



Executive Committee

Agenda

Administration Conference Room

Friday, July 8, 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 May 13, 2016 (pp. 1-7)
5. Shareholder/Member Comments – Agenda Items Only
(Limited to 3 minutes per person)
6. Correspondence
 - a. Don Marshall re: Drone Project (pp. 8-9)
7. Unfinished Business
 - a. By-laws
8. New Business
 - a. Establish Emergency Preparedness Sub-committee
 - b. News – Notification of GRF BOD Minutes – Discussion Only
 - c. Sample Code of Ethics – Discussion Only (pp.10-15)
 - d. Establish Policy Re-Write Sub-committee
9. Policies
 - a. Policy Re-numbering - Discussion Only
 - b. Rescind Policy 4161.1, Disclosure Regulation-Information-Regulation (p. 16)

- c. Rescind 5023-30, GRF Department Organization Chart (pp. 17-26)
- 10. Subcommittee Reports (not applicable)
- 11. Staff Reports
 - a. Human Resources Director (pp. 27-35)
 - 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. **Friday, August 12, 2016**



EXECUTIVE COMMITTEE MINUTES
Friday, May 13, 2016

The meeting of the Executive Committee was held on Friday, May 13, 2016. The meeting was called to order at 1:00 p.m. by Chair Damoci, in the Administration Conference Room, followed by the Pledge of Allegiance led by Mrs. Reed.

ROLL CALL

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

Absent: Mr. P. Hood

Staff and Mr. R. Ankeny, Executive Director
Guests: Ms. B. Shuler, Finance Manager
 Mrs. D. Bennett, Recording Secretary
 Mr. R. Stone, GRF Representative, Mutual One
 Ms. P. Snowden, GRF Representative, Mutual Two
 Mrs. M. Dodero, GRF Representative, Mutual Nine
 Mrs. M. Greer, GRF Representative, Mutual Eleven
 Mr. P. Moore, GRF Representative, Mutual Seventeen
 Three 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.

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

Chair and only during the proscribed Foundation member/shareholder comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members/Shareholders. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes at the meeting in July.

CHAIR'S ANNOUNCEMENTS

The Chair introduced the Executive Director, the Finance Manager, the Publications Manager 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.

The Chair recognized that this is the last meeting of the term.

APPROVAL OF COMMITTEE MINUTES

The minutes of April 8, 2016 were approved, as corrected.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

Four shareholder/members spoke on agenda topics.

UNFINISHED BUSINESS

By-laws

The Executive Director advised that corporate counsel intends to provide the Executive Committee with his findings and recommendations regarding amendments to the by-laws in several weeks.

NEW BUSINESS

Amend Position Descriptions

Director of Finance Position Description

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

TO amend the Director of Finance Position Description.

Trust Properties, Building and Services Inspector

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

TO recommend the GRF BOD adopt new position Trust Properties, Building and Services Inspector, at Pay Grade level 21 and approve the cost for filling this position at an amount not to exceed \$40,000 for base wages.

POLICIES

5110-30, Executive Committee

The Committee reached consensus to amend Policy 5110-30, Executive Committee charter and return to the Committee Charter Ad Hoc Committee.

Rescind 4000 Series Policies

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

TO rescind the following 4000 Series Policies that are redundant and covered by procedures in the Employee Handbook:

- 4001 Application of Personnel Policy
- 4100 Equal Employment Opportunity
- 4101 General Personnel Policy Statement
- 4102 General Immigration Policy Statement
- 4104 Policy against Harassment
- 4110 Employee Status
- 4120 Employee Classifications
- 4150 Limitations on Employment
- 4151 Limitations on Employment – Interpretation (Procedure)
- 4152 Moonlighting (Performance of Privately Contracted Work
- 4157 Non-Fraternization
- 4160 Conflict of Interest – Employees
- 4162 Gift Disclosure
- 4181 Chemical Substance Abuse
- 4181.1 Chemical Substance Abuse Procedure (and Acknowledgement Form) (Regulation)
- 4182 Standards of Conduct
- 4183 Smoking Policy
- 4184 Solicitation
- 4185 Employee Personnel Records (Regulation)
- 4186 Electronic Communications
- 4210 Hours of Work Schedules
- 4211 Hours of Work (Regulation)

4211.1 Breaks and Meal Periods
4212 Time Cards (Regulation)
4220 Notice of Absence (Regulation)
4280 Relations between Staff and Residents (Regulation)
4310 Vacations
4311 Vacation (Procedure)
4320 Sick Leave
4322 California Sick Leave Program
4323 Payments with Disability or Workers' Compensation
(Regulation)
4330 Bereavement Leave
4340 Leave of Absence
4341 Personal Leave of Absence (Regulation)
4342 Disability Leave of Absence (Regulation)
4343 Family Care Leave of Absence (Regulation)
4344 Employee Medical Leave of Absence (Regulation)
4360 Holidays
4362 Pro-rata Holidays and Vacations (Regulation)
4410 Health and Accident Insurance
4431 Work Related Injuries
4440 Disability Insurance
4441 Long-Term Disability Insurance
4442 Paid Family Leave (PFL) Insurance
4502 Pay Provisions
4503 Minimum Wage
4504 Call-Back Pay Non-Exempt Employees (Regulation)
4510 Salary Classifications
4511 Schedule of Monthly Rates
4511.1 Schedule of Hourly Rates
4522 Full-time Hourly Pay Schedule
4523 Part-time Hourly Pay Schedule
4530 Salary Classifications - Administrative & Supervisory
4531 Schedule of Rates - Administrative & Supervisory
4540 Anniversary Dates (Regulation)
4620 Employee Promotion
4620.1 Employee Promotion – Procedure
4631 Service Awards
4710 General Policy
4711 Resignations (Regulation)
4712 Reinstated Employees
4720 Problem Solving/Grievance Process
4731 Discipline (Rule)

SUB-COMMITTEE REPORTS

Emergency Planning Sub-Committee

The Chair of the Sub-committee presented a year-end report to the Executive Committee meeting, which is attached.

STAFF REPORTS

Human Resources Director

The Executive Director presented the Human Resources Director's report, as attached.

Executive Director

The Executive Director stated that the staff changes previously discussed by the Committee have been initiated.

Finance Manager

The Finance Manager presenter her report, as attached.

SHAREHOLDER COMMENTS

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

COMMITTEE MEMBERS

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

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

TO go into Executive Session.

The Chair called for a five minute break at 2:16 p.m.

ADJOURNMENT

The meeting was adjourned at 3:50 p.m.

Carole Damoci
Chair, Executive Committee
05.13.16/dfb

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE
MEETING ON MAY 13, 2016**

MOTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- **TO** amend the Director of Finance Position Description;
- **TO** recommend the GRF BOD adopt new position Trust Properties, Building and Services Inspector, at Pay Grade level 21 and approve the cost for filling this position at an amount not to exceed \$40,000 for base wages;
- Consensus to amend Policy 5110-30, Executive Committee charter and return to the Committee Charter Ad Hoc Committee;
- **TO** rescind the following 4000 Series Policies that are redundant and covered by procedures in the Employee Handbook:
 - 4001 Application of Personnel Policy,
 - 4100 Equal Employment Opportunity
 - 4101 General Personnel Policy Statement
 - 4102 General Immigration Policy Statement
 - 4104 Policy against Harassment
 - 4110 Employee Status
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 - 4162 Gift Disclosure
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- 4720 Problem Solving/Grievance Process
- 4731 Discipline (Rule)

Deanna Bennett

From: Linda Stone <lstone@michaelhamson.com>
Sent: Monday, June 27, 2016 5:52 PM
To: djsisu@netscape.com; Linda Stone
Cc: Paula Snowden; Eloy Gomez; Randy L. Ankeny; Carole Damoci Forwarding Address; Deanna Bennett; Barry Lukoff Forwarding Address; Joy Reed Forwarding Address; Kathleen Rapp Forwarding Address; Phil Hood; Perry Moore
Subject: RE: Drone Project

Don,

Thank you for your suggestions.

The Emergency Planning Sub-Committee ended with the end of the last term (2015-2016). At this time I do not plan on an Emergency Planning Sub-Committee for the current term (2016-2017).

I will read your letter under correspondence at the next Executive Committee meeting on July 8th at 1 pm. If the committee finds merit in your suggestions there is the possibility that it may be placed on the August 12th Executive Committee agenda for consideration for the 2017 Budget.

Regards, Linda

Linda Stone
Vice President
Golden Rain Foundation
(562) 619-0424
Email: lstone@lwsb.com
[AmazonSmile.com](https://www.amazon.com) / supporting Golden Age Foundation

"A committee is a group that keeps minutes and loses hours."...Milton Berle

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From: Don Marshall [mailto:djsisu@netscape.com]
Sent: Sunday, June 26, 2016 11:39 AM
To: Linda Stone <lstone@lwsb.com>
Cc: Paula Snowden <psnowden@lwsb.com>; Eloy Gomez <eloyg@lwsb.com>
Subject: Drone Project

Linda Stone,

Chair, GRF Executive Committee

A proposal for acquisition of a camera equipped Unmanned Aerial Vehicle (aka drone) to augment the Emergency Operations Center's capability of performing damage assessment was initially presented to the Emergency Planning Sub-Committee at the April 29, 2016 meeting. No vote was taken due to lack of a quorum. However, there was a consensus that the project has merit.

The ability to deploy a drone has the potential for a number of beneficial uses throughout the community. such as:

1. Real-time damage assessment via streaming HD video. (Potentially more timely, complete and accurate than verbal or written reports)
2. Ability to monitor an evolving incident and evaluate the effectiveness of any response
3. Safely inspect hazardous areas (Downed power lines, collapsed buildings, flooding)
4. Perimeter wall inspections (Graffiti patrols)
5. Roof inspections (Safer and less damaging than walking the roofs)
6. Images of the community for landscape planning etc. (More up to date than Google Earth)

To move forward on the Drone Project, I respectfully request the Executive Committee consider the following proposal:

PROPOSED

1. That GRF authorize the purchase of a camera equipped Unmanned Aerial Vehicle (UAV) and it's associated equipment (Phantom 4 or equivalent) at a cost not to exceed \$3,500.
2. That Leisure World Drones Service Club be granted custody of the UAV and associated equipment.
3. That Operation of the UAV shall be in compliance with all applicable FAA (Federal Aviation Administration), State and local regulations and in accordance with the AMA (Academy of Model Aeronautics) National Model Aircraft Safety Code.

Let me know if you have any questions or need more information and thank you for consideration of the drone proposal.

Don Marshall

Mutual 3

Netscape. Just the Net You Need.

» Model Code of Ethics for Community Association Board Members

CAI developed the Model Code of Ethics for Community Association Board Members to encourage the thoughtful consideration of ethical standards for community leaders. The model code is not meant to address every potential ethical dilemma but is offered as a basic framework that can be modified and adopted by any common-interest community.

Board members should:

1. Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
2. Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances and resources.
3. Act within the boundaries of their authority as defined by law and the governing documents of the association.
4. Provide opportunities for residents to comment on decisions facing the association.
5. Perform their duties without bias for or against any individual or group of owners or non-owner residents.
6. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
7. Conduct open, fair and well-publicized elections.
8. Always speak with one voice, supporting all duly adopted board decisions—even if the board member was in the minority regarding actions that may not have obtained unanimous consent.

Board members should not:

1. Reveal confidential information provided by contractors or share information with those bidding for association contracts unless specifically authorized by the board.
2. Make unauthorized promises to a contractor or bidder.
3. Advocate or support any action or activity that violates a law or regulatory requirement.
4. Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
5. Spend unauthorized association funds for their own personal use or benefit.
6. Accept any gifts—directly or indirectly—from owners, residents, contractors or suppliers.
7. Misrepresent known facts in any issue involving association business.
8. Divulge personal information about any association owner, resident or employee that was obtained in the performance of board duties.
9. Make personal attacks on colleagues, staff or residents.
10. Harass, threaten or attempt through any means to control or instill fear in any board member, owner, resident, employee or contractor.
11. Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.

CAI provides learning opportunities for community managers, homeowner volunteer leaders, association residents and service providers. Visit www.caionline.org/education to learn more.



(888) 224-4321
www.caionline.org

EXHIBIT B

SAMPLE ETHICS POLICY

**ETHICS POLICY FOR
DIRECTORS & COMMITTEE MEMBERS**

adopted _____

The Board of Directors has adopted the following ethics policy for its board members and committees. This policy is intended to provide guidance with ethical issues and a mechanism for addressing unethical conduct.

A. BOARD RESPONSIBILITIES

The general duties for directors are to enforce the association's governing documents, collect and preserve the association's financial resources, insure the association's assets against loss, and keep the common areas in a state of good repair. To fulfill that responsibility, directors must:

- regularly attend board meetings,
- review material provided in preparation for board meetings,
- review the association's financial reports, and
- make reasonable inquiry before making decisions.

B. PROFESSIONAL CONDUCT

In general, directors and committee members must conduct all dealings with vendors and employees with honesty and fairness, and safeguard information that belongs to the association.

1. Self-Dealing. Self-dealing occurs when directors or committee members make decisions that materially benefit themselves or their relatives at the expense of the association. "Relatives" include a person's spouse, parents, siblings, children, mothers and fathers-in-law, sons and daughters-in-law, brothers and sisters-in-law and anyone who shares the person's residence. Benefits include money, privileges, special benefits, gifts or other item of value. Accordingly, no director or committee member may:

- solicit or receive any compensation from the association for serving on the board or any committee,
- make promises to vendors unless with prior approval from the board,
- solicit or receive, any gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or their relatives from a person or company who is seeking a business or financial relationship with the association,

- seek preferential treatment for themselves or their relatives,
- use association property, services, equipment or business for the gain or benefit of themselves or their relatives, except as is provided for all members of the association.

2. Confidential Information. Directors and committee members are responsible for protecting the association's confidential information. As such they may not use confidential information for the benefit of themselves or their relatives. Except when disclosure is duly authorized or legally mandated, no director or committee member may disclose confidential information. Confidential information includes, without limitation:

- private personal information of fellow directors and committee members,
- private personnel information of the association's employees,
- disciplinary actions against members of the association,
- assessment collection information against members of the association, and
- legal disputes in which the association is or may be involved--directors may not discuss such matters with persons not on the board without the prior approval of the association's legal counsel. Failure to follow these restrictions could constitute a breach of the attorney-client privilege and loss of confidential information.

3. Misrepresentation. Directors and committee members may not knowingly misrepresent facts. All association data, records and reports must be accurate and truthful and prepared in a proper manner.

4. Interaction with Employees. To ensure efficient management operations, avoid conflicting instructions from the board to management and avoid potential liability, committee members and directors shall observe the following guidelines:

- The president of the board shall serve as liaison between the board and management and provide direction on day to day matters.
- Except for the president, committee members and directors may not give direction to management, employees or vendors.
- Directors may not contact management after hours unless there is an emergency representing a threat of harm to persons or property.
- If directors or committee members are contacted by employees with complaints, the employees shall be instructed to contact management or the board as a whole.
- No director may threaten or retaliate against an employee who brings information to the board regarding improper actions of a director or committee member.

- Directors and committee members are prohibited from harassing or threatening employees, vendors, directors, committee members, and owners, whether verbally, physically or otherwise.

5. Proper Decorum. Directors and committee members are obligated to act with proper decorum. Although they may disagree with the opinions of others on the board or committee, they must act with respect and dignity and not make personal attacks on others. Accordingly, directors and committee members must focus on issues, not personalities and conduct themselves with courtesy toward each other and toward employees, managing agents, vendors and members of the association. Directors shall act in accordance with board decisions and shall not act unilaterally or contrary to the board's decisions.

C. WHEN CONFLICTS OF INTEREST ARISE

Situations may arise that are not expressly covered by this policy or where the proper course of action is unclear. Directors and committee members should immediately raise such situations with the board. If appropriate, the board will seek guidance from the association's legal counsel.

1. Disclosure & Recusal. Directors and committee members must immediately disclose the existence of any conflict of interest, whether their own or others. Directors and committee members must withdraw from participation in decisions in which they have a material interest.
2. Violations of Policy. Directors and committee members who violate the association's ethic's policy are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to disciplinary action, including, but not limited to:

- censure,
- removal from committees,
- removal as an officer of the board,
- request for resignation from the board,
- recall by the membership, and
- legal proceedings.

Prior to taking any of the actions described above, the board shall appoint an executive committee to investigate the violation. The committee shall review the evidence of violation, endeavor to meet with the director/committee member believed to be in violation, confer with the association's legal counsel, and present its findings and recommendations to the board for appropriate action. The board shall endeavor to meet with the director/committee member in executive session prior to imposing disciplinary action against that person.

<OPTIONAL>

< If the association amends its bylaws to make signing an ethics policy a **qualification for serving on the board**, the following language can be used:>

D. PLEDGE

I have read the Ethics Policy and pledge to act in accordance with my obligations as described above.

Signature: _____ Date: _____

Print name: _____

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MUTUAL OPERATIONS

ORGANIZATION OF THE BOARD

Code of Conduct – Mutual Fourteen

Rules of conduct for Mutual Board members:

1. Support majority decisions of the Board.
2. Do not use negative campaigning or make untruthful statements on materials distributed to shareholders.
3. Listen respectfully to other Directors' points of view.
4. Use and support use of the Mutual Bylaws, policies, and resolutions.
5. Conduct business on a professional, impersonal level.
6. Do not represent your individual views as Board policy.
7. Do not give legal counsel.
8. Generally follow Robert's Rules of Order in conducting Board meetings.
9. Keep Board's Executive Session Meetings strictly confidential.
10. Strive to keep the Mutual well maintained and financially secure.

MUTUAL ADOPTION

AMENDMENTS

FOURTEEN: 10-21-14

(Oct 14)

HUMAN RESOURCES**GENERAL POLICY****RESCIND****Disclosure Regulation – Information – Regulation**

All employees of the Golden Rain Foundation are expected to observe established business practices, which includes safeguarding all confidential and/or proprietary information (see Policy 4160).

No employee shall divulge any information of a confidential or proprietary nature that comes into his/her possession regarding the operation of Leisure World.

At no time will an employee remove any documents or papers from the premises that refer to business conducted in Leisure World unless it is of a personal nature and addressed to the employee.

Regulation

Approved: 14 Mar 88

Revised: 12 Nov 09

Revised: 06 Mar 12

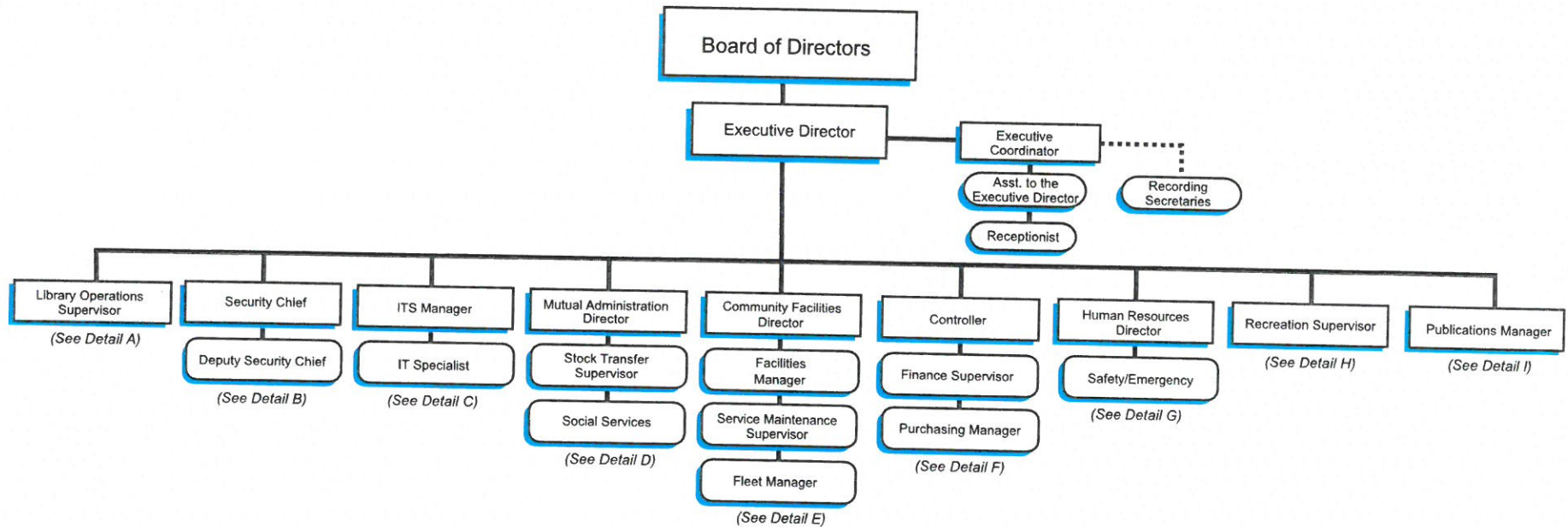
Rescind:

**Executive Director
Golden Rain Foundation**

(Jul 16)



Organization Chart

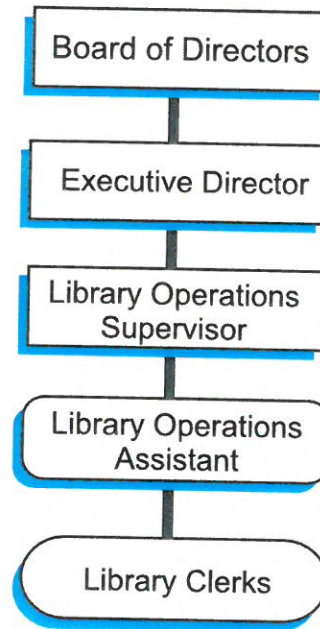


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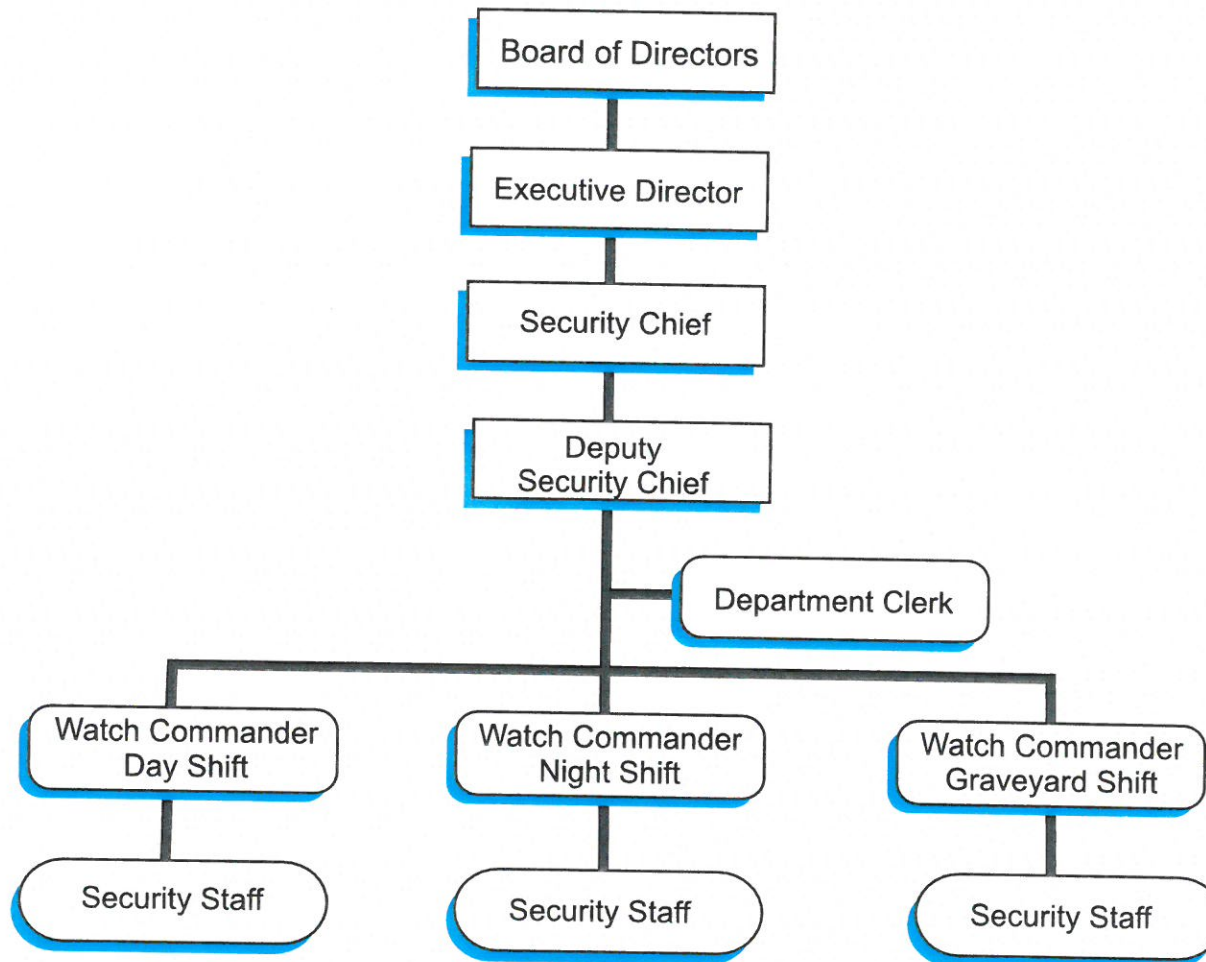
Departmental Organization Chart

Library





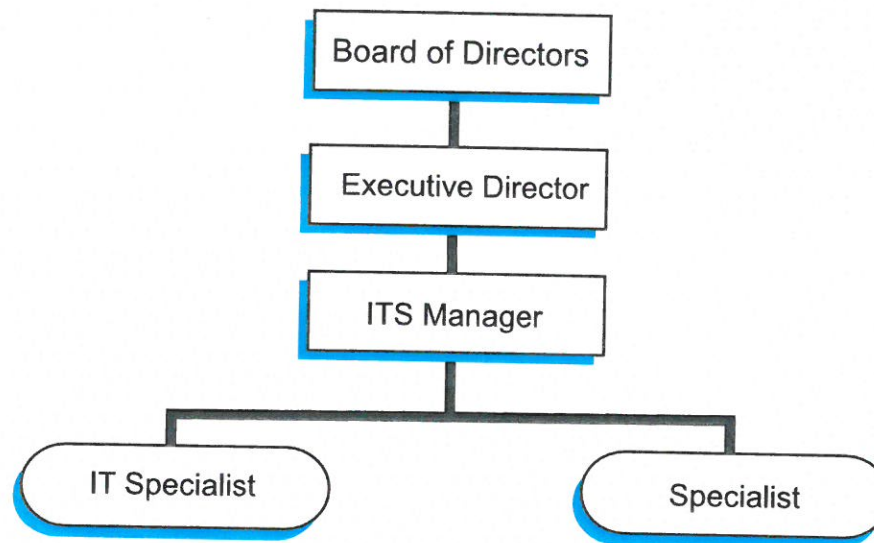
Departmental Organization Chart Security Department





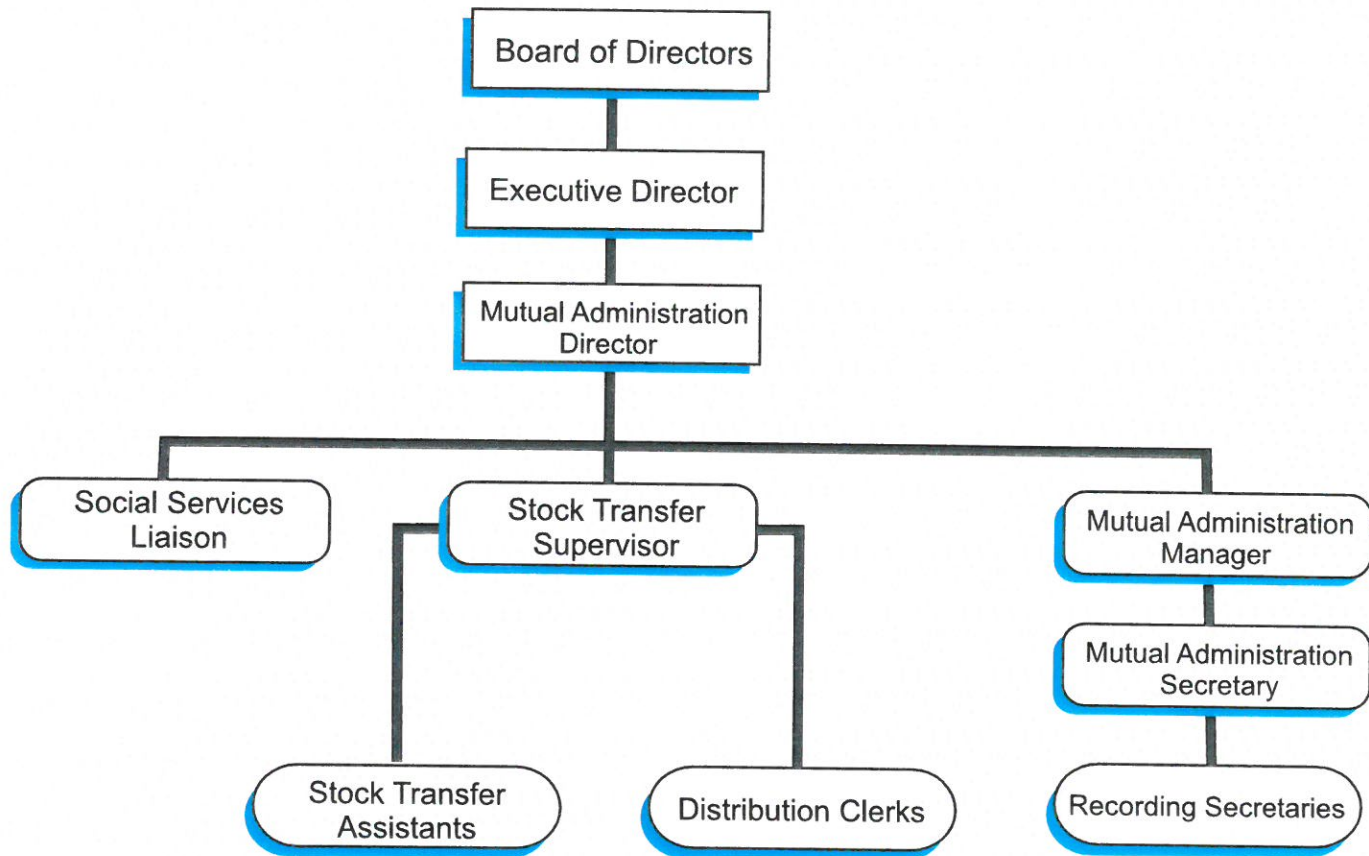
Departmental Organization Chart

ITS Department





Departmental Organization Chart Mutual Administration Department

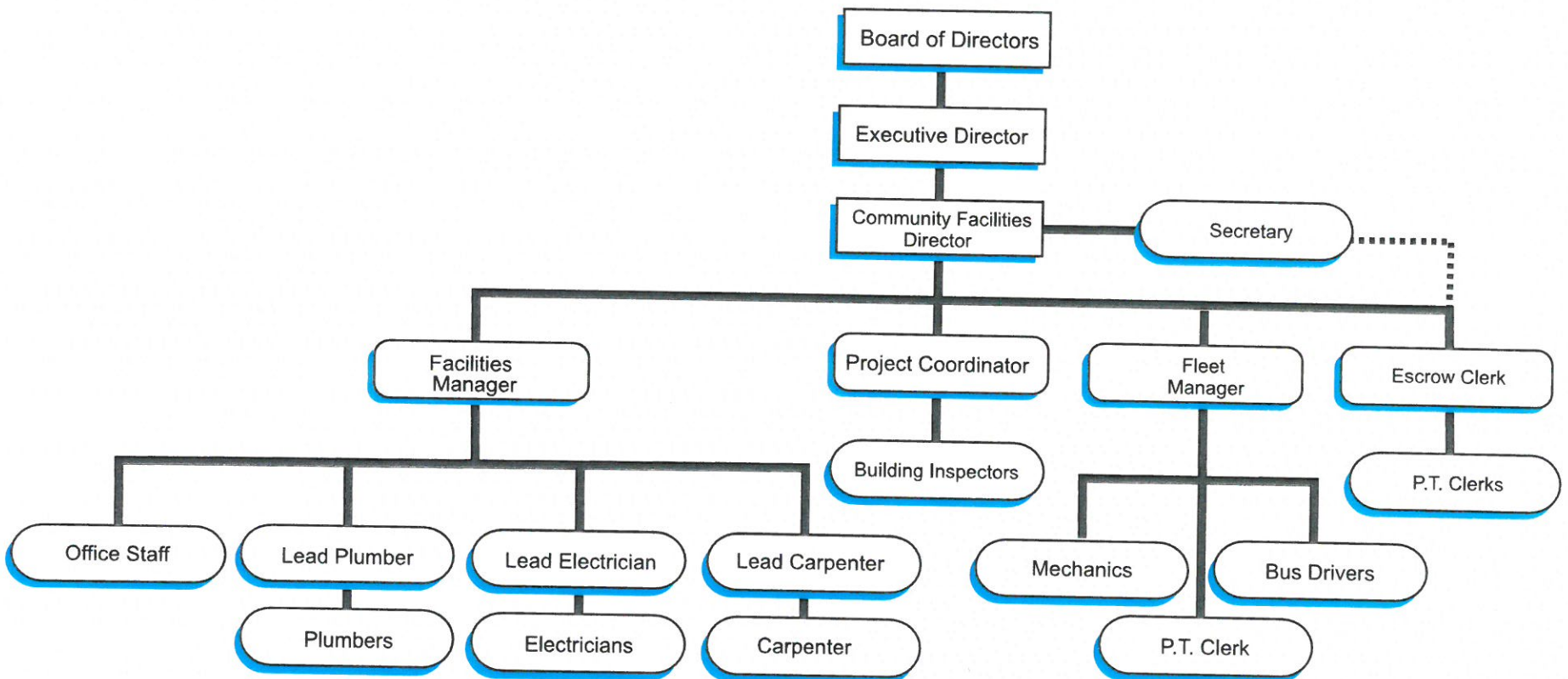




GRF

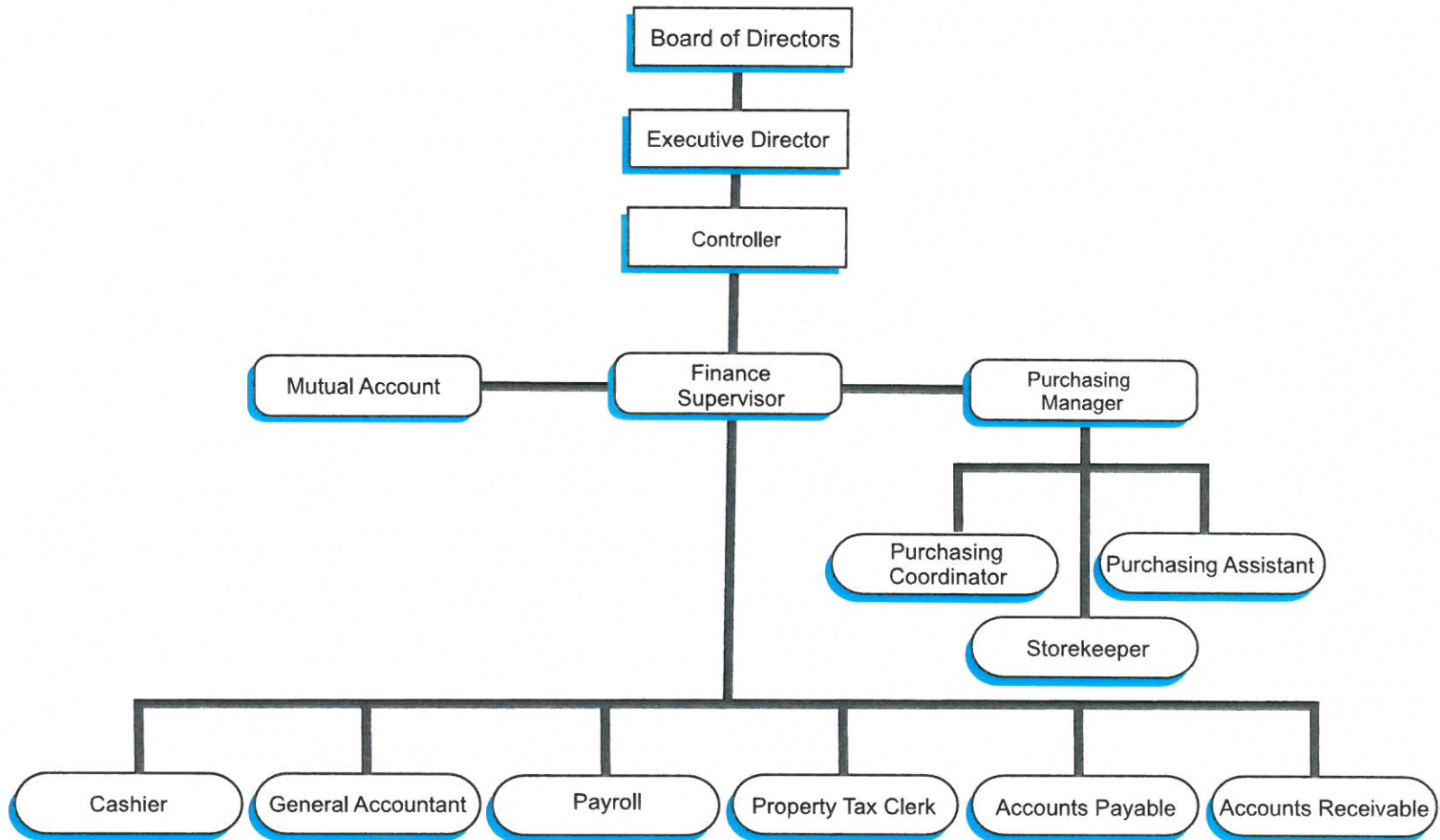
Departmental Organization Chart

Community Facilities Department





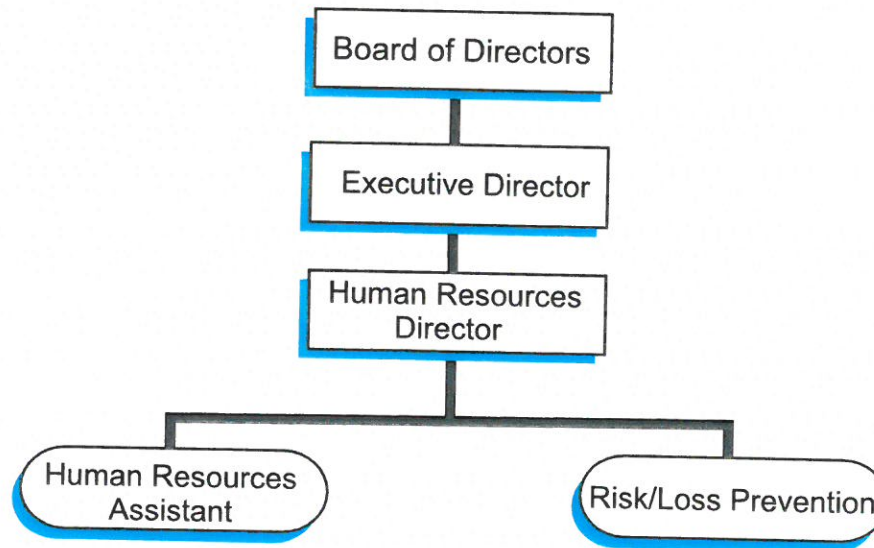
Departmental Organization Chart Finance Department





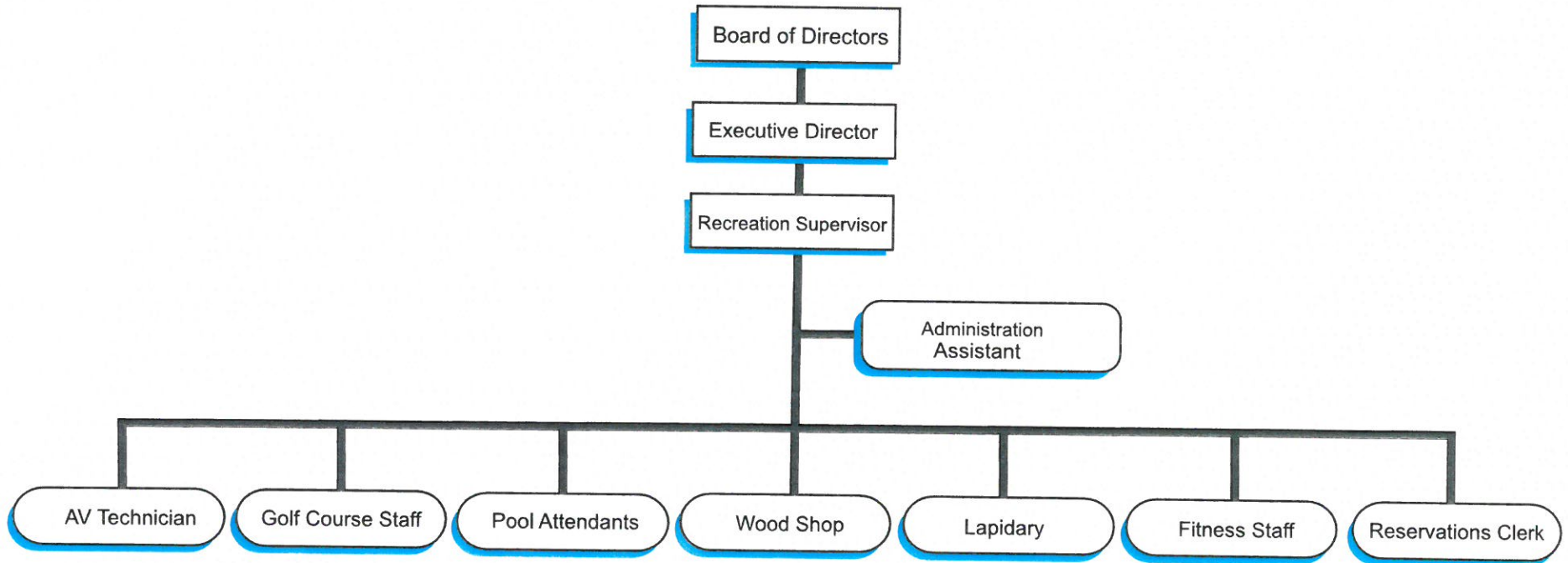
Departmental Organization Chart

Human Resources Department





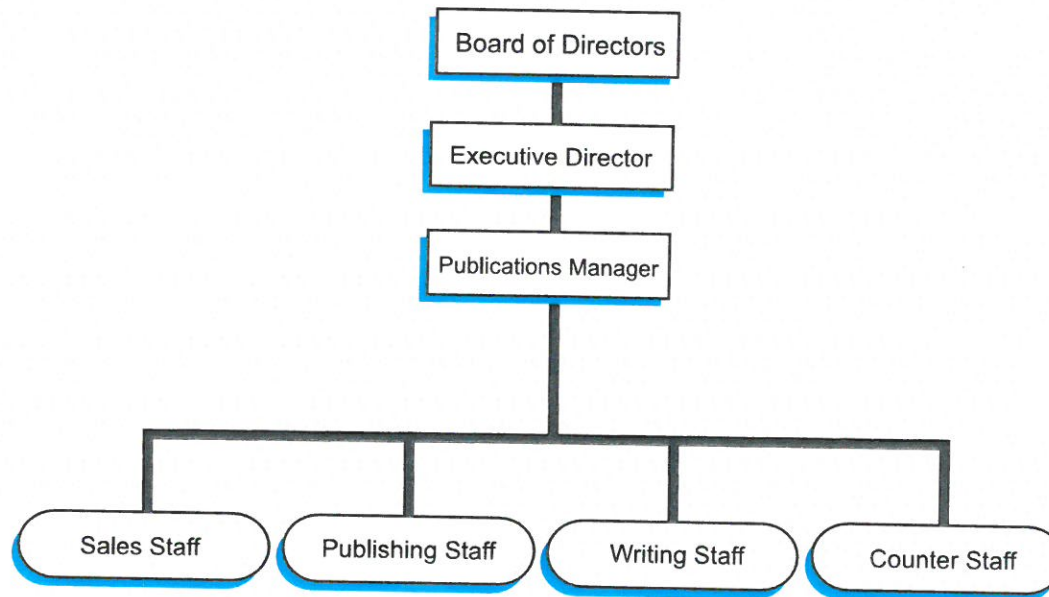
Departmental Organization Chart Recreation Department





Departmental Organization Chart

Communications Department



Policy

Adopted: 28 July 15

Golden Rain Foundation Executive Committee Human Resources Report – July 8, 2016

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

- 1) **GRF – Budget Variance Information** – GRF has a year-to-date favorable variance of **\$230,776** in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses				
6100000	Salaries & Wages	3,047,326	3,121,273	73,947
6100001	Vacation Accrual Expense	2,460	0	(2,460)
6101000	Commissions	16,470	15,723	(747)
6140000	Employment Taxes	272,777	279,573	6,796
6142000	Workers' Compensation	198,014	307,480	109,466
6143000	Group Insurance - Medical	283,029	327,515	34,486
6143300	Group Insurance - Dental	6,223	6,885	662
6143500	Group Insurance - Vision	3,982	4,235	253
6144000	401(k) Match	61,130	64,715	3,585
6145000	Group Insurance - Life	11,434	11,950	516
6146000	Long Term Disability Insurance	9,668	13,940	4,272

- 2) **Cost Center 20 – Human Resources Budget Variance Information** – The Human Resources department has a year-to-date favorable variance of **\$11,504** 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	86,070	86,155	85
6100001 20	Vacation Accrual Expense - Human Resourc	2,460	0	(2,460)
6140000 20	Employment Taxes - Human Resources	6,706	6,923	217
6142000 20	Workers' Compensation - Human Resources	3,240	5,030	1,790
6143000 20	Group Insurance - Medical - Human Resourc	11,364	12,410	1,046
6143300 20	Group Insurance - Dental - Human Resourc	221	240	19
6143500 20	Group Insurance - Vision - Human Resourc	143	150	7
6144000 20	401(k) Match - Human Resources	0	1,418	1,418
6145000 20	Group Insurance - Life - Human Resources	404	310	(94)
6146000 20	Long Term Disability Insurance - Human R	361	365	4
6210010 20	Fraud Hotline - Human Resources	0	704	704
6211000 20	Continuing Education - Human Resources	51	1,300	1,249
6211100 20	Employee Incentives - Human Resources	39	420	381
6212000 20	Employee Exams - Human Resources	125	0	(125)
6212005 20	Employee Drivers License Inquiry - Human	81	110	29
6213000 20	Employee Recruitment - Human Resources	530	745	215
6213005 20	Employee Recruitment Post Employment - H	3,038	3,150	112
6214500 20	Gifts - Human Resources	0	210	210
6215000 20	Mileage - Human Resources	0	49	49
6410000 20	Office Supplies - Human Resources	328	250	(78)
6410015 20	Computer Supplies - Human Resources	5	1,000	995
6410030 20	Printer / Copier Supplies - Human Resour	117	419	302
6410035 20	Refreshments - Human Resources	0	150	150
6434110 20	Legal Fees - HR - Human Resources	1,299	4,000	2,701
6482000 20	Dues, Memberships & Books - Human Resour	0	275	275
6491000 20	Miscellaneous Writeoffs - Human Resource	157	0	(157)
	Total Expenses	116,739	125,783	9,044

3) **Cost Center 22 – Emergency Preparedness Budget Variance Information – The**
 Emergency Preparedness department has a year-to-date favorable variance of **\$1,539**

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Emergency Preparedness				
6100000 22	Salaries & Wages - Emergency Prepared	7,052	7,005	(47)
6140000 22	Employment Taxes - Emergency Prepared	528	813	285
6142000 22	Workers' Compensation - Emergency Prepar	591	920	329
6211000 22	Continuing Education - Emergency Prepare	415	500	85
6410030 22	Printer / Copier Supplies - Emergency Pr	0	165	165
6410045 22	Emergency Supplies - Emergency Preparedn	0	750	750
6422000 22	Telephone - Emergency Prepare	277	250	(27)
Total Expenses		8,864	10,403	1,539

4) **Recruitment**

a. **Openings in July – 9 Positions**

Position		Status	Dept
Security Officers	3 Part-time	Accepting Applications	37 – Security
Asst. Service Maint. Supv.	1 Full-time	Interviews in progress	74 – Service Maintenance
Bus Driver	2 Part-time	Interviews in progress	38 - Transportation
Mutual Recording Secretary	1 Full-time	Interviews in progress	70 – Physical Properties
General Maintenance	1 Full-time	Accepting Applications	74 – Service Maintenance
Plumber	1 Full-time	Accepting Application	74 – Service Maintenance
Total Openings	9		

5) **Staff Counts – As of 06-30-2016**

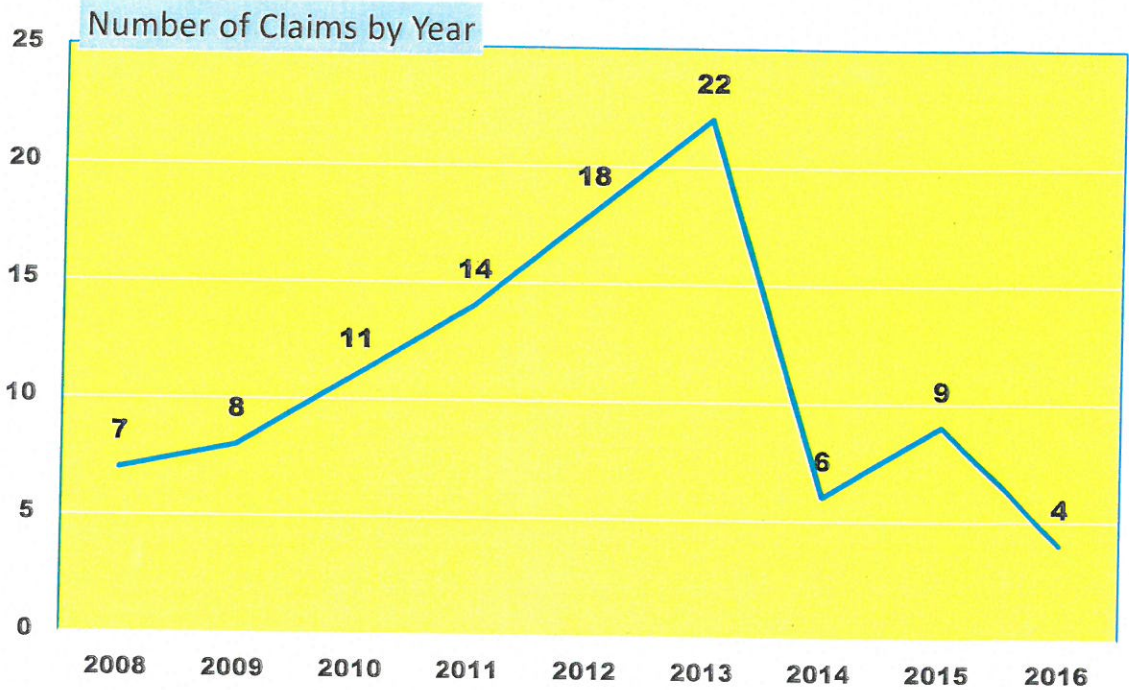
Current Staff Count – 227	Hires	Separations	Promotions
• MAY-JUN 2016	7	12	7
• YTD 2016	24	20	9
• 2015	26	35	9

6) Safety

a. No new claims for May or June.

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		1	0	1	2	2
August		1	2	4	2	4
September		0	1	2	3	2
October		2	0	3	2	0
November		0	0	3	0	0
December		1	0	1	0	4
Total	4	9	6	22	18	14



**Golden Rain Foundation Executive Committee Report / Executive Session
Staff Member Information**

Data as of
June 30, 2016 unless noted otherwise

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

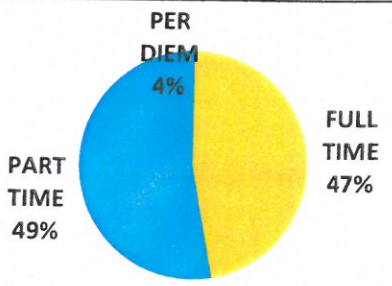
<i>2016 Data as of 06/30/2016</i> Department	NEW HIRES		SEPARATIONS	
	2016 To Date	2015 Actual	2016 To Date	2015 Actual
ADMINISTRATION				
FINANCE	1			
GOLF				
HUMAN RESOURCES		1		1
INFORMATION TECHNOLOGY SVS				1
LIBRARY	1		1	1
MUTUAL ADMINISTRATION	1	2	3	
NEWS	1			1
PHYSICAL PROPERTY	2	2		3
PURCHASING				1
RECREATION (includes Exercise/Pool)	1	4		5
SECURITY	11	9	7	16
SERVICE MAINTENANCE	4	4	4	1
TRANSPORTATION	2	4	5	5
GRAND TOTAL	24	26	20	35

Employee Counts by Department – Based on Budget Allocations

Department	Full-Time		Part-Time Non-Exempt
	Exempt	Non-Exempt	
20 – Human Resources	1	1	0
22 – Emergency Preparedness	0	1	0
30 – Administration	2	1	2
31 – Finance	4	5	2
32 – Purchasing	1	3	0
33 – Stock Transfer	1	5	0
34 – Information Technology	0	2	0
35 – Library	2	1	8
36 – News	1	7	0
37 – Security	2	4	69
38 – Transportation	1	3	20
40 – Community Facilities	2	3	0
46 – Golf Course	0	0	5
48 – Swimming Pool	0	0	4
55 – Exercise Room	0	0	6
70 – Physical Properties	1	13	1
74 – Service Maintenance	1	32	2
MAC – Mutual Administration	3	4	1
Total	22	85	120
Total Employee Count	227		

Summary

Employee Type	Count	% of Total
Full-time	107	47.1%
Part-time	112	49.3%
Per Diem	8	3.5%
Total	227	



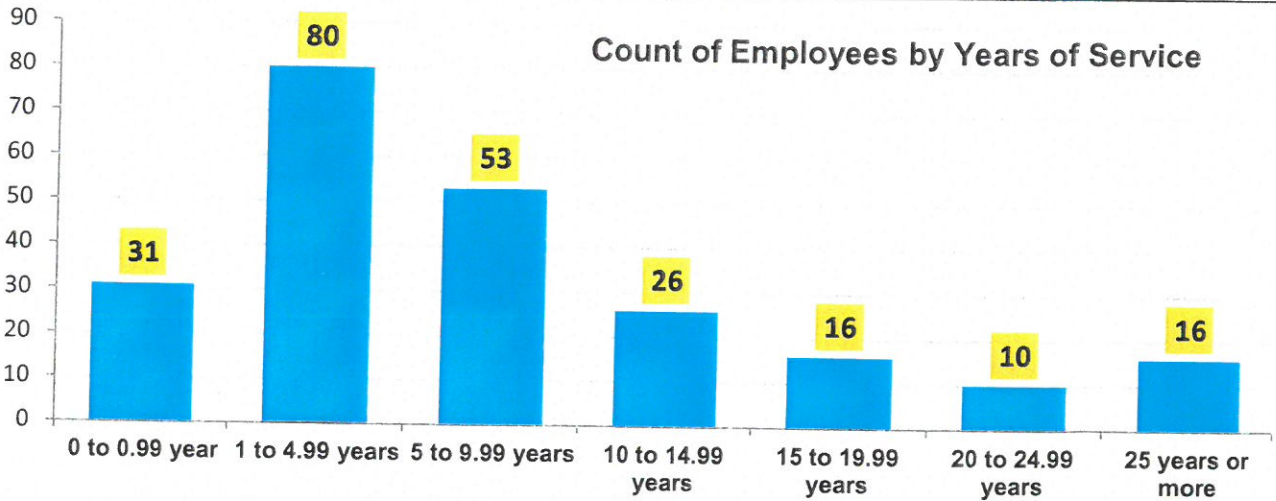
PER DIEM
4%

FULL TIME
47%

PART TIME
49%

8) Demographics

Category	All Employees	Full-Time	Part-Time
Years of Service	8.7	11.7	6.0
Average Hourly Rate	\$20.03	\$26.72	\$14.08
Gender – Females	104	43	61
Gender – Males	123	64	59



Employees with 25 Years or More of Service

43.2 yrs Juan Robledo – Service Maint.	33.8 yrs Carol Weller – Mutual Admin
42.7 yrs Ruben Gonzalez – Service Maint.	33.0 yrs Cathie Merz – News
38.2 yrs Dede Martin – News	32.0 yrs Terry De Leon – Recreation
37.9 yrs Antonio Duarte – Service Maint.	29.8 yrs Edgar Santamaria – Service Maint.
37.2 yrs Jesus Lopez – Service Maint.	28.1 yrs Ruth Osborn – News
36.2 yrs Barry Holland – ITS	27.7 yrs Richard Stolarz – Service Maint.
35.8 yrs Mark Weaver – Community Facilities	27.6 yrs Eila Van Sauter – Transportation
35.2 yrs Grant Winford – Transportation	25.5 yrs Lorene Christian - Security

9) Employees Working Greater Than 28 Hours in a Week

Updated 06/27/2016 by MWKerr - Hours listed by week ending date

Dept	06/19	06/12	06/05	05/29	05/22	05/15	05/08	05/01
37		28.25	28.50		28.50		32.50	28.50
37	28.25	28.50						
37			33.00					
37						32.00		28.25
37					32.00			
37					36.00			
37		28.25						28.25
37	32.75							
37			31.25					
37					28.25			
37			28.50			28.50		
37					32.00			
37	32.00			28.25		32.00		30.25
37						32.50		
38								28.50
38			28.50					
48								35.00
48		28.50		35.00				
56		29.50						
74	30.25			29.25				

10) Overtime

There is an *unfavorable* variance of **\$842.42** for June and an *unfavorable* variance of **\$8,780.39** for 2016 to date.

Overtime by Month	2016 Overtime Hours	2016 Overtime Dollars	2015 Overtime Hours	2015 Overtime Dollars
January	143.00	\$4,499.39*	144.25	\$2,702.76*
February	133.00	\$2,606.91	43.50	(\$1,577.09)
March	154.50	\$2,318.02	121.25	\$2,081.91
April	226.25	\$ 374.71	102.00	\$2,401.51
May	182.00	\$3,517.69	213.5	\$4,387.04
June	137.50	\$1,918.18	115.00	\$2,991.54
July			172.50	\$3,208.76
August			99.75	\$1,398.94
September			113.25	\$2,734.27
October			298.25	\$8,890.50
November			230.25	\$7,021.59
December			222.53	\$7,319.03

Cost Center	CURRENT MONTH					
	HOURS			EXPENSE		
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20 Human Resources	2.00	0.75	(1.25)	\$96.09	\$34.58	(\$61.51)
22 Emergency Preparedness	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30 Administration	15.00	1.67	(13.33)	\$492.09	\$50.33	(\$441.76)
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	0.00	1.00	1.00	\$0.00	\$50.25	\$50.25
35 Library	0.00	0.50	0.50	\$0.00	\$13.75	\$13.75
36 News	14.25	12.08	(2.17)	\$477.92	\$409.75	(\$68.17)
37 Security	8.00	14.00	6.00	\$191.48	\$317.83	\$126.35
38 Transportation	2.25	0.00	(2.25)	\$43.03	\$0.00	(\$43.03)
40 Community Facilities	4.75	0.42	(4.33)	\$130.32	\$17.25	(\$113.07)
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	0.25	0.00	(0.25)	\$4.78	\$0.00	(\$4.78)
70 Physical Properties	58.25	4.33	(53.92)	\$1,951.76	\$182.00	(\$1,769.76)
74 Service Maintenance	165.00	0.00	(165.00)	\$6,267.33	\$0.00	(\$6,267.33)
(Less) Billable to mutuals	(132.25)			(\$7,736.63) Approx.		
MAC Mutual Administration	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
Totals	137.50	34.75	(102.75)	\$1,918.18	\$1,075.75	(\$842.42)

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 June, total plan assets are \$8,949,114.99
 - 2016 YTD Employee Contributions \$228,130.71* Average Per Month \$38,021.79
 - 2016 YTD GRF Matching Contributions \$ 72,166.63* Average Per Month \$12,027.77
- *Through check date 06/24/2016

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 Logs

a) See Attachment A

Executive Committee Report compiled by:

**Cindy Flynn, Human Resources Director
June 30, 2016**

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Golden Rain Foundation Executive Committee
Human Resources Report – July 8, 2016

ATTACHMENT A – GIFT LOG

GRF Gifts Log

Column1	Column2	Column3	Column4
Mutual Administration	6 homemade chocolate chip cookies	Mutual 14	5/5/16
Mutual Administration	One rose in a glass vase	Mutual 14	5/20/16
Mutual Administration	Muffins (shared with office)	Joyful Care	5/25/16
Stock Transfer & Distribution	Half eaten banana cream pie (discarded)	Anonymous shareholder	5/9/16
Stock Transfer & Distribution	Fruit tray	A-List Escrow, Long Beach	5/9/16
Stock Transfer & Distribution	Almond paste wedding cookies	Lenee, Castlehead Escrow	5/9/16
Physical Property/Recreation	Sweet Jill's pastries	Nukote - Gary	5/2/16
Physical Property/Recreation	Cookies	Lenee, Castlehead Escrow	5/9/16
Stock Transfer & Distribution	9 oz. dark almond Roca	Swanna Nghiem, caregiver, 02-70C	5/31/16
Stock Transfer & Distribution	Great Dane Bakery peach ring danish	Elaine Briskey, Onsite Sales Office	6/2/16
Stock Transfer & Distribution	Homemade cookies	Lenee, Castlehead Escrow	6/13/16
Stock Transfer & Distribution	Creative Bakery treats	Stacy, A-List Escrow	6/15/16
Stock Transfer & Distribution	case of small waters	Joe Welch, Mutual 12	6/15/16

Golden Rain Foundation
 July 8, 2016, Meeting of the Executive Committee
 Budget Comparison Report – June 2016
Administration Building – Cost Center 29

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration Building				
6410005 29	Building Supplies - Administration Bldg	499	780	281
6420100 29	Electricity - Administration Bldg	10,339	11,020	682
6425100 29	Natural Gas - Administration Bldg	518	217	(301)
6471000 29	Building Repair & Maintenance - Administ	832	126	(706)
6477210 29	Pest Control - Administration Bldg	570	480	(90)
6478000 29	Service Contracts - Administration Bldg	2,036	1,560	(476)
6484000 29	Permits & Licenses - Administration Bldg	0	0	0
	Total Expenses	14,793	14,183	(610)
5330000 29	Income / Refund from Mutuals - Administr	16,596	16,595	1
	Total Cost Recovery	16,596	16,595	1
Off Budget Items				
	Net Income / (Expense)	1,803	2,412	(609)

Budget Variance Report - June 2016
Administration Building - CC 29

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6410005	Building Supplies	281	Favorable-YTD costs less than budgeted
6420100	Electricity	682	Favorable-Seasonal variation (no a/c)
6425100	Natural Gas	(301)	Unfavorable-Seasonal variation (furnace use)
6471000	Building Repair & Mntnc	(706)	Unfavorable-Mutual Directors' mailboxes
6477210	Pest Control	(90)	Unfavorable-Annual Termine Inspection not budgeted
6478000	Service Contracts	(476)	Unfavorable-Biannual Fire Inspection previously charged to CC 79
	Total Explained Variances	<u><u>(610)</u></u>	

Golden Rain Foundation
 July 8, 2016, Meeting of the Executive Committee
 Budget Comparison Report – June 2016
Administration Building – Cost Center 30

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration				
610000 30	Salaries & Wages - Administration	165,794	157,807	(7,987)
614000 30	Employment Taxes - Administration	12,983	10,268	(2,715)
614200 30	Workers' Compensation - Administration	3,641	5,484	1,843
614300 30	Group Insurance - Medical - Administration	10,476	11,328	852
614330 30	Group Insurance - Dental - Administration	291	192	(99)
614350 30	Group Insurance - Vision - Administration	170	108	(62)
614400 30	401(k) Match - Administration	1,219	1,245	26
614500 30	Group Insurance - Life - Administration	736	732	(4)
614600 30	Long Term Disability Insurance - Administration	551	852	301
621100 30	Continuing Education - Administration	0	500	500
621400 30	Meals & Special Events - Administration	6,896	6,750	(146)
621450 30	Gifts - Administration	456	228	(228)
621500 30	Mileage - Administration	2,987	3,060	73
641000 30	Office Supplies - Administration	2,494	5,002	2,508
641000 30	Board Office Supplies - Administration	1,254	420	(834)
641001 30	Hospitality - Administration	930	1,002	72
641001 30	Computer Supplies - Administration	4,942	2,135	(2,807)
641002 30	Equipment Expense - Administration	342	0	(342)
641002 30	Lunch Room Supplies - Administration	94	102	8
641003 30	Printer / Copier Supplies - Administration	1,685	2,550	865
641003 30	Refreshments - Administration	408	1,002	594
642200 30	Telephone - Administration	31,128	31,488	360
643410 30	Legal Fees - General Counsel - Administration	17,662	30,000	12,338
643410 30	Legal Fees - Litigation - Administration	15,302	12,000	(3,302)
643710 30	Reserve Study - Administration	5,490	5,500	10
643800 30	Other Professional Fees - Administration	595	4,000	3,405
644400 30	Equipment Rental - Administration	2,262	2,262	0
647100 30	Building Repair & Maintenance - Administration	0	0	0
647200 30	Equipment Repair & Maintenance - Administration	162	120	(42)
647800 30	Service Contracts - Administration	6,648	7,875	1,227
648200 30	Dues, Memberships & Books - Administration	397	600	203
648400 30	Permits & Licenses - Administration	0	1,500	1,500
673100 30	Property & Liability Insurance - Administration	208,666	217,200	8,534
695100 30	Non-Budgeted Exp for Committee - Administration	6,635	1,000	(5,635)
	Total Expenses	513,295	524,312	11,017
Other Cost Recovery				
533500 30	Management Fee - Administration	22,200	22,200	0
538500 30	Other Income - Administration	1,349	2,724	(1,375)
538510 30	Restricted Donations - Administration	4,960	0	4,960
539500 30	Rental Income - Administration	23,779	23,778	1
539600 30	Taxable Other Income - Administration	900	0	900
539610 30	Taxable Other Income - Supervisory - Administration	46,193	40,050	6,143
539710 30	Taxable Interest Income - Administration	699	0	699
	Total Other Cost Recovery	100,080	88,752	11,328
533000 30	Income / Refund from Mutuals - Administration	419,142	419,139	3
	Total Cost Recovery	519,222	507,891	11,331
	Net Income / (Expenses)	5,927	(16,421)	22,348

Golden Rain Foundation
 July 8, 2016, Meeting of the Executive Committee
 Budget Comparison Report – June 2016

Budget Variance Report - June 2016
Administration - CC 30

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
	Salaries, Wages, & Benefits	(7,845)	Unfavorable - Staff overtime
6410000	Office Supplies	2,508	Favorable-Timing difference; budget straight lined
6410015	Computer Supplies	(2,807)	Unfavorable- iPad Pros, styluses, keyboard, and printer for Director & Board Member; Display TV and addtl RAM & SSD for Exec. Asst.
6434100	Legal Fees - General Counsel	12,338	Favorable-General legal fees to date less than budgeted
6434105	Legal Fees - Litigation	(3,302)	Unfavorable-Litigation expenses to date higher than budgeted
6438000	Other Professional Services	3,405	Favorable-Awaiting invoices for June training
6478000	Service Contracts	1,227	Favorable- difference of one month's Konica use due to YE accrual, and usage in first quarter lower than average
6484000	Permits & Licenses	1,500	Favorable-Environmental Fee charged to CC 79
6731000	Property & Liability Insurance	8,534	Favorable-Actual cost came in lower than budgeted
6951000	Non-Budgeted Exp for Committee	(5,635)	Unfavorable - Reimb. Board Officer's Medical Care
5385000	Other Income	(1,376)	Unfavorable - Expect Year-end Unfavorable Variance of \$2,748; some of budgeted revenue going to CC 34, and some to account 5396000
5385101	Restricted Donations	4,960	Favorable-Golden Age Fndt Payment for Bus Benches
5396100	Taxable Other Income - Superwire	6,143	Favorable-Collected past due amounts on extra revenue & increases in subscriptions
	Total Explained Variances	<u>19,650</u>	

GOLDEN RAIN FOUNDATION
2017 BUDGET ASSUMPTIONS
Administration Building – CC29

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS
6410005 (64102)	Building Supplies	Items include replacement light bulbs, ballasts, water filters, etc. for the entire Administration building. 2015 marked the first year for cost center 29. The increase for 2017 supports the expected expenditures similar to routine expenses incurred in 2016.	
6420100 (64200)	Electricity	The 2017 budget assumes an overall increase of 1.5% over the last 12 months of actual expenses.	Needs Updating
6425100 (64260)	Natural Gas	The 2017 budget assumes an overall increase of 1.5% over the last 12 months of actual expenses.	Needs Updating
6471000 (64720)	Bldg Repair & Maint.	\$3,700 is requested to cover miscellaneous building repairs. The major repair expenses for the Administration building relate to the HVAC systems and the elevator.	
6477210	Pest Control	Below cost were included in Service Contract cost center 30 in 2015 and were reclassified to Pest Control in cost center 29 starting in 2016. For 2017 requesting \$1,050. Fenn Pest Control \$1,050 annually; \$80 per month for pest control, and \$90 annual termite inspection.	
6478000 (64940)	Service Contracts	Below cost were included in cost center 30 in 2015 and were reclassified to cost center 29 in 2016. For 2017 requesting \$4,690. Elevator Maintenance \$4,210 (\$785 qtrly + \$1,070 yrly) Fire Extinguisher Svc'g <u>480</u> (\$240 bi-annually) Total \$4,690	
6484000 (64840)	Permits & Licenses	Elevator permit 225 This amount was budgeted in cost center 30 in 2015.	

**GOLDEN RAIN FOUNDATION
2017 BUDGET ASSUMPTIONS
Administration – CC30**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS																														
6100000 (61000)	Salaries & Wages	Total FTEs for 2017 will increase by 1.0 FTE, from 3.30 to 4.30. The recording secretary from cost center 70 will be transferred to cost center 30. The increase in salaries also includes merit increases awarded in 2016 but not in the 2016 budget as well as a % merit increase for 2017.																															
6110000 (61100)	Pay for Performance	In 2015, the entire company budget for pay for performance was included in this cost center. For 2016, the pay for performance is allocated to all applicable cost centers.																															
6140000 (61400)	Payroll Taxes	Calculations are based on the current rates established by Federal and State statute. 2015 and estimated 2016 rates are listed below. <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>2015</th> <th>2016</th> </tr> </thead> <tbody> <tr> <td>SS Max Salary</td> <td>\$118,500</td> <td>\$118,500</td> </tr> <tr> <td>SS Rate</td> <td>6.20%</td> <td>6.20%</td> </tr> <tr> <td>Medicare Rate</td> <td>1.45%</td> <td>1.45%</td> </tr> <tr> <td>SS & Med. Rate</td> <td>7.65%</td> <td>7.65%</td> </tr> <tr> <td>UI Max Salary</td> <td>\$7,000</td> <td>\$7,000</td> </tr> <tr> <td>UI State</td> <td>3.3%</td> <td>3.4%</td> </tr> <tr> <td>UI Fed</td> <td>1.8%</td> <td>1.8%</td> </tr> <tr> <td>UI Total</td> <td>5.1%</td> <td>5.2%</td> </tr> <tr> <td>UI Max Total</td> <td>\$357</td> <td>\$364</td> </tr> </tbody> </table>		2015	2016	SS Max Salary	\$118,500	\$118,500	SS Rate	6.20%	6.20%	Medicare Rate	1.45%	1.45%	SS & Med. Rate	7.65%	7.65%	UI Max Salary	\$7,000	\$7,000	UI State	3.3%	3.4%	UI Fed	1.8%	1.8%	UI Total	5.1%	5.2%	UI Max Total	\$357	\$364	
	2015	2016																															
SS Max Salary	\$118,500	\$118,500																															
SS Rate	6.20%	6.20%																															
Medicare Rate	1.45%	1.45%																															
SS & Med. Rate	7.65%	7.65%																															
UI Max Salary	\$7,000	\$7,000																															
UI State	3.3%	3.4%																															
UI Fed	1.8%	1.8%																															
UI Total	5.1%	5.2%																															
UI Max Total	\$357	\$364																															
6142000 (61420)	Workers Comp Insurance	Premiums are calculated using rates assigned to four different classifications of job positions. These rates are based on the degree of physical activities involved with each position. Positions requiring more physical activities, such as inspectors and service maintenance crew have a higher rate compared to office staff positions requiring a lesser degree of physical activity. As such, some cost center budgets will show an increase higher than other cost centers. The 2016 budget assumes an 11% increase over 2015 actual rates and a 0% increase over 2015 budget.																															
6143000-6146000 (61430 – 61460)	EE Benefits	According to our Healthcare Insurance Broker, healthcare insurance is expected to increase in 2016. Medical - 10% to 15% (budget will encompass a 15% increase) Dental - about 5% (budget will encompass a 5% increase) Life, LTD, Vision - about 5% (budget will encompass a 5% increase).																															
6211000 (64810)	Continuing Education	Funds of \$1,200 are requested for continuing education and seminars to be attended by senior staff members.																															
6212000 (66255)	Employee Exams	This budgeted line item has been moved to the Human Resources cost center (20).																															
6214000 (64821)	Meals & Special Events	Items included in this line item includes the following <table style="margin-left: auto; margin-right: auto;"> <tbody> <tr> <td>Annual director dinner</td> <td style="text-align: right;">\$ 4,500</td> </tr> <tr> <td>Holiday board luncheons</td> <td style="text-align: right;"><u>9,350</u></td> </tr> <tr> <td>Total Budget</td> <td style="text-align: right;">\$13,850</td> </tr> </tbody> </table>	Annual director dinner	\$ 4,500	Holiday board luncheons	<u>9,350</u>	Total Budget	\$13,850																									
Annual director dinner	\$ 4,500																																
Holiday board luncheons	<u>9,350</u>																																
Total Budget	\$13,850																																
6214500	Gifts	\$1,200 is requested to cover service appreciation gifts to board members and for "get well" or sympathy cards and flowers to board members and families of past board members. This number includes \$470 based on previous Gift expenses, plus \$730 for GRF																															

**GOLDEN RAIN FOUNDATION
2017 BUDGET ASSUMPTIONS
Administration – CC30**

		Board pins that were charged to 6410003-30, Board Supplies in Feb. 2016.									
6215000 (64820)	Mileage	\$6,100 is requested to cover mileage for the Executive Director and for miscellaneous mileage expense for the board members and the Administration staff									
6410000 (64100)	Office Supplies	Typical items charged to this account are letterhead, envelopes, binders, file folders, bindings, etc. Requesting \$10,000 for 2017 budget, with principal expenditures on training materials for GRF and Mutual Boards.									
6410003 (64101)	Board Member Supplies	Items include office supplies purchased by board members and reimbursed by GRF. In 2017 requesting \$2,100 as 2016 experience through June shows an increase in Board supplies, leading to Annualized 2016 usage of \$2,100 (without \$730 for globe pins that belongs in Gifts.)									
6410010 (64103)	Hospitality	Items include all supplies associated with coffee and tea beverages such as Styrofoam cups, creamer, sugar, stir sticks, etc. Also included is bottled water. These supplies are used by board members, staff and guests of the second floor Administration building. Requested 2017 budget of \$2,000 is a decrease over 2015 actuals, the latest available full year's history.									
6410015 (64104)	Computer Supplies	Requesting 2017 budget of \$3,000, consisting of 6 iPads for new directors. Other items charged to this line item include replacement peripheral devices such as monitors, mice, keyboards and cables for the Administration staff.									
6410025 (64109)	Lunch Room Supplies	Typical items charged to this account are dish soap, paper plates, and plastic utensils.									
6410030 (64111)	Printer/Copier Supplies	Items include ink and toner for all printers other than the Konica machines (which is included in the maintenance contract) and all printer/copier paper for second-floor Administration building staff.									
6410035 (64112)	Refreshments	Items include refreshments and lunches for board members during lengthy meetings, candy and cookies for board members during regular meetings.									
6422000 (64280)	Telephone	Telephone expense includes: <table style="margin-left: 40px; border: none;"> <tr> <td>Superwire</td> <td style="text-align: right;">\$59,544</td> </tr> <tr> <td>2 Fax lines</td> <td style="text-align: right;">1,573</td> </tr> <tr> <td>Admin Conf Rm Internet FIOS</td> <td style="text-align: right;"><u>1,163</u></td> </tr> <tr> <td>Total Budget</td> <td style="text-align: right;">\$62,280</td> </tr> </table>	Superwire	\$59,544	2 Fax lines	1,573	Admin Conf Rm Internet FIOS	<u>1,163</u>	Total Budget	\$62,280	
Superwire	\$59,544										
2 Fax lines	1,573										
Admin Conf Rm Internet FIOS	<u>1,163</u>										
Total Budget	\$62,280										
6432100 (64320)	Audit Fees	This budgeted line item was reclassified to Cost Center 31 – Finance beginning with the 2015 budget.									
6434100-6434105 (64340 / 643401)	Legal Fees	For the 2016 budget, legal fees for this cost center are broken out into three categories: <table style="margin-left: 40px; border: none;"> <tr> <td>General Counsel</td> <td style="text-align: right;">\$50,000</td> </tr> <tr> <td>Litigation</td> <td style="text-align: right;">\$12,000</td> </tr> </table>	General Counsel	\$50,000	Litigation	\$12,000					
General Counsel	\$50,000										
Litigation	\$12,000										
6435100 (64350)	Bank Service Fees	Beginning 2015, the budget and actual expenses were reclassified to cost center 31.									
6437100	Reserve Study	Budgeted amount for an updated reserve study without a site visit and is based on the quote received from RSI.									
6438000 (64380)	Other Professional Fees	Funds are budgeted GRF board training.									

**GOLDEN RAIN FOUNDATION
2017 BUDGET ASSUMPTIONS
Administration – CC30**

6444000 (64440)	Equipment Rental	Expenditures charged to this account cover the monthly rental of the Konica BizHub223 and BizHub554E copier machines. Per the contract annual lease expenses are: BizHub223 (Board Office) \$1,340 BizHub554E (Administration) <u>3,184</u> Total Rental Expense \$4,524	
6472000 (64700)	Equipment Repair & Maint.	Funds are budgeted to cover minor repairs to items such as printers and other small equipment.	
6478000 (64940)	Service Contracts	2017 Konica (usage for 2 machines) \$15,400 Elevator Maintenance (now CC29) 0 Data Shredding <u>900</u> Total Budget \$16,300	
6482000 (64830)	Dues Memberships & Books	CACM \$255 CAI Fees 145 Seal Beach Chamber of Comm. 65 Misc. Books & Periodicals <u>185</u> \$648	
6484000 (64840)	Permits & Licenses	State Corporate Filing fees (due every 2 years, last paid in 2015, so will be due again in 2017) \$35 State Board of Equalization (charge to CC 79) 0 Environmental Fee (charged to CC 79) <u>0</u> Total budget \$35	
6731000 (67300)	Hazard & Liability Insurance	Per the insurance broker, budget assumptions are the following: Property & Machinery 25% General Liability 12% Automotive Liability 12% Umbrella / Excess 12% Forefront Security 8% Directors & Officers 10% Errors & Omissions 10% Cyber Liability 5% 2016 overall budget increase over 2015 actual: 12.37% 2016 overall budget increase over 2015 budget: 11.66%	Needs Updating
6951000	Committee Non-Budgeted Expenses	Funds in the amount of \$1,000 per committee has been budgeted for 2016 per Policy 5516 adopted by the GRF board at its meeting on April 22, 2014. These funds are set aside for unbudgeted expenditures authorized at the committee level.	
5335000 (53350)	Management Fee	The budgeted number of \$44,400 supports the fee of .56 x 6,608 units as stated in the Management Agreement.	
5345000 (53450)	Certificate Preparation Fees	These fees were previously budgeted and recorded in cost center 30 but have been moved to cost center 33 and renamed to "Certificate Preparation Fees – Escrow".	
5385000 (53850)	Other	Faith Christian – Sewer & Water \$315 LW HCC – Water Consumption 1,800 SB Shopping Center –Sewer 500	

**GOLDEN RAIN FOUNDATION
2017 BUDGET ASSUMPTIONS
Administration – CC30**

		Verizon – Sewer US Post Office – Sewer Total	141 <u>300</u> \$3,056	
5395000 (53950)	Rentals	This income item includes office lease income from both NuVision and the RV Club. Per their respective contracts, the annual lease income for 2015 is: NuVision \$18,000 (Monthly Thru 11/7/2017) RV Club <u>14,778</u> (Annually Thru 12/31/2016) Total Annual Revenue \$32,778		Needs Updating
5396000 (53960)	Taxable Other Income	John's Landscape – Storage Rental	\$1,800	
5396100 (53961)	Taxable Other Income – STI	This income item represents the receipt from Superwire the sum of both office lease income and 5% of all collected receipts for services provided by Time Warner Cable or Superwire. Although there has been a decline in TWC sales over the past few years, recently, sales have stabilized. The budgeted amount is based on the actual sales revenues for 2016.		
5397100 (55100)	Taxable Interest Income	Taxable interest income derived from interest earned on funds invested in taxable securities or maintained in money market accounts was previously against this line item. Beginning in 2016 these amounts are budgeted in cost center 31. Finance fees on promissory notes for membership fees are charged to this line item. No budget has been set for this account.		
5397600 (55110)	Tax Exempt Interest Income	Tax exempt interest income were charged against this line item in 2015. This line item is now budget in cost center 31.		
5398000 (55111)	Interest Income Allocation	Interest on all reserve funds were charged against this line item in 2015. This line item is now budget in cost center 31.		

Golden Rain Foundation
2017 Proposed Operating Budget - Cost Center 30 - Administration (Draft)
Data as of May 31, 2016

(A)	(B)	(D)	(E)	(D) - (E)	%	(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2017 Total	2016 Budget	Variance	Change	2016 YTD Actual	2016 Projected	Variance	2016 Annualized	Variance	2015 Actual	Variance
Expenses - Administration												
6100000 30	Salaries & Wages - Administration	0	316,829	(316,829)	-100.0%	138,886	324,614	(324,614)	333,327	(333,327)	304,741	(304,741)
6110000 30	Pay for Performance Provision - Administration	0	0	0	0.0%	0	0	0	0	0	0	0
6140000 30	Employment Taxes - Administration	0	20,034	(20,034)	-100.0%	10,953	22,315	(22,315)	26,288	(26,288)	20,638	(20,638)
6142000 30	Workers' Compensation - Administration	0	8,516	(8,516)	-100.0%	2,944	6,890	(6,890)	7,065	(7,065)	6,004	(6,004)
6143000 30	Group Insurance - Medical - Administration	0	22,656	(22,656)	-100.0%	8,430	21,646	(21,646)	20,231	(20,231)	20,756	(20,756)
6143300 30	Group Insurance - Dental - Administration	0	384	(384)	-100.0%	255	479	(479)	613	(613)	785	(785)
6143500 30	Group Insurance - Vision - Administration	0	216	(216)	-100.0%	150	276	(276)	360	(360)	453	(453)
6144000 30	401(k) Match - Administration	0	2,500	(2,500)	-100.0%	1,034	2,500	(2,500)	2,482	(2,482)	770	(770)
6145000 30	Group Insurance - Life - Administration	0	1,464	(1,464)	-100.0%	629	1,483	(1,483)	1,510	(1,510)	1,666	(1,666)
6146000 30	Long Term Disability Insurance - Administration	0	1,704	(1,704)	-100.0%	466	1,460	(1,460)	1,117	(1,117)	1,181	(1,181)
	Total Wages & Benefits	0	374,303	(374,303)	-100.0%	163,747	381,663	(381,663)	392,993	(392,993)	356,994	(356,994)
6211000 30	Continuing Education - Administration	900	900	0	0.0%	0	500	400	0	900	99	801
6213000 30	Employee Recruitment- Administration	0	0	0	0.0%	0	0	0	0	0	745	(745)
6214000 30	Meals & Special Events - Administration	13,850	15,250	(1,400)	-9.2%	542	12,042	1,808	1,300	12,550	15,467	(1,617)
6214500 30	Gifts - Administration	1,200	450	750	166.7%	118	378	822	284	916	373	827
6215000 30	Mileage - Administration	6,100	6,120	(20)	-0.3%	2,490	6,060	40	5,976	124	6,010	90
6410000 30	Office Supplies - Administration	10,000	10,000	0	0.0%	2,137	7,968	2,032	5,130	4,870	9,635	365
6410003 30	Board Office Supplies - Administration	2,100	840	1,260	150.0%	1,168	1,658	442	2,804	(704)	1,522	578
6410010 30	Hospitality - Administration	1,980	2,000	(20)	-1.0%	753	1,918	62	1,806	174	2,302	(322)
6410015 30	Computer Supplies - Administration	3,000	2,300	700	30.4%	2,672	4,837	(1,837)	6,412	(3,412)	5,437	(2,437)
6410020 30	Equipment Expense - Administration	0	0	0	0.0%	28	28	(28)	66	(66)	0	0
6410025 30	Lunch Room Supplies - Administration	200	200	0	0.0%	65	180	20	156	44	315	(115)
6410030 30	Printer / Copier Supplies - Administration	5,000	5,100	(100)	-2.0%	1,472	4,447	553	3,532	1,468	5,262	(262)
6410035 30	Refreshments - Administration	2,390	2,000	390	19.5%	321	1,486	904	771	1,619	2,319	71
6422000 30	Telephone - Administration	62,280	62,983	(703)	-1.1%	25,935	62,678	(398)	62,245	35	64,686	(2,406)
6434100 30	Legal Fees - General Counsel - Administration	50,000	60,000	(10,000)	-16.7%	14,369	49,369	631	34,485	15,515	72,416	(22,416)
6434105 30	Legal Fees - Litigation - Administration	12,000	24,000	(12,000)	-50.0%	14,002	28,002	(16,002)	33,605	(21,605)	38,489	(26,489)

Golden Rain Foundation
2017 Proposed Operating Budget - Cost Center 30 - Administration (Draft)
Data as of May 31, 2016

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2017 Total	2016 Budget	Variance	% Change	2016 YTD Actual	2016 Projected	Variance	2016 Annualized	Variance	2015 Actual	Variance
6437100 30	Reserve Study - Administration	12,700	5,500	7,200	130.9%	5,490	5,490	7,210	13,176	(476)	12,400	300
6438000 30	Other Professional Fees - Administration	6,000	4,000	2,000	50.0%	0	4,000	2,000	0	6,000	6,331	(331)
6444000 30	Equipment Rental - Administration	4,524	4,524	0	0.0%	1,885	4,524	0	4,523	1	4,523	1
6471000 30	Building Repair & Maintenance - Administration	0	0	0	0.0%	54	54	(54)	129	(129)	9	(9)
6472000 30	Equipment Repair & Maintenance - Administration	450	640	(190)	-29.7%	162	682	(232)	389	61	918	(468)
6478000 30	Service Contracts - Administration	16,300	15,750	550	3.5%	4,394	13,582	2,718	10,546	5,754	21,518	(5,218)
6481000 30	Computer Maintenance & Software - Administration	0	0	0	0.0%	0	0	0	0	0	0	0
6482000 30	Dues, Memberships & Books - Administration	648	720	(72)	-10.0%	397	537	111	953	(305)	665	(17)
6484000 30	Permits & Licenses - Administration	35	1,500	(1,465)	-97.7%	0	0	35	0	35	35	0
6491000 30	Miscellaneous Writeoffs Administration	0	0	0	0.0%	0	0	0	0	0	350	(350)
6731000 30	Property & Liability Insurance - Administration	401,283	401,283	0	0.0%	173,888	394,171	7,112	417,331	(16,048)	369,112	32,171
6951000 30	Non-Budgeted Exp for Committee - Administration	1,000	1,000	0	0.0%	6,635	7,635	(6,635)	15,924	(14,924)	1,000	0
	Total Operating Expenses	613,940	627,060	(13,120)	-2.1%	258,977	612,226	1,714	621,543	(7,603)	641,938	(27,998)
	Total Cost Center Expenses	613,940	1,001,363	(387,423)	-38.7%	422,724	993,889	(379,949)	1,014,536	(400,596)	998,932	(384,992)
Other Cost Recovery												
5335000 30	Management Fee - Administration	44,400	44,400	0	0.0%	18,500	44,400	0	44,400	0	44,400	0
5385000 30	Other Income - Administration	3,056	5,804	(2,748)	-47.3%	1,172	4,657	(1,601)	2,813	243	3,076	(20)
5385100 30	Unrestricted Donations - Administration	0	0	0	0.0%	0	0	0	0	0	5,000	(5,000)
5385101 30	Restricted Donations - Administration	0	0	0	0.0%	4,960	4,960	(4,960)	11,904	(11,904)	0	0
5395000 30	Rental Income - Administration	32,778	32,778	0	0.0%	22,279	32,779	(1)	53,470	(20,692)	32,787	(9)
5396000 30	Taxable Other Income - Administration	1,800	0	1,800	100.0%	750	750	1,050	1,800	0	1,800	0
5396100 30	Taxable Other Income - Superwire - Administration	85,560	80,100	5,460	6.8%	39,027	85,752	(192)	93,666	(8,106)	104,355	(18,795)
5397100 30	Taxable Interest Income - Administration	0	0	0	0.0%	699	699	(699)	1,679	(1,679)	29,113	(29,113)
5397600 30	Tax Exempt Interest Income - Administration	0	0	0	0.0%	0	0	0	0	0	26,359	(26,359)
5398000 30	Interest Income Allocation - Administration	0	0	0	0.0%	0	0	0	0	0	(52,889)	52,889
	Total Other Cost Recovery	167,594	163,082	4,512	2.8%	87,387	173,997	(6,403)	209,732	(42,138)	194,001	(26,407)
5330000 30	Income from / (Refund to) Mutuals	446,346	838,281	(391,935)	-46.8%	349,285	838,284	(391,938)	838,284	(391,938)	793,840	(347,494)

