



Executive Committee

Agenda

Administration Conference Room
Thursday, November 10, 2016
1:00 p.m.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Notice of Quorum
3. Chairs Announcements
 - a. Introduction of Guests and Staff
 - b. Rules of Order
 - c. Chairs Report
4. Approval of Minutes
 - a. Minutes of October 14, 2016 (pp. 1-5)
5. Shareholder/Member Comments – Agenda Items Only
(Limited to 3 minutes per person)
6. Correspondence (not applicable)
7. Old Business
 - a. Chairpersons' Role Description Update
 - b. By-laws
 - c. Salary Survey Update
8. New Business
 - a. 2017 Election Materials (pp. 6-26)
 - b. Committee Charters Review (pp. 27-47)
 - c. Parking Specialist Job Description - Discussion
 - d. Trust Attorney Discussion
 - e. Purchase of CERT (Community Emergency Response Team) Equipment
(pp. 48-51)

9. Policies
 - a. Policy 5101-30 Update
10. Subcommittee Reports
 - a. Emergency Planning Subcommittee (pp. 52-54)
 - b. Emergency Council Report
 - c. Code of Ethics Subcommittee, Possible Vote
11. Staff Reports
 - a. Human Resources Director (handout)
 - b. Executive Director
 - c. Finance Manager (handout)
12. Shareholder/Member Comments
(Limited to 3 minutes per person)
13. Committee Member Comments
14. Adjourn to Executive Committee Executive Session
 - a. Approval of Executive Session Minutes
 - b. Personnel
15. Next Meeting/Adjournment
 - a. **Thursday, December 9, 2016**



**EXECUTIVE COMMITTEE MINUTES
Friday, October 14, 2016**

The meeting of the Executive Committee was held on Friday, October 14, 2016. The meeting was called to order at 1:00 p.m. by Chair Stone, in the Administration Conference Room, followed by the Pledge of Allegiance led by Mrs. Reed.

ROLL CALL

Present:	Ms. L. Stone, Chair	Mr. P. Moore
	Mrs. C. Damoci, President	Ms. K. Rapp
	Mr. P. Hood	Mrs. J. Reed, Corporate Secretary
Absent:	Mr. B. Lukoff	
Staff and Guests:	Mr. R. Ankeny, Executive Director	
	Ms. B. Shuler, Manager of Finance	
	Ms. C. Flynn, Human Resources Director	
	Mr. M. Weaver, Facilities Director	
	Mr. R. Gonzalez, Facilities Manager	
	Mr. E. Gomez, Emergency/Safety Coordinator	
	Mr. D. Fabian, ITS Systems Analyst	
	Mrs. D. Bennett, Recording Secretary	
	Mr. R. Stone, GRF Representative, Mutual One	
	Ms. P. Snowden, GRF Representative, Mutual Two	
	Ms. S. Hopewell, GRF Representative, Mutual Six	
	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).

CHAIR'S ANNOUNCEMENTS

The Chair introduced the Executive Director, the Finance Manager, Human Resources Director, the Facilities Director, the Facilities Manager, the ITS Systems Analyst, the Safety/Emergency and the Recording Secretary.

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

APPROVAL OF COMMITTEE MINUTES

The minutes of September 15, 2016 were approved, as amended.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

One shareholder/member spoke on agenda topics.

CORRESPONDENCE

No correspondence was received by the Executive Committee.

OLD BUSINESS

Policy Renumbering on Website

ITS Systems Analyst presented the renumbering of the GRF Policies on the website.

The Committee concurred to move forward with the Policy Renumbering on the Website.

By-laws

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

Salary Survey Update

The Facilities Director and the Facilities Manager, by invitation by the Executive Committee, discussed the salary survey data, provided by the Human Resources Director, with the Committee.

NEW BUSINESS

Service Maintenance Staff Levels – Discussion

The topic was discussed under the Salary Survey Update agenda item.

Chairpersons' Role Description – Discussion

The Committee concurred to schedule an Executive Committee work study meeting to further discuss the Chairpersons' Role Description.

POLICIES

Rescind Policy 5101-30, Limitation of Term-Standing Committee Chairman

The Committee concurred to refer 5101-30, Limitation of Term-Standing Committee Chairman, to the Policy Re-write Committee for review.

SUBCOMMITTEE REPORTS

Emergency Preparedness Sub-committee

Mr. Gomez reported that the Sub-committee didn't meet last month, but he presented a draft of the Shareholder, Mutual & GRF Emergency Preparedness document, explaining how to prepare for an emergency. The document will be presented to the Emergency Preparation Council; he will report how it is received by the Council at the next Executive Committee meeting.

Emergency Council Report

Ms. Snowden, the Liaison to the Emergency Council, reported only two Mutuals are not represented on the Council. She also advised that a workshop took place, providing hands-on opportunity to practice using radios.

Code of Ethics Sub-committee

Mrs. Reed reported that the Code of Ethics Sub-committee continued work on the Code and are nearing the first draft to be presented to the Executive Committee. The next meeting is scheduled for Tuesday, November 29, at 1:00 p.m., in the Administration Conference Room. The entire GRF BOD invited to participate.

STAFF REPORTS

Human Resources Director

The Human Resources Director presented her report, as attached in the agenda packet.

Finance Manager

The Director of Finance presented the Finance Manager's report, as attached in the agenda packet.

Executive Director

The Executive Director spoke in Executive Session.

SHAREHOLDER COMMENTS

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

COMMITTEE MEMBERS

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

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

TO go into Executive Session.

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

TO return to open Executive Committee.

ADJOURNMENT

The meeting was adjourned 3:05 p.m.

Linda Stone
Chair, Executive Committee
10.14.16/dfb

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE
MEETING ON OCTOBER 14, 2016**

ACTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- The minutes of September 15, 2016 were approved, as amended.
- The Committee concurred to move forward the Policy Renumbering on the Leisure World website.
- The Committee concurred to schedule an Executive Committee work study meeting to discuss a Chairperson's Role Description.
- The Committee concurred to refer policy 5101-30, Limitation of Term-Standing Committee Chairman, to the Policy Re-write Sub-committee for review.

MOTIONS

- **TO** go into Executive Session.
- **TO** return to open Executive Committee.



MEMO

TO: EXECUTIVE COMMITTEE
FROM: COURTNEY KNAPP, STOCK TRANSFER SUPERVISOR
SUBJECT: APPROVE 2017 ELECTION MATERIALS
DATE: NOVEMBER 2, 2016

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

The 2017 election documents are attached for review (**yellow highlighted areas** reflect changes from 2016 election documents):

- 2017 GRF Election Schedule
- 2017 Mutual Election Schedule (provided to show Mutual deadlines compared to GRF)
- 2017 GRF Board of Director Application for Candidacy, including reverse side
- 2017 GRF Candidate Instructions/Timeline, including reverse side
- GRF Board Eligibility Disclaimer
- 2017 GRF Election Article (scheduled for publication 3/9/17 – 4/6/17)
- 2017 GRF Sample Ballots

Attached for election process reference:

- Policy 5025-33, Election Procedures (amended 2/23/16)
- Policy 5026-30, Election of Officers (amended 2/23/16)
- Policy 2811-36, Golden Rain News Coverage of Candidates Running for the GRF Board

NOTE: At its meeting on October 28, 2014, 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 2015, 2016, and 2017. In February 2017, the EC will be asked to recommend the Board appoint Accurate Voting Services as the Inspector of Election for the 2017 GRF Board of Directors election, as set forth in Policy 5025-33.

I move to approve the 2017 election materials and the election process for the 2017 GRF Board of Directors election.

2017 SCHEDULE FOR ELECTION OF GRF DIRECTORS REPRESENTING ODD-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. <small>*Timing of GRF Special Board Meeting for Ballot Counting used in lieu of Annual Meeting</small>	Deadline: Friday, April 7
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 7 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 7 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 8 and Friday, April 7 . It is a candidacy period of 30 days. <i>Policy 5025 states that candidates may self-nominate no more than 90 days and no less than 60 days prior to the election.</i>	Deadline: Friday, April 7
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 the candidate with instructions.	Application Deadline: Friday, April 7
3.	Candidates will be asked to submit a statement of 300 words or less describing their qualifications, background, and platform.	Submission Deadline: Friday, April 7
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 7

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 4
2.	Notices of Special Board Meeting for the purpose of Ballot Counting will be published in the <i>Golden Rain News</i> .	Publication Dates: Thursday, May 25 and Thursday, June 1
3.	Election company receives mailed ballots (members should give Post Office four to five days to ensure timely delivery). Note: Ballots can also be hand-delivered to Clubhouse Four on Tuesday, June 6 between 9:00 and 10:00 a.m.	Deadline: Monday, June 5 12:00 noon
4.	Ballots counted at the Special GRF Board Meeting beginning at 10 a.m. in Clubhouse Four.	Meeting: Tuesday, June 6
5.	Annual Meeting of GRF Members – 2 nd Tuesday in June at 2:00 p.m. in Clubhouse Four.	Meeting: Tuesday, June 13

2017 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	8	Thurs. 2/16	Sat. 3/18	Mon. 4/17	3 rd Wed.	5/17	10 a.m.	Election in odd years; bylaw in 2017
	14	328	110	7	Fri. 2/17	Sun. 3/19	Tues. 4/18	3 rd Thurs.	5/18	10 a.m.	No more cumulative voting; directors reduced from 9 to 7
	7	384	128	6	Sat. 2/18	Mon. 3/20	Wed. 4/19	3 rd Fri.	5/19	10 a.m.	Parcels eliminated in 2017
	8	348	116	5	Tues. 2/21	Thurs. 3/23	Sat. 4/22	4 th Mon.	5/22	10 a.m.	No conflict with Memorial Day
	4	396	132	7	Thurs. 2/23	Sat. 3/25	Mon. 4/24	4 th Wed.	5/24	10 a.m.	In 2017, 7 directors will be elected but terms will be staggered.
	16	60	20	5	Thurs. 2/23	Sat. 3/25	Mon. 4/24	4 th Wed.	5/24	2 p.m.	2017 meeting will be held in Administration Conference Room
	11	312	104	6	Fri. 2/24	Sun. 3/26	Tues. 4/25	4 th Thurs.	5/25	10 a.m.	Annual Meeting only; election in even-numbered years
	9	384	128	7	Sat. 2/25	Mon. 3/27	Wed. 4/26	4 th Fri.	5/26	10 a.m.	
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 1, 3, 5, 7, 9, 11, 15, 17				Wed. 3/8	Fri. 4/7	Sun. 5/7	1 st Tues.	6/6	10 a.m.	New directors will be installed at GRF Annual Meeting on 6/13
	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	12	452	151	7	Fri. 3/10	Sun. 4/9	Tues. 5/9	2 nd Thurs.	6/8	10 a.m.	
	2	864	288	9	Sat. 3/11	Mon. 4/10	Wed. 5/10	2 nd Fri.	6/9	10 a.m.	Staggered Elections
	1	844	282	9	Tues. 3/14	Thurs. 4/13	Sat. 5/13	2 nd Mon.	6/12	10 a.m.	Staggered Elections
	5	492	164	7	Wed. 3/15	Fri. 4/14	Sun. 5/14	2 nd Tues.	6/13	10 a.m.	In 2016, # of directors reduced from 8 to 7. Applicable in 2017.
	3	432	144	7	Thurs. 3/16	Sat. 4/15	Mon. 5/15	2 nd Wed.	6/14	10 a.m.	In 2017, 7 directors will be elected but terms will be staggered.
	15	502	168	7	Sat. 3/18	Mon. 4/17	Wed. 5/17	3 rd Fri.	6/16	10 a.m.	
	6	408	136	7	Sat. 3/25	Mon. 4/24	Wed. 5/24	4 th Fri.	6/23	10 a.m.	
	17	126	42	2	Wed. 3/29	Fri. 4/28	Sun. 5/28	4 th Tues.	6/27	10 a.m.	Staggered Elections

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.

APPLICATION FOR CANDIDACY AS A GRF DIRECTOR**2017-2019** Term of OfficeThis "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 **2017-19** 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 **2017-2019** 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 the Statement is 4:30 p.m. on **Friday, April 7, 2017** to the Stock Transfer Office on the 1st floor of the Administration Building (13531 St. Andrews Drive) or mailed to the Stock Transfer Office, P. O. Box 2069, Seal Beach, CA 90740.

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)

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 8, 2017**.

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 7, 2017**. 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 7, 2017**, in person or by mail to GRF Stock Transfer Office, P. O. Box 2069, Seal Beach, CA 90740.
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 7	Deadline for applications to be returned
Thursday, May 4	Ballots mailed by independent election company
Monday, June 5	Deadline to receive secret mail-in ballots
Tuesday, June 6	Ballot counting at 10 a.m. in Clubhouse Four
Tuesday, June 13	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

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 Stock Transfer Supervisor: _____ Reviewed by GRF Corporate Secretary: _____

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

The campaign cycle for the GRF Board of Directors will begin soon! During **2017**, the Board seats representing the **odd**-numbered Mutuals are up for election. During **even**-numbered years, the Board seats representing **even**-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 7** ("Application for Candidacy" forms are available in the Stock Transfer Office in the Administration Building beginning **Wednesday, March 8**).

Candidates who are nominated by their Mutual's Nominating Committee or Board of Directors will have their names submitted to the Stock Transfer Office 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. Resumes shall be written in compliance with the election rules, e.g., contain the background, qualifications and platform of the candidate. All Statements are due before 4:30 p.m. on **Friday, April 7**.

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 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 4**. 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 Stock Transfer Office.

###

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 5, 2017, 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 6, 2017. 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 6, 2017, 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 13, 2017, 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.

	Jane Doe (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 ONE REPRESENTATIVE/DIRECTOR FROM MUTUAL NO. NINETEEN

Instructions for Voting:

Every two years, the Golden Rain Foundation conducts an election to elect one director 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 5, 2017, 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 6, 2017. 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 6, 2017, 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 13, 2017, 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. NINETEEN

Voting: You are electing **one** director to sit on the GRF Board of Directors representing Mutual No. Nineteen. **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.

Mark
One (1)
Box
Only

	Bugs Bunny
	Minnie Mouse (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 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.

c. Notification of Nominations for Election of Directors

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

d. 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.

- 1) All candidates shall be provided candidate instructions upon submitting their name for nomination.

- e. 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.

f. Nominations from the floor

Nominations from the floor are prohibited.

g. Campaign Cycle

The campaign cycle shall begin mid-April and end mid-May.

GOLDEN RAIN OPERATIONS

Election Procedures

- h. Equal Access to GRF Media
- 1) Candidates and other members advocating a point of view for purposes reasonably related to the election shall be provided a one-time access to the GRF's website (LWSB website) during the campaign cycle as follows:
 - A) Submissions shall be posted on the election bulletin board on the LWSB website during the campaign cycle.
 - B) Submissions shall be limited to 300 words, and shall not contain disparaging or defamatory content.
 - C) One submission shall be accepted from each candidate for posting on the LWSB website.
 - 2) Candidates and other members advocating a point of view for purposes reasonably related to the election may purchase, subject to space availability and advertising guidelines established by the News Office, a maximum of a half-page of space in an edition of the *Golden Rain News* at regular advertising rates during the campaign cycle. No other access to the *Golden Rain News* will be granted.
 - 3) Equal access to clubhouses shall be provided at no cost to all candidates, including those who are not incumbents, and to all members advocating a point of view for purposes reasonably related to the election. The clubhouses are subject to availability by reservation only on a first-come, 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.

GOLDEN RAIN OPERATIONS

Election Procedures

7) Provision of Mailing Labels

Candidates are entitled to purchase labels for the addresses in their Mutual at a per-label 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 GRB 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,

GOLDEN RAIN OPERATIONS

Election Procedures

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.

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

GOLDEN RAIN OPERATIONS**Election Procedures**

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**

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

GOLDEN RAIN FOUNDATION
Seal Beach, California

GOLDEN RAIN OPERATIONS

Election Procedures

Amended: 15 Sept 09

Amended: 15 Feb 11

Amended: 24 Feb 15

Amended: 23 Feb 16

GOLDEN RAIN OPERATIONS

ORGANIZATION OF THE BOARD

Election of Officers

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

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

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

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

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

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

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

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

Policy

Adopted: 12 Jul 94

Amended: 15 Jul 97

Amended: 16 Mar 99

Amended: 19 Apr 11

Amended: 26 May 15

Amended: 23 Feb 16

GOLDEN RAIN FOUNDATION
Seal Beach, California

ADMINISTRATION

NEWSPAPER SERVICES

Golden Rain News Coverage of Candidates Running for the GRF Board or Public Office

The *Golden Rain News* acknowledges the general news value to Golden Rain Foundation Shareholder/members of a candidate's official announcement of running for the GRF Board or Public Office and will report only on the announcement itself from a strictly limited news perspective.

Should a candidate withdraw from a race, the *News* will report the event as a news event.

When the respective election has been officially concluded, the *News* will report the results in a news format.

The *News* further acknowledges its absolute obligation to avoid the appearance of advocacy or bias of any kind. To this end, after an individual has issued an official announcement of candidacy, the *News* will not publish, in print or online, any content identified by *News* editors as reflecting any party line or being in support of or in opposition to any candidate.

Such *News* content, printed and digitally rendered, includes, but is not limited to, letters to the editor, news stories and what editors identify as politically charged language or visual representation in any feature story, photograph, illustration, caption, audio file, video, animation, event review, column or submission.

The *News* will not publish any column, image, photograph, illustration, caption, audio file, video, animation, event review, submission or opinion piece written by the candidate or their designate representing the candidate.

As shareholders/members, candidates may submit the same general-interest content as any shareholder/member is allowed to submit, such as an event announcement, but such content will be strictly evaluated for appropriateness by the standards outlined above.

Candidates may purchase *News* advertising space, but all such advertisements will be clearly marked as a political advertisement and must include an official statement by the candidate that she/he endorses the advertisement.

(Aug 14)

ADMINISTRATION**NEWSPAPER SERVICES****Golden Rain News Coverage of Candidates Running for the GRF Board or Public Office**

The *News* will not give political advertising any preferential placement in the layout of any of its printed or digitally rendered publications.

When the respective election has been officially concluded, the candidate will no longer be subject to the election-period restrictions but will still be subject to the same *News* editorial and advertising standards that are applicable to all shareholders/members.

Policy

Adopted: 01 Aug 14
Amended: 26 Jan 16
Amended: 22 Mar 16

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Aug 14)

Page 2 of 2

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

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

1. **COMPOSITION:**

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

2. **PURPOSE:**

Oversee the Administration and Human Resources Departments.

3. **DUTIES:**

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

(June 2016)

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

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

4. LIMITATIONS:

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

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

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

Policy

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

GOLDEN RAIN FOUNDATION
 Seal Beach, California

(June 2016)

GOLDEN RAIN OPERATIONS

COMMITTEE FUNCTIONS

Information Technology Services (ITS) Committee

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

In accordance with Article VIII of the Bylaws, committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30.

1. PURPOSE:

Oversee the operation of the ITS Department;

2. DUTIES:

- a. Publish an agenda four (4) days in advance of Committee meeting;
- b. Elect a Vice-Chair at the first meeting;
- c. Meet with the ITS Department staff monthly or whenever such meetings are deemed necessary, unless cancelled by the chair;
- d. To be aware, through study and research, that the technical reporting, procedures and practices of the ITS Department, including the GRF website, all electronic communications and devices are maintained according to Industry Standards;
- e. Review monthly budget comparison for cost center 34;
- f. Assist the BOD in understanding the compliance with any contracts relating to information technology;
- g. Initial approval and recommendation to the Finance Committee of the annual budget for cost center 34 including Capital requests and upcoming Reserve replacements;
- h. Review policies for cost center 34 yearly and send recommended changes to the GRF BOD for approval; and
- i. Furnish a report at the GRF annual meeting.

3. LIMITATIONS:

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

GOLDEN RAIN OPERATIONS**COMMITTEE FUNCTIONS****Information Technology Services (ITS) Committee**

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

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

Policy

Adopted: 20 Mar 07

Amended: 21 Jun 16

GOLDEN RAIN FOUNDATION

Seal Beach, California

GOLDEN RAIN OPERATIONS

COMMITTEE FUNCTIONS

Finance Committee

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

In accordance with Article VIII of the Bylaws, committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30.

1. PURPOSE:

Oversee all matters pertaining to: Finance; Purchasing; Insurance (Excluding Workers Compensation); Investments; Reserve Study; Capital; Income Producing Leases; Fees and Management Agreements.

2. COMPOSITION:

If the Chair of Physical Properties isn't appointed by the GRF President to this Committee, the Chair can be seated as an advisory Director to the Finance Committee if they so choose.

3. DUTIES:

- a. Publish an agenda four (4) days in advance of Committee meeting;
- b. Elect a Vice-Chair at the first meeting;
- c. Meet with the Finance Department (FD) staff at least monthly or whenever such meetings are deemed necessary, unless cancelled by the chair;
- d. Ensure that the financial reporting, procedures and practices of the FD are acceptable from an ethical and professional view point and that they conform to all existing standards of generally accepted accounting principles (GAAP);
- e. Develop and control all cost centers and general ledger account numbers as necessitated in the accounting operations of GRF;
- f. Originate, research, evaluate and develop plans, ideas and programs pertinent to FD;

GOLDEN RAIN OPERATIONS**COMMITTEE FUNCTIONS****Finance Committee**

- g. Receive and analyze requests from the BOD, Standing Committees, Mutual Boards and Administrative Staff;
- h. Keep the Board regularly informed of existing or prospective needs or procedures affecting finance;
- i. Cooperate with the Director of Finance and Executive Director (ED) in the ongoing accounting matters in conjunction with the Mutual Corporations;
- j. Review the draft consolidated budget and make recommendations to the BOD;
- k. Make recommendations to the BOD concerning the insurance coverage needed by the GRF and Mutual Corporations and the awarding of contracts for same;
- l. Review and make recommendations to the BOD concerning all income producing leases and management agreements;
- m. Recommend an auditing firm to the BOD for approval;
- n. Assist the BOD in understanding the compliance with any contracts relating to Finance.
- o. Initial approval of the annual budget for cost centers 31, 32, 39, 60, and 65, including Capital requests and upcoming Reserve replacements;
- p. Review monthly budget comparisons for cost centers 31, 32, 39, 60, and 65;
- q. Review the annual audit and draft financial statement and make recommendations to the BOD;
- r. Review policies for cost centers 31, 32, 39, 60, and 65 yearly and send recommended changes to the BOD for approval; and
- s. Furnish a report at the GRF Annual meeting.

4. LIMITATIONS:

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

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

GOLDEN RAIN OPERATIONS**COMMITTEE FUNCTIONS****Finance Committee**

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

Policy

Adopted: 11 Jul 69
Revised: 15 Dec 76
Revised: 19 Nov 85
Revised: 19 Mar 96
Revised: 21 Jun 16
Revised: 27 Sep 16

GOLDEN RAIN FOUNDATION
Seal Beach, California

GOLDEN RAIN OPERATIONS**COMMITTEE FUNCTIONS****Publication Committee**

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

In accordance with Article VIII of the Bylaws, committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30.

1. PURPOSE:

Oversee the operations of the Publications Department.

2. DUTIES:

- a. Publish an agenda four (4) days in advance of Committee meeting;
- b. Elect a Vice-Chair at the first meeting;
- c. Meet with the NEWS Department management monthly or whenever such meetings are deemed necessary, unless cancelled by the chair;
- d. The publication of the Golden Rain NEWS and other communication media as may be approved by the BOD;
- e. Review monthly budget comparison for cost center 36;
- f. Analyze requests for action emanating from the GRF BOD, Mutual Boards, Administration and Shareholder/Members;
- g. Originate and develop, ideas, plans and programs which are pertinent to these areas;
- h. Initial approval and recommendation to the Finance Committee of the budget for cost center 36 including Capital requests and upcoming Reserve replacements;
- i. Review policies for cost center 36 yearly and send recommended changes to the BOD for approval; and
- j. Furnish a report at the GRF annual meeting.

GOLDEN RAIN OPERATIONS**COMMITTEE FUNCTIONS****Publication Committee****3. LIMITATIONS:**

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

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

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

Policy

Adopted: 18 Jan 72
 Amended: 21 Aug 73
 Amended: 15 Dec 76
 Amended: 19 Jun 90
 Amended: 19 Mar 96
 Amended: 27 Aug 13
 Amended: 21 Jun 16

GOLDEN RAIN FOUNDATION
 Seal Beach, California

GOLDEN RAIN FOUNDATION

COMMITTEE FUNCTIONS

Physical Property Committee

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

In accordance with Article VIII of the Bylaws, committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with Policy 5100-30.

1. PURPOSE:

Oversee the operations of the Physical Property and Service Maintenance Departments.

2. DUTIES:

- a. Publish an agenda four (4) days in advance of Committee meeting;
- b. Elect a Vice-Chair at the first meeting;
- c. Meet with the PPC staff at least monthly or whenever such meetings are deemed necessary, unless canceled by the Chair;
- d. Review monthly budget comparison for cost centers 70, 74 and 79;
- e. Committee responsibilities include, but are not limited to: Painting; Grounds; Maintenance; Water system; Power and street lights; Sewer system; Streets; Landscaping; Storm drainage systems; Sidewalks; Curbs; Vehicular signs or markings; Pedestrian signs or markings; and any other areas of concern regarding the community's physical plant;
- f. Analyze requests from various sources within the community that are within the purview of the BOD;
- g. Oversee services provided to the GRF and Mutual Corporations in the areas of Service Maintenance and Inspection;
- h. Act as coordinating committee on construction and service bids;
- i. Assist the BOD in understanding the compliance with any contracts relating to PPC;
- j. Initial approval and recommendation to the Finance Committee of the annual

GOLDEN RAIN FOUNDATION**COMMITTEE FUNCTIONS****Physical Property Committee**

- budget for cost centers 70, 74 and 79 including Capital requests and upcoming Reserve replacements;
- k. Review policies for cost centers 70, 74 and 79 yearly and send recommended changes to the BOD for approval; and
 - l. Furnish a report at the GRF Annual meeting.

3. LIMITATIONS:

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

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

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

Policy:

Adopted: 11 Jul 69
 Amended: 15 Dec 76
 Amended: 15 Oct 85
 Amended: 15 Jul 86
 Amended: 19 Mar 96
 Amended: 15 Mar 11
 Amended: 21 June 16

GOLDEN RAIN FOUNDATION
 Seal Beach, California

GOLDEN RAIN OPERATIONS

COMMITTEE FUNCTIONS

Recreation Committee

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

In accordance with Article VIII of the Bylaws, committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30.

1. PURPOSE:

Oversee the recreational facilities and provide activity opportunities for the general enjoyment of the community.

2. DUTIES:

- a. Publish an agenda four (4) days in advance of Committee meeting;
- b. Elect a Vice-Chair at the first meeting;
- c. Meet with the Recreation Department staff at least monthly or whenever such meetings are deemed necessary, unless cancelled by the chair;
- d. Review monthly budget comparison for cost centers 35, 40, 45, 46, 48, 49, 51, 52, 53, 54, and 56;
- e. Receive and analyze requests from GRF Board members, Mutual Boards, Administrative Staff or Shareholder/Members;
- f. Make referrals to the Physical Property Committee for cost and feasibility studies of those projects involving capital construction, additions to or modifications of existing structure or facilities, and/or maintenance thereof, before submitting recommendations to the BOD;
Originate, research, evaluate and develop recreational plans, ideas and programs;
- g. Assist the BOD in understanding compliance with any contracts relating to Recreation;
- h. Initial approval and recommendation to the Finance Committee of the annual

GOLDEN RAIN OPERATIONS**COMMITTEE FUNCTIONS****Recreation Committee**

budget for cost centers 35, 40, 45, 46, 48, 49, 51, 52, 53, 54, and 56, including Capital requests and upcoming Reserve replacements;

- i. Review policies for cost centers 35, 40, 45, 46, 48, 49, 51, 52, 53, 54, and 56 yearly and send recommended changes to the GRF BOD for approval; and
- j. Furnish a report at the GRF Annual meeting.

3. LIMITATIONS:

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

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

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

Policy

Adopted: 11 Jul 69
 Revised: 15 Dec 76
 Revised: 19 Nov 85
 Revised: 19 Mar 96
 Amended: 21 Jun 16

GOLDEN RAIN FOUNDATION
 Seal Beach, California

GOLDEN RAIN OPERATIONS

COMMITTEE FUNCTIONS

Security, Bus and Traffic Committee

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

In accordance with Article VIII of the Bylaws, committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30.

1. PURPOSE:

Oversee the operation of the Security Department, Bus Service, Traffic and Parking enforcement.

2. DUTIES:

- a. Publish an agenda four (4) days in advance of a Committee meeting;
- b. Elect a Vice-Chair at the first meeting;
- c. Meet with the management of the Security Department, Bus services and Administration monthly or whenever such meetings are deemed necessary, unless cancelled by the chair;
- d. Review monthly budget comparison for cost centers 37 and 38;
- e. Originate, research, evaluate and develop ideas, plans and programs which are pertinent to these specified areas;
- f. Receive and analyze pertinent requests from GRF Board members, Mutual Boards, Administrative Staff or Shareholder/Members;
- g. Study the adequacy of bus schedules, the acquisition and/or replacement of equipment;
- h. Implement the enforcement of the vehicle policies;
- i. Conduct studies and research in the areas of movement and parking on Trust property;

GOLDEN RAIN OPERATIONS**COMMITTEE FUNCTIONS****Security, Bus and Traffic Committee**

- j. Initial approval and recommendation to the Finance Committee of the annual budget for cost centers 37 and 38, including Capital requests and upcoming Reserve replacements;
- k. Review policies for cost centers 37 and 38 yearly and send recommended changes to the GRF BOD for approval; and
- l. Furnish a report at the GRF annual meeting.

3. LIMITATIONS:

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

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

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

Policy

Adopted: 18 Jan 72
 Amended: 15 Dec 76
 Amended: 15 Oct 85
 Amended: 19 Mar 96
 Amended: 15 Mar 11
 Amended: 21 June 16

GOLDEN RAIN FOUNDATION
 Seal Beach, California

GOLDEN RAIN OPERATIONS**COMMITTEE FUNCTIONS****Architectural Design and Review Committee**

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

In accordance with Article VIII of the Bylaws, committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30.

1. PURPOSE:

Create and ensure compliance with aesthetic standards established by the BOD. The ADR Committee is focused on internal and external physical appearance of all Trust Property.

2. DUTIES:

- a. Publish an agenda four (4) days in advance of Committee meeting;
- b. Elect a Vice-Chair at the first meeting;
- c. Meet monthly or whenever such meetings are deemed necessary unless cancelled by the Chair;
- d. Review status of current projects referred to the committee;
- e. Review monthly budget comparison for cost center ADR;
- f. Develop and submit for BOD approval an ADR Procedures Manual (PM);
- g. Develop and maintain architectural, design and landscape guidelines, criteria and policies including but not limited to external and internal appearance of Trust properties;
 - i. Color, design, finishes, materials;
 - ii. Landscape (hard and soft) and related materials of all Trust properties;
 - iii. Approved plant list (perennials and annuals);
 - iv. Landscape design;
 - v. Flora selection;
 - vi. Water feature design;

GOLDEN RAIN OPERATIONS**COMMITTEE FUNCTIONS****Architectural Design and Review Committee**

- vii. Furniture selections;
- viii. Signage (Color, design, font, materials and general layout of all signage; except traffic signage and/or street surface markings.); and
- ix. Image (Develop and maintain the corporate image of the foundation and develop and maintain design standard guidelines.)
- h. Review policies for cost center ADR annually and send changes to the BOD for approval;
- i. Initial approval and recommendation to the Finance Committee of the annual budget for cost center ADR, including Capital requests and upcoming Reserve replacements; and
- j. Furnish a report at the BOD annual meeting.

3. LIMITATIONS:

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

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

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

Policy

Adopted: 23 Sep 14
 Amended: 24 Mar 15
 Amended: 21 Jun 16

GOLDEN RAIN FOUNDATION
 Seal Beach, California

GOLDEN RAIN OPERATIONS**COMMITTEE FUNCTIONS****Mutual Administration Committee**

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

In accordance with Article VIII of the Bylaws, committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30.

COMPOSITION:

If the Director from Mutual 17 isn't appointed by the GRF President to this Committee, the Director can be seated as an advisory Director to the MAC Committee if they so choose.

1. PURPOSE:

Review and recommend policies governing compliance with the management agreements of the sixteen (16) Mutual Corporations. These policies govern the operations of the Mutual Administration and Stock Transfer Departments.

2. DUTIES:

1. Post an agenda four (4) days in advance of the Committee meeting;
2. Elect a Vice-Chair at the first meeting;
3. Meet with staff monthly or whenever such meetings are deemed necessary unless canceled by the Chair;
4. The Committee will hear monthly reports from the Mutual Administration, Stock Transfer, Service Maintenance and Security Departments;
5. Review monthly budget comparisons for cost centers MAC and 33;
6. Review annually the fees associated with the Mutual Administration and Stock Transfer departments (See fee schedule). Recommendations to be forwarded to the Finance Committee;
7. Review policies for cost centers MAC and 33 annually and send changes to the GRF BOD for approval;
8. Initial approval and recommendation to the Finance Committee of the annual budgets for cost centers MAC and 33 including Capital requests and upcoming Reserve replacements; and

GOLDEN RAIN OPERATIONS**COMMITTEE FUNCTIONS****Mutual Administration Committee**

9. Furnish a report at the GRF annual meeting.

3. LIMITATIONS:

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

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

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

Policy

Adopted: 23 Sept 14

Amended: 24 Feb 15

Amended: 21 June 16

GOLDEN RAIN FOUNDATION

Seal Beach, California

COMMITTEE FUNCTIONS

ADOPT

Strategic Planning Ad Hoc Committee

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

In accordance with Article VIII of the Bylaws, committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30.

1. **PURPOSE:**

To study and provide recommendations to the Board to support establishing and setting priorities for the preservation and improvement of Trust Property.

- a. Focus direction and financial resources;
- b. Strengthen operations through unified common goals;
- c. Establish agreement around intended outcomes/results; and
- d. Assess and adjust the organization's direction in response to a changing environment and community demographics.

2. **DUTIES:**

- a. Publish an agenda four (4) days in advance of Committee meeting;
- b. Elect a Vice-Chair at the first meeting;
- c. Meet monthly or whenever such meetings are deemed necessary unless cancelled by the Chair; and
- d. Furnish a report at the BOD annual meeting.

3. **LIMITATIONS:**

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

(Month Year)

GOLDEN RAIN OPERATIONS

COMMITTEE FUNCTIONS

Strategic Planning Ad Hoc Committee

Management and not to be encroached upon by any Committee Chairperson or member, either individually or collectively.

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

Policy

Adopted: 26 Jul 16

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Month Year)



MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: EMERGENCY PLANNING SUBCOMMITTEE
SUBJECT: PURCHASE OF CERT EQUIPMENT
DATE: OCTOBER 28, 2016
CC: FILE

The Emergency Planning Sub-committee seeks approval from the Executive Committee, to pursue non-budgeted funding (Cost Center 22), in an amount not to exceed \$5,000, to purchase 40-60 CERT training kits, for use in 2017-18. Funding is requested because the California Citizen Corps did not receive Federal grant funding due to an ongoing review of the CERT material by the Federal Emergency Management Agency (FEMA). The ongoing review of the CERT material by FEMA will be completed by September of 2017 and the new material will be released in early 2018.

Price quotes obtained (attached) are as follows:

1. Propac USA, \$ 42.00 per kit.
2. Amazon, \$43.44 per kit.
3. Fire Supply Depot, \$ 46.95 per kit.

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0 Items

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ProPac CERT Kit Pro2

\$42.00

The ProPac CERT Kit Pro2 now features our durable new ProPac brand backpack with waist strap, LED flashlight and vest options.

- Safety Vest Type
- Safety Vest Size
- Backpack Color

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1

Fire Supply Depot

Customer Service 1-877-347-3473

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FREE SHIPPING! ORDERS \$75 OR MORE. [See Details.](#)

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[click to enlarge](#)

CERT Starter Kit - Mayday

Item: CRT1

Price: \$59.95

Availability: Usually ships in 1-2 business days

FREE SHIPPING!

Quantity: 1

ADD TO CART

Quantity Discounts

1	\$59.95	
2 - 5	\$54.95	Save 8%
6 - 11	\$49.95	Save 17%
12+	\$46.95	Save 22%

Description

This CERT starter kit has a great selection of gear and supplies for the beginner emergency response team member. All items are packed in a CERT labeled backpack and will give new team members the tools and safety supplies to help in a search and rescue operation in your community.

The CERT Starter Kit Contents:

- 1 - C.E.R.T. Hard Hat
- Back Pack (Green w/Logo)
- Heavy Duty Work Gloves
- Chemical Goggles (Vented)
- 12 Hour Light Stick (Green)
- Safety Vest (Official C.E.R.T. Logo with Reflective Stripes)
- Dust Mask (One)
- Large Mayday Solar Blanket
- "D" Size Flashlight
- Pair of "D" Batteries
- 15" Pry Bar
- Lumber Crayon
- Caution Tape

Related Items



CERT Action Response Unit - Mayday
\$84.95



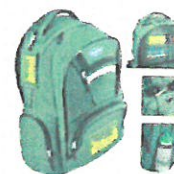
CERT Deluxe Action Response Unit - Mayday
\$149.95



ProPac Green CERT Duffle Bag
\$34.95



CERT Dark Green ANSI II Safety Vest
\$21.95



CERT Premium Backpack - ProPac
\$29.95



All-Weather ICS Incident Command Notebook
\$10.95



FREE SHIPPING! ON ORDERS \$75 OR MORE.
Shipments to lower 48 states only. [See Details.](#)

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by **Mayday**

Mayday CRT1 CERT Starter Kit

5 customer reviews

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Qty: 1

Price: ~~\$55.05~~

Sale: **\$43.44** & FREE Shipping

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\$43.44 + Free Shipping

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Specifications for this item

Brand Name	Mayday	Overall Length	20.0 inches
EAN	0885425025100 , 0885186132048 0661799622653	Overall Width	15.0 inches
Included Components	1 - C.E.R.T. Hard Hat^1 - Back Pack (Green w/Logo)^1 - Heavy Duty Work Gloves^1 - Chemical Goggles (Vented)^1 - C.E.R.T. Hard Hat^1 - Back Pack (Green w/Logo)^1 - Heavy Duty Work Gloves^1 - Chemical Goggles (Vented)^1 - 12 Hour Light Stick (Green)^1 - Safety Vest (Official C.E.R.T. Logo with Reflective Stripes)^1 - Dust Mask (One)^1 - Large Mayday Solar Blanket^1 - "D" Size Flashlight^1 - Pair of "D" Batteries^1 - 15" Pry Bar^1 - Lumber Crayon^1 - Caution Tape	Part Number	CRT1
		System of Measurement	US
		UNSPSC Code	39110000
		UPC	6617996221 885425025 8851861321

Other Sellers on Amazon

\$47.95

+ Free Shipping

Sold by: **CPR Savers & First Aid Supply LLC**

Add to Cart

\$52.44

& **FREE Shipping** on eligible orders. [Details](#)
Sold by: **Amazon.com**

Add to Cart

\$53.00

+ \$3.95 shipping
Sold by: **ReadyCare**

Add to Cart

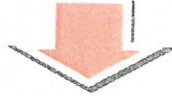
6 new from **\$43.44**

Have one to sell?

Sell on Amazon

SHAREHOLDER, MUTUAL & GRF EMERGENCY INFORMATION

SHAREHOLDER



BEFORE A DISASTER,

You are responsible for your safety and well being, therefore consider how an emergency might affect your individual needs. Plan to make it on your own for at least three days. You might not have access to a medical facility or a drug store. It is important that you and your family think about the resources you use on a daily basis and what you might do if those resources are not available.

- Get or Make a GRAB AND GO BAG: include basic items like water, food, flashlight and extra batteries, personal items, AM/FM radio, extra pair of eye glasses, can opener, first aid kit, medications, whistle to signal for help, dust mask, gloves, local maps, plastic bags, moist towelettes, bags and ties for personal sanitation. Include copies of important documents such as stocks, shares, trusts, pink slips, social security and Medicare cards. Remember to store one gallon per person per day for drinking and sanitation. Include cash as Banks and ATM might be down or closed.
- Make sure all tall furniture is secured to the wall and items that could become airborne are secured with earthquake putty.
- Make a plan for what you will do in an emergency. Create a personal support plan and include family, friends and neighbors who can help you during a disaster. Make sure to create a communication plan to contact and meet those in your support network. Texting is a great option at time when everyone else is trying to call each other. Consider your pets and keep a kit of food, registrations and other supplies, keep in mind that most pets are not allowed at many shelters.
- Be informed about what might happen: Attend Mutual or GRF disaster preparedness trainings to learn about the types of disasters that may occur in your community.

DURING A DISASTER,

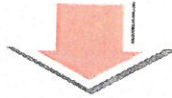
Earthquake: When the shaking begins **Drop** to the floor in an area away from windows or tall furniture. **Cover** your head and neck with hands and arms. A sturdy table provides good protection for falling items. **Hold-On** until the shaking stops. Be aware of aftershocks.

AFTER A DISASTER,

Inspect the condition of your unit and decide if it is safe to shelter in place or if you should evacuate to a Mutual evacuation meeting area (if in Mutual plans) for assistance. Dust off your GRAB AND GO BAG and activate your disaster plan.

SHAREHOLDER, MUTUAL & GRF EMERGENCY INFORMATION

MUTUAL No _____



BEFORE A DISASTER,

Mitigation.

DURING A DISASTER,

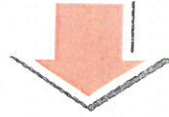
Response.

AFTER A DISASTER,

Recovery. Work with the GRF Office of Mutual Administration, the Federal Emergency Management Agency (FEMA), the city of Seal Beach, Orange County, and other federal, private and nonprofit organizations for additional resources.

SHAREHOLDER, MUTUAL & GRF EMERGENCY INFORMATION

GRF



BEFORE A DISASTER,

Mitigation: The Foundation is responsible for: **A.** analyzing the risks that a natural or manmade disaster may pose to the Leisure World community. **B.** Reducing the risks by maintaining clean street gutters before a predicted storm, ensuring that generated power is readily available for the sewage pumps, maintain propane and gasoline storage tanks. Service and maintain up to 4-inch water lines and maintain propane gas lines in specific community facilities. **C.** Providing ongoing building and trust property inspections.

Emergency Planning for GRF Employees: Train employees on emergency planning, awareness, building evacuations, participate in City, County and State drills. Maintain the Emergency Operations Center (EOC).

Emergency Planning for Shareholders: Offer shareholders emergency planning and awareness information through educational material from the Federal Emergency Management Agency (FEMA), articles in the Leisure World paper, town hall meetings and CERT trainings.

DURING A DISASTER,

Response: Activate, operate and maintain the Emergency Operations Center (EOC) at a level required for the magnitude of such disaster. GRF employees are not mandated disaster workers therefore all employees are always encouraged to remain at work or to report for duty once they have checked on their families. Board members are trained to fully operate the EOC. Open all communication lines with the City and County's EOC. Activate the Leisure World Radio Amateur Disaster Communications Service Club.

AFTER A DISASTER,

Recovery. Is initiated soon after the activation of the Emergency Operations Center (EOC) by the Planning and Intelligence Section. With the goal of facilitating continuity of operations, this includes the deployment of GRF's equipment to clear all trust property. Work with the Federal Emergency Management Agency (FEMA), the City of Seal Beach, Orange County, and other federal, private and nonprofit organizations (NPO's) for additional resources and loans.