



Executive Committee

Agenda

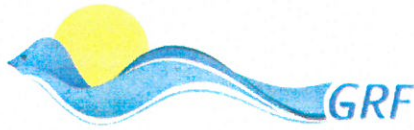
Administration Conference Room

Thursday, December 9, 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 November 10, 2016 (pp. 1-7)
5. Shareholder/Member Comments – Agenda Items Only
(Limited to 3 minutes per person)
6. Correspondence (not applicable)
7. Old Business
 - a. By-laws
 - b. GRF Committee Charters
 - c. Security Department Job Descriptions (pp. 8-24):
 - i. 3490.1-37, Watch Commander
 - iii. 3491.1-37, Security Officer 1 (SO1)
 - iv. 3491.2-37, Security Officer 2 (SO2)
 - v. 3491.3-37, Security Officer 3 (SO3)
 - vi. 3491.4-37, Lead Security Officer/Trainer
 - vii. 3491.5-37, Security Officer – Per Diem
 - d. Parking Specialist Job Description (pp. 25-27)
 - e. Trust Attorney Discussion (pp. 28-35)

- f. Policy 5101-30, Limitation of Term – Standing Committee Chairman
- 8. New Business
 - a. Workers' Compensation Renewal
 - b. GRF Employee Holiday Gift Cards
 - c. GRF Employee Holiday Luncheons
 - d. Day after Thanksgiving vs. Floating Holiday for GRF Employees
 - e. Mutual Gifts to Staff - Discussion
- 9. Policies
 - a. Amend Policy 5025-30, Election Procedures (pp. 36-44)
 - b. Adopt Policy 5092-30, Board of Directors' code of Ethics and Conduct (handout)
- 10. Subcommittee Reports
 - a. Emergency Planning Subcommittee
 - b. Emergency Council Report
 - c. Code of Ethics Subcommittee (see agenda item 9.b.)
- 11. Staff Reports
 - a. Human Resources Director (pp. 45-52)
 - 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 – November 4, 2016
 - b. Personnel
- 15. Next Meeting/Adjournment
 - a. **Thursday, January 12, 2017 – Executive Committee Work Study Meeting re: Committee Charters, Policy 5101-30, Limitation of Term-Standing Committee Chairman, and Shareholder, Mutual and GRF Emergency Information - 1:00 p.m., Administration Conference Room**
 - b. **Friday, January 13, 2017 – Regularly scheduled Executive Committee Meeting**



**EXECUTIVE COMMITTEE MINUTES
November 10, 2016**

The meeting of the Executive Committee was held on Thursday, November 10, 2016, and was called to order at 1:00 p.m. by Chair L. Stone in the Administration Conference Room and followed by the Pledge of Allegiance.

ROLL CALL

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

Also Present: Mr. R. Ankeny, Executive Director
Mrs. C. Flynn, Human Resources Director
Mrs. B. Shuler, Finance Manager
Ms. C. Knapp, Stock Transfer Supervisor
Mr. E. Gomez, Safety/Emergency Coordinator
Mrs. L. Whitlock, Recording Secretary
Mrs. L. Perrotti, GRF Representative, Mutual One
Mr. R. Stone, GRF Representative, Mutual One
Mrs. H. Tran, GRF Representative, Mutual Fifteen
Four Shareholders/Members

By unanimous consent, Chair L. Stone declared the reading of the quorum notification be dispensed with.

In accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the Executive Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting and a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to exceed four minutes, as set forth

in Policy 5610, Participation by Foundation Members. The minutes of today's Committee meeting will be presented to the Board for approval following the approval of the committee meeting minutes in November, 2016.

CHAIR'S ANNOUNCEMENTS

Chair L. Stone welcomed the Executive Committee Members, guests and staff, including GRF President, Carole Damoci; Executive Director, Randy Ankeny; Human Resources Director, Cindy Flynn; Finance Manager, Barbara Shuler; Stock Transfer Supervisor, Courtney Knapp; Safety/Emergency Coordinator, Eloy Gomez and Administrative Secretary, Laura Whitlock. She also requested that members exhibit an appropriate amount of decorum and to please turn off or silence their cell phone.

APPROVAL OF MINUTES

Chair L. Stone declared the minutes of the regular meeting of October 14, 2016, approved as presented.

SHAREHOLDER COMMENTS

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

OLD BUSINESS

Chairperson's Role Description Update

Chair L. Stone removed item, "Chairperson's Role Description Update" from today's Agenda, which is to be revisited at a future meeting.

By-Laws

Chair L. Stone removed item, "By-Laws" from today's meeting and moved to December's agenda.

Salary Survey Update

Human Resources Director reported she is scheduled to meet with Facilities Director and Facilities Manager to complete Salary Survey. No update to report at this time.

NEW BUSINESS2017 Election Materials

It is the consensus of the committee that the Stock Transfer Supervisor add "request ID cards" of shareholders submitting candidacy applications.

Ms. Rapp MOTIONED, seconded by Mrs. Reed and unanimously carried by Committee members present –

TO accept the 2017 Election Materials as presented by the Stock Transfer Supervisor with committee's recommendation and forward to the Board for final approval.

Committee Charters Review

Chair Stone requested that a work study be scheduled in January 2017 for the committee to review all of the Committee Charters.

Parking Specialist Job Description

Mrs. Reed MOTIONED, seconded by Ms. Rapp and carried with two no votes from Mr. Lukoff and Mr. Hood –

TO approve that as part of the job description for the position of Parking Specialist, a shareholder-employee should not issue parking tickets to fellow-shareholders that involves monetary fines.

Trust Attorney

The Executive Director was directed by the Committee to provide a list of possible Trust attorneys at the next scheduled committee meeting.

Purchase of CERT (Community Emergency Response Team) Equipment

Ms. Rapp MOTIONED, seconded by Mrs. Reed and unanimously carried by committee members present –

TO donate \$1,000 of the Executive Committee's discretionary funds to the Emergency Planning Sub-Committee for the purchase of CERT training kits and equipment.

POLICIES

Policy 5101-30, Limitation of Term – Standing Committee Chairmen

It is the consensus of the Committee to add Policy 5101-30, Limitation of Term – Standing Committee Chairman to the upcoming work study in January 2017.

SUBCOMMITTEE REPORTS

Emergency Planning

It is the consensus of the Committee to review the document, "Shareholder, Mutual and GRF Emergency Information," as prepared by the Safety Emergency Coordinator at the upcoming work study, which will be scheduled in January 2017.

Code of Ethics

Mr. Lukoff MOTIONED, seconded by Mr. Hood and unanimously carried by Committee members present –

TO adopt with changes, Policy 5092-30, Board of Directors Code of Ethics and Conduct and forward to the Board for final approval.

STAFF REPORTS

Human Resources Director

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

Finance Manager

The Finance Manager presented her report, as attached in the agenda packet.

Executive Director

The Executive Director spoke in Executive Session.

SHAREHOLDER / MEMBER COMMENTS

Two shareholders made comments on various topics.

COMMITTEE MEMBERS COMMENTS

Four Committee members spoke on the proceedings of the Committee meeting.

Ms. Rapp MOTIONED, seconded by Mrs. Reed and unanimously carried by Committee members present –

TO adjourn the open Executive Committee meeting and go into Executive Session.

ADJOURNMENT

The open Executive Committee meeting was adjourned at 3:06 p.m.

Linda Stone, Chair
EXECUTIVE COMMITTEE

law 11.17.16

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE
EXECUTIVE COMMITTEE MEETING**

MOTIONS

- By unanimous consent, Chair L. Stone declared the reading of the quorum notification be dispensed with.
- Chair L. Stone declared the minutes of the regular meeting of October 14, 2016, approved as presented.
- **TO** accept the 2017 Election Materials as presented by the Stock Transfer Supervisor with committee's recommendation and forward to the Board for final approval.
- **TO** approve that as part of the job description for the position of Parking Specialist, a shareholder-employee should not issue parking tickets to fellow-shareholders that involves monetary fines.
- **TO** donate \$1,000 of the Executive Committee's discretionary funds to the Emergency Planning Sub-Committee for the purchase of CERT training kits and equipment.
- **TO** adopt with changes, Policy 5092-30, Board of Directors Code of Ethics and Conduct and forward to the Board for final approval.
- **TO** adjourn the open Executive Committee meeting and go into Executive Session.

ACTIONS

- Chair L. Stone removed item, "Chairperson's Role Description Update" from today's Agenda, which is to be revisited at a future meeting.
- Chair L. Stone removed item, "By-Laws" from today's agenda and moved to December's agenda.
- Human Resources Director reported she is scheduled to meet with Facilities Director and Facilities Manager to complete Salary Survey. No update to report at this time.

- It is the consensus of the committee that the Stock Transfer Supervisor add “request ID cards” of shareholders submitting candidacy applications.
- Chair Stone requested that a work study be scheduled in January 2017 for the committee to review all of the Committee Charters.
- The Executive Director was directed by the Committee to provide a list of possible Trust attorneys at the next scheduled committee meeting.
- It is the consensus of the Committee to add Policy 5101-30, Limitation of Term – Standing Committee Chairman to the upcoming work study in January 2017.
- It is the consensus of the Committee to review the document, “Shareholder, Mutual and GRF Emergency Information,” as prepared by the Safety Emergency Coordinator at the upcoming work study, which will be scheduled in January 2017.
- The open Executive Committee meeting was adjourned at 3:06 p.m.

STAFF OPERATIONS

3490.1-37

POSITION DESCRIPTION

Position Title: WATCH COMMANDER
Department: SECURITY
Reports To: Security Deputy Chief or Security Chief

OVERALL FUNCTION

- Provides shift supervision of Security department staff.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Arranges and assigns work schedules for Security staff.
- Supervises activities of Security staff on an assigned shift.
- Performs training across all functions required in the operations of the Security department.
- Instructs new personnel on activities and responsibilities of the department.
- Responds to emergency calls from residents; coordinates with police and paramedics when emergency and rescue equipment arrives.
- Investigates and handles problems and complaints; completes reports when required.
- Prepares reports on department activities.
- Maintains Security department files including records of traffic citations.
- Assists residents, employees, and vendors to facilitate the smooth operations of department.
- Assumes responsibility for Security department in the absence of the Security Chief and Security Deputy Chief.
- Keeps Security Department Management advised of security activities and provides emergency notification of significant incidents in the Community.
- Completes 90-day and annual evaluations in a timely manner for staff members on assigned shift.
- Conducts regular department meetings including job safety.
- Interviews applicants for open positions on assigned shift.

Non-Essential Functions

- Available to substitute for any department position at any shift in an emergency.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Knowledge of community and emergency agencies to contact when needed.
- Knowledge of occupational hazards and safety precautions.
- Proficient computer skills and knowledge of basic office procedures.
 - Ability to operate a motor vehicle in a safe manner.
- One year of experience in customer service experience with knowledge of telephone etiquette.
- One year of experience in Security or Public Safety management in either the private or public sectors.
- One year of experience in a training instructor capacity.
- Ability to interpret internal regulations and policies and convey solutions to residents during problem resolution contacts.
- If part-time, staff member must be available to work 24 hours per week.
- Must be available to rotate to all shifts as needed.

Physical Ability

- Frequent standing and walking.
- Occasional bending, stooping and twisting.
- Close vision necessary.
- Ability to lift up to 25 pounds.
- Ability to meet "Security Officer Physical Examination" standards established by the Golden Rain Foundation and the Leisure World Health Care Center.

Mental Abilities

- Ability to read, write and communicate clearly and effectively.
- Ability to respond to emergencies efficiently and make immediate decisions.
- Ability to deal effectively with co-workers, emergency and rescue personnel, shareholders and/or members, sales persons, delivery services, public agencies, vendors and visitors.
- Ability to lead and supervise up to ten or more security guards.
- Ability to maintain confidentiality and use diplomacy and sound judgment.

Education

- Minimum high school diploma (or equivalent).

Licenses/Certificates

- Private Proprietary Security Guard Certification or will obtain certification within six months of employment.
- ISC100/NIMS700 Certification or will obtain certification within six months of employment.
- 832 Penal Code Certification or will obtain certification within one year of employment.
- Private Proprietary Security Guard Instructor Certification or will obtain certification within one year of employment.
- Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- Rain gear.
- Safety vests.

WORK ENVIRONMENT

- Exposure to outdoor elements.

TOOLS AND EQUIPMENT USED

- Computer, telephone, wireless radio (walkie-talkie), bolt cutters, radar gun, body worn cameras.
- Operates patrol car.

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

Amended: 01 Nov 2000

Amended: 12 May 2011

Amended: 23 Jul 2013

Amended: 13 Jan 2015

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

Employee Name (print): _____

Employee Signature: _____ Date: _____

STAFF OPERATIONS**POSITION DESCRIPTION**

Position Title: SECURITY OFFICER 1 (SO1)

Department: SECURITY

Reports To: Lead Officer, Watch Commander, Security Deputy Chief, or Security Chief

OVERALL FUNCTION

Performs guard duty at entrances to Leisure World to maintain the control access to the premises and the smooth transition for entering and exiting the Community.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
- Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
- Receives information from residents regarding expected guests and posts on admittance board.
- Answers phones and assists walk-in customers to facilitate the smooth operations of department.

Non-Essential Functions

- On occasion, responds to and documents incidents involving injury or damage to Community property or Leisure World employees and facilitates information exchange between parties involved in any and all incidents. Assists Law Enforcement and Fire and Medical Services regarding vehicular incidents.

QUALIFICATIONS REQUIRED**Knowledge, Skills and Abilities**

- Ability to operate a motor vehicle in a safe manner.
- Knowledge of occupational hazards and safety precautions.
- Customer service experience with knowledge of telephone etiquette.
- Proficient computer skills and knowledge of basic office procedures.
- Six months previous Security Officer or Public Safety experience preferred.
- Must be available to work 8 to 24 hours per week. (Note: As attrition occurs in the department, the available to work hours requirement will be increased to 24 hours each week.)
- Must be available to work two shifts each quarter on evenings or nights if regularly scheduled on day shift.

Physical Ability

- Frequent standing and walking.
- Occasional bending, stooping and twisting.
- Ability to lift up to 25 pounds.
- Ability to meet and pass "Security Officer Physical Examination" standards established by the Golden Rain Foundation and the Leisure World Health Care Center prior to commencement of employment and annually thereafter.

Mental Abilities

- Ability to read, write and communicate effectively.
- Ability to respond to emergencies efficiently and make immediate decisions.
- Ability to deal effectively with co-workers, shareholders and/or members and family members, emergency and rescue personnel, delivery services, vendors and visitors.
- Ability to maintain confidentiality and use diplomacy and sound judgment.

Education

- Minimum high school diploma (or equivalent).

Licenses/Certificates

- Private Proprietary Security Guard Certification or will obtain certification within six months of employment.
- Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- Rain gear.
- Safety vest.

WORK ENVIRONMENT

- Exposure to outdoor elements.

TOOLS AND EQUIPMENT USED

- Computer, telephone, wireless radio (walkie-talkie).
- Operates patrol car.

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

Adopted: 13 Jan 2015

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

Employee Name (print): _____

Employee Signature: _____ Date: _____

STAFF OPERATIONS**POSITION DESCRIPTION**

Position Title: SECURITY OFFICER 2 (SO2)

Department: SECURITY

Reports To: Lead Officer, Watch Commander, Security Deputy Chief, or Security Chief

OVERALL FUNCTION

- Primary function is to perform a variety of routine clerical, administrative and technical work in receiving and dispatching routine and emergency information; keeps official records and assists in the administration of the standard operating policies and procedures of the dispatch center. Further supports the Security department operations by assisting internal or external customers requesting help or information.
- May act in the role of a Security Officer 1 and perform guard duty at entrances to Leisure World to maintain the control access to the premises and the smooth transition for entering and exiting the Community.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Assists in issuing and processing visitor requests, decal updates and requests for information.
- Handles radio communications; dispatches patrol car to follow and assist paramedics in medical emergencies.
- Investigates and handles problems and complaints; completes reports when required.
- Answers phones and determines appropriate responses in accordance with established procedures.
- Assists walk-in customers to facilitate the smooth operations of department.
- Maintains security department files and patrol logs.
- Types reports, correspondence, and fills out forms as necessary.
- Fills in as a Security Officer 1 as needed:
 - Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
 - Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
 - Receives information from residents regarding expected guests and posts on admittance board as needed.

Non-Essential Functions

- On occasion, responds to and documents incidents involving injury or damage to Community property or Leisure World employees and facilitates information exchange between parties involved in any and all incidents. Assists Law Enforcement and Fire and Medical Services regarding vehicular incidents.

QUALIFICATIONS REQUIREDKnowledge, Skills and Abilities

- Ability to operate a motor vehicle in a safe manner.
- Knowledge of occupational hazards and safety precautions.
- One year customer service experience with knowledge of telephone etiquette.
- Proficient computer skills and knowledge of basic office procedures.
- One year of Security Officer, Dispatcher, or Public Safety experience.
- Must be available to work 24 hours per week.
- Must be available to work one shift each quarter on evenings or nights if regularly scheduled on day shift.

Physical Ability

- Frequent standing and walking.
- Occasional bending, stooping and twisting.
- Ability to lift up to 25 pounds.
- Ability to meet and pass "Security Officer Physical Examination" standards established by the Golden Rain Foundation and the Leisure World Health Care Center prior to commencement of employment and annually thereafter.

Mental Abilities

- Ability to read, write and communicate clearly and effectively.
- Ability to respond to emergencies efficiently and make immediate decisions.
- Ability to deal effectively with co-workers, shareholders and/or members and family members, emergency and rescue personnel, delivery services, vendors and visitors.
- Ability to maintain confidentiality and use diplomacy and sound judgment.

Education

- Minimum high school diploma (or equivalent).

Licenses/Certificates

- Private Proprietary Security Guard Certification or will obtain certification within six months of employment.
- Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- Rain gear.
- Safety vest.

WORK ENVIRONMENT

- Normal indoor work conditions.
- Occasional exposure to outdoor elements.

TOOLS AND EQUIPMENT USED

- Computer, telephone, wireless radio (walkie-talkie)
- Operates patrol car.

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

Adopted: 13 Jan 2015

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

Employee Name (print): _____

Employee Signature: _____ Date: _____

STAFF OPERATIONS**POSITION DESCRIPTION**

Position Title: SECURITY OFFICER 3 (SO3)

Department: SECURITY

Reports To: Lead Officer, Watch Commander, Security Deputy Chief, or Security Chief

OVERALL FUNCTION

- Primary function is to promote traffic safety by reasonable enforcement in accordance with the rules, regulations and policies of the Foundation and by assisting emergency personnel and residents throughout the community.
- May act in the role of a Security Officer 2 and perform a variety of routine clerical, administrative and technical work in receiving and dispatching routine and emergency information; keeps official records and assists in the administration of the standard operating policies and procedures of the dispatch center. Further supports the Security department operations by assisting internal or external customers requesting help or information.
- May act in the role of a Security Officer 1 and perform guard duty at entrances to Leisure World to maintain the control access to the premises and the smooth transition for entering and exiting the Community.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Drives a patrol vehicle, monitors streets and parking areas. Enforces Community rules and regulations with regard to parking and safe vehicle operation (moving violations). Issues Notice of Violations/Citations to offenders as appropriate.
- Responds to and documents incidents involving injury or damage to Community property or Leisure World employees and facilitates information exchange between parties involved in any and all incidents. Assists Law Enforcement, Fire, and Medical Services regarding vehicular incidents.
- Provides traffic control as needed; lifts, carries and places traffic safety cones, barricades and signs when assigned.
- Identifies and documents abandoned vehicles and makes notification for towing of same.
- Places and retrieves portable radar signs at targeted locations within the Community.
- * Patrols and enforces rules and regulations in the Recreational Vehicle Parking Lot and answers inquiries.
- Responds to Security management with coordination of matters concerning traffic safety, traffic enforcement, incidents and reporting.
- Collects coins from all coin operated equipment, counts, and delivers to Finance Department.
- Resolves resident issues by clarifying the complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, and expediting the solution or involving management if a clear solution is not available.
- Maintains daily records and logs of activities.

- Fills in as a Security Officer 2 as needed:
 - Assists in issuing and processing visitor requests, decal updates and requests for information.
 - Handles radio communications; dispatches patrol car to follow and assist paramedics in medical emergencies.
 - Investigates and handles problems and complaints; completes reports when required.
 - Answers phones and determines appropriate responses in accordance with established procedures.
 - Assists walk-in customers to facilitate the smooth operations of department.
 - Maintains security department files and patrol logs.
 - Types reports, correspondence, and fills out forms as necessary.
 - Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
 - Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
 - Receives information from residents regarding expected guests and posts on admittance board.
- Fills in as a Security Officer 1 as needed:
 - Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
 - Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
 - Receives information from residents regarding expected guests and posts on admittance board as needed.

Non-Essential Functions

- None.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Ability to operate a motor vehicle in a safe manner.
- Knowledge of occupational hazards and safety precautions.
- One year customer service experience with knowledge of telephone etiquette.
- Proficient computer skills and knowledge of basic office procedures.
- Two years of Security Officer, Dispatcher, or Public Safety experience.
- Must be available to work 24 hours per week.
- Must be available to work one shift each quarter on evenings or nights if regularly scheduled on day shift.

Physical Ability

- Frequent standing and walking.
- Occasional bending, stooping and twisting.
- Close vision necessary.
- Ability to lift up to 25 pounds.
- Ability to meet and pass "Security Officer Physical Examination" standards established by the Golden Rain Foundation and the Leisure World Health Care Center prior to commencement of employment and annually thereafter.

Mental Abilities

- Ability to read, write and communicate clearly and effectively.
- Ability to respond to emergencies efficiently and make immediate decisions.
- Ability to deal effectively with co-workers, shareholders and/or members and family members, emergency and rescue personnel, delivery services, vendors and visitors.
- Ability to maintain confidentiality and use diplomacy and sound judgment.

Education

- Minimum high school diploma (or equivalent)

Licenses/Certificates

- Private Proprietary Security Guard Certification or will obtain certification within six months of employment.
- Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- Rain gear.
- Safety vest.

WORK ENVIRONMENT

- Exposure to outdoor elements.

TOOLS AND EQUIPMENT USED

- Computer, telephone, wireless radio (walkie-talkie), bolt cutters, radar gun, body worn cameras.
- Operates patrol car.

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

Adopted: 13 Jan 2015

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

Employee Name (print): _____

Employee Signature: _____ Date: _____

STAFF OPERATIONS**POSITION DESCRIPTION**

Position Title: LEAD SECURITY OFFICER / TRAINER

Department: SECURITY

Reports To: Watch Commander, Security Deputy Chief, or Security Chief

OVERALL FUNCTION

- Primary function is to act as a back-up to management, train staff and promote traffic safety by reasonable enforcement in accordance with the rules, regulations and policies of the Foundation and by assisting emergency personnel and residents throughout the community.
- May act in the role of a Security Officer 2 and perform a variety of routine clerical, administrative and technical work in receiving and dispatching routine and emergency information; keeps official records and assists in the administration of the standard operating policies and procedures of the dispatch center. Further supports the Security department operations by assisting internal or external customers requesting help or information.
- May act in the role of a Security Officer 1 and perform guard duty at entrances to Leisure World to maintain the control access of the premises and the smooth transition for entering and exiting the Community.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Performs training across all functions required in the operations of the Security department.
- Instructs new personnel on activities and responsibilities of the department.
- Assumes supervisory responsibility for assigned shift in the absence of Watch Commander.
- Acts as a resource to all Security staff regarding department processes and the interpretation of GRF rules, regulations and policies.
- Drives a patrol vehicle, monitors streets and parking areas. Enforces Community rules and regulations with regard to parking and safe vehicle operation (moving violations). Issues Notice of Violations/Citations to offenders as appropriate.
- Responds to and documents incidents involving injury or damage to Community property or Leisure World employees and facilitates information exchange between parties involved in any and all incidents. Assists Law Enforcement, Fire, and Medical Services regarding vehicular incidents.
- Provides traffic control as needed; lifts, carries and places traffic safety cones, barricades and signs when assigned.
- Identifies and documents abandoned vehicles and makes notification for towing of same.
- Places and retrieves portable radar signs at targeted locations within the Community.
- Patrols and enforces rules and regulations in the Recreational Vehicle Parking Lot and answers inquiries.
- Responds to Security management with coordination of matters concerning traffic safety, traffic enforcement, incidents and reporting.
- Resolves resident issues by clarifying the complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, and expediting the solution or involving management if a clear solution is not available.

- Maintains daily records and logs of activities.
- Confers with residents and others relating to traffic safety, complaints, rules and regulations.
- Fills in as a Security Officer 2 as needed:
 - Assists in issuing and processing visitor requests, decal updates and requests for information.
 - Handles radio communications; dispatches patrol car to follow and assist paramedics in medical emergencies.
 - Investigates and handles problems and complaints; completes reports when required.
 - Answers phones and determines appropriate responses in accordance with established procedures.
 - Assists walk-in customers to facilitate the smooth operations of department.
 - Maintains security department files and patrol logs.
 - Types reports, correspondence, and fills out forms as necessary.
 - Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
 - Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
 - Receives information from residents regarding expected guests and posts on admittance board.
- Fills in as a Security Officer 1 as needed:
 - Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
 - Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
 - Receives information from residents regarding expected guests and posts on admittance board as needed.

Non-Essential Functions

- None.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Ability to operate a motor vehicle in a safe manner.
- Knowledge of occupational hazards and safety precautions.
- Two years previous Security Officer, Dispatcher, or Public Safety experience.
- One year of experience working in the GRF Security department.
- Thorough knowledge of GRF rules, regulations and policies.
- Six months of experience in a training role.
- Six months of experience in a supervisory role.
- One year of customer service experience with knowledge of telephone etiquette.
- Proficient computer skills and knowledge of basic office procedures.
- Must be available to work 24 hours per week.
- Must be available to rotate to all shifts as needed.

Physical Ability

- Frequent standing and walking and occasional bending, stooping and twisting.
- Close vision necessary.
- Ability to lift up to 25 pounds.
- Ability to meet and pass "Security Officer Physical Examination" standards established by the Golden Rain Foundation and the Leisure World Health Care Center prior to commencement of employment and annually thereafter.

Mental Abilities

- Ability to read, write and communicate clearly and effectively.
- Ability to respond to emergencies efficiently and make immediate decisions.
- Ability to deal effectively with co-workers, shareholders and/or members and family members, emergency and rescue personnel, delivery services, vendors and visitors.
- Ability to maintain confidentiality and use diplomacy and sound judgment.

Education

- Minimum high school diploma (or equivalent).

Licenses/Certificates

- Private Proprietary Security Guard Certification or will obtain certification within six months of employment.
- Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- Rain gear.
- Safety vest.

WORK ENVIRONMENT

- Exposure to outdoor elements.

TOOLS AND EQUIPMENT USED

- Computer, telephone, wireless radio (walkie-talkie), bolt cutters, radar gun, body worn cameras.
- Operates patrol car.

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

Adopted: 13 Jan 2015

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

Employee Name (print): _____

Employee Signature: _____ Date: _____

POSITION DESCRIPTION

Position Title: SECURITY OFFICER – PER DIEM
Department: SECURITY
Reports To: Lead Officer, Watch Commander, Security Deputy Chief, or Security Chief

OVERALL FUNCTION

Employee may act in the role of any Security Officer position to ensure the smooth operations of the Security department.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Drives a patrol vehicle, monitors streets and parking areas. Enforces Community rules and regulations with regard to parking and safe vehicle operation (moving violations). Issues Notice of Violations/Citations to offenders as appropriate.
- Responds to and documents incidents involving injury or damage to Community property or Leisure World employees and facilitates information exchange between parties involved in any and all incidents. Assists Law Enforcement, Fire, and Medical Services regarding vehicular incidents.
- Provides traffic control as needed; lifts, carries and places traffic safety cones, barricades and signs when assigned.
- Identifies and documents abandoned vehicles and makes notification for towing of same.
- Places and retrieves portable radar signs at targeted locations within the Community.
- Patrols and enforces rules and regulations in the Recreational Vehicle Parking Lot and answers inquiries.
- Responds to Security management with coordination of matters concerning traffic safety, traffic enforcement, incidents and reporting.
- Collects coins from all coin operated equipment, counts, and delivers to Finance Department.
- Resolves resident issues by clarifying the complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, and expediting the solution or involving management if a clear solution is not available.
- Maintains daily records and logs of activities.
- Assists in issuing and processing visitor requests, decal updates and requests for information.
- Handles radio communications; dispatches patrol car to follow and assist paramedics in medical emergencies.
- Investigates and handles problems and complaints; completes reports when required.
- Answers phones and determines appropriate responses in accordance with established procedures.
- Assists walk-in customers to facilitate the smooth operations of department.
- Maintains security department files and patrol logs.
- Types reports, correspondence, and fills out forms as necessary.

- Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
- Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
- Receives information from residents regarding expected guests and posts on admittance board.
- Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
- Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
- Receives information from residents regarding expected guests and posts on admittance board as needed.

Position Requirements

- Employee must be able to work any shift (days, evenings, and nights) and weekends.
- There are no guarantee of weekly hours and this position will not be regularly scheduled.
- Employee should average 3 shifts within 90-day period to maintain skills and understanding of current procedures.
- Employee may be turned down a shift when called but if more than 3 shifts are turned down within a 90-day period without a valid reason and/or prior notification that they are not available, employee will no longer be eligible for per diem status.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Ability to operate a motor vehicle in a safe manner.
- Knowledge of occupational hazards and safety precautions.
- One year customer service experience with knowledge of telephone etiquette.
- Proficient computer skills and knowledge of basic office procedures.
- Two years of Security Officer, Dispatcher, or Public Safety experience.
- Must be available to work 24 hours per week.
- Must be available to work one shift each quarter on evenings or nights if regularly scheduled on day shift.

Physical Ability

- Frequent standing and walking.
- Occasional bending, stooping and twisting.
- Close vision necessary.
- Ability to lift up to 25 pounds.
- Ability to meet and pass "Security Officer Physical Examination" standards established by the Golden Rain Foundation and the Leisure World Health Care Center prior to commencement of employment and annually thereafter.

Mental Abilities

- Ability to read, write and communicate clearly and effectively.
- Ability to respond to emergencies efficiently and make immediate decisions.
- Ability to deal effectively with co-workers, shareholders and/or members and family members, emergency and rescue personnel, delivery services, vendors and visitors.
- Ability to maintain confidentiality and use diplomacy and sound judgment.

Education

- Minimum high school diploma (or equivalent)

Licenses/Certificates

- Private Proprietary Security Guard Certification or will obtain certification within six months of employment.
- Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- Rain gear.
- Safety vest.

WORK ENVIRONMENT

- Exposure to outdoor elements.

TOOLS AND EQUIPMENT USED

- Computer, telephone, wireless radio (walkie-talkie), bolt cutters, radar gun, body worn cameras.
- Operates patrol car.

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

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

Employee Name (print): _____

Employee Signature: _____ Date: _____

STAFF OPERATIONS

POSITION DESCRIPTION

Position Title: Recreational Vehicle Lot Services Clerk

Department: Community Facilities/Recreation

Reports To: Recreation Manager/Recreation Supervisor

OVERALL FUNCTION

In conjunction with the Recreation Manager/Supervisor provides comprehensive inspections of the Recreational Vehicle Storage Lot. Responsibilities encompass oversight of cleaning, maintenance and general review and inspection of all stored recreational vehicles within the facilities. To insure that all of the policies and rules of the lot are followed at all times. Handles all communications with Shareholder that have leased spaces in the lot. Sends out renewal notices, new leases and billing to properly maintain the facilities operations.

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

Essential Functions

- Inspects the facilities and amenities, to ensure everything is maintained and in good working order.
- Answers phones and communicates with shareholders in regards to lot operations.
- Maintains inventory of membership and vehicles, handles new leases, billings and late notices.
- Verifies that all of the rules and regulations of the lot are being followed at all times.
- Ensures that the grounds are being maintained in a neat and orderly fashion at all times.
- Ensures that all vehicle registrations and Leisure World vehicle gate decals are in place and up to date.
- Reports daily to the Recreation Manager/Supervisor on any and all operation issues.
- Provides a full monthly report in writing to the Recreation Committee.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Knowledge of occupational hazards and safety precautions.
- Customer service experience with knowledge of telephone etiquette.
- Proficient computer skills and knowledge of basic office procedures.
- Six months previous experience preferred.
- Must be available to work 20 hours per week, consisting of 4 hour shifts Monday – Friday.

Physical Ability

- Frequent sitting, standing and walking.
- Occasional bending, stooping and twisting.
- Ability to operate office equipment.
- Ability to lift up to 25 pounds.

Mental Abilities

- Ability to read, write and communicate effectively.
- Ability to respond to emergencies efficiently and make immediate decisions.
- Ability to deal effectively with co-workers, shareholders and/or members and family members, vendors and visitors.
- Ability to maintain confidentiality and use diplomacy and sound judgment.

Education

- Minimum high school diploma (or equivalent).

Licenses/Certificates

- None

PERSONAL PROTECTIVE EQUIPMENT

- Rain gear.
- Safety vest.

WORK ENVIRONMENT

- Exposure to outdoor elements.

TOOLS AND EQUIPMENT USED

- Computer, telephone, wireless radio (walkie-talkie).

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

Adopted: XX/XX/XXXX

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

Employee Name (print): _____

Employee Signature: _____ Date: _____

Courtney Knapp

From: Randy L. Ankeny
Sent: Friday, November 11, 2016 8:38 AM
To: Courtney Knapp
Cc: President GRF
Subject: Randy Ankeny - Notice of EC Action

Courtney,

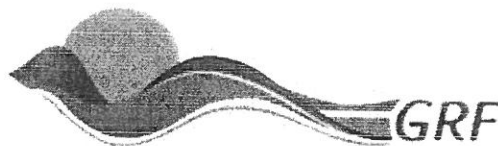
The Board must periodically review all service providers including legal counsels. As such the Executive Committee has approved a general review of in the area of legal support services in the area of Trust Review. Please take the following actions:

1. Draft a general request for proposal covering the areas in which the Stock Transfers Department requires legal support service for my review. In general recap the services being provided by Jay and his firm. This will be used to solicit proposals from qualified legal firms.
2. Contact Jay Pickens, inform Jay that the Board must do it due diligence and periodically review all service providers including legal counsels. This is in no way a reflection of the quality of service provided by Jay and his firm and we have preform the same review with all other areas of legal services. We do ask Jay to provide as part of the process an any promotional and/or marketing materials including his rates for service.
3. Seek out counsels that may be qualified to provide the required services, provide the request for proposal and have then provide any supportive materials on or before Wednesday December 7th for presentation to the EC.
4. Please draft a general cover memo to the EC and recap all service providers (at least 3, plus Pickings), please be prepared to attend the EC and provide your thoughts based upon your conversations with the respective firms as you are the key staff member working with the legal services firm.

At the December 9th meeting of the EC the Committee will considered the proposal for the next step which may include a in person interview with the firm.

If you have any questions please see me.

Randy Ankeny
Executive Director
Golden Rain Foundation
PO Box 2069, Seal Beach, CA 90740



☎ (562) 431-6586, ext. 312 | ✉ randya@lwsb.com | © www.lwsb.com

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Law Firms that Received Trust Review Letters

FIORE RACOBS AND POWERS *%

JANET POWERS, ESQ.
15635 Alton Parkway, Suite 200
Irvine, California 92618

PRAY, PRICE, WILLIAMS & PICKING @

JAY PICKING, ESQUIRE
555 East Ocean Boulevard
Long Beach, California 90802

LAW OFFICES OF DEBRA GROH @

DEBRA HALVARSON GROH
3020 Old Ranch Parkway #300
Seal Beach, California 90740

LAW OFFICES OF ALLAN M. SOTO @

ALLAN M. SOTO, ESQUIRE
7960 W. McFadden Avenue
Westminster, California 92683

LAW OFFICES OF HAGEL & COULTER @

JAMES A. HAGEL
323 Main Street
Seal Beach, California 90740

LAW OFFICES OF JOHN E. TROMMALD @

JOHN E. TROMMALD, ESQUIRE
13912 Seal Beach Boulevard
Seal Beach, California 90740

HICKEY & ASSOCIATES, P.C. *%

DAVID E. HICKEY, ESQ.
6 Jenner, Suite 290
Irvine, California 92618

ULWELLING I SIDDIQUI %

695 Town Center Drive #700
Costa Mesa, California 92626

THE JUDGE LAW FIRM *%

JAMES A. JUDGE, ESQ.
18881 Von Karman Ave., Ste. 1500
Irvine, California 92612

VELASCO LAW GROUP @

333 W. Broadway, Suite 100
Long Beach, California 90802

MCKENZIE LEGAL AND FINANCIAL @^

THOMAS L. MCKENZIE
2631 Copa De Oro Drive
Los Alamitos, California 90720

WILLIAMSON & GENTILINI ^

RICHARD WILLIAMSON
1945 Palo Verde Avenue #101
Long Beach, California 90815

MILLER & MILLER-BAZEMORE ^

ETHAN MILLER-BAZEMORE, ESQ.
4952 Warner Avenue, Suite 106
Huntington Beach, California 92649

* = listed in California Association of Community Managers Directory

% = listed in Community Associations Institute

@ = worked with Stock Transfer previously

^ = good review on Yelp

November 22, 2016

JAMES A. JUDGE
THE JUDGE LAW FIRM
18881 Von Karman Ave., Ste. 1500
Irvine, California 92612

RE: TRUST REVIEW SERVICE

Dear Mr. Judge,

The Golden Rain Foundation (GRF) Board of Directors is performing a review of its legal service providers, including the role of counsel dedicated to title transfer issues, notably reviews of living trusts. This position is known as the Trust Attorney.

If you would be interested in providing this service, please provide a letter of interest to the Stock Transfer Office, PO Box 2069, Seal Beach, CA 90740 on or before Wednesday, December 7, 2016. Your letter of interest should set forth **1)** your work history with HOAs, knowledge of the Davis-Stirling Act, and experience in living trusts, and **2)** your hourly rates. Include any promotional or marketing materials if applicable.

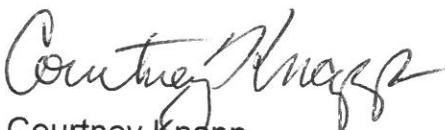
Enclosed is an information sheet and sample trust review letters. If you have any questions about this process, please contact Courtney Knapp at (562) 431-6586 ext. 346 or courtneyk@lwsb.com.

Letters of interest and accompanying materials will be reviewed by the Executive Committee at its meeting on Friday, December 9, 2016.

Thank you kindly.

Sincerely,

ON BEHALF OF THE GRF BOARD OF DIRECTORS



Courtney Knapp
Stock Transfer Supervisor
(562) 431-6586 ext. 346
courtneyk@lwsb.com

Information Sheet

Community Background

Leisure World Seal Beach is an active adult community with more than 9,000 residents. It was the first major planned retirement community in the nation and opened its doors in June 1962.

The Golden Rain Foundation (GRF), a non-profit Davis-Stirling HOA, administers the shared Trust property and facilities owned by the 16 Mutual Corporations. The Mutual Corporations are the managers of the 16 resident communities within Leisure World. Mutuels 1-16 are cooperative entities. Mutual 17 is the only condominium association. The 6,608 units in the community are considered real property. Shareholders in Mutuels 1-16 are issued two ownership share certificates: a GRF active membership certificate and the Mutual capital stock certificate. Mutual 17 owners purchase deeded property and are issued a GRF active membership certificate.

Additional information about the GRF and Mutual corporations, including bylaws and assorted documents, can be found on www.lwsb.com

The Stock Transfer Office and Trust Reviews

The Stock Transfer Office maintains records of all stock ownership for the Mutual Corporations and membership records for the GRF. All transfers of ownership and escrows for sales of stock are processed through this office.

Mutual bylaws set forth that title must be held in the name of a natural living person. However, GRF members have the ability to assign their interest represented by the GRF active membership certificate and the Mutual capital stock certificate to a living trust.

When a unit is an asset of a GRF member's living trust, the Trust Attorney must review the trust documents and ownership certificates before a transfer of unit ownership is allowed to proceed. This procedure is to ensure that the Stock Transfer Office does not make a transfer of ownership which may be contradictory to the terms of a trust after the death of any of the original trustees.

A trust review packet usually consists of a letter explaining the requested action, a copy of the living trust or a trust certification prepared within 30 days of the transaction, front and reverse copies of the ownership certificates, and, if applicable, copies of separate assignments, death certificates, and letters of incapacitation. Sample requests are enclosed.

Three hundred twenty-six (326) trust reviews were completed in 2015. Nearly three hundred (300) trust reviews have been completed year-to-date in 2016.

-continued-

Attorney Assistance

The primary task of the Trust Attorney is to provide written statements of clear regarding a request concerning a GRF member's unit that was assigned to a trust. If required documents are missing or inappropriate to the requested action, the Trust Attorney should explain the obstruction and how best to solve it.

Other requests concern court orders, power of attorney, providing access to a unit by someone with preliminary legal authority, and other general questions concerning the sale of units and transfers of title. Occasionally the Trust Attorney will be asked to communicate with other attorneys to answer questions or explain the Foundation or Mutual Corporation's position.

Timely response is critical with reviews of trusts and other legal material. There is currently a ten (10) day or less turn-around time from when Stock Transfer sends out trust review packets to when legal response is received. However, there are approximately four (4) to six (6) times a month when expedited service is needed, and communication via email, fax or telephone is necessary.

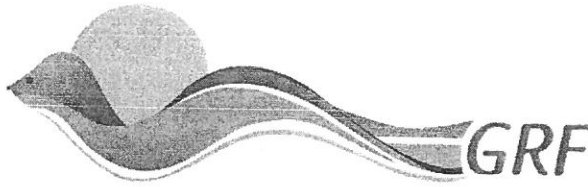
Rates for Service

The Trust Attorney will need to separate the billings for the GRF and the sixteen (16) Mutual corporations, identifying each review by Mutual, unit number and Trust name.

Payment for legal reviews will be paid monthly by the GRF.

Additional Information

Please contact Stock Transfer Supervisor Courtney Knapp at (562) 431-6586, ext. 346 or courtneyk@lwsb.com with any questions.



February 31, 2016

**Attorney John Doe
123 Main Street
Orange, CA 98765**

RE: MUTUAL 13-123A / ADAMS TRUST

Dear Mr. Doe,

George Washington (married), sole owner of unit 123A in Mutual Thirteen, is deceased.

Mr. Washington's daughter, Abigail Adams, has come forward as successor trustee of The George Washington Trust. Ms. Adams would like to list and sell the unit.

Enclosed please find a copy of Mr. Washington's death certificate, front and reverse copies of the share certificates, and a copy of The George Washington Trust.

May Abigail Adams list and sell unit 123A in Mutual Thirteen, signing in capacity as successor trustee?

Thank you.

Sincerely,

Courtney Knapp
Stock Transfer Supervisor

cc: File
Enclosures

Escrow	X	In-House Transfer	
Court Order		Legal Question / Mutual Administration	



February 30, 2016

**Attorney Jane Doe
123 Main Street
Orange, CA 98765**

RE: MUTUAL 13-123A / LINCOLN TRUST

Dear Ms. Doe,

Abraham Lincoln, sole owner of unit 123A in Mutual Thirteen, is deceased.

Mr. Lincoln's widow, Mary Todd Lincoln, has come forward as beneficiary of the unit. She would like to transfer title by removing her husband and adding herself. The proposed vesting is Mary Todd Lincoln (widow) as sole owner.

Enclosed please find a copy of Abraham Lincoln's death certificate, front and reverse copies of the share certificates, The Amendment and Restatement of The Abraham Lincoln Revocable Living Trust, and a copy of Abraham and Mary Todd Lincoln's marriage certificate. You'll note that Abraham Lincoln assigned his interest to Mary Todd Lincoln as an individual, not to his Trust.

May Mary Todd Lincoln remove Abraham Lincoln from title of unit 123A in Mutual Thirteen and add herself as sole owner, signing in capacity as an individual?

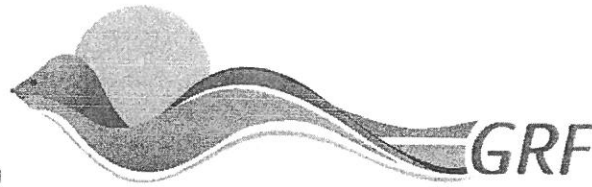
Thank you.

Sincerely,

**Courtney Knapp
Stock Transfer Supervisor**

cc: File
Enclosures

Escrow		In-House Transfer	X
Court Order		Legal Question / Mutual Administration	



February 31, 2016

**Attorney Jane Doe
123 Main Street
Orange, CA 98765**

RE: MUTUAL 13-123A / ROOSEVELT TRUST

Dear Ms. Doe,

I am in receipt of your letter dated February 3, 2016. Thank you.

To recap, Eleanor Roosevelt, sole owner of unit 13-123A, is deceased. Her daughter, Anna Halsted, is Trustee of The Eleanor Roosevelt Protector Trust. Anna would like to list and sell the unit, which you approved in your letter of January 4, 2016. However, after receiving a Notice of Pendency of Action, you stated that the sale could not go forward absent resolution of the claims against the property.

I was recently contacted by Anna Halsted's realtor stating that there is a buyer for the unit. I said that no purchase agreement should be signed without court documentation being forwarded to this office and your consent. She asked if I could at least approve the prospective buyer's qualification so that when matters are settled, the property can be sold as quickly as possible.

This morning I was contacted by Anna Halsted's attorney, Bugs Bunny, who said that he's filing a Motion to Expunge and wanted to know if we could proceed with the sale of the property. I asked him to send me something in writing along with any court paperwork (enclosed).

I have two questions: 1) May this office begin the qualification process for the prospective buyer, which consists of verifying the buyer's age, physician's letter and financial qualifications, and 2) Does the enclosed paperwork resolve the claims against the property or do we still need to wait to receive something after the April 31, 2016 hearing date?

Thank you.

Sincerely,

Courtney Knapp
Stock Transfer Supervisor

cc: File
Enclosures

Escrow		In-House Transfer	
Court Order		Legal Question / Mutual Administration	X



MEMO

TO: EXECUTIVE COMMITTEE
FROM: COURTNEY KNAPP, STOCK TRANSFER SUPERVISOR
SUBJECT: AMEND POLICY 5025-30, ELECTION PROCEDURES
DATE: NOVEMBER 29, 2016

Policy 5025-33, Election Procedures, sets forth information regarding the election process for the GRF Board of Directors.

Three changes are recommended to improve clarification about candidate responsibilities and materials:

- 1) Specify the application materials candidates will turn in prior to the deadline, and clarify that candidates are required to provide photo identification when turning in candidate application materials; and
- 2) Add information about the Candidate Eligibility Disclaimer which was put into practice per GRF Board approval on February 23, 2016; and
- 3) Set forth the cost to purchase mailing labels at a flat rate of \$10 plus \$0.25 per sheet total cost. Background data on requests and costs attached.

I move the Executive Committee recommend the Board amend Policy 5025-33, Election Procedures, to set forth the application materials that candidates will turn in prior to the deadline, state that candidates are required to provide photo identification when turning in application materials, add information about the Candidate Eligibility Disclaimer, and specify the cost of mailing labels as \$10 plus \$0.25 per sheet.

Mailing Labels - Sample Costs

The Golden Rain Foundation uses Avery 5160 Easy Peel Address Labels for Laser Printers. There are 100 sheets per package and 30 labels per sheet. The cost of a box of labels through the Purchasing Dept. is \$24.83.

1 label costs \$0.008

1 sheet costs \$0.25

	Per Label Costs	Per Sheet Costs
Mutual 1 – 844 units	\$6.75	\$7.25
Mutual 9 – 384 units	\$3.07	\$3.25
Mutual 10 – 276 units	\$2.21	\$2.50
Mutual 15 – 502 units	\$4.02	\$4.25
Mutual 16 – 60 units	\$0.48	\$0.50

The Finance Department has kept records on the requests of mailing labels for the past three years and reports the following number of requests for mailing labels:

Year	# of Requests
2016 year to date	0
2015	2
2014	0

In 2016, the cost of mailing labels was a flat rate of \$10. In 2015, the cost of mailing labels was \$10 plus \$.01 per label.

To accurately reflect the cost of buying the labels and staff time in producing the printed labels, it is recommended that the cost of mailing labels be set at \$10 flat rate plus \$0.25 per sheet.

GOLDEN RAIN OPERATIONS**DRAFT 12.9.16****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.

DRAFT 12.9.16

Election Procedures

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

b. Candidate Application Materials

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

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

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

c. Candidate Eligibility Disclaimer

Per GRF by-laws, directors shall not be qualified to serve if they are a member, officer, or director of various organizations, entities, or governmental bodies. Candidates shall complete an Eligibility Disclaimer to set forth that they are qualified to serve on the GRF Board of Directors.

d. 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.

e. e. Notification of Nominations for Election of Directors

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

f. 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

DRAFT 12.9.16

Election Procedures

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.

g. 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.

h. f. Nominations from the floor

Nominations from the floor are prohibited.

i. g. Campaign Cycle

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

j. 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,

GOLDEN RAIN OPERATIONS**DRAFT 12.9.16**Election Procedures

first-serve basis.

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

Candidates are entitled to purchase labels for the addresses in their Mutual at a flat rate of \$10 per request, plus \$0.25 per sheet cost 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.

GOLDEN RAIN OPERATIONS**DRAFT 12.9.16****Election Procedures**

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

DRAFT 12.9.16

Election Procedures

7. Inspector(s) of the Election

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

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

8. Observers of the Election

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

9. Ballot Retention

GOLDEN RAIN OPERATIONS

DRAFT 12.9.16

Election Procedures

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

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

Policy

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

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

Golden Rain Foundation Executive Committee Human Resources Report – December 9, 2016

Below are the budget variances as of the end of October 2016.

Pages 1 and 2 of this report (November budget variances) will be replaced via handout at the Executive Committee meeting on December 9, 2016.

- 1) **GRF – Budget Variance Information** – GRF has a year-to-date favorable variance of **\$382,607** in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses				
6100000	Salaries & Wages	6,140,544	6,273,585	133,041
6100001	Vacation Accrual Expense	(11,891)	0	11,891
6101000	Commissions	36,604	31,592	(5,012)
6140000	Employment Taxes	507,573	514,313	6,740
6142000	Workers' Compensation	391,299	559,901	168,602
6143000	Group Insurance - Medical	609,055	655,030	45,975
6143300	Group Insurance - Dental	12,770	13,770	1,000
6143500	Group Insurance - Vision	8,056	8,470	414
6144000	401(k) Match	120,353	130,060	9,707
6145000	Group Insurance - Life	22,546	23,900	1,354
6146000	Long Term Disability Insurance	18,985	27,880	8,895

- 2) **Cost Center 20 – Human Resources Budget Variance Information** – The Human Resources department has a year-to-date favorable variance of **\$12,514** excluding the GRF Vacation Accrual Expense.

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Human Resources				
6100000 20	Salaries & Wages - Human Resources	172,968	173,107	139
6100001 20	Vacation Accrual Expense - Human Resourc	(11,891)	0	11,891
6140000 20	Employment Taxes - Human Resources	12,920	13,062	143
6142000 20	Workers' Compensation - Human Resources	6,404	9,159	2,755
6143000 20	Group Insurance - Medical - Human Resourc	23,223	24,820	1,597
6143300 20	Group Insurance - Dental - Human Resourc	446	480	34
6143500 20	Group Insurance - Vision - Human Resourc	285	300	15
6144000 20	401(k) Match - Human Resources	1,178	2,850	1,672
6145000 20	Group Insurance - Life - Human Resources	821	620	(201)
6146000 20	Long Term Disability Insurance - Human R	733	730	(3)
6210010 20	Fraud Hotline - Human Resources	640	704	64
6211000 20	Continuing Education - Human Resources	850	1,800	950
6211100 20	Employee Incentives - Human Resources	580	840	260
6212000 20	Employee Exams - Human Resources	125	0	(125)
6212005 20	Employee Drivers License Inquiry - Human	343	220	(123)
6213000 20	Employee Recruitment - Human Resources	1,585	1,490	(95)
6213005 20	Employment Screening - Human Resources	7,917	6,300	(1,617)
6214500 20	Gifts - Human Resources	0	420	420
6215000 20	Mileage - Human Resources	0	94	94
6410000 20	Office Supplies - Human Resources	993	500	(493)
6410015 20	Computer Supplies - Human Resources	5	1,000	995
6410030 20	Printer / Copier Supplies - Human Resourc	343	834	491
6410035 20	Refreshments - Human Resources	0	300	300
6434110 20	Legal Fees - HR - Human Resources	1,999	8,000	6,001
6482000 20	Dues, Memberships & Books - Human Resourc	1,195	600	(595)
6491000 20	Miscellaneous Writeoffs - Human Resource	162	0	(162)
	Total Expenses	223,825	248,230	24,405

**3) Cost Center 22 – Emergency Preparedness Budget Variance Information – The
Emergency Preparedness department has a year-to-date favorable variance of \$3,800**

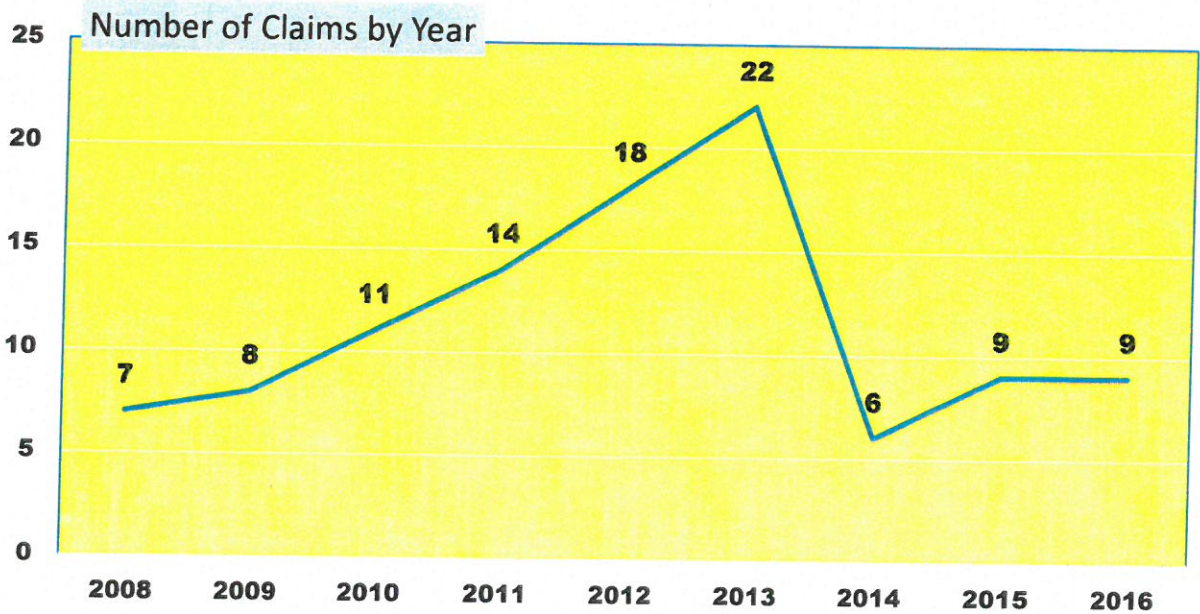
<u>Acct #</u>	<u>Description</u>	<u>Y-T-D Actual</u>	<u>Y-T-D Budget</u>	<u>Budget Variance</u>
	Expenses - Emergency Preparedness			
6100000 22	Salaries & Wages - Emergency Prepared	14,153	14,075	(78)
6140000 22	Employment Taxes - Emergency Prepared	1,004	1,355	351
6142000 22	Workers' Compensation - Emergency Prepar	1,168	1,675	507
6211000 22	Continuing Education - Emergency Prepare	415	2,225	1,810
6410030 22	Printer / Copier Supplies - Emergency Pr	0	332	332
6410045 22	Emergency Supplies - Emergency Preparedn	352	1,500	1,148
6422000 22	Telephone - Emergency Prepare	630	500	(130)
	Total Expenses	17,723	21,662	3,939

4) Safety

- a. One new claim in November. None of the claims in 2016 have any lost time, and all but two have been fully discharged from medical care.

Workers Compensation - Job Accident Information by Month

Month	Current Year 2016	2015	2014	2013	2012	2011
January	2	0	0	2	0	1
February	0	0	0	1	1	0
March	1	2	0	1	4	1
April	1	2	0	3	2	0
May	0	0	2	1	0	0
June	0	0	1	0	2	0
July	0	1	0	1	2	2
August	1	1	2	4	2	4
September	1	0	1	2	3	2
October	2	2	0	3	2	0
November	1	0	0	3	0	0
December		1	0	1	0	4
Total	9	9	6	22	18	14



Golden Rain Foundation Executive Committee Report / Executive Session

Staff Member Information

Data as of
November 30, 2016 unless noted otherwise

5) Recruitment

Openings in November – 7 Positions

<i>Position</i>		<i>Status</i>	<i>Dept</i>
Security Officers	3 Part-time	Accepting Applications	37 – Security
Building Inspector	1 Full-Time	Accepting Applications	70 – Physical Property
Asst. Service Maint. Supv.	1 Full-time	Interviews in progress	74 – Service Maintenance
Electrician	1 Full-time	Temporary EE in place	74 – Service Maintenance
Plumber	1 Full-time	Temporary EE in place	74 – Service Maintenance
Bus Drivers	1 Part-time	Accepting Applications	38 – Transportation
Total Openings	7		

6) Staff Counts – As of 11-30-2016

Current Staff Count – 231	<i>Hires</i>	<i>Separations</i>	<i>Promotions</i>
• NOV 2016	3	3	2
• YTD 2016	47	40	14
• 2015	26	35	9

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

<i>2016 Data as of 11/30/2016</i>	<i>NEW HIRES</i>		<i>SEPARATIONS</i>	
<i>Department</i>	<i>2016 To Date</i>	<i>2015 Actual</i>	<i>2016 To Date</i>	<i>2015 Actual</i>
ADMINISTRATION				
FINANCE	1			
GOLF				
HUMAN RESOURCES		1		1
INFORMATION TECHNOLOGY SVS				1
LIBRARY	1		2	1
MUTUAL ADMINISTRATION	2	2	5	2
NEWS	1			1
PHYSICAL PROPERTY	2	2	1	3
PURCHASING				1
RECREATION (includes Exercise/Pool)	2	4	1	5
SECURITY	24	9	19	19
SERVICE MAINTENANCE	7	4	7	1
TRANSPORTATION	7	4	5	5
GRAND TOTAL	47	26	40	39

Employee Counts by Department – Based on Budget Allocations

Department	Full-Time		Part-Time Non-Exempt	Per Diem Non-Exempt
	Exempt	Non-Exempt		
20 – Human Resources	1	1	0	0
22 – Emergency Preparedness	0	1	0	0
30 – Administration	2	1	1	1
31 – Finance	4	5	2	0
32 – Purchasing	1	3	0	0
33 – Stock Transfer	1	5	0	0
34 – Information Technology	0	2	0	0
35 – Library	2	1	7	0
36 – News	1	7	0	0
37 – Security	2	4	67	4
38 – Transportation	1	3	25	0
40 – Community Facilities	2	3	0	0
46 – Golf Course	0	0	5	0
48 – Swimming Pool	0	0	4	0
55 – Exercise Room	0	0	6	0
70 – Physical Properties	1	12	1	0
74 – Service Maintenance	1	32	2	0
MAC – Mutual Administration	3	4	0	0
Total	22	84	120	5
Total Employee Count	231			

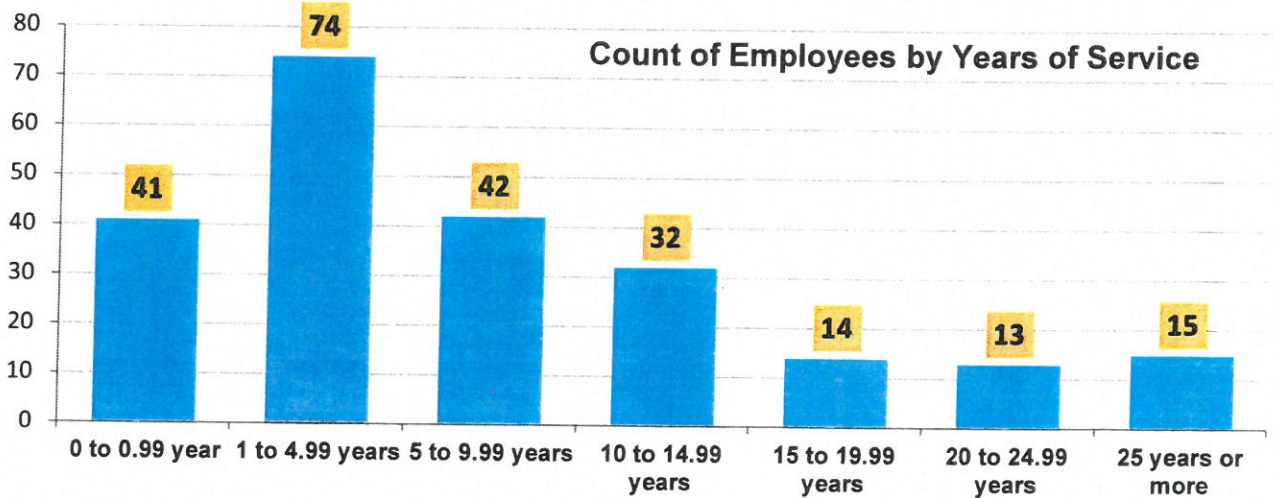
Summary

Employee Type	Count	% of Total
Full-time	106	46.3%
Part-time	120	51.5%
Per Diem	5	2.2%
Total	231	

- FULL TIME
- PART TIME
- PER DIEM

8) Demographics

Category	All Employees	Full-Time	Part-Time	Per Diem
Years of Service	8.5	11.8	5.8	6.4
Average Hourly Rate	\$19.70	\$26.66	\$13.79	\$14.04
Gender – Females	106	43	59	4
Gender – Males	125	63	61	1



Employees with 25 Years or More of Service

43.6 yrs Juan Robledo – Service Maint.	33.4 yrs Cathie Merz – News
43.2 yrs Ruben Gonzalez – Service Maint.	32.4 yrs Terry De Leon – Recreation
38.6 yrs Dede Martin – News	30.2 yrs Edgar Santamaria – Service Maint.
38.3 yrs Antonio Duarte – Service Maint.	28.5 yrs Ruth Osborn – News
37.6 yrs Jesus Lopez – Service Maint.	28.1 yrs Richard Stolarz – Service Maint.
36.6 yrs Barry Holland – ITS	28.0 yrs Eila Van Sauter – Transportation
36.2 yrs Mark Weaver – Community Facilities	25.2 yrs David Van Horn – Physical Property
35.6 yrs Grant Winford – Transportation	

9) Employees Working Greater Than 28 Hours in a Week

Updated 11/23/2016 by MWKerr - Hours listed by week ending date

Dept	11/20	11/13	11/6	10/30	10/23	10/16	10/9	10/2	42638
35	30.50	30.00		30.00	30.00		30.00	30.00	31
37	30.00								
37	28.25	29.50	28.25		28.50				28
37				32.00					
37				28.75	30.00	28.50		28.50	
37							32.00		
37		28.50							
37									
37			34.25						
37									32
37				32.00					
37	31.75	30.00		30.00		29.00	29.00		29
37			33.00		32.00				
37									
37	32.00			32.25			28.50		
37			32.00						
37							32.00		
37	32.00								
37			31.50	32.00					
37				32.00					
37					32.25				
37			32.00		32.25				32
37							28.25		
37			34.00	31.00	30.50				
37						32.00			
37			33.00	32.00			32.00	32.00	
37							32.00		
37				32.00	32.00		29.00		32
37					32.00			32.00	
37	28.50	28.50	29.25	31.50	32.75	28.25	32.25		
37					29.00				

10) Overtime

There is an *unfavorable* variance of **\$2,651.11** for November and an *unfavorable* variance of **\$21,690.28** for 2016 to date.

Overtime by Month	2016 Overtime Hours - Net	2016 OT Billable Hrs to Mutuals	2016 OT Billable \$ to Mutuals @ \$58.50	2016 Overtime Dollars - Net	2015 Overtime Hours	2015 Overtime Dollars
January	143.00	23.50	\$1,374.75	\$4,499.39*	144.25	\$2,702.76*
February	133.00	78.25	\$4,577.63	\$2,606.91	43.50	(\$1,577.09)
March	154.50	126.00	\$7,371.00	\$2,318.02	121.25	\$2,081.91
April	226.25	285.00	\$16,672.50	\$ 374.71	102.00	\$2,401.51
May	182.00	108.75	\$6,361.88	\$3,517.69	213.5	\$4,387.04
June	137.50	132.25	\$7,736.63	\$1,918.18	115.00	\$2,991.54
July	171.00	89.00	\$5,206.50	\$3,801.45	172.50	\$3,208.76
August	123.50	45.25	\$2,647.13	\$3,001.76	99.75	\$1,398.94
September	204.50	86.00	\$5,031.00	\$5,458.32	113.25	\$2,734.27
October	107.75	63.25	\$3,700.13	\$2,300.26	298.25	\$8,890.50
November	203.00	125.00	\$7,312.50	\$3,726.86	230.25	\$7,021.59
December					222.53	\$7,319.03

Overtime Detail for November - Prepared by MWKerr 11/30/2016 (Check date 11/25/2016)

Cost Center	CURRENT MONTH					
	HOURS			EXPENSE		
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20 Human Resources	1.25	0.75	(0.50)	\$58.53	\$34.58	(\$23.95)
22 Emergency Preparedness	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30 Administration	6.00	1.67	(4.33)	\$194.85	\$50.33	(\$144.52)
31 Finance	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
32 Purchasing	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
33 Stock Transfer	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
34 Information Technology Services	0.25	1.00	0.75	\$10.17	\$50.25	\$40.08
35 Library	0.00	0.50	0.50	\$0.00	\$13.75	\$13.75
36 News	13.50	12.08	(1.42)	\$463.92	\$409.75	(\$54.17)
37 Security	34.75	14.00	(20.75)	\$864.06	\$317.83	(\$546.23)
38 Transportation	12.75	0.00	(12.75)	\$248.66	\$0.00	(\$248.66)
40 Community Facilities	1.75	0.42	(1.33)	\$48.01	\$17.25	(\$30.76)
46 Golf Course	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
48 Swimming Pool	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
56 Exercise Room	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
70 Physical Properties	48.00	4.33	(43.67)	\$1,646.06	\$182.00	(\$1,464.06)
74 Service Maintenance	190.75	0.00	(190.75)	\$6,983.83	\$0.00	(\$6,983.83)
(Less) Billable to mutuals	(125.00)			(\$7,312.50) Approx.		
MAC Mutual Administration	19.00	0.00	(19.00)	\$521.27	\$0.00	(\$521.27)
Totals	203.00	34.75	(168.25)	\$3,726.86	\$1,075.75	(\$2,651.11)

11) Retirement – Employee 401(k) Plan

- For 2016, the amount employees may contribute to their 401(k) plan is \$18,000 per year plus the additional “catch-up” provision for employees over 50 is \$6,000.
 - At the end of November, total plan assets are \$8,924,605.28
 - 2016 YTD Employee Contributions \$415,816.72* Average Per Month \$37,801.52
 - 2016 YTD GRF Matching Contributions \$131,065.70* Average Per Month \$11,915.06
- *Through check date 11/25/2016

12) Anti-Fraud Compliance Hotline Reports

Program started in May 2014

Program Summary	# of Reports
Reports Since Start of Program	None
Closed Reports	Not Applicable
Open Reports	Not Applicable
New Reports this Month	None

13) Gift Log – Available Upon Request

Executive Committee Report compiled by: *Cindy Flynn, Human Resources Director*
December 9, 2016

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