(a) an officer or director of a Mutual Corporation at Seal Beach Leisure World;			
(b) a member of any City Council;			
(c) a member of the Board of Supervisors of the County of Orange, California;			
(d) a member of the Planning Commission for the City of Seal Beach, California, or the County of Orange, California;			
(e) an elected official of any city, county, governmental body or political subdivision thereof;			
(f) an individual, a member of any entity or partnership, or an officer or director of any other corporation engaged in supplying material, services or labor to the GRF.			

Signature of Applicant: _____ Date: _____

STOCK TRANSFER OFFICE USE ONLY:

Reviewed by Elections Specialist: _____ Reviewed by GRF Corporate Secretary: _____

How to be a Candidate to run for the Golden Rain Foundation Board of Directors for Even-Numbered Mutuals Only

The campaign cycle for the GRF Board of Directors will begin soon! During 2018, the Board seats representing the even-numbered Mutuals are up for election. During odd-numbered years, the Board seats representing odd-numbered Mutuals are up for election.

Any member in good standing is eligible to be a candidate for the Golden Rain Foundation Board of Directors representing their even-numbered Mutual. A member in good standing is defined by the GRF By-laws as a Mutual shareholder/owner who is no more than 30 days in arrears of their carrying charge, or in arrears of any fines or fees.

Candidates may self-nominate or be nominated by their Mutual's Nominating Committee or Board of Directors.

Candidates who are self-nominated must complete an "Application for Candidacy" before 4:30 p.m. on ***Friday, April 6*** ("Application for Candidacy" forms are available in the Stock Transfer Office in the Administration Building beginning ***Wednesday, March 7***).

Candidates who are nominated by their Mutual's Nominating Committee or Board of Directors will have their names submitted to Stock Transfer by the Mutual's Secretary. Upon receipt of any submitted names, the GRF Board Office will contact each candidate and arrange for them to confirm their candidacy by receiving and completing an "Application for Candidacy" and candidate instructions.

In accordance with Policy 5025-30, Election Procedures, each candidate may submit a statement, or resume, of 300 words or less, single sided, to the Stock Transfer Office. Statements shall be written in compliance with the election rules, e.g., contain the background, qualifications and platform of the candidate, and shall not contain any disparaging or defamatory content. All Statements are due before 4:30 p.m. on ***Friday, April 6***.

When turning in the Application for Candidacy, Eligibility Disclaimer, and Statement, members must show current photo I.D.; Leisure World photo I.D. preferred. Candidates will receive a receipt when turning in their application materials.

Article VI, Election of Directors, Section 1, Qualifications, of the GRF By-Laws sets forth that Directors of the GRF Board of Directors shall not be qualified to serve on the Board if they are a member, officer, or director of various organizations, entities, or governmental bodies. Examples include a Director of a Mutual Corporation, member of a City Council, Planning Commission, Board of Supervisors, etc. Further, to avoid any potential conflict of interest, no member of the GRF Board of Directors or their spouse may be employed by the Foundation. GRF Board Candidates shall sign an Eligibility Disclaimer stating that they are eligible to service as a Director.

Candidates who complete a timely Application for Candidacy (or are nominated by a Mutual's nominating committee or Board) will be listed on the Secret Mail-in Ballot. Ballot packets containing the Secret Mail-in Ballot, postage-paid envelopes, balloting instructions, and deadlines will be mailed to each household in the odd-numbered Mutuals on ***Thursday, May 3***. The GRF By-Laws have no provisions for write-in candidates on the ballots or for nominations from the floor.

For further information on being a candidate for the GRF Board, please call 431-6586, extension 346 for Stock Transfer or 303 for the Board of Directors Office.

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OFFICIAL NON-REVOCABLE BALLOT

GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS ELECTION FOR ONE REPRESENTATIVE/DIRECTOR FROM MUTUAL NO. THIRTEEN

Instructions for Voting:
Every two years, the Golden Rain Foundation conducts an election to elect one director from your Mutual to represent Mutual No. Thirteen on the Golden Rain Foundation (GRF) Board of Directors. The election is being conducted by Accurate Voting Services, Inc., and is conducted by mail to ensure the integrity of the process and to provide each member in good standing the opportunity to vote. The candidates listed below have been recommended by your Mutual, your Mutual's Nominating Committee, or have applied through a self-nomination process.

Instructions for Mailing Your Ballot:
After you have voted below, insert the ballot into Envelope "A." Seal Envelope "A" and insert it into Envelope "B." In the upper left hand corner of Envelope "B," print your name and address (including Mutual and Unit #); **AND** sign your name on the signature line. Mail Envelope "B" (which is pre-addressed and postage-paid) to the **Inspectors of Election** at Accurate Voting Services, Inc., P.O. Box 6117, Laguna Niguel, CA 92607-6117. Please allow 4-5 days for delivery. The Inspectors of Election must receive your mailed ballot on or before 12 noon on Monday, June 4, 2018, in order for your ballot to be counted, or you may bring your sealed ballot to Clubhouse Four, 1419 Northwood Road, Seal Beach, CA between 9:00 and 10:00 a.m. on Tuesday, June 5, 2018. The "polls" will close at 10:00 a.m. and the counting process will begin.

Instructions for Observing the Ballot Counting:
The ballot counting process will be conducted at a meeting of the GRF Board of Directors on Tuesday, June 5, 2018, at 10:00 a.m., Clubhouse Four, 1419 Northwood Road, Seal Beach, CA 90740. *All GRF members are welcome to observe the counting process.*

Instructions for Attending the Annual Meeting:
The GRF Annual Meeting will be held on Tuesday, June 12, 2018, at 2:00 p.m. in Clubhouse Four, 1419 Northwood Road, Seal Beach, CA 90740. All newly-elected directors will be installed at this meeting.

GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS ELECTION FOR ONE REPRESENTATIVE/DIRECTOR FROM MUTUAL NO. THIRTEEN

Voting: You are electing **one** director to sit on the GRF Board of Directors representing Mutual No. Thirteen. **Please cast one vote for one candidate to be elected by printing an "X" or a "✓" in the box located to the left of the name.** Please follow the above instructions to mail your ballot.

Although the candidate is running unopposed, please participate in the voting process by casting your vote and mailing your ballot.

	Kermit the Frog (incumbent)

Please direct any inquiries to Accurate Voting Services Inc.
Toll-free (855) 588-5522 accuratevoting@um.att.com
Accurate Voting Services, Inc., 23322 Peralta Drive, Suite 4, Laguna Hills, CA 92653
P.O. Box 6117, Laguna Niguel, CA 92607-6117

OFFICIAL NON-REVOCABLE BALLOT

GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS ELECTION FOR TWO REPRESENTATIVE/DIRECTOR FROM MUTUAL NO. NINETEEN

Instructions for Voting:
Every two years, the Golden Rain Foundation conducts an election to elect two directors from your Mutual to represent Mutual No. Nineteen on the Golden Rain Foundation (GRF) Board of Directors. The election is being conducted by Accurate Voting Services, Inc., and is conducted by mail to ensure the integrity of the process and to provide each member in good standing the opportunity to vote. The candidates listed below have been recommended by your Mutual, your Mutual's Nominating Committee, or have applied through a self-nomination process.

Instructions for Mailing Your Ballot:
After you have voted below, insert the ballot into Envelope "A." Seal Envelope "A" and insert it into Envelope "B." In the upper left hand corner of Envelope "B," print your name and address (including Mutual and Unit #); **AND** sign your name on the signature line. Mail Envelope "B" (which is pre-addressed and postage-paid) to the **Inspectors of Election** at Accurate Voting Services, Inc., P.O. Box 6117, Laguna Niguel, CA 92607-6117. Please allow 4-5 days for delivery. The Inspectors of Election must receive your mailed ballot on or before 12 noon on Monday, June 4, 2018, in order for your ballot to be counted, or you may bring your sealed ballot to Clubhouse Four, 1419 Northwood Road, Seal Beach, CA between 9:00 and 10:00 a.m. on Tuesday, June 5, 2018. The "polls" will close at 10:00 a.m. and the counting process will begin.

Instructions for Observing the Ballot Counting:
The ballot counting process will be conducted at a meeting of the GRF Board of Directors on Tuesday, June 5, 2018, at 10:00 a.m., Clubhouse Four, 1419 Northwood Road, Seal Beach, CA 90740. *All GRF members are welcome to observe the counting process.*

Instructions for Attending the Annual Meeting:
The GRF Annual Meeting will be held on Tuesday, June 12, 2018, at 2:00 p.m. in Clubhouse Four, 1419 Northwood Road, Seal Beach, CA 90740. All newly-elected directors will be installed at this meeting.

GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS ELECTION FOR TWO REPRESENTATIVES/DIRECTORS FROM MUTUAL NO. NINETEEN

Voting: You are electing **two** directors to sit on the GRF Board of Directors representing Mutual No. Nineteen. **Please cast one vote for two candidates to be elected by printing an "X" or a "✓" in the box located to the left of the name.** Please follow the above instructions to mail your ballot.

Mark Two (2) Boxes Only

	Batman
	Superman
	Wonder Woman (incumbent)

Please direct any inquiries to Accurate Voting Services Inc.
Toll-free (855) 588-5522 accuratevoting@um.att.com
Accurate Voting Services, Inc., 23322 Peralta Drive, Suite 4, Laguna Hills, CA 92653
P.O. Box 6117, Laguna Niguel, CA 92607-6117

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 OPERATIONS

Election 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,

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.

b. The GRF shall contract with an independent third-party vendor to perform all election services as Inspector(s) of Election. The vendor will be directed to conduct the election, and be accountable for the conduct of the election in accordance with this policy and all applicable codes, By-Laws, and state laws.

c. During its meeting in February, the Executive Committee of the GRF BOD will recommend that the Board appoint the election services company as its Inspector(s) of Election.

d. During its meeting in February, the BOD will appoint the election services company as its Inspector of Election.

e. If the GRF does not contract with a vendor to perform all election services, then the GRF will conduct the election in accordance with this policy and all applicable codes, By-Laws, and state laws. The GRF BOD will appoint in-house Inspector(s) of Election.

6. Election Materials

a. Ballot Packet

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

b. Secret Ballots Returned By Mail

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

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

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

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

GOLDEN RAIN OPERATIONS

Election Procedures

7. Inspector(s) of the Election

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

      1) Determine the number of shareholders entitled to vote and the voting power of each.

      2) Establish a mailing address for mail-in ballots, and the contact phone number for members' questions.

      3) Prepare and mail to all members in the odd- or even-numbered Mutuals, no later than thirty (30) days prior to the election meeting, the notice letter, mail-in secret ballot, any candidate Statements/resumes, voting instructions, two envelopes, and mailing instructions for the GRF election, in a manner consistent with providing and ensuring that the member's vote will be by "secret ballot."

      4) Receive mail-in secret ballots.

      5) Open mail-in secret ballots at the special meeting for the purpose of counting ballots.

      6) Count and tabulate all votes.

      7) Determine the results of the election.

      8) Certify, in writing, that the election was held in accordance with this policy and Section 5110 of the Davis-Stirling Common Interest Development Act (the Act).

      9) Consult with the GRF's legal counsel if necessary to fulfill the Inspector(s)' obligations under the law.

8. Observers of the Election

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

9. Ballot Retention

GOLDEN RAIN OPERATIONS

Election Procedures

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

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

Policy
Adopted: 15 Jun 76
Amended: 20 Aug 96
Amended: 19 Aug 97
Amended: 15 Sept 09
Amended: 15 Feb 11
Amended: 24 Feb 15
Amended: 23 Feb 16
Amended: 27 Dec 16
Reviewed: 12 May 17

GOLDEN RAIN FOUNDATION
Seal Beach, California

GOLDEN RAIN OPERATIONS

Board of Directors Code of Ethics and Conduct

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

1. We provide the highest level of service through accurate, unbiased, and courteous actions.

2. We acknowledge our duty of loyalty to the GRF by adhering to the rules of confidentiality relating to director, staff or shareholder/member discipline or any litigation. **This duty survives a Director's term in office.**

3. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees.

4. We shall disclose to the BOD, financial or personal conflicts of interest relating to the business of the GRF. They will recuse themselves and abstain from voting on any issue where there may be a reasonable expectation of a conflict of interest. (Civil Code 5350)

5. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of our shareholder/members.

6. We shall perform their fiduciary duties by acting in good faith to promote the best interests of the GRF through reasonable inquiry and investigation. (Civil Code 7231-Business Judgement Rule).

7. All Directors acknowledge their obligation to support decisions made by a majority of the BOD. (Davis-Stirling 7231(A)).

Policy
Adopted: 24 Jan 17
Reviewed: 12 May 17

GOLDEN RAIN FOUNDATION
Seal Beach, California

(May 17)

GOLDEN RAIN OPERATIONS
Board of Directors Censure Procedure

PREFACE

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

1. DIRECTOR CENSURE

1.1. A censure is the process by which the GRF BOD, acting by a two-thirds majority vote, can reprimand or condemn the actions of a fellow member in the event that the member:

1.1.1. Acts unilaterally;

1.1.2. Discloses confidential information;

1.1.3. Fails to attend three consecutive months of regularly scheduled BOD meetings without prior notice, and based on a reasonably unavoidable situation, as determined in the Board's sole discretion, such as a medical condition, personal emergency, etc.;

1.1.4. Fails to act in a way that respects others;

1.1.5. Creates a hostile environment including acting disruptively;

1.1.6. Fails to support decisions made by a majority of the BOD;

1.1.7. Fails to comply with the law, governing documents, policies or procedures of the GRF; or

1.1.8. In the event of an act or omission that creates a threat to any individual, the GRF or the community.

1.2. The following steps will be used to censure a director. All proceedings related to a censure shall be conducted in a closed, executive session meeting.

1.3. The Director(s) subject to the censure may not elect to have the proceedings conducted in an open, public session.

2. MOTION TO CENSURE

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

GOLDEN RAIN OPERATIONS
Board of Directors Censure Procedure

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

2.2 If the Presiding Officer elects not to place the motion on the agenda of a special executive session meeting of the BOD, two members may request a special executive session meeting of the BOD.

2.3 A director subject to censure shall be provided with at least ten (10) business days prior notice of the censure including the reason for the censure and the date, time and location of the meeting where censure will be considered. A copy of the "Motion to Censure" form will also be included. Notification shall be sent by Certified U.S. Mail through the Executive Director's office. The President or Presiding Officer will also contact the Director directly.

2.4 The BOD shall be provided at least five (5) days advance written notice of the special executive session of the full BOD regarding the "Motion to Censure", which shall include a copy of the submitted form. Notification shall be sent by the U.S. Mail through the Executive Director's office to all BOD members with the addition of an email notification containing the date, time and location of the meeting.

2.5 A director subject to censure may provide a written response to all BOD members no later than two (2) business days prior to the meeting. The director shall also be provided an opportunity to respond to the reason for censure at the meeting.

2.6 The censure motion may be debated and following the debate the BOD may take one of the following actions:

2.1.1. Postpone the motion by a simple majority for any reason, including, but not limited to, the desire of the majority to gather additional information and/or permit the director to respond further. (Policy 5601.1)

2.1.2. Approve the motion by a two-thirds (2/3) majority of a quorum of the non-offending directors; or

2.1.3. Defeat the motion

2.7 Written notice of the BOD's decision shall be sent by Certified U.S. Mail to the named member(s) no more than 15 business days following the meeting.

3. ENFORCEMENT PROCEDURES

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

GOLDEN RAIN OPERATIONS
Board of Directors Censure Procedure

3.1.1 WARNING/EDUCATION

3.1.2 REMOVAL FROM OFFICE OR CHAIR

3.1.3 REMOVAL FROM COMMITTEE

3.1.4 REQUEST FOR RESIGNATION

3.2. For offenses relating to the disclosure of confidential or sensitive information, upon a vote of two-thirds (2/3) of the majority of the quorum of the non-offending BOD members, the offender may be prevented access to confidential information.

3.3. If at any time a Director commits a crime or subjects the Foundation to financial risk, that Director shall be subjected to legal action by the Foundation. This may include removal from GRF Liability coverage.

3.4. Censure remains in effect until the next annual meeting.

Policy
Adopted: 24 Jan 17
Reviewed: 12 May 17

GOLDEN RAIN FOUNDATION
Seal Beach, California

GOLDEN RAIN OPERATIONS

Board of Directors Code of Ethics and Conduct

MOTION TO CENSURE

Date of request_____

I,_____ wish to file
Print Name Director signature Mutual

a formal motion Censure of _____
Director name

For the following reason(s):

_____

_____

_____

THE MOTION IS SECONDED BY:

_____ _____
Print Name Mutual Signature

DATE OF SUBMISSION TO:

_____ _____
Officer Name and Title Signature

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

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

Date Certified Mail Sent _____ By_____ Date Given _____ By_____

Policy
Adopted: 24 Jan 17
Reviewed: 12 May 17
(May 17)

GOLDEN RAIN FOUNDATION
Seal Beach, California

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EMPLOYEE EMERGENCY OPERATIONS PLAN

GOLDEN RAIN FOUNDATION

Seal Beach, California

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SECTION 1

CENTRALIZED PLAN FOR EMERGENCY PREPAREDNESS

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CENTRALIZED PLAN FOR EMERGENCY PREPAREDNESS

GENERAL:

1. The purpose of this plan is to formulate an organization which will be available and prepared to function in the event of a major disaster in Leisure World and to coordinate with the plans of other organizations in this region, such as the City of Seal Beach, County of Orange and the State of California, which have jurisdiction in this area. This plan will follow the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) guidelines as mandated by the Governor's Office of Emergency Services (OES).

2. Our community may be subject to natural disasters such as earthquakes, fires, floods, airplane crashes and hurricanes. Any of these could be of an intensity to create severe damage to property and endanger human life.

3. Another item of less importance, but which could cause considerable inconvenience, depending on the duration, is a power failure. This could occur due to a storm, accident or equipment failure within Leisure World, which would affect only a small area. Or, it could be caused by an incident at some distance from here which could affect the entire vicinity.

4. Since it is impossible to predict when any of these may strike, the better a community is prepared to cope with the situation, the better the chances of minimizing the disruption and chaos which usually prevail following any disaster.

5. It is recognized that the most critical period for providing aid following a disaster of any kind is immediately after it occurs. It is the objective of this plan to furnish whatever aid and assistance possible during the time it takes outside professional organizations to arrive and take over. The rule of thumb in emergency management is to have at least enough food, water, medication and supplies to last you and your family a period of three days.

SPECIFIC:

1. The Security Department / Main Gate Facility will be the initial Incident Command Center after any emergency. The Security Chief will assume the position of Incident Commander and deploy GRF resources as needed. As time allows, the Emergency Operation Center located on top of the Amphitheater will be activated and duties will be assigned to the Department Managers as they arrive. The GRF Executive Director and the GRF President will assume shared control of the emergency response.

2. The Watch Commander in the Security Department will assume the role of Incident Commander when the Security Chief is unavailable or if an emergency occurs after regular business hours. After regular business hours, the Watch Commander will make emergency notifications to the different GRF Departmental Managers. If a Department Manager is unreachable or does not respond in a reasonable amount of time, the Watch Commander will have the authority to contact and deploy staff from that manager's department if needed.

3. Emergency communication procedures are outlined in Section 5 of this manual.

4. Leisure World Amateur Radio, and CERT Volunteers may respond to the Security Department Main Gate Facility (Incident Command Center) or the Emergency Operations Center (EOC) after a disaster. Their personal information shall be recorded on a roster as they arrive, issued a radio for communications (if available) and deployed as needed. Please remember to treat volunteers with care and respect. They deserve it!

5. This plan establishes several sub-command posts that are located throughout the community. The sub-command posts are located at Clubhouse One, Two, Three, Four, Five, and the Main Gate. Each of the sub-command posts (with the exception of the Main Gate) has an emergency supply shed which contains first aid supplies, water and a portable generator.

6. A radio operator shall be deployed to each sub-command post. The radio operator should open the emergency supplies shed and designate an area for shelter operations. The radio operators will then relay developing information on to the Incident Command Center (Security Main Gate or EOC) via amateur radios.

7. The Security Chief will deploy a minibus to stand by at each of the sub-command posts, and assign a Security Department unit to pick up reports at sub-command points.

8. Physical Property Inspectors will be assigned to assist at the sub-command posts during working hours. They will be equipped with mobile radios, as well as vehicles for fast transportation, in the event they are needed.

9. While assisting in a disaster or emergency, it is very important that all GRF employees follow the company safety guidelines as noted in the GRF Employee handbook and the GRF Injury and Illness Prevention Safety Program. Employees shall use personal protective equipment at all times (gloves, dust masks, safety glasses.ect) and avoid all hazardous activity.

SECTION 2

ORGANIZATIONAL CHARTS

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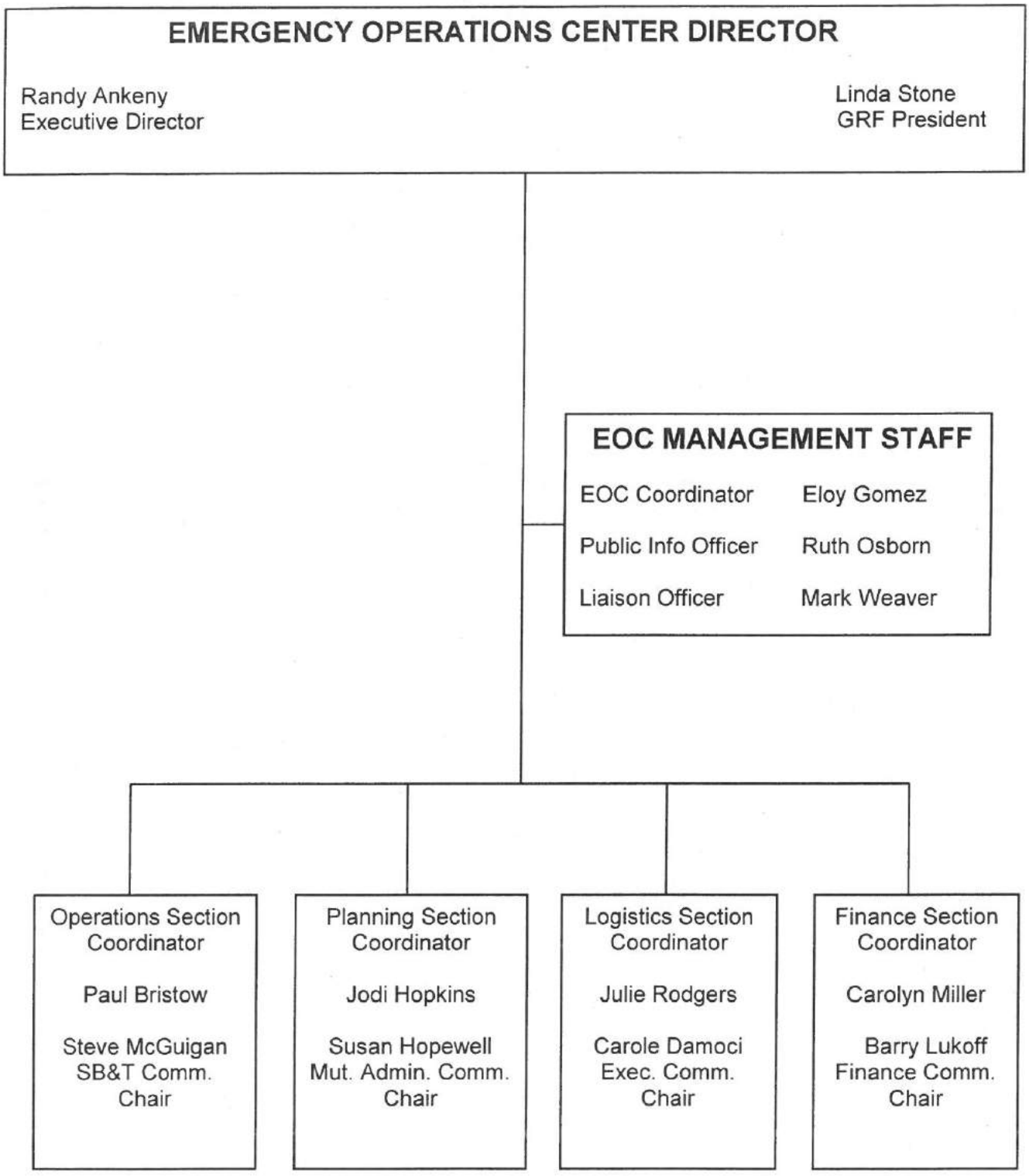
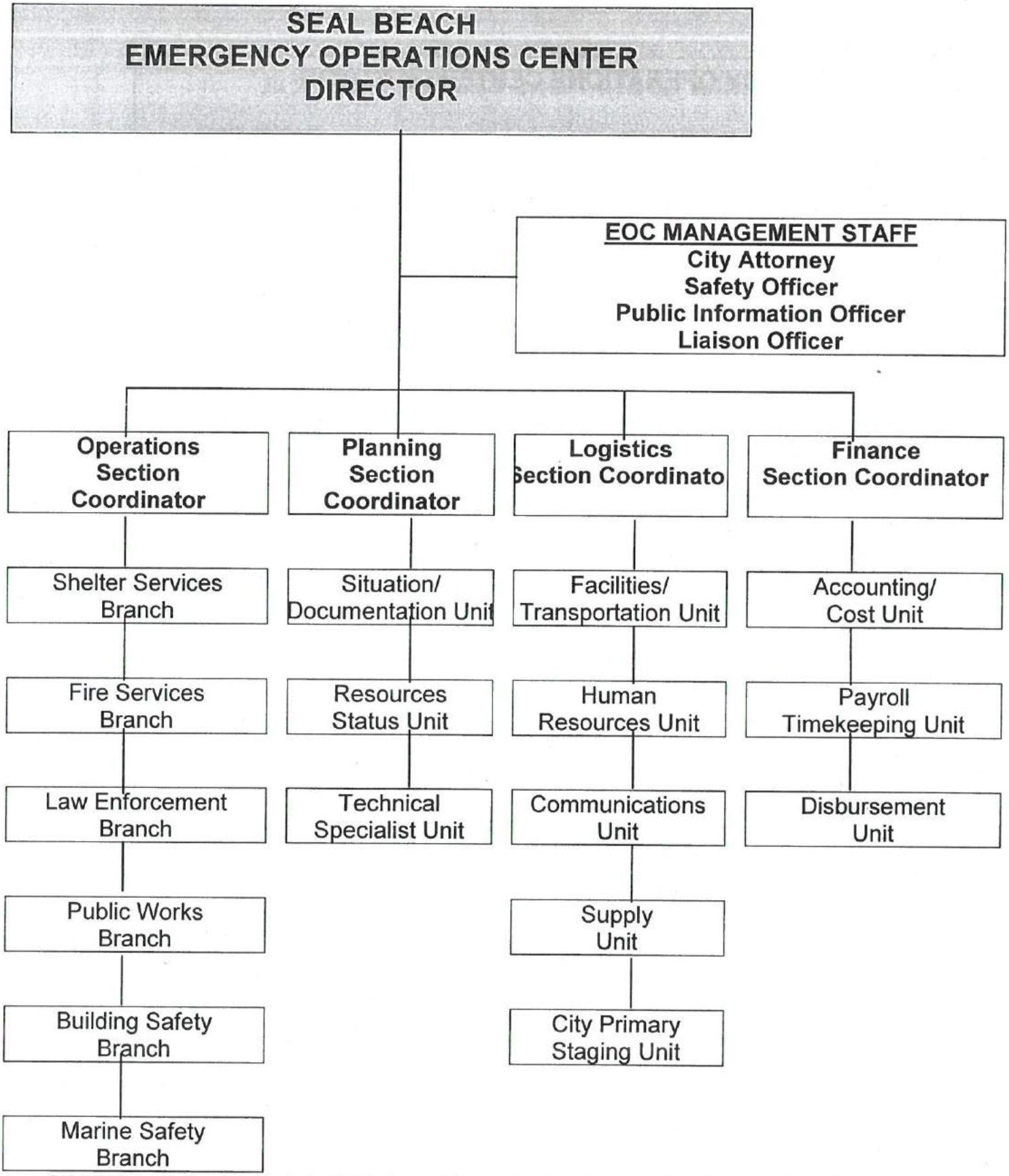
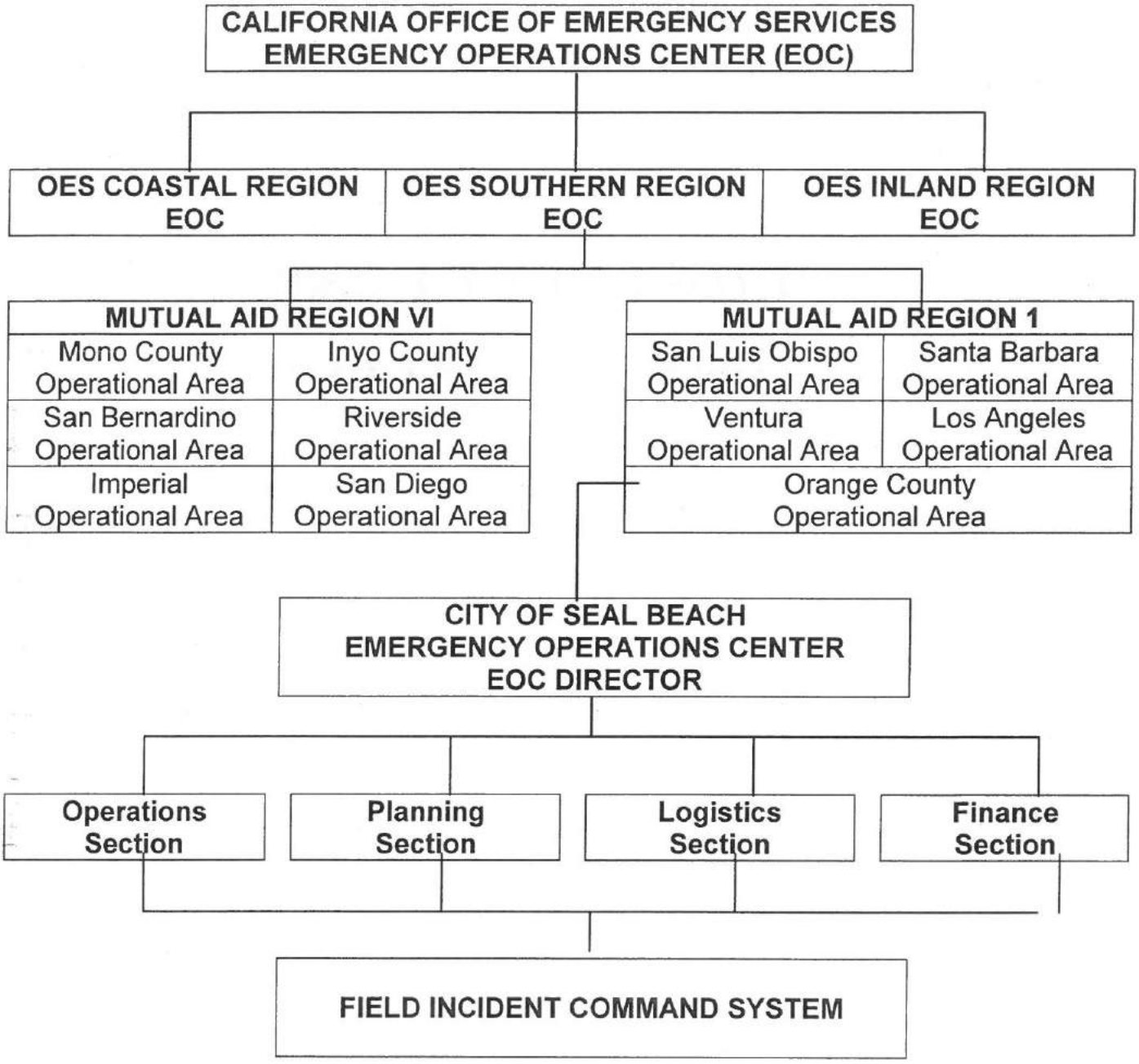

EMERGENCY OPERATIONS CENTER DIRECTOR
Randy Ankeny
Executive Director
Linda Stone
GRF President
EOC MANAGEMENT STAFF
EOC Coordinator
Eloy Gomez
Public Info Officer
Ruth Osborn
Liaison Officer
Mark Weaver
Operations Section Coordinator
Paul Bristow
Steve McGuigan
SB&T Comm. Chair
Planning Section Coordinator
Jodi Hopkins
Susan Hopewell
Mut. Admin. Comm. Chair
Logistics Section Coordinator
Julie Rodgers
Carole Damoci
Exec. Comm. Chair
Finance Section Coordinator
Carolyn Miller
Barry Lukoff
Finance Comm. Chair


SEAL BEACH
EMERGENCY OPERATIONS CENTER
DIRECTOR
EOC MANAGEMENT STAFF
City Attorney
Safety Officer
Public Information Officer
Liaison Officer
Operations Section Coordinator
Planning Section Coordinator
Logistics Section Coordinato
Finance Section Coordinator
Shelter Services Branch
Fire Services Branch
Law Enforcement Branch
Public Works Branch
Building Safety Branch
Marine Safety Branch
Situation/ Documentation Unit
Resources Status Unit
Technical Specialist Unit
Facilities/ Transportation Unit
Human Resources Unit
Communications Unit
Supply Unit
City Primary Staging Unit
Accounting/ Cost Unit
Payroll Timekeeping Unit
Disbursement Unit

CALIFORNIA

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM



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SECTION 3

DEPARTMENT RESPONSIBILITIES

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DEPARTMENT RESPONSIBILITIES

COMMUNICATIONS	Emergency Operations Center, L.W. Radio Club, Security Department, Physical Property
DAMAGE ASSESSMENT	Service Maintenance, Physical Property Inspectors
DEBRIS REMOVAL	Service Maintenance
ECONOMIC POLICIES	Administration, Purchasing
EQUIPMENT & SUPPLIES	Purchasing
EVACUATION	Transportation
FACILITIES INSPECTION & MANAGEMENT	Physical Property
FIRE SUPPRESSION & CONTROL	Orange County Fire Authority, Physical Property
FLOOD CONTROL & MANAGEMENT	Orange County & Seal Beach Public Works
FUELS MANAGEMENT, DISTRIBUTION	Service Maintenance, Transportation
GOVERNMENT LIAISON	Administration, Safety/Emergency Coordinator, Seal Beach Police, per SEMS
HAZARDOUS MATERIAL CONTROL	Orange County Fire Authority
HEALTH SERVICES	Los Alamitos Medical Center, Medical Volunteers
HEAVY RESCUE	Orange County Fire Authority, Service Maintenance
INCIDENT STATUS REPORT	Physical Property, Emergency Coordinator
LAW ENFORCEMENT	Seal Beach Police, Security Department
MASS CARE	Salvation Army, Red Cross, Recreation Department
MEDICAL SERVICE/FIRST AID	Los Alamitos Medical Center, Medical Volunteers
NON-GOVERNMENT LIAISON	Safety/Emergency Coordinator
OPERATIONS MANAGEMENT	Administration, Mutual Adm., Physical Property
HUMAN RESOURCES	Administration, Physical Property
POLICY DIRECTION	Administration, Mutual Administration
PROCUREMENTS, CONTRACTS	Purchasing, Administration
PUBLIC INFORMATION	Public Information Officer, LW News
RECOVERY PLANNING	Administration, Physical Property, Recreation
REGISTRATION, INQUIRY	Security-Main Gate, American Red Cross
SANITATION	Consolidated Disposal Services, Seal Beach Utilities
REGISTRATION, INQUIRY	Security-Main Gate, American Red Cross
STREET/ROUTE RECOVERY	Transportation, Security, Service Maintenance, and Seal Beach Police/Public Works
TEMPORARY FACILITY CONSTRUCTION	Service Maintenance
TEMPORARY HOUSING	Red Cross, Salvation Army
TRAFFIC CONTROL	Security-Main Gate, Seal Beach Police
TRANSPORTATION	Transportation, O.C. Transportation Authority
UITILITIES LIAISON	Physical Property, So Cal Edison, Water Dept.
VITAL RECORDS CONTROL	Mutual Administration
WATER RESOURCES	Sub-Command Post, Seal Beach Water Dept.
WELFARE SERVICES	Salvation Army, Red Cross

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SECTION 4

EMERGENCY PLAN FOR GRF EMPLOYEES

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October 2017

TO: DEPARTMENT MANAGERS

FROM: EXECUTIVE DIRECTOR

SUBJECT: DISASTER PLAN FOR EMPLOYEES

1. The purpose of this plan is to utilize the talents and physical capabilities of the work force here in Leisure World during their regular work week. The plan is to pre-assign duties to persons in the area where they work and with which they are familiar. In the event of a major disaster, we here in Leisure World will need to coordinate our efforts with other organizations in this region, such as the City of Seal Beach, Orange County, and the State of California, which have jurisdiction in this area.

2. The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) are now in effect at Leisure World. They follow the Incident Command System (ICS) to divide the duties among GRF employees. Five sub-command posts are to be set up: one each in Clubhouses One, Two, Three, Four, Five, and main Gate. Personnel will be assigned to each of these command posts to assist in the set-up, operations and communications.

3. Managers will assign personnel to inspect all areas in each of their areas of responsibility and departments. All of this information will be returned to the Emergency Operations Center (EOC). In case of an emergency after regular business hours, department managers will request that employees report to work as needed.

4. Communication procedures during an emergency are detailed in this plan. Our employees will be in constant communication with our Emergency Operations Center via handheld radios, ham radios and cellular telephones.

INSTRUCTIONS FOR CHECKING GOLDEN RAIN FOUNDATION FACILITIES AFTER A DISASTER

Each Department Manager or Supervisor assigns two persons to check all of the offices under his supervision. A report of any injuries, and/or damage to buildings or equipment, is to be reported by the two assigned persons. Results of inspections are to be completed and forwarded to the Emergency Operations Center.

ADMINISTRATION BUILDING, FIRST FLOOR

Assigned persons are as follows:

Accounting Offices:

1. Director of Finance

Stock Transfer Office

1. Stock Transfer Supervisor

ADMINISTRATION BUILDING, SECOND FLOOR

Assigned persons are as follows:

1. Human Resources Manager
2. Administrative Secretary

NEWS OFFICE.

Assigned persons are as follows:

1. Section Editor
2. ITS Systems Analyst

PHYSICAL PROPERTY DEPARTMENT

Assigned persons are as follows:

1. Property Inspector
2. Property Inspector

SERVICE MAINTENANCE DEPARTMENT

Assigned persons are as follows:

1. Head Plumber
2. Plumber on duty
3. Plumber(s) on Duty

Weekends:

LIBRARY

Assigned persons are as follows:

1. Library Operations Supervisor
2. Library Operations Assistant

INSTRUCTIONS FOR CHECKING GOLDEN RAIN FOUNDATION FACILITIES AFTER A DISASTER

RECREATION DEPARTMENT

Assigned persons are as follows:

Clubhouses 1, 2, 3, & 4	1. Custodian on Duty 2. Custodian on Duty
Clubhouse 6	1. Exercise Room Attendant 2. Custodian on Duty
Golf Course	1. Golf Starter on Duty 2. Pool Attendant
Swimming Pool	1. Pool Attendant 2. Golf Starter on Duty

SECURITY OFFICE – MAIN GATE

Assigned persons are as follows:

1. Security Manager
2. Watch Commander

TRANSPORTATION:

The Transportation Department will play a vital role in an emergency by assisting with evacuation.

The buses will be deployed to provide conveyance as needed within Leisure World, as directed by the Safety/Emergency Coordinator or other authority. All buses shall have a GRF radio, a first aid kit and a fire extinguisher.

GRF drivers currently operate on Channel Three. After a disaster has occurred, he/she should only monitor Channel Three and wait for Security to conduct a roll call and stand-by for directions from the Security Department. Bus drivers should not monitor or transmit on other radio channels unless they are asked to do so by the Security dispatcher. Bus drivers will finish their routes unless they have injured persons.

Off-duty drivers are encouraged to report to the Incident Command Center (Security-Main Gate) to see if they will be needed. They should identify themselves and standby for instructions. Due to the possibility of working an extended shift, it is recommended that you bring a healthy supply of food, snacks and water.

Sub-Command Post Assignments:

Clubhouse One	Assigned Driver – **A** Bus
Clubhouse Two	Assigned Driver – **B** Bus
Clubhouse Three	Assigned Driver – **C** Bus
Clubhouse Four	Assigned Driver - **D** Bus

DAMAGED ASSESSMENT SURVEY

Each Department Manager has assigned two persons to check all of the offices under his/her supervision. A report of any injuries and/or damage to buildings or equipment is to be reported by the two assigned persons. Results of inspection are to be completed and forwarded to the Emergency Operations Center.

Date: _____ Department: _____

Facility: _____ Address: _____

(Please check one)	**Yes**	**No**	**Notes:**
Are all employees accounted for?	_____	_____	_____
Persons injured? How many?	_____	_____	_____
Structural damage?	_____	_____	_____
Phone lines operational?	_____	_____	_____
Electrical power?	_____	_____	_____
Smoke or fire? Where?	_____	_____	_____
Smell of gas or chemical? Where?	_____	_____	_____
Obstructions or hazards in building?	_____	_____	_____
Suspicious activity or persons?	_____	_____	_____

Additional comments: _____

_____

_____

_____

Inspection conducted by: _____ Time: _____

If immediate assistance is needed and telephones are working, call:

911	**Emergency**
375 or 377	**Security**
430-4948	**Health Care Assessment Nurse**

If you have a mobile radio, call the Security Department (Dispatch) on channel one; or call the Maintenance Department (Unit 20) on channel two.

SECTION 5

EMERGENCY COMMUNICATIONS

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EMERGENCY COMMUNICATIONS

The purpose of this section is to provide directions for notifying responsible personnel in the event of an emergency. If an emergency occurs during regular working hours and the telephone system is operational, residents should contact the appropriate agency to respond. Leisure World staff will work with the City of Seal Beach in providing a quick and adequate response to the emergency.

AFTER HOURS COMMUNICATIONS SYSTEM

In the event of an emergency occurring after hours, the On-Duty Watch Commander shall be the Incident Commander. The On-Duty Watch Commander will initiate a response to the emergency with the available staff on hand, obtain any available information pertaining to the emergency and notify the Golden Rain Management Staff of the conditions.

Should the emergency require additional personnel not on duty, the Incident Commander shall have the authority to contact the Golden Rain Foundation personnel listed on the **AFTER HOURS EMERGENCY PHONE LIST**. The Incident Commander should verify if the personnel will be able to respond and request an estimated time of arrival.

In the event that personnel on this list are unable to respond, the Incident Commander may activate the Emergency Operations Center (EOC). The Incident Commander shall notify the President of the GRF Board who will act as the Resident EOC Director. The Incident Commander and the Resident EOC Director shall determine the level of response necessary to deal with the situation.

LACK OF TELEPHONE SYSTEMS

If the telephone systems within the Leisure World community should fail after any emergency, the Leisure World Radio Team will be available to assist the Security Department with communications via radio. The Radio Operator in command of EOC Radio room will respond to Security Department Main Gate and check in with the Incident Commander via radio. They will then be dispatched to their sub-command posts to transmit developing information to the EOC. The Leisure World Security Department has the ability to communicate with the City of Seal Beach Police Department through the use of a radio installed at the Exit Gate. The radio operators will tune in to the Seal Beach Radio Amateur Civil Emergency Service (RACES) frequency and transmit vital information to the Seal Beach Police Department. The Seal Beach Police Department will then request the appropriate agency to respond (Fire, Public Works, or Haz-Mat).

The Golden Rain Foundation will follow the Incident Command System as part of the Standardized Emergency Management System **(SEMS).** In addition, the Golden Rain Foundation will update the E.O.C. procedures by implementing the new National Incident Management System **(NIMS)** procedures into the Disaster Manual.

Note: **AFTER HOURS EMERGENCY PHONE LIST:** is available to all GRF Dept's Please contact the Safety and Emergency Coordinator at 562/431-6586 ext. 356 for a copy.

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SECTION 6

STREET GUIDE MAP

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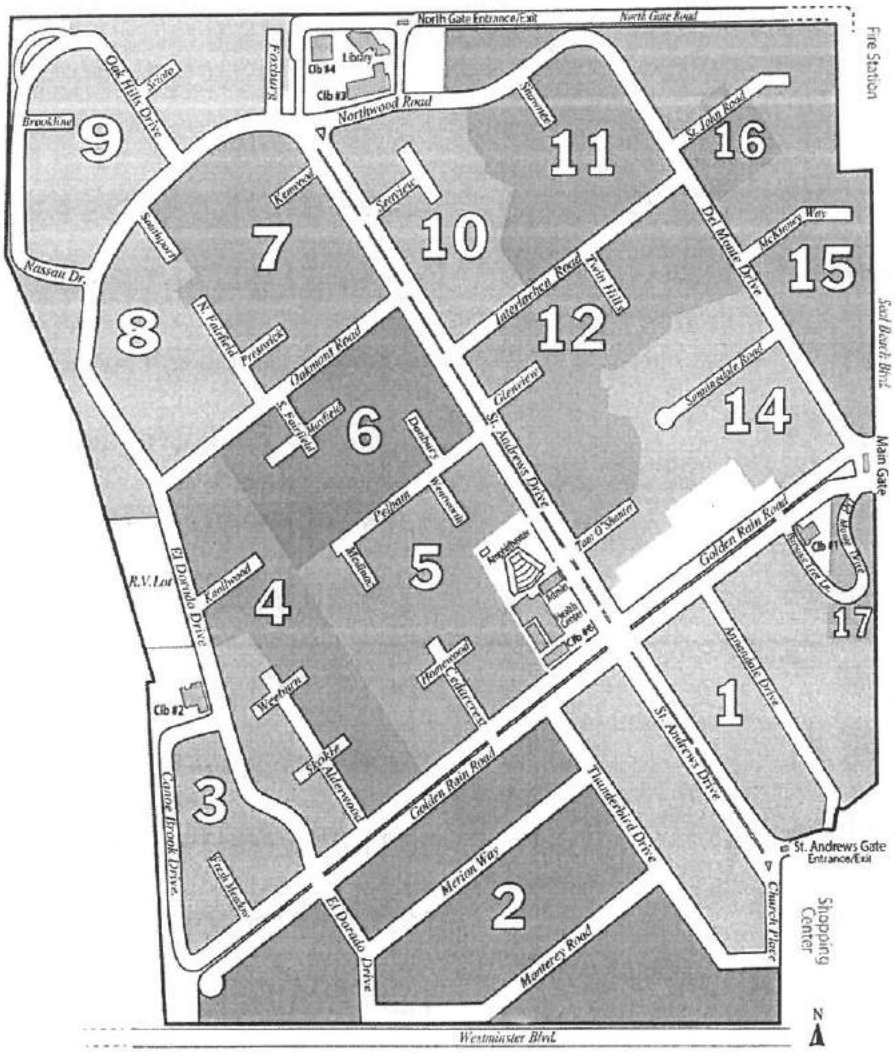
STREET GUIDE OF SEAL BEACH LEISURE WORLD



ALD	Alderwood	3,4	GLN	Glenview	12	PEL	Pelham	5,6
ANN	Annandale	1	GLD	GoldenRain	2,3,4,5,14	PWK	Prestwick	7
BRO	Brookline	9	HOM	Homewood	5	SEA	Seaview	10
BUR	Burning Tree	1	INT	Interlachen	10,11,12	SHA	Shawnee	11
CAN	Canoe Brook	3	KEN	Kenwood	7	SKO	Skokie	3,4
CED	Cedar Crest	5	KNO	Knollwood	4	SOU	Southport	7,8
CHU	Church	1	MAY	Mayfield	6	STA	St. Andrews	1,5,6,7, 10,12,14
DAN	Danbury	6	MED	Medinac	5	STJ	St. John	15,16
DEL	Del Monte	11,12,14, 15,16,17	MER	Merion	2	SUN	Sunningdale	14
ELD	El Dorado	2,3,4,8,9	MCK	Mc Kinney	15	SCI	Scioto	9
			MON	Monterey	2	TAM	Tam O'Shanter	12,14
FRFN	Fairfield North	7,8	NAS	Nassau	9	TWN	Twin Hills	12
FRFS	Fairfield South	6	NOR	Northwood	7,8,9,10,11	TBD	Thunderbird	1,2
FOX	Foxburg	9	OKH	Oak Hills	9	WEE	Weeburn	3,4
FM	Fresh Meadow	3	OKM	Oakmont	4,6,7,8	WEN	Wentworth	5

GOLDEN RAIN COMMUNITY FACILITIES
ADDRESS LIST

ADMINISTRATION BUILDING	13531 ST. ANDREWS DRIVE
AMPHITHEATER	13521 ST. ANDREWS DRIVE
CLUBHOUSE #1	1880 GOLDEN RAIN ROAD
CLUBHOUSE #2	13681 EL DORADO DRIVE
CLUBHOUSE #3	1421 NORTHWOOD DRIVE
CLUBHOUSE #4	1419 NORTHWOOD ROAD
BUILDING #5	1661-C GOLDEN RAIN ROAD
CLUBHOUSE #6	1661–E GOLDEN RAIN ROAD
HEALTH CARE CENTER	1661 GOLDEN RAIN ROAD
L.W. POST OFFICE	13580 ST. ANDREWS
MAINTENANCE YARD	1280 GOLDEN RAIN ROAD
PHARMACY	1661-B GOLDEN RAIN ROAD
POOL FACILITY	13580 ST. ANDREWS DRIVE
RESALES REAL ESTATE OFFICE	1901 GOLDEN RAIN ROAD
SEAL BEACH POST OFFICE	2929 WESTMINISTER
GATES & PATROL MAIN GATE	13533 SEAL BEACH BLVD.

SECTION 7

HAZARDOUS MATERIALS (HAZMAT)

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HAZARDOUS MATERIAL EMERGENCIES (HAZMAT)

In the event a Hazardous Material Emergencies (HAZMAT) occurs in the vicinity of Leisure World, it may become necessary to evacuate employees to a safe location in order to avoid injury or contamination from toxic fumes or chemicals. It is important that you follow **ALL** instructions provided by the police and fire agencies. The City of Seal Beach may use the Reverse 911 Community Notification System also known as alertOC to contact residents via telephone and provide them with a recorded message. The message may have information on the hazardous material emergency and directions to the nearest shelter facility.

EXTREME CAUTION MUST BE USED IN A HAZMAT EMERGENCY

Examples of hazardous material emergencies include the accidental release of a toxic gas, a chemical spill as a result of a vehicle accident, fumes from a nearby industrial fire or the release of a biological agent. Even the accidental mixture of kitchen cleaning supplies can create a hazard. These types of emergencies may cause serious physical injuries and/or damage to our environment.

Employees should immediately report any suspicious odors and or suspicious substances to the Security Department. Employees should minimize their exposure by staying indoors and preventing any contact with hazardous materials. Please remember that chemical fumes may be carried by the wind, so make an effort to stay on the "upwind" side of a hazardous material emergency.

When the Security Department receives a report of a possible hazardous materials incident, the On-Duty Watch Commander will notify the Orange County Fire Authority. The Fire Authority has the proper protective and detection equipment to determine if the substance is dangerous. The Security Department Officers are **NOT** to respond to the location of a hazmat emergency, but may assist in securing the outer perimeter (safe zone) as determined by the Orange County Fire Authority.

IMPORTANT PHONE NUMBERS

OC Health Care Agency Environ Health: (714) 433-6000

California Poison Control System: (800) 222-1222

Orange County Household Hazardous Waste Hotline: (714) 834-6752

If an evacuation is required, the shelter sites will depend on the location of the hazardous material emergency, the time of day, current weather conditions and the wind direction. Here are some general recommendations for employees.

1. INCIDENT OCCURS ON THE NORTH SIDE OF THE FREEWAY

   a) **ACTION: Employees should evacuate to Clubhouse Two (Clubhouses Three and Four may not be safe.)**

2. INCIDENT OCCURS ON THE EAST SIDE BORDERED BY SEAL BEACH BOULEVARD

   a) **ACTION: Employees should evacuate to Clubhouse Two or the Amphitheater area.**

3. INCIDENT OCCURS ON THE SOUTH SIDE ALONG WESTMINSTER BOULEVARD

   a) **ACTION: Employees should evacuate to the Amphitheater or Clubhouse One, Two or Four.**

Golden Rain Foundation | Golden Rain Foundation | Leisure World, Seal Beach

MEMO

TO: MUTUAL BOARDS
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: GRF POLICY 4162, GIFT DISCLOSURES
DATE: OCTOBER 18, 2017
CC: FILE

With the holiday rapidly approaching, it is not uncommon for Shareholders (inducing Mutual Boards), to show their appreciation to staff, in the form of a holiday gift. To prevent any undo confusion, notably when a staff member may have to refuse a gift, I would like to share with you Policy 4162, which covers gifts and what is and is not allowable.

4162

HUMAN RESOURCES

GENERAL POLICY

Gift Disclosure – Employees and Foundation Members

Foundation employees may accept gifts from Foundation members with a fair market value up to $25. Acceptable gifts for the purpose of this policy include cash, gift certificates, food and non-alcoholic beverages, and small trinkets or merchandise.

Employees may only accept gifts from Foundation members when the gift is presented as a symbol of friendship, appreciation or gratitude, or during the holiday season.

Departments may receive gifts (plants and food and non-alcoholic beverages only) from Foundation members with a fair market value up to $100.

Employees and departments must report gifts to the Executive Director within one business day. The Executive Director shall provide a monthly report to the GRF Board of Directors of any gifts received.

Employees or departments may not accept gifts from Foundation members if accepting the gift causes or gives the appearance of a conflict of interest. A conflict of interest may be defined as a situation which arises when an employee takes action or establishes economic interests for personal gain that compromises the employee's ability to represent the Foundation's best interests.

Policy
Adopted: 26 Nov 2013

GOLDEN RAIN FOUNDATION
Seal Beach, California

To some the policy may have the appearance of being overly restrictive. The sole purpose of the policy is to simple establish a fully transparent system and prevent any misconceptions.

We will be running articles in LW Weekly on this policy in November and December.

The attached Gift Log must be used and returned weekly to Human Resources.

If a Gift is provided in violation of the policy (example a gift card in an amount over $25) the gift card is to be turned into Humana Resources, staff will return the card, along with a thank you note and notice that staff cannot accept any gifts over $25 per policy.

If you have any questions, please feel free to contact me.

EXECUTIVE COMMITTEE ACTION REQUEST

TO: GRF EXECUTIVE COMMITTEE
FROM: HUMAN RESOURCES DIRECTOR (CF)
SUBJECT: EMPLOYEE HOLIDAY BONUS
DATE: NOVEMBER 13, 2016
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

The Foundation has been able to achieve a savings in its budgeted costs for labor expense for 2017 of $351,472.00 as of November. A major component of this savings has been achieved by the reduction of our costs for Workers' Compensation Insurance. This component alone accounts for a savings in 2017 of $63,405.00, to date.

The savings in Workers' Compensation Insurance premiums are a direct result of the actions of the employees of the Foundation in performing their work safely and avoiding costly injuries.

In recognition of November as the month the GRF Board has selected to recognize the contributions its employees make to the Leisure World community, a recommendation is being made for the Executive Committee to recommend to the GRF Finance Committee and the GRF Board of Directors that a portion of the savings realized through the actions of GRF employees be used to purchase gift cards in the form of Ralphs in the amount of $50 for each regular part-time and regular full-time employee, excluding Managers and Directors, who will be provided a $500 holiday incentive as recognition for their roles in training, encouraging safe work practices, and ensuring a safe work environment.

Additionally, a recommendation is being made for the Executive Committee to recommend to the GRF Finance Committee and the GRF Board of Directors to approve funding for a Holiday Luncheon for all full-time and part-time GRF employees in the amount of $10 per person, for 232 employees, for a total of $2,320.00

Gift Card Summary:

DEPARTMENT NAME	*COST CENTER*	*# OF EMPLOYEES*	*CC TOTAL*
HUMAN RESOURCES	20	1	$ 50.00
ADMINISTRATION	30	2	$ 100.00
FINANCE	31	7	$ 350.00
PURCHASING	32	3	$ 150.00
STOCK TRANSFER	33	3	$ 150.00
INFORMATION TECHNOLOGY SERVICES	34	1	$ 50.00
LIBRARY	35	9	$ 450.00
NEWS	36	7	$ 350.00
SECURITY	37	73	$ 3,650.00
TRANSPORTATION	38	25	$ 1,250.00
COMMUNITY FACILITIES	40	6	$ 300.00
COPY & SUPPLY	44	2	$ 100.00
GOLF COURSE	46	5	$ 250.00
SWIMMING POOL	48	6	$ 300.00
EXERCISE ROOM	55	6	$ 300.00
PHYSICAL PROPERTY	70	15	$ 750.00
SERVICE MAINTENANCE	74	33	$ 1,650.00
SERVICE MAINTENANCE-ADMIN	75	4	$ 200.00
MUTUAL ADMINISTRATION	MAC	6	$ 300.00
TOTAL			**$10,700.00**

I MOVE to recommend the GRF Executive Committee forward a recommendation to the GRF Finance Committee and to the GRF Board of Directors to approve funding for the employee holiday bonus of a $50 gift card for all Full-Time and Part-Time GRF employees, excluding supervisors and managers eligible for any other holiday bonus, in an amount not to exceed $10,700.00, funding offset by the savings achieved in Workers' Compensation Insurance and other labor costs for 2017; to approve a holiday bonus of $500 each, for 18 Managers and Directors of GRF, in an amount not to exceed $9,000, funding offset by the savings achieved in Workers' Compensation Insurance and other labor costs for 2017; and to approve funding for a holiday meal for all GRF full-time and part-time employees, in an amount not to exceed $2,320.00, funding offset by the savings achieved in Workers' Compensation Insurance and other labor costs for 2017.

Golden Rain Foundation Executive Committee
Human Resources Report – November 13, 2017

Below are the budget variances as of the end of **October** 2017.

1) **GRF – Budget Variance Information** – GRF has a year-to-date favorable variance of **$351,472.00** in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses			
6100000	Salaries & Wages	6,190,274	6,320,505	130,231
6100001	Vacation Accrual Expense	(11,419)	0	11,419
6101000	Commissions	29,716	35,054	5,338
6140000	Employment Taxes	512,910	550,559	37,649
6142000	Workers' Compensation	332,822	396,227	63,405
6143000	Group Insurance - Medical	579,000	661,960	82,960
6143300	Group Insurance - Dental	14,088	13,530	(558)
6143500	Group Insurance - Vision	8,127	9,660	1,533
6144000	401(k) Match	108,050	117,323	9,273
6145000	Group Insurance - Life	21,847	23,080	1,233
6146000	Long Term Disability Insurance	17,931	26,920	8,989

2) **Cost Center 20 – Human Resources Budget Variance Information** – The Human Resources department has a year-to-date favorable variance of **$1,083** 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	174,870	173,426	(1,444)
6100001 20	Vacation Accrual Expense - Human Resourc	(11,419)	0	11,419
6140000 20	Employment Taxes - Human Resources	13,278	13,465	187
6142000 20	Workers' Compensation - Human Resources	4,374	5,326	952
6143000 20	Group Insurance - Medical - Human Resour	18,340	23,900	5,560
6143300 20	Group Insurance - Dental - Human Resourc	466	470	4
6143500 20	Group Insurance - Vision - Human Resourc	305	320	15
6144000 20	401(k) Match - Human Resources	3,280	3,187	(93)
6145000 20	Group Insurance - Life - Human Resources	660	590	(70)
6146000 20	Long Term Disability Insurance - Human R	690	690	0
6210006 20	FSA Administration Fees - Human Resource	922	0	(922)
6210010 20	Fraud Hotline - Human Resources	640	704	64
6211000 20	Continuing Education - Human Resources	0	960	960
6211100 20	Employee Incentives - Human Resources	13	0	(13)
6212000 20	Employee Exams - Human Resources	2,360	225	(2,135)
6212005 20	Employee Drivers License Inquiry - Human	379	220	(159)
6213000 20	Employee Recruitment - Human Resources	3,180	3,000	(180)
6213005 20	Employment Screening - Human Resources	7,760	6,300	(1,460)
6214500 20	Gifts - Human Resources	746	300	(446)
6410000 20	Office Supplies - Human Resources	1,324	500	(824)
6410015 20	Computer Supplies - Human Resources	449	0	(449)
6410030 20	Printer / Copier Supplies - Human Resour	470	450	(20)
6410035 20	Refreshments - Human Resources	67	375	308
6434110 20	Legal Fees - HR - Human Resources	5,152	6,000	848
6482000 20	Dues, Memberships & Books - Human Resour	150	550	400
	Total Expenses	228,455	240,958	12,503

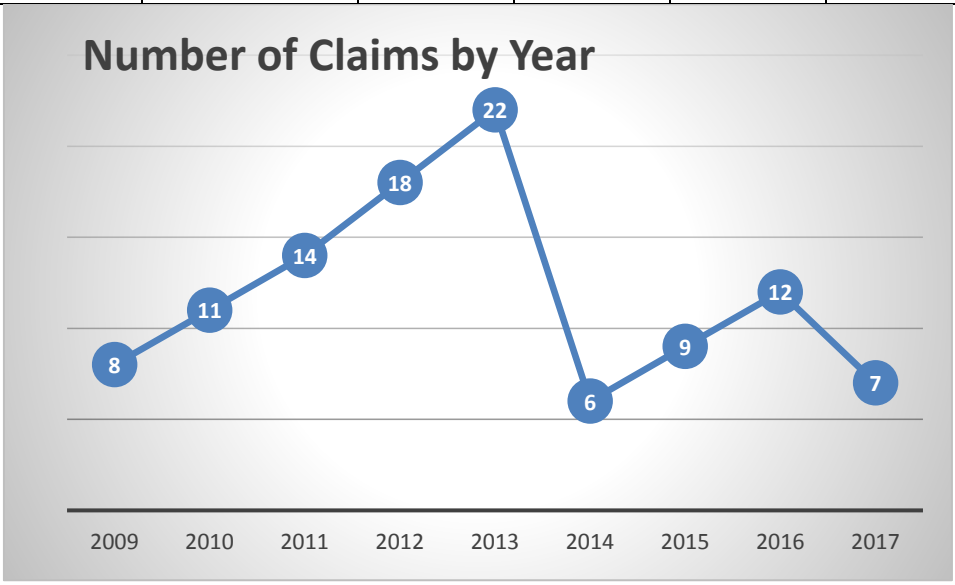
3) **Cost Center 22 – Emergency Preparedness Budget Variance Information** – The Emergency Preparedness department has a year-to-date favorable variance of **$2,792**

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Emergency Preparedness			
6100000 22	Salaries & Wages - Emergency Prepared	14,246	14,133	(113)
6140000 22	Employment Taxes - Emergency Prepared	1,006	1,483	477
6142000 22	Workers' Compensation - Emergency Prepar	1,074	1,268	194
6211000 22	Continuing Education - Emergency Prepare	380	1,925	1,545
6214000 22	Meals & Special Events - Emergency Prepa	95	0	(95)
6410045 22	Emergency Supplies - Emergency Preparedn	707	1,500	793
6422000 22	Telephone - Emergency Prepare	710	700	(10)
	Total Expenses	18,217	21,009	2,792

4) **Safety**
   a. No claims in October
   b. No lost time claims to date.

Workers Compensation - Job Accident Information by Month

Month	***Current Year 2017***	*2016*	*2015*	*2014*	*2013*	*2012*
January	0	2	0	0	2	0
February	0	0	0	0	1	1
March	1	1	2	0	1	4
April	0	1	2	0	3	2
May	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	1	0	1	2	3
October	0	2	2	0	3	2
November		1	0	0	3	0
December		3	1	0	1	0
Total	**7**	**12**	**9**	**6**	**22**	**18**



Golden Rain Foundation Executive Committee

Staff Member Information

Data as of
October 31, 2017 unless noted otherwise

5) Recruitment

Openings in November:

Position		*Status*	*Dept.*
Purchasing Assistant	1 Full-Time	Interviews in progress	32 - Purchasing
Communication and Technology Dir.	1 Full-Time	Interviews in progress	36 – News
Security Officers	5 Full-time	Accepting Applications/Interviewing	37 – Security
Bus Drivers	2 Part-time	Interviews in progress	38 – Transportation
Building Inspector	1 Full-time	Accepting Applications	70 – Physical Property
Electrician	1 Full-time	Interviews in progress	74 – Service Maintenance
Total Openings	**11**		

6) Staff Counts – As of 10-31-2017

Current Staff Count – **237**	*Hires*	*Separations*	*Promotions*
• OCT 2017	5	4	0
• YTD 2017	43	40	9
• 2016	48	42	14

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

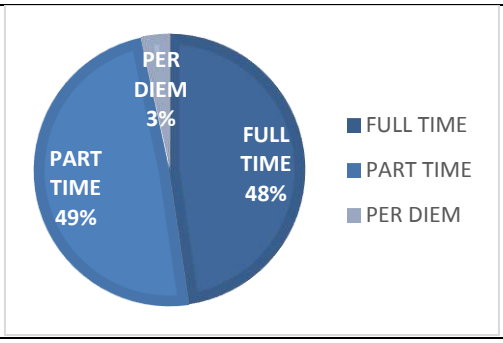
2017 Data as of 10/31/2017	*NEW HIRES*		*SEPARATIONS*	
Department	*2017 To Date*	*2016 Actual*	*2017 To Date*	*2016 Actual*
ADMINISTRATION	1			
FINANCE		1		
GOLF				
HUMAN RESOURCES	1		1	
INFORMATION TECHNOLOGY SVS				
LIBRARY	1	1	2	2
MUTUAL ADMINISTRATION	1	2		6
NEWS	1	1	3	
PHYSICAL PROPERTY	4	2	2	1
PURCHASING				
RECREATION (includes Exercise/Pool)	7	2		1
SECURITY	25	25	23	19
SERVICE MAINTENANCE	13	7	9	8
STOCK TRANSFER	3	*(included in MAC)*	2	*(included in MAC)*
TRANSPORTATION	2	7	5	5
GRAND TOTAL	**59**	**48**	**47**	**42**

8) Employee Counts by Department – Based on Budget Allocations

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	3	0	1
34 – Information Technology	0	2	0	0
35 – Library	2	1	5	0
36 – News	1	7	0	0
37 – Security	2	6	65	5
38 – Transportation	1	3	23	0
40 – Community Facilities	2	3	2	0
44 – Copy & Supply	0	2	0	0
46 – Golf Course	0	0	5	0
48 – Swimming Pool	0	0	5	1
55 – Exercise Room	0	0	6	0
70 – Physical Properties	1	13	1	0
74 – Service Maintenance	2	33	1	0
MAC – Mutual Administration	3	4	0	0
Total	**23**	**89**	**117**	**8**
Total Employee Count	**237**			

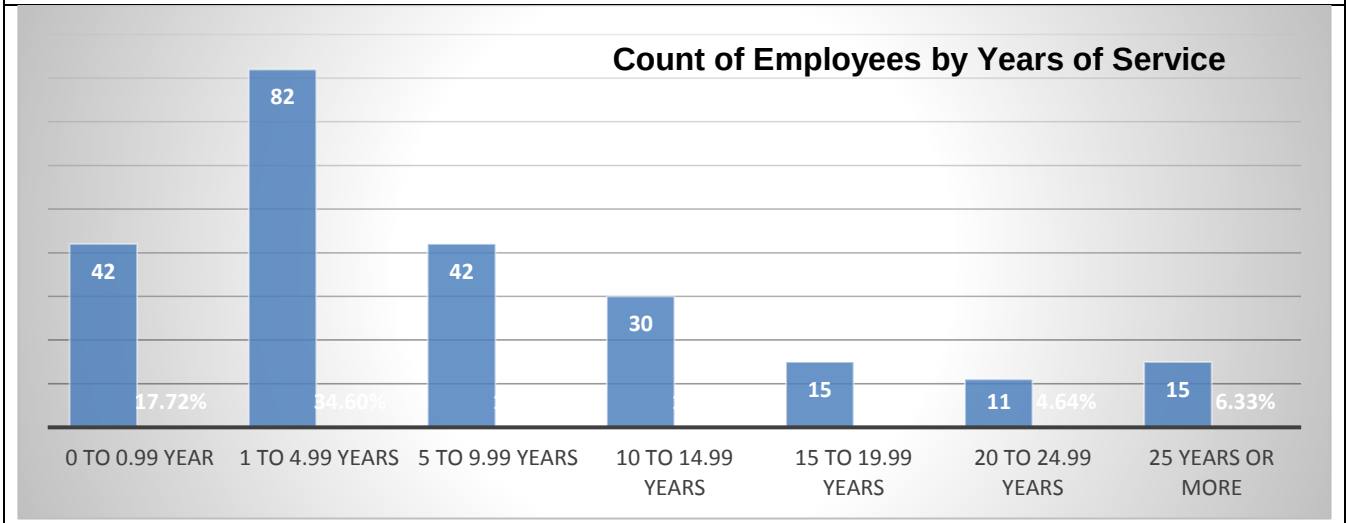
Summary

Employee Type	*Count*	*% of Total*
Full-time	112	47.3%
Part-time	117	49.4%
Per Diem	8	3.5%
Total	**237**	



9) Demographics

Category	*All Employees*	*Full-Time*	*Part-Time*	*Per Diem*
Years of Service	8.1	10.2	6.0	9.5
Average Hourly Rate	$19.84	$26.64	$13.81	$14.04



Svc Years	Last Name, First Name	Dept
44.6	ROBLEDO, JUAN J	SERVICE MAINTENANCE
44.1	GONZALEZ, RUBEN	SERVICE MAINTENANCE
38.5	LOPEZ, JESUS G	SERVICE MAINTENANCE
37.5	HOLLAND, BARRY W	INFORMATION TECHNOLOGY SVS
37.1	WEAVER, MARK H	PHYSICAL PROPERTY
36.6	WINFORD, GRANT E	TRANSPORTATION
34.4	MERZ, CATHERINE L	NEWS
33.3	DE LEON, TERRY L	COMMUNITY FACILITIES
31.1	SANTAMARIA, EDGAR M	SERVICE MAINTENANCE
29.4	OSBORN, RUTH A	NEWS
29.1	STOLARZ, RICHARD D	SERVICE MAINTENANCE
28.9	VAN SAUTER, EILA M	TRANSPORTATION
26.1	VAN HORN, DAVID D	PHYSICAL PROPERTY
25.8	ANTISDEL, GERALD L	PHYSICAL PROPERTY
25.3	RAC, FELIX P	SERVICE MAINTENANCE

10) Employees Working Greater Than 28 Hours in a Week

Updated 11/01/2017 by MWKerr - Hours listed by week ending date

CC	10/22	10/15	10/8	10/1	9/24	9/17	9/10	9/3	8/27	8/20
31	**40.50**	**40.00**								
35		**30.00**			30.00				30.00	
35								30.00		
37	**32.00**	**32.00**	28.75				32.00		32.00	32.00
37										
37			32.00	32.00			32.00			32.00
37										
37	**32.00**	**32.00**		32.00		28.50				
37					32.00					
37	**29.50**									33.25
37			32.00	31.75	32.00					
37	**31.50**					32.00				31.75
37							28.50			
37		**36.00**	36.00		36.00	32.00	32.00			
37								34.00		
37	**36.00**	**36.00**	36.00	35.50	36.00	36.00	35.75	36.00	30.00	
37							32.00			
37		**30.50**	32.00	32.00	39.00					39.75
37									38.00	
37						31.00	31.00	32.00		31.00
37	**34.25**			38.00	33.25		30.00	33.00	30.00	34.50
37	**29.00**	**29.00**								
37								32.00		
37				30.25	32.00					31.50
37	**32.00**								31.50	
37	**32.75**									
37		**29.50**								
37	**28.25**	**32.00**	32.00		32.00					
38										28.50
38				29.25	29.00					

11)Overtime

There is an *unfavorable* variance of **$10,947.43** for October and an *unfavorable* variance of **$74,674.60** 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	582.25	152.50	$6,100.00	429.75	$13,706.40	204.50	$5,458.32
October	506.75	121.75	$4,870.00	385.00	$13,414.35	107.75	$2,300.26
November						203.00	$3,726.86
December						293.75	$7,702.64

Overtime Detail for October - Prepared by MWKerr 11/01/17 (Check date 10/27/2017)

		HOURS			EXPENSE		
				Fav/(Unfav)			Fav/(Unfav)
Cost Center		Actual	Budget	Variance	Actual	Budget	Variance
20	Human Resources	4.31	0.00	(4.31)	$189.57	$0.00	($189.57)
22	Emergency Preparedness	0.19	0.00	(0.19)	$9.11	$0.00	($9.11)
30	Administration	1.00	17.33	16.33	$28.83	$519.25	$490.42
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	42.00	0.00	(42.00)	$1,233.95	$0.00	($1,233.95)
34	Information Technology Services	1.25	1.00	(0.25)	$52.88	$50.83	($2.05)
35	Library	0.00	0.83	0.83	$0.00	$23.58	$23.58
36	News	11.50	20.83	9.33	$398.26	$710.50	$312.24
37	Security	64.75	23.33	(41.42)	$1,767.09	$522.50	($1,244.59)
38	Transportation	0.00	1.92	1.92	$0.00	$38.75	$38.75
40	Community Facilities	16.50	6.67	(9.83)	$450.07	$182.92	($267.15)
44	Copy & Supply	0.00	0.00	0.00	$0.00	$0.00	$0.00
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	5.00	8.33	3.33	$178.60	$297.92	$119.32
74	Service Maintenance	287.25	0.00	(287.25)	$10,933.16	$0.00	($10,933.16)
	(Less) Billable to mutuals	(121.75)			($4,870.00)	Approx.	
75	Service Maintenance	73.00	0.00	(73.00)	$3,042.83	$0.00	($3,042.83)
MAC	Mutual Administration	0.00	4.00	4.00	$0.00	$120.67	$120.67
	Totals	385.00	84.25	(300.75)	$13,414.35	$2,466.92	($10,947.43)

12) Retirement – Employee 401(k) Plan

- For 2017, the amount employees may contribute to their 401(k) plan is $18,000 per year plus the additional "catch-up" provision for employees over 50 is $6,000.
- At the end of October, total plan assets are $9,686,160
- 2017 YTD Employee Contributions $343,831.11* Average Per Month $34,383.11
- 2017 YTD GRF Matching Contributions $89,179.13* Average Per Month $8,917.91

*Through check date 10/27/2017

13) Anti-Fraud Compliance Hotline Reports

Program started in May 2014

Program Summary	*# of Reports*
Reports Since Start of Program	3
Closed Reports	3
Open Reports	0
New Reports this Month	3

14) Gift Log

GRF Gifts Log

Department	Gift Description	Donor	Date Received
Mutual Administration/Member Resources	Candy	shareholder 150 G, Mutual 7	10/24/17
Mutual Administration/Member Resources	Bakery Item	Fleur de Lis	11/1/17
Mutual Administration	8 churros	Mutual Three President	11/6/17
Member Resources	Plant	Sunrise S.B.	11/7/17

Executive Committee Report compiled by: ***Cindy Flynn, Human Resources Director***
November 13, 2017

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Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration Building			
Building Supplies - Administration Bldg	3,459	875	(2,584)
Electricity - Administration Bldg	19,395	22,259	2,864
Natural Gas - Administration Bldg	480	639	159
Building Repair & Maintenance - Administ	4,452	2,740	(1,712)
Pest Control - Administration Bldg	720	890	170
Service Contracts - Administration Bldg	3,249	3,620	371
Permits & Licenses - Administration Bldg	0	225	225
Total Expenses	**31,754**	**31,248**	**(506)**
Income / Refund from Mutuals - Administr	29,780	29,780	0
Total Cost Recovery	**29,780**	**29,780**	**0**
Off Budget Items			
Net Income / (Expense)	**(1,974)**	**(1,468)**	**(506)**

Budget Variance Report - October 2017
Administration Building - CC 29

GL Code	Account Description	Variance	Explanation
6410005	Building Supplies	(2,584)	Unfavorable - Board workroom remodel
6420100	Electricity	2,864	Favorable - Due to usage
	Total Explained Variances	280	

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Administration			
6100000 30	Salaries & Wages - Administration	300,418	312,296	11,878
6140000 30	Employment Taxes - Administration	19,899	20,696	797
6142000 30	Workers' Compensation - Administration	2,840	3,612	772
6143000 30	Group Insurance - Medical - Administrati	25,648	23,080	(2,568)
6143300 30	Group Insurance - Dental - Administratio	935	410	(525)
6143500 30	Group Insurance - Vision - Administratio	278	270	(8)
6144000 30	401(k) Match - Administration	2,283	2,013	(270)
6145000 30	Group Insurance - Life - Administration	1,495	1,370	(125)
6146000 30	Long Term Disability Insurance - Adminis	1,040	1,600	560
6211000 30	Continuing Education - Administration	0	750	750
6213100 30	Temporary Agency Fees - Administration	14,130	0	(14,130)
6214000 30	Meals & Special Events - Administration	8,903	5,500	(3,403)
6214500 30	Gifts - Administration	237	1,000	763
6215000 30	Mileage - Administration	5,257	5,100	(157)
6410000 30	Office Supplies - Administration	5,364	7,300	1,936
6410003 30	Board Office Supplies - Administration	2,918	1,750	(1,168)
6410010 30	Hospitality - Administration	2,712	1,580	(1,132)
6410015 30	Computer Supplies - Administration	7,306	3,000	(4,306)
6410025 30	Lunch Room Supplies - Administration	232	150	(82)
6410030 30	Printer / Copier Supplies - Administrati	3,932	3,800	(132)
6410035 30	Refreshments - Administration	1,744	2,100	356
6422000 30	Telephone - Administration	51,684	52,198	514
6434100 30	Legal Fees - General Counsel - Administr	30,359	41,700	11,341
6434105 30	Legal Fees - Litigation - Administration	65,617	10,000	(55,617)
6437100 30	Reserve Study - Administration	9,500	35,000	25,500
6438000 30	Other Professional Fees - Administration	595	6,000	5,405
6444000 30	Equipment Rental - Administration	3,691	3,770	79
6472000 30	Equipment Repair & Maintenance - Adminis	824	250	(574)
6478000 30	Service Contracts - Administration	11,327	11,550	223
6481000 30	Computer Maintenance & Software - Admini	281	0	(281)
6482000 30	Dues, Memberships & Books - Administrati	502	583	81
6482500 30	Election Expense - Administration	637	0	(637)
6484000 30	Permits & Licenses - Administration	35	35	0
6731000 30	Property & Liability Insurance - Adminis	345,985	380,033	34,048
6951000 30	Committee Discretionary Expense - Admini	0	1,000	1,000
	Total Expenses	**928,610**	**939,496**	**10,886**
	Other Cost Recovery			
5335000 30	Management Fee - Administration	37,000	37,000	0
5385000 30	Other Income - Administration	4,204	2,204	2,000
5395000 30	Rental Income - Administration	15,009	29,778	(14,769)
5396100 30	Taxable Other Income - Superwire - Admin	74,380	71,300	3,080
5397100 30	Taxable Interest Income - Administration	3,756	0	3,756
	Total Other Cost Recovery	**134,349**	**140,282**	**(5,933)**
5330000 30	Income / Refund from Mutuals - Administr	785,630	785,650	(20)
	Total Cost Recovery	**919,979**	**925,932**	**(5,953)**
	Net Income / (Expenses)	**(8,631)**	**(13,565)**	**4,934**

Budget Variance Report - October 2017
Administration - CC 30

GL Code	Account Description	Variance	Explanation
61XXXXX	Salaries, Wages, & Benefits	10,511	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
6434100	Legal Fees - General Counsel	11,341	Favorable - General Counsel bills held below YTD budget
6434105	Legal Fees - Litigation	(56,617)	Unfavorable - Legal fees exceed budget
6437100	Reserve Study	25,500	Favorable - Actual cost came in lower than budgeted
6731000	Property & Liability Insurance	34,048	Favorable - Actual cost came in lower than budgeted
	Other Cost Recoveries	(5,933)	Unfavorable - Offsetting entries: -$14,769 RV Lot revenue in CC 47, +$2,000 in Annual Report revenue, +$3,080 Superwire revenue, +$3,756 Interest Income on Membership notes
	Total Explained Variances	4,720	

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Building Five			
6410005 55	Building Supplies - Building Five	650	660	10
6410020 55	Equipment Expense - Building Five	(863)	416	1,279
6420100 55	Electricity - Building Five	21,314	19,004	(2,310)
6471000 55	Building Repair & Maintenance - Building	3,578	1,000	(2,578)
6472000 55	Equipment Repair & Maintenance - Buildin	664	832	168
6477210 55	Pest Control - Building Five	800	800	0
6478000 55	Service Contracts - Building Five	4,066	3,759	(307)
6484000 55	Permits & Licenses - Building Five	0	1,025	1,025
	Total Expenses	**30,208**	**27,496**	**(2,712)**
	Other Cost Recovery			
5385201 55	Cafe Commissions Income - Building Five	2,496	1,330	1,166
	Total Other Cost Recovery	**2,496**	**1,330**	**1,166**
5330000 55	Income / Refund from Mutuals - Building	24,510	24,510	0
	Total Cost Recovery	**27,006**	**25,840**	**1,166**
	Net Income / (Expense)	**(3,202)**	**(1,656)**	**(1,546)**

Budget Variance Report - October 2017
Building Five - CC 55

GL Code	Account Description	Variance	Explanation
6410020	Equipment Expense	1,279	Favorable - Budget exceeds expense
6420100	Electricity	(2,310)	Unfavorable-Due to usage
6471000	Building Repair & Maintenance	(2,578)	Unfavorable - Recording Sec. Station for Conf. Rm C, LED lighting, Roof leak
6484000	Permits & Licenses	1,025	Favorable - The Elevator permit and Fire Authority permit have not yet been received for payment
5385201	Café Commission Income	1,166	Favorable-Commissions greater than anticipated
	Total Explained Variances	**(1,418)**	