



Executive Committee

Agenda

Administration Conference Room

Friday, July 14, 2017

2:00 p.m.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Notice of Quorum
3. Chairs Announcements
 - a. Introduction of Guests and Staff:
Linda Stone, GRF President
Randy Ankeny, Executive Director
Carolyn Miller, Director of Finance
Cindy Flynn, Human Resources Director
Deanna Bennett, Recording Secretary
 - b. Rules of Order
 - c. Chairs Report
4. Approval of Minutes
 - a. Minutes of May 12, 2017 (pp. 1-6)
5. Shareholder/Member Comments – Agenda Items Only
(Limited to 3 minutes per person)
6. Correspondence (pp. 7-12)
 - a. July 10, 2017, Janet Kuhl, re: Emergency Preparedness Election Update
 - b. June 23, 2017, Carol Franz, re: Lock box
 - c. June 16, 2017, Nicki Bly, re: Emergency Preparedness Sub-committee
7. Old Business
 - a. By-laws
9. New Business
 - a. 2018 Budgets – Cost Centers 20, 22, 29, 30, 55 (pp. 13-30)
 - b. Additional Staffing – Physical Property Department (pp. 31-32)
 - c. Staffing Reorganization – Library (pp. 33-34)
 - d. Additional Staffing – Recreation (pp. 35-38)

- e. Administrative "Floater" (pp. 39-40)
 - f. Key Person Insurance (pp. 41-42)
 - g. Proposal to Add Martin Luther King, Jr. Day as an Observed Holiday (pp. 43-64)
 - h. Position Description Amendments (pp. 65 -74)
 - Recreation Director
 - Media Administrative Assistant
 - Assistant to the Executive Coordinator
 - i. Elections Specialist Position Description (pp. 75-78)
 - j. Staffing Reorganization – Security (pp. 79-80)
 - k. Security Training (pp. 81-82)
 - l. Uniforms – Security Department (discussion)
10. Policies
- a. Amend:
 - 5041-30, Real Property Acreage (pp. 83-86)
11. Subcommittee Reports
- a. Emergency Planning Subcommittee
 - b. Emergency Council Report
12. Staff Reports
- a. Human Resources Director (pp. 87-94)
 - b. Finance Director (pp. 95-97)
 - c. Executive Director
13. Shareholder/Member Comments
(Limited to 3 minutes per person)
14. Committee Member Comments
15. Adjourn to Executive Committee Executive Session
- a. Approval of Executive Session Minutes – March 10, 2017
 - b. Personnel
16. Next Meeting/Adjournment
- a. **August 11, 2017**



EXECUTIVE COMMITTEE MINUTES Friday, May 12, 2017

The meeting of the Executive Committee and the Golden Rain Foundation Board of Directors was held on Friday, May 12, 2017. The meeting was called to order at 1:00 p.m. by Chair Stone, in the Administration Conference Room, followed by the Pledge of Allegiance led by Mrs. Reed.

ROLL CALL

Present:	Ms. L. Stone, Chair	Mr. P. Moore
	Mrs. C. Damoci, President	Ms. K. Rapp
	Mr. P. Hood	Mrs. J. Reed, Corporate Secretary
	Mr. B. Lukoff	
Staff and Guests:	Mr. R. Ankeny, Executive Director	
	Ms. B. Shuler, Finance Manager	
	Mrs. D. Bennett, Recording Secretary	
	Mrs. L. Perrotti, GRF Representative, Mutual One	
	Mr. R. Stone, GRF Representative, Mutual One	
	Ms. P. Snowden, GRF Representative, Mutual Two	
	Ms. R. Winkler, GRF Representative, Mutual Ten	
	Mrs. H. Tran, GRF Representative, Mutual Fifteen	
	Two Foundation Members	

CHAIR'S ANNOUNCEMENTS

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

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with; there was not a quorum of the Golden Rain Foundation Board of Directors (GRF BOD).

In accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation Board of Directors (GRF BOD) is present at today's posted meeting. The business of the Executive Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting *and* a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF BOD at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member/shareholder comment period, not to exceed three minutes, as set forth in Policy 5610, Participation by Foundation

Members/Shareholders. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes at the meeting in July.

CHAIR'S ANNOUNCEMENTS

The Chair introduced the Executive Director, the Finance Manager, the Stock Transfer Supervisor and the Recording Secretary.

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

APPROVAL OF COMMITTEE MINUTES

The minutes of April 14, 2017 were approved, as presented.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

No shareholder/members spoke on agenda topics.

CORRESPONDENCE

No correspondence was received by the Committee.

ELECTION UPDATE

The Stock Transfer Officer Supervisor will have a ballot update on Monday. She will provide further updates every 10 days.

OLD BUSINESS

Bylaws

The Committee agreed to address this topic at the July Committee meeting.

NEW BUSINESS

5.5 Acre Lot Attendant

Ms. Rapp MOVED, seconded by Mr. Moore and carried unanimously by the Committee –

TO approve the Recreational Vehicle Lot Services Attendant position, as amended and to be reviewed by the Committee Chair.

Ms. Rapp MOVED, seconded by Mr. Moore and carried unanimously by the Committee –

TO approve the Recreational Vehicle Lot Services Attendant position at salary grade 6.

Additional Staffing – Building Inspector

The Committee concurred to address the topic at the July Committee meeting.

POLICIES

Amend Policy 5041, Real Property Acreage

The Policy will be reviewed at the July meeting.

Amend Policy 5110-30, Committee Charter

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

TO recommend the GRF BOD accept amendment to Policy 5110-30, Executive Committee Charter.

Amend Policy 5231-30, Donations

Mrs. Reed MOVED, seconded by Mr. Hood and carried unanimously by the Committee members-

TO recommend the GRF BOD accept amendment to Policy 5231-30, Donations.

Amend Policy 5508-30, Renewal of Service and Maintenance Contracts

Mrs. Reed MOVED, seconded by Mr. Moore and carried unanimously by the Committee members-

TO recommend the GRF BOD accept amendment to Policy 5508-30, Renewal of Service and Maintenance Contracts.

The Committee concurred to recommend the GRF BOD rescind Policy 5611-30, Calling a Special Meeting.

The Committee concurred to refer to the Policy Re-write Sub-committee Policies 5026-30, Election of Officers; 5518-30, Contract Procedures; 5604-30, Publication of Minutes and 5610-30, Participation by Foundation Shareholder/members.

The Committee concurred to post notice of review, to the GRF Website, of Policies 1022-30, Petitions; 5024-30, Committee Structure; and 5025-30, Election Procedure; 5092-30, Board of Directors' Code of Ethics and Conduct; 5092.01-30, Board of Directors' Censure Procedure; and 5092.02-30, Motion to Censure.

SUBCOMMITTEE REPORTS

Emergency Planning Sub-committee

The Committee Chair presented an update on Emergency Preparedness Fair reported activities of the Sub-committee.

Mr. Hood MOVED, seconded by Mrs. Reed and carried unanimously by the Committee members-

TO recall all outstanding Red Books, which have been deemed outdated, to be returned to the Library book drop.

Emergency Council Report

Ms. Snowden, the Liaison to the Emergency Council, reported the activities of the Council.

STAFF REPORTS

Human Resources Director

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

Finance Manager

The Finance Manager presented the Finance Manager's report, as attached.

Executive Director

The Executive Director on reported on subjects pertaining to the community.

MEMBER COMMENTS

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

COMMITTEE MEMBERS

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

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

TO go into Executive Session.

ADJOURNMENT

The meeting was adjourned 4:08 p.m.

Linda Stone
Chair, Executive Committee
05.12.17/dfb

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE MEETING
ON MAY 12, 2017**

ACTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- The minutes of April 14, 2017 were approved, as presented;
- The Committee concurred to address additional staffing-Building Inspector at the July Committee meeting;

MOTIONS

- **TO** approve the Recreational Vehicle Lot Services Attendant position, as amended, at salary grade 6.
- **TO** recommend to the GRF BOD amendment of Policies 5110-30, Executive Committee; 5231-30, Donations; and 5508-30, Renewal of Service and Maintenance Contracts;
- **TO** recommend to the GRF BOD rescission of 5611-30, Calling a Special Meeting;
- **TO** forward Policies 5026-30, Election of Officers; 5518-30, Contract Procedures; 5604-30, Publication of Minutes and 5610-30, Participation by Foundation Shareholder/members to the Policy Re-write Committee;
- **TO** post notice of review, to the GRF Website, Policies 1022-30, Petitions; 5024-30, Committee Structure; and 5025-30, Election Procedure; 5092-30, Board of Directors' Code of Ethics and Conduct; 5092.01-30, Board of Directors' Censure Procedure; and 5092.02-30, Motion to Censure;
- **TO** recall all outstanding Redbooks, which have been deemed outdated, to be returned to the Library Book drop.

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Randy L. Ankeny

From: Janet Kuhl <janetkuhl@gmail.com>
Sent: Monday, July 10, 2017 9:48 AM
To: Randy L. Ankeny; Linda Stone; President GRF; Mark Weaver
Subject: Who will turn off the gas and large water main valves as needed during a disaster?

And it is after workers' hours. Has, perhaps, security been trained?

I have asked this question several times now, over the past year. There has been no response. I know the Red Book has been withdrawn, to be rewritten for GRF use only. The Mutuals have been so informed.

In fact, most of us were very surprised when one mutual sent four representatives to EPIC on Friday, and they had no clue that GRF had withdrawn most of its work with the mutuals on the topic and many mutuals are in the process of changing their organizations and paperwork, i.e. The Building Captains' Report.

But before I write my new M4 report which is due on Wednesday am, I think I should ask again. I would really like to be positive.

Sent from my iPad

Randy L. Ankeny

From: CFranAstro@aol.com
Sent: Friday, June 23, 2017 6:18 PM
To: Randy L. Ankeny; Mark Weaver
Cc: Linda Stone Forwarding Address; Carole Damoci Forwarding Address; Myrna Baker; harrisfabian1@att.net
Subject: Re: Lock Box

Dear Mr. Ankeny,
I want to thank you for all of your help regarding the above. Also, the follow through by Mr. Weaver. This letter that was sent to me "32 Days Notice to Comply" was taken care of by you and Mr. Weaver and Mr. Gonzalez's Service Maintenance helper Mr. Johnny. (I believe that is his name as Mr. Gonzalez introduced us).

This was GREAT work with the employees doing the right thing for the resident living in this "wonderful" community.

Also, I would like to make another recommendation. I think that it is time for the Service Maintenance employees get an increase in their salaries. When I first moved here in 1997, my son-in-law was visiting and could not believe that someone would come on Thanksgiving evening and check out my disposal . . . which is what happened. Recently, my refrigerator was dripping water on the kitchen floor and had to be taken out. That Service Maintenance worker did everything even putting down a drop cloth as he had to saw off part of the cabinet on top of the refrigerator so that it would fit.

Again, I believe that ALL of the Service Maintenance employees should receive an increase in their salaries ASAP.

Thank you very much for your help and the other employees for their help as well.

Sincerely,
Carol Franz, Ph.D

Deanna Bennett

From: Linda Stone <lstone@michaelhamson.com>
Sent: Friday, June 16, 2017 4:10 PM
To: seattlebly@gmail.com; President GRF
Cc: Carole Damoci Forwarding Address; Deanna Bennett; Randy L. Ankeny
Subject: RE: Emergency sub-committee concern

Nicki,

Thank you for your email. The Emergency Planning Sub-Committee would fall under the Executive Committee. I'll give a copy of this email to Chair Carole Damoci, *to be listed under correspondence on the agenda*, for their consideration at their first meeting.

The first Executive Committee meeting will be on July 7th at 1 pm in the Administration Conference room. If you wish, you'll have the opportunity to talk to the committee at that time.

Regards, Linda

Linda Stone
President
Golden Rain Foundation
(562) 431-6586 x 302
(562) 619-0424
Email: lstone@lwsb.com

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

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From: President GRF [mailto:president@lwsb.com]
Sent: Friday, June 16, 2017 2:54 PM
To: Linda Stone <lstone@lwsb.com>; Linda Stone Forwarding Address <Linda@mutual3.com>
Subject: FW: Emergency sub-committee concern

From: Nicki Bly
Sent: Friday, June 16, 2017 2:53:41 PM (UTC-08:00) Pacific Time (US & Canada)
To: President GRF; Paula Snowden
Subject: Emergency sub-committee concern

Dear Linda,

Congratulations on being our new GRF president. I wanted to take this opportunity to express my concerns regarding keeping the Emergency Preparedness sub-committee.

As a shareholder I have had the opportunity to work on different levels with emergency planning here in Leisure World.

The fact is shareholders helping shareholders in a time of disaster can make a real difference. I don't say this lightly as I have extensive background in providing medical aid in a time of major disaster both nationally and internationally.

We have demographics that preclude us from having an actual level B (or A) CERT team. Those teams would be prepared to respond in time of a disaster due to advanced training and membership with a group that provides liability coverage.

That does not mean we can not have groups within different mutual trained in first aid and safety to help in time of a disaster. These shareholders would also have basic level C CERT training.

I have come upon adults and children who have bleed out because simple pressure on a wound was not applied. This is real to me and I think it should be real to the GRF also. In a time of disaster groups trained in first aid will make the difference in many lives.

Having the GRF keep the emergency preparedness sub-committee is key to success in this area.

If you have questions please feel free to contact me.

I can be reached at seattlebly@gmail.com.

I appreciate you time and consideration of this matter.

Nicki Bly

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Golden Rain Foundation
2018 Proposed Operating Budget - Cost Center 20 - Human Resources (Draft)
Data as of May 31, 2017

(A)	(B)	(D)	(E)	(D) - (E)	%	(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2018 Total	2017 Budget	Variance	Change	2017 YTD Actual	2017 Projected	Variance	2017 Annualized	Variance	2016 Actual	Variance
Expenses - Human Resources												
6100000 20	Salaries & Wages - Human Resources	0	207,791	(207,791)	-100.0%	88,183	209,660	(209,660)	176,366	(176,366)	209,343	(209,343)
6100001 20	Vacation Accrual Expense - Human Resources	0	0	0	0.0%	(5,814)	(5,814)	5,814	(11,629)	11,629	(2,605)	2,605
6140000 20	Employment Taxes - Human Resources	0	15,896	(15,896)	-100.0%	7,151	15,744	(15,744)	14,303	(14,303)	16,333	(16,333)
6142000 20	Workers' Compensation - Human Resources	0	5,463	(5,463)	-100.0%	2,153	4,696	(4,696)	4,306	(4,306)	6,587	(6,587)
6143000 20	Group Insurance - Medical - Human Resources	0	28,680	(28,680)	-100.0%	9,308	26,038	(26,038)	18,615	(18,615)	28,185	(28,185)
6143300 20	Group Insurance - Dental - Human Resources	0	564	(564)	-100.0%	229	558	(558)	458	(458)	556	(556)
6143500 20	Group Insurance - Vision - Human Resources	0	384	(384)	-100.0%	129	353	(353)	258	(258)	345	(345)
6144000 20	401(k) Match - Human Resources	0	3,818	(3,818)	-100.0%	1,640	3,871	(3,871)	3,280	(3,280)	1,814	(1,814)
6145000 20	Group Insurance - Life - Human Resources	0	708	(708)	-100.0%	392	805	(805)	784	(784)	998	(998)
6146000 20	Long Term Disability Insurance - Human Resour	0	828	(828)	-100.0%	366	849	(849)	733	(733)	881	(881)
	Total Wages & Benefits	0	264,132	(264,132)	-100.0%	103,737	256,760	(256,760)	207,474	(207,474)	262,436	(262,436)
6210000 20	Management Fee - Retirement Plan - Human Reso	0	0	0	0.0%	0	0	0	0	0	0	0
6210006 20	FSA Administration Fees - Human Resources	720	0	720	100.0%	97	97	623	194	526	0	720
6210010 20	Fraud Hotline - Human Resources	704	704	0	0.0%	640	1,344	(640)	1,280	(576)	640	64
6211000 20	Continuing Education - Human Resources	1,000	1,000	0	0.0%	0	880	120	0	1,000	850	150
6211100 20	Employee Incentives - Human Resources	13,500	1,000	12,500	1250.0%	13	1,013	12,487	26	13,474	11,712	1,788
6212000 20	Employee Exams - Human Resources	1,500	270	1,230	455.6%	0	135	1,365	0	1,500	125	1,375
6212005 20	Employee Drivers License Inquiry - Human Reso	264	264	0	0.0%	50	204	60	100	164	358	(94)
6213000 20	Employee Recruitment - Human Resources	3,600	3,600	0	0.0%	1,950	4,050	(450)	3,900	(300)	2,063	1,537
6213005 20	Employment Screening	8,000	7,560	440	5.8%	3,042	7,452	548	6,084	1,916	8,920	(920)
6214500 20	Gifts - Human Resources	372	360	12	3.3%	100	310	62	200	172	125	247
6215000 20	Mileage - Human Resources	0	0	0	0.0%	0	0	0	0	0	0	0
6410000 20	Office Supplies - Human Resources	1,000	600	400	66.7%	1,019	1,369	(369)	2,038	(1,038)	1,012	(12)
6410015 20	Computer Supplies - Human Resources	300	0	300	100.0%	321	321	(21)	642	(342)	186	114
6410030 20	Printer / Copier Supplies - Human Resources	540	540	0	0.0%	137	452	88	275	265	343	197
6410035 20	Refreshments - Human Resources	500	500	0	0.0%	67	317	183	133	367	0	500
6434110 20	Legal Fees - HR - Human Resources	7,200	7,200	0	0.0%	2,336	6,536	664	4,672	2,528	7,071	129
6481000 20	Computer Maintenance & Software - Human Resol	0	0	0	0.0%	0	0	0	0	0	0	0
6482000 20	Dues, Memberships & Books - Human Resources	700	750	(50)	-6.7%	150	550	150	300	400	1,195	(495)
6491000 20	Miscellaneous Writeoffs - Human Resources	0	0	0	0.0%	0	0	0	0	0	162	(162)
	Total Operating Expenses	39,900	24,348	15,552	63.9%	9,922	25,030	14,870	19,844	20,056	34,762	5,137
	Total Cost Center Expenses	39,900	288,480	(248,580)	-86.2%	113,659	281,790	(241,890)	227,318	(187,418)	297,199	(257,299)
5330000 20	Income / Refund from Mutuals	39,900	288,480	(248,580)		120,200	288,480	(248,580)	240,400	(200,500)	296,652	(256,752)
	Total Cost Recovery	39,900	288,480	(248,580)		120,200	288,480	(248,580)	240,400	(200,500)	296,652	(256,752)

Golden Rain Foundation
2018 Proposed Operating Budget - Cost Center 20 - Human Resources (Draft)
Data as of May 31, 2017

(A)	(B)	(D)	(E)	(D) - (E)	%	(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2018 Total	2017 Budget	Variance	Change	2017 YTD Actual	2017 Projected	Variance	2017 Annualized	Variance	2016 Actual	Variance
	Net Income / (Expense)	0	0	0		6,541	6,690	(6,690)	13,082	(13,082)	(547)	547
	PAPM	0.50	3.64	(3.13)								
	FTE	2.75	2.75	-								

**GOLDEN RAIN FOUNDATION
2018 BUDGET ASSUMPTIONS
Human Resources – CC20**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS																														
6100000 (61000)	Salaries & Wages	Total FTEs for 2017 will remain at the 2016 level of 2.75. The 2017 budget assumptions include any pay increases during 2016 that were not included in the 2016 budget plus a pay for performance allowance of .5% for 2017.																															
6140000 (61400)	Payroll Taxes	<p>Calculations are based on the current rates established by Federal and State statute. 2017 and estimated 2018 rates are listed below.</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th></th> <th>2017</th> <th>2018</th> </tr> </thead> <tbody> <tr> <td>SS Max Salary</td> <td>\$118,500</td> <td></td> </tr> <tr> <td>SS Rate</td> <td>6.20%</td> <td></td> </tr> <tr> <td>Medicare Rate</td> <td>1.45%</td> <td></td> </tr> <tr> <td>SS & Med. Rate</td> <td>7.65%</td> <td></td> </tr> <tr> <td>UI Max Salary</td> <td>\$7,000</td> <td></td> </tr> <tr> <td>UI State</td> <td>3.7%</td> <td></td> </tr> <tr> <td>UI Fed</td> <td>2.0%</td> <td></td> </tr> <tr> <td>UI Total</td> <td>5.7%</td> <td></td> </tr> <tr> <td>UI Max Total</td> <td>\$399</td> <td></td> </tr> </tbody> </table>		2017	2018	SS Max Salary	\$118,500		SS Rate	6.20%		Medicare Rate	1.45%		SS & Med. Rate	7.65%		UI Max Salary	\$7,000		UI State	3.7%		UI Fed	2.0%		UI Total	5.7%		UI Max Total	\$399		
	2017	2018																															
SS Max Salary	\$118,500																																
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UI Fed	2.0%																																
UI Total	5.7%																																
UI Max Total	\$399																																
61420000 (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, service maintenance crew and security staff have a higher rate compared to office staff positions requiring a lesser degree of physical activity. As such, some cost center budgets will show a different % change than other cost centers. The 2017 budget assumes a 0% increase over 2016 actual rates and a 29.06% decrease over 2016 budget.																															
6143000-6146000 (61430 – 61460)	EE Benefits	The 2017 budget for our group health plans, including Medical, Dental, Vision, and Life Insurance represent a 0% increase in premium rates over our 2016 budget.																															
6210006	FSA Administration Fees	Fees for administering the employee Flexible Spending Account. 2018 budget is based on current actual fees. The FSA plan will result in reduced employer payroll taxes.																															
6210010	Fraud Hotline	Annual fee for the Fraud Hotline in 2017 was \$698. Added 4% to cover potential 2018 increase.																															
6211000 (64810)	Continuing Education	Annual HR Conference - \$700, plus monthly educational seminars for HR staff.																															
6211100	Employee Incentives	Employee Service Awards \$2,500 (approximately 36 awards estimated for 2018). Holiday Gift Cards - \$11,000 based on current employee count. On 12/9/2016, the members of the Executive Committee requested that the holiday gift cards be placed in future budgets.																															
6212000 (66255)	Employee Exams	Estimated 10 exams at \$125 per exam, plus costs for First Aid medical expenses.																															
6212005	Drivers Lic. Renewals	Review driving records for all staff that drive for GRF annually. \$1.00 per report and \$5.00 to start process per employee. Assume 150 employees plus 22 new hires each year.																															
6213000 (64750)	Recruitment	\$239.00 per month for Ziprecruiter.com (up to 10 postings) per month, plus 3-4 specialty publications per year.																															
6213005	Employment Screening	Assuming approximately 40 new hires in 2018 based on new hires statistics in 2016 & 2017. 40 drug screenings, pre-employment physicals, and background checks @ \$200 each.																															

7/10/2017 11:30 AM

Golden Rain Foundation
2018 Proposed Operating Budget - Cost Center 22 - Emergency Preparedness (Draft)
Data as of May 31, 2017

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2018 Total	2017 Budget	Variance	% Change	2017 YTD Actual	2017 Projected	Variance	2017 Annualized	Variance	2016 Actual	Variance
Expenses - Emergency Preparedness												
6100000 22	Salaries & Wages - Emergency Prepared	0	16,934	(16,934)	-100.0%	7,050	16,951	16,951	14,100	14,100	17,043	17,043
6140000 22	Employment Taxes - Emergency Prepared	0	1,698	(1,698)	-100.0%	519	1,279	1,279	1,039	1,039	1,260	1,260
6142000 22	Workers' Compensation - Emergency Prepared	0	1,297	(1,297)	-100.0%	544	1,146	1,146	1,088	1,088	1,202	1,202
	Total Wages & Benefits	0	19,929	(19,929)	-100.0%	8,113	19,376	19,376	16,227	16,227	19,505	19,505
6211000 22	Continuing Education - Emergency Preparedns	0	2,125	(2,125)	-100.0%	155	1,555	1,555	310	310	415	415
6410030 22	Printer / Copier Supplies - Emergency Preparedns	0	0	0	0.0%	0	0	0	0	0	0	0
6410045 22	Emergency Supplies - Emergency Preparedns	0	1,800	(1,800)	-100.0%	464	1,514	1,514	927	927	1,850	1,850
6422000 22	Telephone - Emergency Preparedns	1,020	840	180	21.4%	297	787	(233)	595	(425)	854	(166)
	Total Operating Expenses	1,020	4,765	(3,745)	-78.6%	916	3,856	2,836	1,832	812	3,119	2,099
	Total Cost Center Expenses	1,020	24,694	(23,674)	-95.9%	9,029	23,232	22,212	18,059	17,039	22,624	21,604
5330000 22	Income / Refund from Mutuals	1,020	24,694	(23,674)		10,290	24,694	(23,674)	20,580	(19,560)	25,320	(24,300)
	Total Cost Recovery	1,020	24,694	(23,674)		10,290	24,694	(23,674)	20,580	(19,560)	25,320	(24,300)
	Net Income / (Expense)	0	0	0		1,261	1,462	(1,462)	2,521	(2,521)	2,696	(2,696)
	PAPM	0.01	0.31	(0.30)								
	FTE	85.00	0.25	84.75								

**GOLDEN RAIN FOUNDATION
2018 BUDGET ASSUMPTIONS
Emergency Preparedness – CC22**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS																														
6100000 (61000)	Salaries & Wages	Total FTEs for 2017 will remain at the 2016 level of 0.25. The 2017 budget assumptions include any pay increases during 2016 that were not included in the 2016 budget plus a pay for performance allowance of .5% for 2017.																															
6140000 (61400)	Payroll Taxes	<p>Calculations are based on the current rates established by Federal and State statute. 2017 and estimated 2018 rates are listed below.</p> <table border="1" data-bbox="544 462 1347 798"> <thead> <tr> <th></th> <th>2017</th> <th>2018</th> </tr> </thead> <tbody> <tr> <td>SS Max Salary</td> <td>\$118,500</td> <td></td> </tr> <tr> <td>SS Rate</td> <td>6.20%</td> <td></td> </tr> <tr> <td>Medicare Rate</td> <td>1.45%</td> <td></td> </tr> <tr> <td>SS & Med. Rate</td> <td>7.65%</td> <td></td> </tr> <tr> <td>UI Max Salary</td> <td>\$7,000</td> <td></td> </tr> <tr> <td>UI State</td> <td>3.7%</td> <td></td> </tr> <tr> <td>UI Fed</td> <td>2.0%</td> <td></td> </tr> <tr> <td>UI Total</td> <td>5.7%</td> <td></td> </tr> <tr> <td>UI Max Total</td> <td>\$399</td> <td></td> </tr> </tbody> </table>		2017	2018	SS Max Salary	\$118,500		SS Rate	6.20%		Medicare Rate	1.45%		SS & Med. Rate	7.65%		UI Max Salary	\$7,000		UI State	3.7%		UI Fed	2.0%		UI Total	5.7%		UI Max Total	\$399		
	2017	2018																															
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UI Max Total	\$399																																
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, service maintenance crew and security staff have a higher rate compared to office staff positions requiring a lesser degree of physical activity. As such, some cost center budgets will show a different % change than other cost centers. The 2017 budget assumes a 0% increase over 2016 actual rates and a 29.06% decrease over 2016 budget.																															
6211000 (64810)	Continuing Education	This line item covers CERT training, RECES, PEP, and ongoing miscellaneous training for the Emergency Coordinator. The budget was based on actual expenses for 2017.																															
6410030 (64111)	Printer/Copier Supplies	The expense for this line item was moved to Cost Center 20																															
6410045 (64114)	Emergency Supplies	This budget remains at \$1,800 for 2018 based on purchased supplies for the previous year.																															
6422000 (64280)	Telephone	\$1,020 to cover monthly service for satellite phone for the year. The 2018 budget is based on an estimated increase of 1% of current actual expenses.																															

Golden Rain Foundation
2018 Proposed Operating Budget - Cost Center 29 - Administration Building (Draft)
Data as of May 31, 2017

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2018 Total	2017 Budget	Variance	% Change	2017 YTD Actual	2017 Projected	Variance	2017 Annualized	Variance	2016 Actual	Variance
Expenses - Administration Building												
6410005 29	Building Supplies - Administration Bldg	960	1,225	(265)	-21.6%	128	1,008	(48)	256	704	936	24
6420100 29	Electricity - Administration Bldg	23,792	25,175	(1,383)	-5.5%	7,375	24,773	(981)	14,750	9,042	22,426	1,366
6425100 29	Natural Gas - Administration Bldg	600	736	(136)	-18.5%	362	605	(5)	725	(125)	711	(111)
6471000 29	Building Repair & Maintenance - Administratio	2,100	3,700	(1,600)	-43.2%	2,932	5,912	(3,812)	5,865	(3,765)	10,585	(8,485)
6477210 29	Pest Control - Administration Bldg	1,080	1,050	30	2.9%	320	880	200	640	440	1,130	(50)
6478000 29	Service Contracts	3,252	3,620	(368)	-10.2%	1,624	3,434	(182)	3,249	3	3,606	(354)
6484000 29	Permits & Licenses	1,200	225	975	433.3%	0	225	975	0	1,200	2,438	(1,238)
	Total Operating Expenses	32,984	35,731	(2,747)	-7.7%	12,741	36,837	(3,853)	25,485	7,499	41,833	(8,849)
	Total Cost Center Expenses	32,984	35,731	(2,747)	-7.7%	12,741	36,837	(3,853)	25,485	7,499	41,833	(8,849)
5330000 29	Income from / (Refund to) Mutuals	32,984	35,731	(2,747)	-7.7%	14,890	35,731	(2,747)	29,780	3,204	33,192	(208)
	Total Cost Recovery	32,984	35,731	(2,747)		14,890	35,731	(2,747)	29,780	3,204	33,192	(208)
	Net Income / (Expense)	0	0	0		2,149	(1,106)	1,106	4,295	(4,295)	(8,641)	8,641
	PAPM	0.42	0.45	(0.03)								

GOLDEN RAIN FOUNDATION
2018 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. The 2018 budget is based on 2016 expenditures.							
6420100 (64200)	Electricity	The 2018 budget assumes an overall increase of 7% over the last 12 months of actual expenses but remains relatively flat from the total company budget for 2017.							
6425100 (64260)	Natural Gas	The 2018 budget assumes an overall increase of 3.5% over the last 12 months of actual expenses which is a 9% increase over the 2017 budget.							
6471000 (64720)	Bldg Repair & Maint.	\$2,100 is requested for the 2018 budget to cover miscellaneous building repairs. The major repair expenses for the Administration building relate to the HVAC systems and the elevator. A decrease in expenditures is anticipated as major work was performed on the elevator, HVAC, and automatic doors in previous years.							
6477210	Pest Control	Fenn Pest Control \$1,050 annually covering \$80 per month for pest control, and \$120 annual termite inspection. Three year contract expires April 30, 2020.							
6478000 (64940)	Service Contracts	Elevator Maintenance \$3,252 (\$813 qtrly) Fire Extinguisher Service will be budgeted in cost center 79 for 2018.							
6484000 (64840)	Permits & Licenses	<p>Funds are budgeted for the elevator permit (\$675) and Orange County Fire Authority permit (\$525).</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">State Permit fee*</td> <td style="text-align: right;">\$ 675.00</td> </tr> <tr> <td>O.C. Fire Permit fee</td> <td style="text-align: right;"><u>\$ 525.00</u></td> </tr> <tr> <td style="padding-left: 40px;">Total</td> <td style="text-align: right;">\$1,200.00</td> </tr> </table> <p>Elevator testing is due every five years. Actual expenses for 2016 testing was \$1,763. Next testing will be in 2021.</p> <p>*Spoke to person at 714-number on State invoice. She said this is an annual charge and we can expect to see the State inspector next in August 2017, and each year after that. (06/14/2017 BBS)</p>	State Permit fee*	\$ 675.00	O.C. Fire Permit fee	<u>\$ 525.00</u>	Total	\$1,200.00	
State Permit fee*	\$ 675.00								
O.C. Fire Permit fee	<u>\$ 525.00</u>								
Total	\$1,200.00								

Golden Rain Foundation
2018 Proposed Operating Budget - Cost Center 30 - Administration (Draft)
Data as of May 31, 2017

(A)	(B)	(D)	(E)	(D) - (E)	%	(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2018 Total	2017 Budget	Variance	Change	2017 YTD Actual	2017 Projected	Variance	2017 Annualized	Variance	2016 Actual	Variance
Expenses - Administration												
6100000 30	Salaries & Wages - Administration	0	374,179	(374,179)	-100.0%	149,103	367,853	(367,853)	298,207	(298,207)	327,418	(327,418)
6110000 30	Pay for Performance Provision - Administratio	0	0	0	0.0%	0	0	0	0	0	0	0
6140000 30	Employment Taxes - Administration	0	24,482	(24,482)	-100.0%	11,801	25,181	(25,181)	23,603	(23,603)	20,910	(20,910)
6142000 30	Workers' Compensation - Administration	0	3,704	(3,704)	-100.0%	1,334	3,058	(3,058)	2,668	(2,668)	5,984	(5,984)
6143000 30	Group Insurance - Medical - Administration	0	27,696	(27,696)	-100.0%	13,116	29,272	(29,272)	26,232	(26,232)	22,420	(22,420)
6143300 30	Group Insurance - Dental - Administration	0	492	(492)	-100.0%	406	693	(693)	812	(812)	518	(518)
6143500 30	Group Insurance - Vision - Administration	0	324	(324)	-100.0%	141	330	(330)	281	(281)	298	(298)
6144000 30	401(k) Match - Administration	0	2,412	(2,412)	-100.0%	1,036	2,446	(2,446)	2,072	(2,072)	(897)	897
6145000 30	Group Insurance - Life - Administration	0	1,644	(1,644)	-100.0%	628	1,587	(1,587)	1,256	(1,256)	1,401	(1,401)
6146000 30	Long Term Disability Insurance - Administrati	0	1,920	(1,920)	-100.0%	528	1,648	(1,648)	1,056	(1,056)	1,113	(1,113)
	Total Wages & Benefits	0	436,853	(436,853)	-100.0%	178,093	432,068	(432,068)	356,187	(356,187)	379,166	(379,166)
6211000 30	Continuing Education - Administration	900	900	0	0.0%	0	525	375	0	900	0	900
6213000 30	Employee Recruitment- Administration	0	0	0	0.0%	0	0	0	0	0	0	0
6214000 30	Meals & Special Events - Administration	17,200	15,250	1,950	12.8%	90	14,340	2,860	181	17,019	18,067	(867)
6214500 30	Gifts - Administration	1,200	1,200	0	0.0%	0	700	500	0	1,200	1,110	90
6215000 30	Mileage - Administration	6,100	6,100	0	0.0%	2,487	6,037	63	4,973	1,127	6,528	(428)
6410000 30	Office Supplies - Administration	7,150	10,000	(2,850)	-28.5%	4,936	11,636	(4,486)	9,872	(2,722)	3,760	3,390
6410003 30	Board Office Supplies - Administration	2,000	2,100	(100)	-4.8%	203	1,428	572	405	1,595	2,423	(423)
6410010 30	Hospitality - Administration	2,400	1,980	420	21.2%	1,045	2,185	215	2,090	310	2,500	(100)
6410015 30	Computer Supplies - Administration	9,000	3,000	6,000	200.0%	3,184	6,184	2,816	6,368	2,632	9,242	(242)
6410020 30	Equipment Expense - Administration	500	0	500	100.0%	0	0	500	0	500	976	(476)
6410025 30	Lunch Room Supplies - Administration	200	200	0	0.0%	116	216	(16)	233	(33)	220	(20)
6410030 30	Printer / Copier Supplies - Administration	4,700	5,000	(300)	-6.0%	1,981	5,381	(681)	3,962	738	3,782	918
6410035 30	Refreshments - Administration	2,000	2,390	(390)	-16.3%	559	2,699	(699)	1,117	883	982	1,018
6422000 30	Telephone - Administration	62,110	62,636	(526)	-0.8%	25,695	62,231	(121)	51,391	10,719	62,475	(365)
6434100 30	Legal Fees - General Counsel - Administration	75,000	50,000	25,000	50.0%	11,587	40,687	34,313	23,173	51,827	53,144	21,856
6434105 30	Legal Fees - Litigation - Administration	12,000	12,000	0	0.0%	18,948	25,948	(13,948)	37,895	(25,895)	75,707	(63,707)
6437100 30	Reserve Study - Administration	9,500	35,000	(25,500)	-72.9%	4,750	22,250	(12,750)	9,500	0	5,490	4,010
6438000 30	Other Professional Fees - Administration	6,000	6,000	0	0.0%	0	3,300	2,700	0	6,000	3,253	2,747
6444000 30	Equipment Rental - Administration	4,514	4,524	(10)	-0.2%	1,880	4,519	(5)	3,761	753	4,523	(9)
6471000 30	Building Repair & Maintenance - Administratio	0	0	0	0.0%	52	52	(52)	104	(104)	0	0
6472000 30	Equipment Repair & Maintenance - Administrati	450	450	0	0.0%	628	1,008	(558)	1,257	(807)	183	267
6478000 30	Service Contracts - Administration	16,300	16,300	0	0.0%	6,045	17,370	(1,070)	12,090	4,210	15,213	1,088
6481000 30	Computer Maintenance & Software - Administrat	300	0	300	100.0%	180	180	120	360	(60)	0	300
6482000 30	Dues, Memberships & Books - Administration	650	648	2	0.3%	477	725	(75)	954	(304)	397	253
6484000 30	Permits & Licenses - Administration	0	35	(35)	-100.0%	35	35	(35)	70	(70)	0	0
6491000 30	Miscellaneous Writeoffs Administration	0	0	0	0.0%	0	0	0	0	0	0	0
6731000 30	Property & Liability Insurance - Administrati	471,591	435,011	36,580	8.4%	176,320	415,471	56,120	352,640	118,951	398,459	73,132
6951000 30	Non-Budgeted Exp for Committee - Administrato	1,000	1,000	0	0.0%	0	0	1,000	0	1,000	7,836	(6,836)

Golden Rain Foundation
2018 Proposed Operating Budget - Cost Center 30 - Administration (Draft)
Data as of May 31, 2017

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2018 Total	2017 Budget	Variance	% Change	2017 YTD Actual	2017 Projected	Variance	2017 Annualized	Variance	2016 Actual	Variance
	Total Operating Expenses	712,765	671,724	41,041	6.1%	261,198	645,107	67,658	522,396	190,369	676,271	36,494
	Total Cost Center Expenses	712,765	1,108,577	(395,812)	-35.7%	439,291	1,077,175	(364,410)	878,583	(165,818)	1,055,437	(342,672)
	Other Cost Recovery											
5335000 30	Management Fee - Administration	44,400	44,400	0	0.0%	18,500	44,400	0	37,000	7,400	44,400	0
5385000 30	Other Income - Administration	3,056	3,056	0	0.0%	2,672	4,556	(1,500)	5,345	(2,289)	3,056	0
5385100 30	Unrestricted Donations - Administration	0	0	0	0.0%	0	0	0	0	0	4,960	(4,960)
5385101 30	Restricted Donations - Administration	0	0	0	0.0%	0	0	0	0	0	0	0
5395000 30	Rental Income - Administration	36,000	32,778	3,222	9.8%	7,507	18,007	17,993	15,014	20,986	32,781	3,219
5396000 30	Taxable Other Income - Administration	0	0	0	0.0%	750	750	(750)	1,500	(1,500)	1,800	(1,800)
5396100 30	Taxable Other Income - Superwire - Administra	68,400	85,560	(17,160)	-20.1%	36,606	86,516	(18,116)	73,213	(4,813)	90,659	(22,259)
5397100 30	Taxable Interest Income - Administration	0	0	0	0.0%	1,344	1,344	(1,344)	2,687	(2,687)	1,576	(1,576)
5397600 30	Tax Exempt Interest Income - Administration	0	0	0	0.0%	0	0	0	0	0	0	0
5398000 30	Interest Income Allocation - Administration	0	0	0	0.0%	0	0	0	0	0	0	0
	Total Other Cost Recovery	151,856	165,794	(13,938)	-8.4%	67,379	155,573	(3,717)	134,759	17,097	179,232	(27,376)
5330000 30	Income from / (Refund to) Mutuals	560,909	942,783	(381,874)	-40.5%	392,815	942,773	(381,864)	785,630	(224,721)	838,284	(277,375)
	Total Cost Recovery	712,765	1,108,577	(395,812)		460,194	1,098,346	(385,581)	920,389	(207,624)	1,017,516	(304,751)
	Net Income / (Expenses)	0	0	0		20,903	21,171	(21,171)	41,806	(41,806)	(37,921)	37,921
	PAPM	7.07	11.89	(4.82)								
	FTE	4.30	4.30	0.00								

**GOLDEN RAIN FOUNDATION
2018 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 reporting of the recording secretary will be reclassified from cost center 70 to cost center 30. The 2017 budget assumptions include any pay increases during 2016 that were not included in the 2016 budget plus a pay for performance allowance of .5% for 2017.																															
6140000 (61400)	Payroll Taxes	<p>Calculations are based on the current rates established by Federal and State statute. 2017 and estimated 2018 rates are listed below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">2017</th> <th style="text-align: center;">2018</th> </tr> </thead> <tbody> <tr> <td>SS Max Salary</td> <td style="text-align: right;">\$118,500</td> <td></td> </tr> <tr> <td>SS Rate</td> <td style="text-align: right;">6.20%</td> <td></td> </tr> <tr> <td>Medicare Rate</td> <td style="text-align: right;">1.45%</td> <td></td> </tr> <tr> <td>SS & Med. Rate</td> <td style="text-align: right;">7.65%</td> <td></td> </tr> <tr> <td>UI Max Salary</td> <td style="text-align: right;">\$7,000</td> <td></td> </tr> <tr> <td>UI State</td> <td style="text-align: right;">3.7%</td> <td></td> </tr> <tr> <td>UI Fed</td> <td style="text-align: right;">2.0%</td> <td></td> </tr> <tr> <td>UI Total</td> <td style="text-align: right;">5.7%</td> <td></td> </tr> <tr> <td>UI Max Total</td> <td style="text-align: right;">\$399</td> <td></td> </tr> </tbody> </table>		2017	2018	SS Max Salary	\$118,500		SS Rate	6.20%		Medicare Rate	1.45%		SS & Med. Rate	7.65%		UI Max Salary	\$7,000		UI State	3.7%		UI Fed	2.0%		UI Total	5.7%		UI Max Total	\$399		
	2017	2018																															
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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, service maintenance crew and security staff have a higher rate compared to office staff positions requiring a lesser degree of physical activity. As such, some cost center budgets will show a different % change than other cost centers. The 2017 budget assumes a 0% increase over 2016 actual rates and a 29.06% decrease over 2016 budget.																															
6143000-6146000 (61430 – 61460)	EE Benefits	The 2017 budget for our group health plans, including Medical, Dental, Vision, and Life Insurance represent a 0% increase in premium rates over our 2016 budget.																															
6211000 (64810)	Continuing Education	Funds of \$900 are requested for continuing education and seminars to be attended by senior staff members for 2017.																															
6212000 (66255)	Employee Exams	This budgeted line item has been moved to the Human Resources cost center (20).																															
6214000 (64821)	Meals & Special Events	<p>Items included in this line item includes the following</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">New: SPA off-site planning sessions</td> <td style="text-align: right;">\$ 1,700</td> </tr> <tr> <td style="padding-left: 20px;">Annual director dinner</td> <td style="text-align: right;">\$ 5,500</td> </tr> <tr> <td style="padding-left: 20px;">Holiday board luncheons</td> <td style="text-align: right;"><u>\$10,000</u></td> </tr> <tr> <td style="padding-left: 20px;">Total Budget</td> <td style="text-align: right;"><u>\$17,200</u></td> </tr> </table> <p>For 2018 additional funds been included for the Strategic Planning Ad-hoc Committee's off-site planning session.</p>	New: SPA off-site planning sessions	\$ 1,700	Annual director dinner	\$ 5,500	Holiday board luncheons	<u>\$10,000</u>	Total Budget	<u>\$17,200</u>																							
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Holiday board luncheons	<u>\$10,000</u>																																
Total Budget	<u>\$17,200</u>																																
6214500	Gifts	The 2018 budget remains at 2017 levels 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. Additionally, in 2016, expenditures relating to the unveiling of the refurbished globe were charged to this budget line item. In 2018, there are anticipated re-opening of remodeled club house events.																															
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.																															

7/8/2017 7:15 PM

**GOLDEN RAIN FOUNDATION
2018 BUDGET ASSUMPTIONS
Administration – CC30**

6410000 (64100)	Office Supplies	<p>Typical items charged to this account are letterhead, envelopes, binders, file folders, bindings, etc. Requesting \$7,150 for 2018 budget, with principal expenditures on training materials for GRF and Mutual Boards. Expected May 2018 expenditure of \$5,000 is for the printing of the annual report.</p> <p>In 2016 the Annual Report copied at Staples, 40 copies at \$15.91 each, total cost of \$636.47. In 2017 the Annual Report was printed by Campbell Printing, 200 copies at \$23.97 each, total cost of \$4,794.88.</p>								
6410003 (64101)	Board Member Supplies	<p>Items include office supplies purchased for Board members, or by Board members and reimbursed by GRF. Requesting \$2,000 for the 2018 budget.</p> <p>In 2017 requested \$2,100. 2016 actual expenditures were \$1,693 (without \$730 for globe pins that belongs in Gifts). May 2017 12-month rolling actuals total \$1,500.</p>								
6410010 (64103)	Hospitality	<p>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. The 2018 budget is based on historical actual expenditures.</p>								
6410015 (64104)	Computer Supplies	<p>The 2018 budget supports the increase use of electronics by Board members, staff, and in the conference rooms. Historical expenditures show over \$9,700 in expenses for computer supplies.</p>								
6410020	Equipment Expense	<p>Items include two-way radios, ramps, flags, and other miscellaneous equipment as needed. The 2018 budget amount is based on actual expenditures.</p>								
6410025 (64109)	Lunch Room Supplies	<p>Typical items charged to this account are dish soap, paper plates, and plastic utensils.</p>								
6410030 (64111)	Printer/Copier Supplies	<p>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 Administration staff. The 2018 budget amount is based on actual expenditures.</p>								
6410035 (64112)	Refreshments	<p>Items include refreshments and lunches for board members during lengthy meetings, candy and cookies for board members during regular meetings.</p>								
6422000 (64280)	Telephone	<p>Telephone expense includes:</p> <table style="margin-left: 40px;"> <tr> <td>Superwire</td> <td style="text-align: right;">\$59,600</td> </tr> <tr> <td>2 Fax lines</td> <td style="text-align: right;">1,350</td> </tr> <tr> <td>Admin Conf Rm Internet FIOS</td> <td style="text-align: right;"><u>1,160</u></td> </tr> <tr> <td>Total Budget</td> <td style="text-align: right;">\$62,110</td> </tr> </table> <p>The budget amount assumes a 1% increase over the past 6 months of average expenses. For the 2018 budget, the CenturyLink charges (long distance for Library fax, alarm and DLS used by Security) have been reclassified from CC30 to CC35.</p>	Superwire	\$59,600	2 Fax lines	1,350	Admin Conf Rm Internet FIOS	<u>1,160</u>	Total Budget	\$62,110
Superwire	\$59,600									
2 Fax lines	1,350									
Admin Conf Rm Internet FIOS	<u>1,160</u>									
Total Budget	\$62,110									
6432100 (64320)	Audit Fees	<p>This budgeted line item was reclassified to Cost Center 31 – Finance beginning with the 2015 budget.</p>								
6434100-6434105 (64340 / 643401)	Legal Fees	<p>Legal fees for this cost center are broken out into two categories:</p> <table style="margin-left: 40px;"> <tr> <td>General Counsel</td> <td style="text-align: right;">\$75,000</td> </tr> <tr> <td>Litigation</td> <td style="text-align: right;"><u>\$12,000</u></td> </tr> </table>	General Counsel	\$75,000	Litigation	<u>\$12,000</u>				
General Counsel	\$75,000									
Litigation	<u>\$12,000</u>									

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**GOLDEN RAIN FOUNDATION
2018 BUDGET ASSUMPTIONS
Administration – CC30**

		\$87,000											
		The general counsel budget for 2018 has been increased by \$25,000 over 2017's budget.											
6437100	Reserve Study	In 2017 a three-year contract for one "with site visit" reserve study and two "no site visit" reserve studies was signed with Association Reserves at a cost of \$9,500 per year. 2018's budget request of \$9,500 is a \$25,500 decrease from 2017's budget.											
6438000 (64380)	Other Professional Fees	<p>Funds are budgeted GRF board training.</p> <table style="margin-left: 40px;"> <tr> <td>June Strategic Planning trainer</td> <td style="text-align: right;">\$ 600.00</td> </tr> <tr> <td>Other BOD consultants/trainers</td> <td style="text-align: right;"><u>4,000.00</u></td> </tr> <tr> <td></td> <td style="text-align: right;">\$4,600.00</td> </tr> </table> <p>In 2015 actual costs were \$6,331; in 2016 actual costs ran \$3,253.48. Total expenditures vary depending on issues being considered by the Board, and the need for additional consultations/training.</p>	June Strategic Planning trainer	\$ 600.00	Other BOD consultants/trainers	<u>4,000.00</u>		\$4,600.00					
June Strategic Planning trainer	\$ 600.00												
Other BOD consultants/trainers	<u>4,000.00</u>												
	\$4,600.00												
6444000 (64440)	Equipment Rental	<p>Expenditures charged to this account cover the monthly rental of the Konica BizHub223 and BizHub554E copier machines. Per the contract annual lease expenses are:</p> <table style="margin-left: 40px;"> <tr> <td>BizHub223 (Board Office)</td> <td style="text-align: right;">\$1,337</td> </tr> <tr> <td>BizHub554E (Administration)</td> <td style="text-align: right;"><u>3,177</u></td> </tr> <tr> <td>Total Rental Expense</td> <td style="text-align: right;">\$4,514</td> </tr> </table> <p>This is a slight reduction from previous year due to a decrease in the sales tax rate for Orange County.</p>	BizHub223 (Board Office)	\$1,337	BizHub554E (Administration)	<u>3,177</u>	Total Rental Expense	\$4,514					
BizHub223 (Board Office)	\$1,337												
BizHub554E (Administration)	<u>3,177</u>												
Total Rental Expense	\$4,514												
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	<table style="margin-left: 40px;"> <tr> <td></td> <td style="text-align: right;">2017</td> </tr> <tr> <td>Konica (usage for 2 machines)</td> <td style="text-align: right;">\$15,400</td> </tr> <tr> <td>Elevator Maintenance (now CC29)</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Data Shredding</td> <td style="text-align: right;"><u>900</u></td> </tr> <tr> <td>Total Budget</td> <td style="text-align: right;">\$16,300</td> </tr> </table> <p>Charges for the Konica are based on usage. Greater usage equates to higher service contract charges. No increase is being requested in the 2018 budget over the 2017 budget.</p>		2017	Konica (usage for 2 machines)	\$15,400	Elevator Maintenance (now CC29)	0	Data Shredding	<u>900</u>	Total Budget	\$16,300	
	2017												
Konica (usage for 2 machines)	\$15,400												
Elevator Maintenance (now CC29)	0												
Data Shredding	<u>900</u>												
Total Budget	\$16,300												
6481000	Computer Maintenance & Software	<p>Prior to 2017 this line item was included in CC34. 2017 actuals as of June include</p> <table style="margin-left: 40px;"> <tr> <td>Adobe AcroPro for Exec. Coord.</td> <td style="text-align: right;">\$ 179.88</td> </tr> <tr> <td>Microsoft 365 Home licensed (5)</td> <td style="text-align: right;"><u>99.00</u></td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 278.88</td> </tr> </table> <p>Requesting \$300 for the 2018 budget.</p>	Adobe AcroPro for Exec. Coord.	\$ 179.88	Microsoft 365 Home licensed (5)	<u>99.00</u>		\$ 278.88					
Adobe AcroPro for Exec. Coord.	\$ 179.88												
Microsoft 365 Home licensed (5)	<u>99.00</u>												
	\$ 278.88												
6482000 (64830)	Dues Memberships & Books	<table style="margin-left: 40px;"> <tr> <td>CACM</td> <td style="text-align: right;">\$255</td> </tr> <tr> <td>CAI Fees</td> <td style="text-align: right;">145</td> </tr> <tr> <td>Seal Beach Chamber of Comm.</td> <td style="text-align: right;">100</td> </tr> <tr> <td>Misc. Books & Periodicals</td> <td style="text-align: right;"><u>150</u></td> </tr> <tr> <td></td> <td style="text-align: right;">\$650</td> </tr> </table>	CACM	\$255	CAI Fees	145	Seal Beach Chamber of Comm.	100	Misc. Books & Periodicals	<u>150</u>		\$650	
CACM	\$255												
CAI Fees	145												
Seal Beach Chamber of Comm.	100												
Misc. Books & Periodicals	<u>150</u>												
	\$650												
6484000 (64840)	Permits & Licenses	<table style="margin-left: 40px;"> <tr> <td>State Corporate Filing fees (due every 2 years, last paid in 2017, so will be due again in 2019)</td> <td style="text-align: right;">\$ 0</td> </tr> <tr> <td>State Board of Equalization (charge to CC 79)</td> <td style="text-align: right;">0</td> </tr> </table>	State Corporate Filing fees (due every 2 years, last paid in 2017, so will be due again in 2019)	\$ 0	State Board of Equalization (charge to CC 79)	0							
State Corporate Filing fees (due every 2 years, last paid in 2017, so will be due again in 2019)	\$ 0												
State Board of Equalization (charge to CC 79)	0												

**GOLDEN RAIN FOUNDATION
2018 BUDGET ASSUMPTIONS
Administration – CC30**

		Environmental Fee (charged to CC 79) Total budget	0 \$ 0
6731000 (67300)	Hazard & Liability Insurance	Per the insurance broker, budget assumptions are the following high-end quotes: Property & Machinery 14.61% General Liability 18.63% Automotive Liability 15.78% Umbrella / Excess 19.72% Forefront Security 5.00% Directors & Officers 15.00% Errors & Omissions 15.00% Cyber Liability 10.00% 2018 overall budget increase over 2017 actual: 17.05% 2018 overall budget increase over 2017 budget: 8.90%	
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.	
5385000 (53850)	Other	Faith Christian – Sewer & Water (monthly \$26.25) \$315 LW HCC – Water Consumption (monthly \$150.00) 1,800 SB Shopping Center –Sewer (annually \$500.00, Nov.) 500 Verizon – Sewer (annually \$141.00, Jan.) 141 US Post Office – Sewer (quarterly \$75.00) 300 Total \$3,056	
5395000 (53950)	Rentals	This income item includes office lease income from NuVision and Superwire. In 2017 RV Club rents were budgeted at \$14,778. Based on the new lease agreement signed in 2017, the annual lease payment has been reduced to \$1.00 and has been moved to cost center 47 – 5.5 Acre Storage Lot. Also prior to 2018, Superwire rents were included in budget code 5396100 - Taxable Other Income – STI. Starting in 2018, rental income from Superwire has been reclassified to this budget line item. The USPS paid in 2017 lease payment through the end of its lease, 04/30/2020. Per their respective contracts, the annual lease income for 2018 is: NuVision \$18,000 (Monthly thru 11/7/2017) U.S. Post Office 0 (\$1 Annually Pd thru 04/30/2020) Superwire 18,000 (Monthly Thru 02/28/2019) Total Annual Revenue \$36,000	
5396000 (53960)	Taxable Other Income	John's Landscape – Storage Rental \$1,800 Beginning with the 2017 budget this is transferred to cost center 46, Golf Course, per the request of the Recreation Committee on 07-13-2016.	
5396100 (53961)	Taxable Other Income – STI	This income item represents the receipts from Superwire for 5% of all collected receipts for services provided by Time	

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**GOLDEN RAIN FOUNDATION
2018 BUDGET ASSUMPTIONS
Administration – CC30**

		Warner/Spectrum. This includes basic cable, premium billings for additional TV channels, phone, and internet services. The budgeted amount is based on the average sales revenues for 2016 and 2017. The amount of the office lease income (\$1,500/mo) was applied to this budget line item through 2017. Beginning 2018, the office rental income was moved to account 5395000-30, Rentals.	
5397100 (55100)	Taxable Interest Income	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
2018 Proposed Operating Budget - Cost Center 55 - Building Five (Draft)
Data as of May 31, 2017

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2018 Total	2017 Budget	Variance	% Change	2017 YTD Actual	2017 Projected	Variance	2017 Annualized	Variance	2016 Actual	Variance
Expenses - Building 5												
6410000 55	Office Supplies - Building 5	0	0	0	0.0%	0	0	0	0	0	9	(9)
6410005 55	Building Supplies - Building 5	792	792	0	0.0%	414	876	(84)	827	(35)	2,275	(1,483)
6410020 55	Equipment Expense - Building 5	500	500	0	0.0%	(863)	(571)	1,071	(1,726)	2,226	4,933	(4,433)
6420100 55	Electricity - Building 5	22,934	21,544	1,390	6.5%	7,461	22,689	245	14,922	8,012	10,061	12,873
6471000 55	Building Repair & Maintenance - Clubhouse Fiv	1,200	1,200	0	0.0%	2,256	2,956	(1,756)	4,511	(3,311)	4,155	(2,955)
6472000 55	Equipment Repair & Maintenance - Clubhouse Fi	1,000	1,000	0	0.0%	446	1,030	(30)	891	109	1,511	(511)
6477210 55	Pest Control - Building 5	1,080	960	120	12.5%	400	960	120	800	280	1,108	(28)
6478000 55	Service Contracts - Building 5	4,128	3,992	136	3.4%	2,024	4,020	108	4,047	81	3,880	248
6484000 55	Permits & Licenses - Building 5	1,200	1,025	175	17.1%	0	1,025	175	0	1,200	2,438	(1,238)
	Total Operating Expenses	32,834	31,013	1,821	5.9%	12,138	32,985	(151)	24,272	8,562	30,371	2,464
	Total Cost Center Expenses	32,834	31,013	1,821	5.9%	12,138	32,985	(151)	24,272	8,562	30,371	2,464
Other Cost Recovery												
5385201 55	Cafe Commissions Income - Building 5	2,328	1,596	732	45.9%	1,162	2,093	235	2,324	4	2,311	17
	Total Other Cost Recovery	2,328	1,596	732	45.9%	1,162	2,093	235	2,324	4	2,311	17
5330000 55	Income from / (Refund to) Mutuals	30,506	29,417	1,089	3.7%	12,255	29,417	1,089	24,510	5,996	19,476	11,030
	Total Cost Recovery	32,834	31,013	1,821		13,417	31,510	1,324	26,834	6,000	21,787	11,048
	Net Income / (Expense)	0	0	0		1,279	(1,475)	1,475	2,562	(2,562)	(8,584)	8,584
	PAPM	-	0.37	(0.37)								

**GOLDEN RAIN FOUNDATION
2018 BUDGET ASSUMPTIONS
Building Five – CC 55**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS								
6410000 (64100)	Office Supplies	In prior years, supplies for the Computer Lab. For 2018 no office supplies budgeted for Cost Center 55.									
6410005 (64102)	Building Supplies	Funds are budgeted for light bulbs, ballasts, water filters, floor mats, signage, etc., for the Building Five.									
6410020 (64105)	Equipment Expense	Funds are budgeted for the day-to-day operations of Clubhouse Five. Some of the cost being for electronic and technology related replacements.									
6420100 (64200)	Electricity	The 2018 budget assumes an overall increase of 7% over the last 12 months of actual expenses but remains relatively flat from the total company budget for 2017. For 2016, both Cost Centers 55 and 70 split electricity expenses. Due to the reorganization of building 5, the 2017 budget includes the portion that had been allocated to Cost Center.									
6471000 (64720)	Building Repair & Maintenance	Funds are budgeted to cover miscellaneous repairs to the building, including the HVAC system, the elevator, drinking fountains, and touch-up paint.									
6472000 (64700)	Equipment Repair & Maintenance	Funds are budgeted for the repair of the water heaters, upholstered chair cleaning, etc. Additionally, this line item support "closet" expenses (server rack, patch panel, cables, etc.)									
6477210	Pest Control	Fenn Pest Control \$1,050 annually; \$80 per month for pest control, and \$120 annual termite inspection. Three year contract expires April 30, 2020. For 2018 requesting \$4,128.									
6478000 (64940)	Service Contracts	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Elevator Maintenance</td> <td style="text-align: right;">\$3,252 (\$813 qtrly)</td> </tr> <tr> <td>Time Warner/Spectrum</td> <td style="text-align: right;">236 (\$19.70/mo)</td> </tr> <tr> <td>Fire Extinguisher Svc'g</td> <td style="text-align: right;">640 (\$320 bi-annually)</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$4,128</td> </tr> </table>	Elevator Maintenance	\$3,252 (\$813 qtrly)	Time Warner/Spectrum	236 (\$19.70/mo)	Fire Extinguisher Svc'g	640 (\$320 bi-annually)	Total	\$4,128	
Elevator Maintenance	\$3,252 (\$813 qtrly)										
Time Warner/Spectrum	236 (\$19.70/mo)										
Fire Extinguisher Svc'g	640 (\$320 bi-annually)										
Total	\$4,128										
6484000 (64840)	Permits & Licenses	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">State Permit fee</td> <td style="text-align: right;">\$675</td> </tr> <tr> <td>O.C. Fire Permit fee</td> <td style="text-align: right;"><u>\$525</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$1,200</td> </tr> </table> <p>Elevator testing is due every five years. Actual expenses for 2016 testing was \$1,763. Next testing will be in 2021.</p>	State Permit fee	\$675	O.C. Fire Permit fee	<u>\$525</u>	Total	\$1,200			
State Permit fee	\$675										
O.C. Fire Permit fee	<u>\$525</u>										
Total	\$1,200										
5385201 (53852)	Café Commissions Income	Funds from Café Commissions.									

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EXECUTIVE COMMITTEE ACTION REQUEST

TO: EXECUTIVE COMMITTEE
FROM: MARK WEAVER FACILITIES DIRECTOR
SUBJECT: STAFFING PHYSICAL PROPERTY DEPARTMENT
DATE: MAY 9, 2017
CC: FILE

Due to the age and general condition of infrastructure, building and components, there has been a continual increase in the amount of Mutual and Shareholder projects. This has created additional demand of permits, contract work, inspection requests and escrow related tasks, as well as Construction Management, in general. To keep pace with the amount of requests, it is necessary to add an additional inspection staff position to the Physical Property Department.

It has also been recommended by several Mutuals to have their building inspector conduct all inspection needs within their individual Mutuals (building safety, construction, escrow related and annual inspections); this would require limiting of approximately 800 apartments per mutual building inspector and requires an additional inspector.

The annual expenses for this addition are \$ 90,000, per year, including benefits and taxes .

Additionally, to help achieve continuity with all building inspectors, a change in one Building Inspector position is requested: to change one existing Building inspector to a Lead position. The job description would remain the same, with the following added tasks:

- Train new staff, as needed
- Act as a liaison for the Facilities Director
- Approve time worked, for department staff
- Fill in when others are sick or on vacation

Action requested:

Motion to approve the request to add one FTE Building Inspector to Cost Center 70 and change one existing FTE Building Inspector position to a Lead Inspector position (pay scale to be determined).

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EXECUTIVE COMMITTEE ACTION REQUEST

TO: EXECUTIVE COMMITTEE
FROM: LIBRARY OPERATIONS SUPERVISOR (VJM)
SUBJECT: STAFFING FOR LIBRARY DEPARTMENT
DATE: JULY 10, 2017
CC: FILE

With the growing popularity of current services, the extended Saturday hours and the intention of expanding the already popular programming by the Library Department there has been heavy demand on existing staff to keep pace with the growing needs and requests of the on average 300 residents a day who visit the Library.

The addition of a full time position would alleviate the backlogged workload and assure that there is a full time employee on site at all times including the extended Saturday hours to ensure the quality of services to residents.

At this time the Library Department is requesting that we add a new full time position to the Library Department. The total hours for the Library Department would remain the same as for 2017, so the additional cost would be due to eligibility for benefits and for the additional \$1.00 per hour for Lead Pay, which is currently only being paid on Saturdays.

The annual expenses for this addition is \$7,777 per year including benefits and taxes:

Additional Wages (\$1.00/hour for Lead Pay for an additional 1,664 hours per year)	\$1,664.00
Group Medical Benefit Cost:	<u>\$6,113.00</u>
Total annual expense	\$7,777.00

Action requested:

Motion to approve the request to create one FTE Lead Clerk position to Cost Center 35.

Golden Rain Foundation
 List of Active Employees as of May 26, 2017

CC	EID# Name	Status	2017 BiWkly Hours	2017 Budgeted FTE	2018 BiWkly Hours	2018 FTE	2017 Budgeted OT Hours	2018 Annual OT Hours
35 2565	BECKER, CHARALEE T	PT	24		51			0
35 2894	FOUNTAIN, RACHEL	PT	60		64			0
35 2689	FRALIX, LOUISE M	PT	36		0			0
35 2820	GREENE, TAYLOR	FT	80		80			10
35 2849	KRANDA, DEBORAH	PT	36		0			0
35 2491	LAMBERT, MARY E	PT	36		50			0
35 2690	MORRIS, VANESSA J	FT	80		80			0
35 2216	SORENSEN, MILDRED M	PT	5		5			0
35 2661	SUANAPERWIRA, ANNA	PT	24		51			0
9	Total		4.76		4.76		10	10



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

EXECUTIVE COMMITTEE ACTION REQUEST

TO: EXECUTIVE COMMITTEE
FROM: RECREATION DIRECTOR (TD)
SUBJECT: STAFFING FOR RECREATION DEPARTMENT
DATE: JULY 2, 2017
CC: FILE

Due to the growing number special events organized and hosted by the Recreation Department, there has been a very heavy demand on existing staff to handle all of the requirements needed to assure that all of the trip advertisements, event list management, ticket sales and hosting of the events, with at times more than one large bus per trip, is handled properly. This is a position that would be on a flex schedule and would also provide staffing for on site events, like the 4th of July car show, Cinco de Mayo, and others. To keep pace with the growing needs and requests of the community for things to do outside of Leisure World, the Recreation Department feels that this position is needed to ensure a quality experience for our Shareholders.

Also, at one time the Recreation Department was staffed by two clerical positions, but with the growing demands on the Recreation Department from the Mutuals, GRF as well as growing Club issues and reservations, the new position would be available to assist the Reservations Office for vacation relief and other every day duties, as available.

At this time, with all of the additional events and the added demand on the Recreation Department, I feel that it is necessary that we add a new clerical position to the Recreation Department.

The annual expenses for this addition is \$45,600, per year, including benefits and taxes.

Action requested:

Motion to approve the request to add one FTE Clerical Position to Cost Center 40.

STAFF OPERATIONS

XXXX DRAFT

POSITION DESCRIPTION

Position Title: EVENTS COORDINATOR
Department: Recreation (Community Facilities)
Reports To: Recreation Director/Manager

OVERALL FUNCTION

In conjunction with the Recreation Director/Manger supports in the planning and organization of all inside and outside events planned for the Shareholders. Executes all trip advertisements, event list management, ticket sales, sales reports and hosts events. Also provides assistance with the coordination and execution of all inside events.

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

Essential Functions

- Sets up all event advertisements for upcoming events with the news office.
- Compiles list for all upcoming events for ticket sales.
- Handles all ticket sales for events.
- Handles all of the outside event lists to ensure that all of the Shareholders are up to date on all departure and event information.
- Tracks all sales and makes weekly sales reports to Finance.
- Coordinates and assists with all inside and outside event setups and decorations.
- Answers telephone. Handles correspondence relating to events.
- Types letters and other items related to all events.
- Assist in the Reservation office as needed.

QUALIFICATIONS REQUIRED

Knowledge, Skills and abilities

- Knowledge of English composition, spelling, grammar and punctuation
- Knowledge of word processing programs and excel.
- Ability to use a keyboard and personal computer.
- Ability to type 45 words per minute.
- Skill in office procedures including filling and telephone etiquette.
- Knowledge of basic mathematical calculations and use of calculator.

Physical Abilities

- Some lifting, carrying, reaching and handling.
- Occasional stooping, walking and standing.
- Close vision and color vision necessary.

Mental Abilities

- Ability to read, write and speak English.
- Ability to listen attentively.
- Ability to work effectively with co-workers, Shareholders, Mutual directors and vendors.
- Ability to use diplomacy and patience.

Licenses/Certificates

None

PERSONAL PROTECTIVE EQUIPMENT

None

WORK ENVIRONMENT

Normal indoor and outdoor conditions.

TOOLS AND EQUIPMENT USED

Keyboards, personal computer, credit card pay point equipment, printer, calculator, copier and telephone systems.

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STAFF OPERATIONS**POSITION DESCRIPTION**

Position Title: ADMINISTRATIVE SECRETARY - FLOATER

Department: Administration

Reports To: Administrator

OVERALL FUNCTION

Performs a broad range of administrative duties for the Golden Rain Foundation

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

Essential Functions

- Handles departmental telephone calls and correspondence.
- Prepares calendar and schedules appointments for the department Director or Manager.
- Assists Board members, Mutual directors, department directors, and department managers and Leisure World residents in solving problems and answering questions.
- Prepares agendas, material and write-up for committee, board, and other special meetings. Attends meetings, records discussions and actions, composes and publishes minutes of these meetings.
- Updates and distributes Mutual policies, Golden Rain Foundation policies, and by-law changes as required by GRF or Mutual policy.
- Prepares various reports and distributes to Department Managers, Board Directors and Mutual Board Presidents.
- Works with outside agencies preparing presentations for the community.

Non-Essential Functions

- Sets up tours of the community for outside groups.
- Records and maintains information regarding accidents involving residents and GRF vehicles. Contacts insurance companies; assists in resolving issues connected with the accidents or injuries.
- Maintains and updates insurance policy manuals.
- Works with Safety/Emergency Coordinator preparing for meetings and emergency drills; updates Emergency Preparedness manual.
- Serves as back-up for Assistant to the President.

QUALIFICATIONS REQUIREDKnowledge, Skills and Abilities

- Knowledge of English composition, spelling, grammar, and punctuation.
- Ability to take shorthand or quick notes at a rate of speed sufficient to produce accurate minutes.
- Ability to use typewriter and memory typewriter or personal computer.
- Ability to type 70 words per minute.
- Skill in office procedures including filing and telephone etiquette.
- Five years experience as an executive secretary or administrative assistant.

Physical Abilities

- Close vision necessary.
- Occasional bending, stooping and kneeling.

Mental Abilities

- Ability to maintain confidentiality.
- Ability to read, write and speak English.
- Ability to listen attentively to meeting participants.
- Ability to work effectively with GRF Board directors, Mutual Board members, residents, outside agencies and co-workers.
- Ability to work with minimal supervision.
- Ability to organize and prioritize work.
- Ability to use diplomacy and sound judgement.

Licenses/Certificates

None

PERSONAL PROTECTIVE EQUIPMENT

None

WORK ENVIRONMENT

Normal indoor conditions.

TOOLS AND EQUIPMENT USED

Computer, copier, telephone, FAX machine, binder machines.

Golden Rain Foundation

Key Person Life Insurance Quotes

May 30, 2017

Insured	Face Amount	Term	Company	Preferred Best Annual Premium	Company	Standard Annual Premium	
	\$350,000	ART	American National	\$312.00	American National	\$515.00	
		5YR	Minnesota Life	\$710.00	Minnesota Life	\$1,455.50	
		10YR	Prudential	\$1,009.00	Minnesota Life	\$2,029.00	
	\$250,000	ART	Ameritas Keystone	\$385.00	American National	\$437.50	
		5YR	Minnesota Life	\$525.00	Minnesota Life	\$1,057.50	
		10YR	Prudential	\$745.00	Banner Life	\$1,467.49	
		\$250,000	ART	Ameritas Keystone	\$287.50	American National	\$372.50
			5YR	Minnesota Life	\$377.50	Minnesota Life	\$690.00
			10YR	Protective Life	\$390.84	Minnesota Life	\$670.00
\$150,000		ART	Ameritas Keystone	\$204.50	American National	\$247.50	
		5YR	Unavailable		Unavailable		
		10YR	Security Life	\$283.50	Security Life	\$474.00	
	\$250,000	ART	Ameritas Keystone	\$422.50	American National	\$470.00	
		5YR	Minnesota Life	\$575.00	Minnesota Life	\$975.00	
		10YR	John Hancock	\$572.00	Banner life	\$1,106.36	
	\$150,000	ART	Ameritas Keystone	\$285.50	American Signature	\$306.00	
		5YR	Unavailable		Unavailable		
		10YR	Protective Life	\$422.06	North American	\$731.00	

**VitalQuote Comparison
For Randy Ankeny**

\$350,000 - Male in California, 08/12/1980,
Super Preferred Non-Tobacco
Annual Guaranteed Premiums

Rate Amount: \$20,000

Product	Premium	Product Class	Calc. Age	Years Level	AM Best	S and P	Comdex
American National Signature Term ART*	\$312.00	Pfd+ NoNic	57	1	A(3)	A(6)	78
Ameritas Keystone 1 (10-14)*	\$507.00	Pfd Plus	57	1	A(3)	A+(5)	82

Ratings are current as of 5/12/2017.

This Life Insurance summary is a supplemental Life Insurance illustration that may contain both guaranteed and non-guaranteed values that are subject to change. This summary is a compilation of the individual illustrations for each policy. This summary is not valid unless preceded or accompanied by the individual basic illustration from each company. Refer to each illustration, contract or prospectus (if applicable) to determine premium, specific features and other important information including whether certain values and features are guaranteed. Premiums include policy fees. Premiums in bold are current premiums that are guaranteed for the product's guarantee period. Italicized premiums are the maximum premiums charged after the guarantee period. All other values are not guaranteed. All values and information are believed to be accurate. However, accuracy cannot be assured. Refer to each carrier's basic illustration or rate card for exact quotations. An asterisk "*" indicates NAIC-compliant illustration software is available. Before submitting business with a company, you must be appointed with the company and a licensed agent in the state that you are soliciting business. Prepared on 5/30/2017 By Arthur D Veyna.

July 5, 2017

Carol Domaci, Chair Person
Executive Committee
Golden Rain Foundation Board of Directors
Leisure World, Seal Beach

Dear Ms. Domaci,

We respectfully submit, on behalf of the signers, the attached petitions with a request that the Executive Committee meeting on July 13th include the "Observance of the Martin Luther King, Jr. Holiday" as an agenda item.

The third Monday of January was signed into Federal Law in 1983 making Dr. Martin Luther King, Jr.'s Birthday a National Holiday.

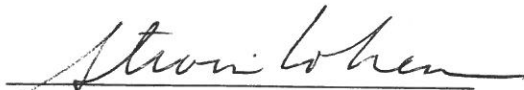
We feel that complying with this legal holiday, as the rest of our nation does, would be a very positive message both to the residents of Leisure World as well as to the greater community.

July 2 marks the anniversary of President Lyndon Johnson's signing of the Civil Rights Act of 1964, considered to be Dr. King's crowning contribution toward the civil rights movement. Through non-violent demonstrations and protests for equal rights, King contributed to the passage of this important piece of legislation that ended segregation and banned discrimination due to race, color, religion, sex or national origin.

Since Leisure World is a diverse community, made up of many races, cultures, religions, etc., we appeal to the committee to pass a resolution bringing Leisure World in line with the 50 states of our nation and the many cities, including Seal Beach, that observe the Martin Luther King Holiday. Observing this holiday in Leisure World would help to cement the values that Dr. King lived and died for in his life-long mission to ensure the civil rights of all Americans!

Enclosed is a blank copy of the petition for each committee member to examine the justifications for this cause.

Sincerely,



Stevin Cohen, Mutual 14
562-598-2089



Lucille Martin, Mutual 15
562-430-1047

PETITION CONCERNING MARTIN LUTHER KING, JR. HOLIDAY

WHEREAS: MLK was awarded five honorary degrees. Also, Time Magazine, to honor Dr. King's 50th anniversary of his "I Have a Dream" speech, published an ANNIVERSARY ISSUE with King's picture on its cover labeling him a "founding father" of our country. He also was awarded the Nobel Peace Prize for his non-violent work in gaining equality for all as guaranteed by the Constitution. In 2011, a large granite memorial was dedicated in D.C. depicting MLK as "the stone of hope" to honor his legacy of equal rights. Dr. King was the only non-president to receive such an honor.

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WHEREAS: The King Holiday also is observed in more than 100 countries worldwide.

WHEREAS: The City of Seal Beach observes the King Holiday with the closing of all city offices, schools, etc.

WHEREAS: Seal Beach Leisure World, made up of many races/cultures, takes up approximately 1/3 of the City of Seal Beach but does not observe this holiday.

THEREFORE: We, the undersigned, would like to urge the Golden Rain Board to join the City of Seal Beach and the entire nation to keep the legacy of MLK alive by adding the Martin Luther King, Jr. National Holiday to those being observed in Leisure World Seal Beach.

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Print Name	Signature	MU	Unit	Date
Jerome Kluever	<i>Jerome Kluever</i>	5	69E	5-2017
Carben Waters	<i>Carben Waters</i>	4	466	5/7/17
DAVID SILVA	<i>David Silva</i>	12	60G	5-7-17
Mary Tramp	<i>Mary Tramp</i>	12	77K	5-7-17
Nina Zatorin	<i>Nina Zatorin</i>	2	52G	5-7-17
Irene Cistaro	<i>Irene Cistaro</i>	2	58A	5-7-17
TERESA SUBIA	<i>Teresa Subia</i>	17	97A	5-12-17
SUNLEI MEYER	<i>Sunlei Meyer</i>	5	5	5-12-17
Ellen Lewis	<i>Ellen Lewis</i>	15	25A	5-14-17
Doreen Chasebro	<i>Doreen Chasebro</i>	2	17H	5/14/17
DAVID NOBLE	<i>David Noble</i>	5	108D	4
S.C.				
ANNE SHATTUCK	<i>Anne J. Shattuck</i>	10	250G	5-12-17
Jean Sawyer	<i>Jean Sawyer</i>	2	67F	5/12/17
JEAN SAWYER				

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Print Name	Signature	MU	Unit	Date
Donna O'Keefe	Donna O'Keefe	15	37R	4-19
Elizabeth Kennedy	Elizabeth Kennedy	17	110B	4-24
LILLIAN WOOD	Lillian Wood	7	147-K	4-24
ANN HEYWOOD	ANN HEYWOOD	4	82J	4-24
MAGDALENA HUTCHISON	MH Hutchison	2	50F	4/24/17
Jacqueline J. Thru	Jacqueline J. Thru	5	113J	4/24/17
Carmel Atkinson	CARMEL ATKINSON	7	174E	4/24/17
LOUIS KRIEGER	Louis Krieger	9	216D	4/24/17
Jon Jones	Jon Jones	10	250J	5/9/17
Gisela GROVES	Gisela Groves	11	12I	5/9/17
RONALD KOEPE	Ronald Koepke	15	46F	5/9/17
Judy Koepke	Judy Koepke	15	46F	5/9/17
Theodor FRANKLIN	Theodor Franklin	15	45B	5/9/17
Anne Walshe	Anne Walshe	9	212C	5/10/17
MARY MCLARIN	Mary McLarin	1	209C	5/10/17
FLORENCE I MENCH	Florence I Mench	11	264-H	5/11/17
Beatrice Roth	Beatrice Roth	11	264-F	5/11/17

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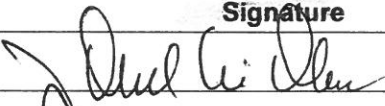
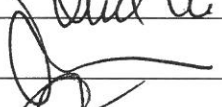
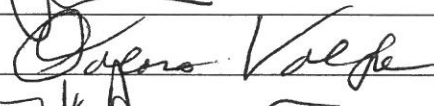

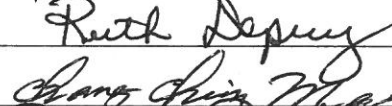
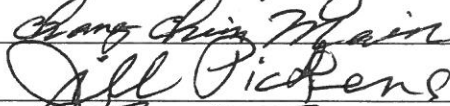
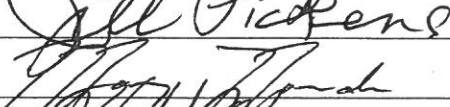
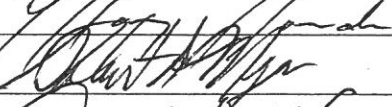
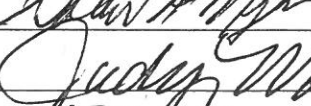
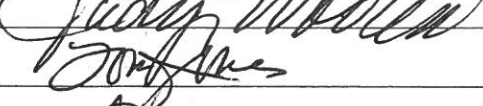
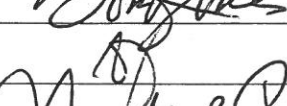
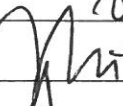
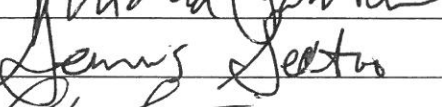
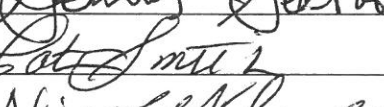
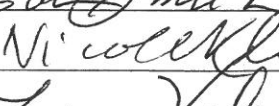
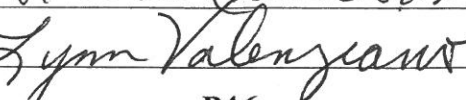
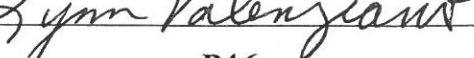
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Print Name	Signature	MLU	Unit	Date
DANH PHAM		15	4AE	5-12-17
JOHN WEBSTER		15	43C	5/12/17
Dolores Volpe		8	179H	5/12/17
HALLEVE ANDERSON		15	22D	5/12/17
RUTH DEPUY		2	62B	5/17/17
Chien-Main CHANG		10	338B	5/17/17
JILL PICKENS		15	46J	5-17-17
MARY NOVAK		15	45B	5.18.17
ROBERT G. MYERS		15	46J	5-18-17
JUDY WOOTEN		3	20L	5-18-17
TOM JONES		9	229A	5/18/17
EDY JIANTO		15	45D	5/18/17
Michael Pahlow		15	43A	5/18/17
Dennis Seetoo		15	43A	5/18/17
PATTI SMITH		4	48C	5/21/17
NICOLE KLUEVER		5	69E	5/22/17
Lynn Valenziano		8	194K	5/23/17

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Eleanor Zandbergen	<i>Eleanor Zandbergen</i>	15	45B	5-23-17
James Williams	<i>James Williams</i>	15	45E	5/23/17
Mary M. Romero	<i>Mary M. Romero</i>	15	39B	5/24/17
BARBARA HOUCK	<i>Barbara Houck</i>	10	243-F	5-24-17
KATHLEEN TOGIE	<i>Kathleen Togie</i>	5	104G	5-25-17
BETTY KEATLEY	<i>Betty Keatley</i>	2	66J	5-30-17
Dolores Sales	<i>Dolores Sales</i>	3	28K	5/30/17
Pat Herman	<i>Pat Herman</i>	9	236J	5.30.17
Almira Rodriguez	<i>Almira Rodriguez</i>	6	140G	5-31-17
PATRICIA FUJII	<i>Patricia Fujii</i>	4	74B	5/31-17
Kathleen Moran	<i>Kathleen Moran</i>	11	286F	5/31/-17
Regina Costello	<i>Regina Costello</i>	2	53E	5/31/17
Chloe D. Hankins	<i>Chloe D. Hankins</i>	15	44A	06/03/17
M. King	<i>Milee King</i>	14		06-4-17
CAROLYN MOTTOLA	<i>Carolyn Mottola</i>	#15	101A	6-4-17
JOHN HLAVAC	<i>John Hlavac</i>	12	5C	5JUN17
RON WAHNSON	<i>Ron Wahnsen</i>	5	109A	7

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Print Name	Signature	MU	Unit	Date
CARMEL ATKINSON	<i>Carmel Atkinson</i>	7	174E	6/5/17
M. JASON	<i>M. Jason</i>	7	156D	6/6/17
VERA POLK	<i>Vera Polk</i>	9	9D	6/6/17
MARILYN COSTON-CRISP	<i>Marilyn Coston-Crisp</i>	8	202D	6/6/17
DAVE HAUTER	<i>Dave Hauter</i>	3	14E	6-6-17
JOYCE DALMAN	<i>Joyce Dalman</i>	15	256	6-7-17
DUSAN OTSUKI	<i>Dusan Otsuki</i>	1	7D	6/7/17
JIM YOSHIOKA	<i>Jim M. Yoshioka</i>	7	169H	6/7/17
ARNOLD BATEMAN	<i>Arnold Bateman</i>	9	226J	6/7/17
DOROTHY FERRINGTON	<i>Dorothy Ferrington</i>	1	126	6/7/17
GARY KIRANIK	<i>Gary Kiranik</i>	15	20 ^A	6/7/17
GARY J. PATE	<i>Gary J. Pate</i>	12	27A	"
PATRICIA GUNTER	<i>Patricia Gunter</i>	15	H	6-7-17
MURIEL DONALDIES	<i>Muriel Donaldies</i>	6	56A	6-9-17
Steve Otsuki	<i>Steve Otsuki</i>	1	7D	"
Kristi Wilkinson	<i>Kristi Wilkinson</i>	11	286C	6-9-17
M.D. DORR	<i>M.D. Dorra</i>	12	198-F	"

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Jronne CAO		2	27L	6-9-17
Richard CAO		2	27L	6-9-17
EDMUND J. WIANECKI		3	10B	6-9-17
BETTE SMIRNOFF		2	66D	6-9-17
Leio Parker		9	59SD	
Judy Nesteby		4	85F	6/9/17
Ordie Kim		7	167F	6/9/17
David Zimmerman	DAVID ZIMMERMANN	17	93A	6-9-17
John Guidi		12	50A	6-9-17
BAR FLORES	B. Flores	14	2B	6-9-17
MARIA-BOGART	Maria Bogart	15	46C	6-9-17
LYNN BADAACK		6	62F	6-13-17
LINDA BANEZ		14	33-I	6-13-17
Linda Harocco		1	13H	6-13-17
Mark Scott		1	13-K	6-13-17
JAY KAY		15	5-F	6-13-17
Terri Walters		5	72K	6-13-17

PETITION CONCERNING MARTIN LUTHER KING, JR. HOLIDAY

WHEREAS: MLK was awarded five honorary degrees. Also, Time Magazine, to honor Dr. King's 50th anniversary of his "I Have a Dream" speech, published an ANNIVERSARY ISSUE with King's picture on its cover labeling him a "founding father" of our country. He also was awarded the Nobel Peace Prize for his non-violent work in gaining equality for all as guaranteed by the Constitution. In 2011, a large granite memorial was dedicated in D.C. depicting MLK as "the stone of hope" to honor his legacy of equal rights. Dr. King was the only non-president to receive such an honor.

WHEREAS: The 3rd Monday in January was signed into federal law in 1983 by President Ronald Reagan making Martin Luther King Jr.'s birthday a National Holiday, now observed by all 50 states.

WHEREAS: The King Holiday also is observed in more than 100 countries worldwide.

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THEREFORE: We, the undersigned, would like to urge the Golden Rain Board to join the City of Seal Beach and the entire nation to keep the legacy of MLK alive by adding the Martin Luther King, Jr. National Holiday to those being observed in Leisure World Seal Beach.

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Print Name	Signature	MU	Unit	Date
Rachael Lehmborg	Rachael Lehmborg	2	42K	5/17/17
Pat Wilson	Pat Wilson	8	104E	5-18
JULIE FORD-MALONEY	Julie Ford-Maloney	6	132L	5-18-17
MARJORIE RANDELL	Marjorie Randell	6	130G	5-18-17
SUSAN BULLOCH	Susan Bulloch	2	42H	5-27-17
CARMEN LESTIE	Carmen Leslie	2	43-D	6-20-17
Evakane Gardette	Evakane Gardette	16	52-A	6/21/17
Tila Carroll	Tila Carroll	6	131B	6-21-17
Mary Tromp	Mary Tromp	12	77K	6/21/17
PAT ANDERSON	Pat Anderson	14	32F	6-21-17
BRUCE ANDERSON	Bruce Anderson	14	32F	6-21-17
Betty Kobata	Betty Kobata	15	42-A	6-21-17
Colette Greenwood	Colette Greenwood	8	190B	6-21-17
SANDY CANTAGENE	Sandy Cantagene	15	481F	6-22-17
Doris Edwards	Doris Edwards	17	115C	6-23-17
CHUK KIIM	Chuk Kiim	2	53H	6-23-17
JOAN COSE	Joan Cose	15	44H	6-23-17

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BARBARA BUSH	Barbara J. Bush	1	5J	6-16-17
Michael Gue	Michael Gue	4	52-0	6-16-17
Peter Pham	Peter Pham	12	34B	6/16/17
Phuoc GERMINE	Phuoc GERMINE	1	49E	6/18/17
Douglas H. Johnson	Douglas H. Johnson	5	105	6/18/17
Lucille Martin	Lucille Martin	15	45A	6/21/17
FLO DARTT	Flo Dartt	14	5B	6-21-17
Florence Nestland	Florence Nestland	15	5C	6-21-17
MARGARET DEATON	Margaret Deaton	4	49	6-21-17
NOEL LEHR	Noel Lehr	9	23F	6-21-17
Yvonne Woods	Yvonne Woods	12	4-B	6-21-17
CHERYL WEAVER	Cheryl Weaver	12	11-5	6-21-17
BARBARA ROBINSON	Barbara Robinson	15	44-13	6-23/17
NAVY THOMAS	Navy Thomas	15	17-e	6/26/17
JON GATYA	Jon Gatya	1	13A	6/26/17
Dorothea Porter	Dorothea Porter	15	11C	6-26-17
Clayton Rhoads	Clayton Rhoads	9	223H	6-26-17

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Gina McQuade	<i>Gina McQuade</i>	15	30E	6/19/17
RON GILSON	<i>Ron Gilson</i>	15	44c	6-18-17
MARILYN AUSTIN	<i>Marilyn Austin</i>	15	17N	6/19/17
DEBRA K SMIT	<i>Debra K Smit</i>	15	7E	6/19/17
Sidney Thomas	<i>Sidney Thomas</i>	15	17c	6/19/17
GREEN HENNING	<i>Green Henning</i>	15	30e	6-19-17
BEHROUZE IRANI	<i>Behrouze Irani</i>	16	52-I	6/19/17
Abita Schulz	<i>Abita Schulz</i>	7	161D	6/21/17
MILDRED KEARNS	<i>Mildred Kearns</i>	17	37c	6/21/17
Edward A. Kearns	<i>Edward A. Kearns</i>	17	37c	6-21-17
Freddie Ginder	<i>Freddie Ginder</i>	4	76H	6-21-17
Danette MacCloud	<i>Danette MacCloud</i>	3	1D	6/21/17
CLAUDIO GONZALEZ	<i>Claudio Gonzalez</i>	7	161	6/26/17
Bessie M. Smith	<i>Bessie M. Smith</i>	3	1H	6/27/17
Mike Giles	<i>Mike Giles</i>	10	248-L	6/27/17
Iryna Heinrichs	<i>Iryna Heinrichs</i>	11	281J	6-27-17
MIRIAM KATZ	<i>Miriam Katz</i>	4	81-L	6-27-17

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THAO PHAM		15	44E	5-15-17
GRACE Oberbauer		15	17C	5-16-17
PHILIP FRIEDMAN		15	27D	5/15/17
JACKIE DUNAGAN		15	2E	2/15/17
Joyce Reed		15	2B	3/15/17
A.P. ANDERSON		15	22C	6/1/17
H. Tran		15	4B	" "
Sue Ellis		15	6D	6/19/17
KITTY THOMAS		15	15C	6/17/17
Beverly Bender		17	11A	6-21-17
Jo Ann England		1	59J	6-21-17
L. ENA CABRERA VAZQUEZ		15	43F	6-30-17
MANH DeCollibus		8	203E	7/1/17
Judith Rhodes		15	42M	7-1-17
LOIS HERSON		14	17C	7-3-17
Lynetta Kelley		12	71J	7-3-17
C. W. URBAN		2	42J	7-5-17

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Print Name	Signature	MU	Unit	Date
Laura Wilson	Laura Wilson	1	63b	4/21/17
ANTHONY CANFORA	Anthony J. Canfora	5	106-L	4/23/17
CLARA M. WISE	Clara M. Wise	7	176I	4/23/17
Mary Tromp	Mary Tromp	12	77K	4/25/17
Mary Larson	Mary Larson	5	106-G	4/25/17
Anita Schulz	Anita Schulz	7	161D	4/25/17
Joan Smith	Joan Smith	17	109B	4/25/17
Kathleen Moran	Kathleen Moran	11	286F	4/25/17
Nicole KLUEVER	Nicole Kluever	5	69E	"
Joy KIRKLAND	Joy Kirkland	5	102B	4-26-17
VERNA MORGAN	Verna Morgan	5	101J	7-26-17
Jerome Kluever	Jerome Kluever	5	69E	4-26-17
DIANE THOMPSON	Diane L. Thompson	2	48H	4-26-17
Carolyn Sebris	Carolyn Sebris	1	12H	4/28/17
Jacquie Clarke	Jacquie Clarke	5	106L	5/7/17
LYNNO BURT-JENKINS	Lynno Burt-Jenkins	7	173B	5/7/17
Leah Lambros	Leah Lambros	5	109C	5/10/17

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Print Name	Signature	MU	Unit	Date
STEPHEN DUNWELL	<i>[Signature]</i>	6	135H	6/22/17
SUZANNE DUNWELL	<i>[Signature]</i>	6	135H	6/22/17
GUS KRAUSS	<i>[Signature]</i>	6	135G	6/22/17
ALICE L. GIEGERICH	<i>[Signature]</i>	6	59-I	6/23/17
SONIA CONNORS	<i>[Signature]</i>	6	135i	6/23/17
RENEE MANDEL	<i>[Signature]</i>	6	142c	6-24-17
Gayle Chapin	<i>[Signature]</i>	14	52I	6/30/17
Ruth E Beaman	<i>[Signature]</i>	6	135F	6-30-17
FRED RUTER	<i>[Signature]</i>	6	135D	6/30/17
Jan Hendriks	<i>[Signature]</i>	6	63B	6/30/17
STO POKU	<i>[Signature]</i>	17	6eB	7/3/17
Velmo Stillman	<i>[Signature]</i>	14	80D	7/3/17
mel SIGMAN	<i>[Signature]</i>	2	37L	7/3/17
ANNA SIGMAN	<i>[Signature]</i>	2	37L	7/3/17
REGINALD JOHNSON	<i>[Signature]</i>	17	1355D	7-4-17
DAN CURTIN	<i>[Signature]</i>	8	201A	7-4-17
PAUL STALHUT	<i>[Signature]</i>	8	198D	7-4-17

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IRIS WHEAD	<i>Iris Whead</i>	2	9KB	6/9/17
Ellen Lewis	<i>Ellen Lewis</i>	15	25A	6-2-17
ELLEN GEFNER	<i>Ellen Gaffner</i>	15	25B	6-21-17
Jim Phillips	<i>James R. Phillips</i>	6	133B	6/21/17
Judy Bapties	<i>Judy M. Bapties</i>	15	25C	6-1-17
Monica Martin	<i>Monica MARTIN</i>	6	128I	7-4-17
MARION LONSDOFF	<i>Marion Lonsdorf</i>	6	128J	7-4-17
VICTORY YOUNG	<i>Victory A</i>	10	253J	7-4-17
BERNICE GERARD	<i>Bernice Gerard</i>	15	81F	7/4/17
LYNN R. HEATH	<i>L.R. Heath</i>	8	181J	7/4/17
Joyce D. RIZLEY	<i>Joyce D. Rizley</i>	1	56K	7/7/17
DANNY DIAZ	<i>Danny Diaz</i>	3	20H	7/4/17
Juliea Lopez	<i>Juliea Lopez</i>	3	20H	7/04/17
Frances Richardson	<i>Frances Richardson</i>	8	190D	7/04/17
Veronica Powell	<i>Veronica Powell</i>	1	60G	5/04/17
Jill HARDING	<i>Jill Harding</i>	10	255J	7/4/17
RAY FUJIMOTO	<i>R. Fujimoto</i>	8	196F	7-4-17

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Bill Varani	<i>[Handwritten Signature]</i>	15	154	6-13-17
Mary Greer	<i>[Handwritten Signature]</i>	11	281K	
R. Gene Vesely	<i>[Handwritten Signature]</i>	3	35J	
Elinore Petoletti	<i>[Handwritten Signature]</i>	12	39K	6-13-17
Connie Young	<i>[Handwritten Signature]</i>	1	35E	6-13-17
JAY YOUNG	<i>[Handwritten Signature]</i>	1	35E	6/13/17
Joy Stipcich	<i>[Handwritten Signature]</i>	10	248A	6-13-17
Dennis Bégin	DENISE BEGIN	3	6J	6-20-17
MARY MEINZ	<i>[Handwritten Signature]</i>	1	36D	6-20-17
LYNNE BURT-JENKINS	<i>[Handwritten Signature]</i>	7	173B	6/20/17
CAROLYN SMITH	<i>[Handwritten Signature]</i>	7	159L	6/21/17
CATHERINE GILLESPIE	<i>[Handwritten Signature]</i>	4	49E	6-21-17
Mark Murphy	<i>[Handwritten Signature]</i>	1	37A	6-21-17
Dolores Volpe	<i>[Handwritten Signature]</i>	8	179A	6/21/17
MARINA TESTA	<i>[Handwritten Signature]</i>	12	34K	"
Karen Hunter	<i>[Handwritten Signature]</i>			

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J Kay CARLSON	J Kay Carlson	3	20J	6-21-17
Phyllis Sanchez	Phyllis Sanchez	2	30G	6-23-17
Susanne Goldsmith	Susanne Goldsmith	3	15G	6-25-17
Sandy Brosnahan	Sandy Brosnahan	14	5.D	6-25-17
Irma Pazmiño	Irma Pazmiño	4	75E	6/26/17
Helen Schultz	Helen Schultz	2	40F	6/24/17
Anne Howard	Anne Howard	1	29L	7/4/17
JEAN MIESEN	Jean Miesen	6	143C	7/4/17
MICHAEL LEE	Michael Lee	7	195B	7/4/17
Kathleen Paradis	Kathleen Paradis	14	4.B	7-4-17
ANGELA VALERIE	Angela Valerie	1	7L	7-4-17
Joyce Strawn	Joyce Strawn	3	25-F	7-4-17
DANIEL MAHONEY	Daniel Mahoney	2	24B	7/4/17
Jeanne MIRGLE	Jeanne Mirgle	3	8-i	7-4/17
SUE SATHISOMBATI	Sue Sathisombati	3	4B	7/4/17
Nobuo MITSU	Nobuo Mitsu	2	658	7/4/17

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BEVERLY EMUS	Beverly Emus	16	50-L	6-12-17
Phyllis Orenstein	Phyllis Orenstein	8	181E	6-12-17
Eleonore Johnson	Eleonore Johnson	15	13P	6-12-17
Jan Berliner	Jan Berliner	15	47A	6-12-17
Kathy Hahn	Kathy Hahn	1	56F	"
Gary B. Hart	Gary B Hart	9	215I	"
W R STANARD	W R Stanard	6	136K	✓
Paul Ricci	Paul Ricci	E.M?	-	6/12/17
June Stein	June Stein	"		6/12/17
Joyce Bachner	Joyce Bachner	4	50J	6/12/17
Frieda Davis	Frieda Davis	3	9G	6/12/17
Toby Richman	Toby Richman	7	161B	6/16/17
Nancy Mayhew	Nancy Mayhew	1	56E	6-16-17

Holiday Pay Cost Analysis

Type	FLSA	Holiday - 8 Hours	Type	FLSA	Holiday - 8 Hours
FULL TIME	Non-Exempt	\$ 184.88	FULL TIME	Non-Exempt	\$ 149.28
FULL TIME	Non-Exempt	\$ 200.40	FULL TIME	Non-Exempt	\$ 146.32
FULL TIME	Non-Exempt	\$ 129.84	FULL TIME	Non-Exempt	\$ 220.40
FULL TIME	Non-Exempt	\$ 163.68	FULL TIME	Non-Exempt	\$ 191.52
FULL TIME	Non-Exempt	\$ 254.56	FULL TIME	Non-Exempt	\$ 191.52
FULL TIME	Non-Exempt	\$ 146.32	FULL TIME	Non-Exempt	\$ 157.04
FULL TIME	Non-Exempt	\$ 145.44	FULL TIME	Non-Exempt	\$ 183.28
FULL TIME	Non-Exempt	\$ 183.28	FULL TIME	Non-Exempt	\$ 184.88
FULL TIME	Non-Exempt	\$ 184.88	FULL TIME	Non-Exempt	\$ 183.28
FULL TIME	Non-Exempt	\$ 254.56	FULL TIME	Non-Exempt	\$ 132.40
FULL TIME	Non-Exempt	\$ 183.28	FULL TIME	Non-Exempt	\$ 184.88
FULL TIME	Non-Exempt	\$ 224.56	FULL TIME	Non-Exempt	\$ 184.88
FULL TIME	Non-Exempt	\$ 159.44	FULL TIME	Non-Exempt	\$ 220.40
FULL TIME	Non-Exempt	\$ 184.88	FULL TIME	Non-Exempt	\$ 220.40
FULL TIME	Non-Exempt	\$ 220.40	FULL TIME	Non-Exempt	\$ 227.76
FULL TIME	Non-Exempt	\$ 206.64	FULL TIME	Non-Exempt	\$ 220.40
FULL TIME	Non-Exempt	\$ 146.32	FULL TIME	Non-Exempt	\$ 165.68
FULL TIME	Non-Exempt	\$ 175.44	FULL TIME	Non-Exempt	\$ 184.88
FULL TIME	Non-Exempt	\$ 224.00	FULL TIME	Non-Exempt	\$ 143.36
FULL TIME	Non-Exempt	\$ 184.88	FULL TIME	Non-Exempt	\$ 136.00
FULL TIME	Non-Exempt	\$ 216.96	FULL TIME	Non-Exempt	\$ 183.28
FULL TIME	Non-Exempt	\$ 168.00	FULL TIME	Non-Exempt	\$ 210.80
FULL TIME	Non-Exempt	\$ 220.40	FULL TIME	Non-Exempt	\$ 210.80
FULL TIME	Non-Exempt	\$ 220.40	FULL TIME	Non-Exempt	\$ 220.40
FULL TIME	Non-Exempt	\$ 259.20	FULL TIME	Non-Exempt	\$ 137.44
FULL TIME	Non-Exempt	\$ 152.40	FULL TIME	Non-Exempt	\$ 223.68
FULL TIME	Non-Exempt	\$ 223.68	FULL TIME	Non-Exempt	\$ 142.08
FULL TIME	Non-Exempt	\$ 220.40	FULL TIME	Non-Exempt	\$ 184.88
FULL TIME	Non-Exempt	\$ 155.28	FULL TIME	Non-Exempt	\$ 153.68
FULL TIME	Non-Exempt	\$ 148.08	FULL TIME	Non-Exempt	\$ 255.04
FULL TIME	Non-Exempt	\$ 223.68	FULL TIME	Non-Exempt	\$ 244.72
FULL TIME	Non-Exempt	\$ 128.72	FULL TIME	Non-Exempt	\$ 224.56
FULL TIME	Non-Exempt	\$ 303.04	FULL TIME	Non-Exempt	\$ 143.04
FULL TIME	Non-Exempt	\$ 220.40	FULL TIME	Non-Exempt	\$ 224.56
FULL TIME	Non-Exempt	\$ 146.32	FULL TIME	Non-Exempt	\$ 146.32
FULL TIME	Non-Exempt	\$ 254.56	FULL TIME	Non-Exempt	\$ 220.40
FULL TIME	Non-Exempt	\$ 191.52	FULL TIME	Non-Exempt	\$ 254.56
FULL TIME	Non-Exempt	\$ 191.52	FULL TIME	Non-Exempt	\$ 173.20
FULL TIME	Non-Exempt	\$ 136.40	FULL TIME	Non-Exempt	\$ 132.40
FULL TIME	Non-Exempt	\$ 142.08	FULL TIME	Non-Exempt	\$ 237.60
FULL TIME	Non-Exempt	\$ 220.40	FULL TIME	Non-Exempt	\$ 143.36
FULL TIME	Non-Exempt	\$ 132.40			\$ 7,695.36
FULL TIME	Non-Exempt	\$ 175.44	TOTAL HOLIDAY PAY		\$ 15,904.32

STAFF OPERATIONS

POSITION DESCRIPTION

Position Title: RECREATION [SUPERVISORDIRECTOR](#)

Department: Community Facilities/Recreation

Reports To: Executive Director

OVERALL FUNCTION

Provides comprehensive management of the Leisure World recreation programs, including clubhouses, aquatic facility, fitness center, golf course, clubs, amphitheatre, social, and educational activities for shareholders/members and their guests. Ensures that community facilities are staffed, equipped, maintained and set-up for shareholders' and/or members' use. Also, oversees the custodial contractors.

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

Essential Functions

- Plans, organizes, and supervises all clubhouse social, educational and recreational activities and/or programs.
- Plans and approves all amphitheatre shows which include selection of the entertainers, fee negotiations with agents and publicity arrangements.
- Prepares and maintains a computerized master calendar of reservations for the various facilities.
- Directs sponsorship opportunities and interfaces with current and potential future sponsors.
- Supervises, trains and evaluates performance of the Recreation Department staff and interviews applicants for employment within the department.
- Assists in the preparation of the annual department budget, monitors expenditures and purchases.
- Meets with volunteer instructors to coordinate type of classes offered, and class schedules.
- Interacts, communicates, and works with individuals, group and committees to promote interest and develop recreation programs. Makes presentations as needed.
- Oversees and advises custodial services contractor; maintains close coordination with custodial supervisors.
- Undertakes special projects as assigned by the Executive Director.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Five (5) years experience in a recreation program, including two (2) years of supervisory experience, preferably from an adult community.
- Ability to comprehend and negotiate entertainment contracts.

Physical Abilities

- Work involves detailed concentration for long periods of time (2 plus hours) in a modified office environment and in an outdoor setting. There may be an occasional need to lift and carry up to 25 pounds.
- Some standing, walking, lifting, carrying, climbing and kneeling.

Mental Abilities

- Ability to organize and prioritize assignments so that deadlines are met.
- Ability to communicate effectively with Board Directors, GRF Directors, shareholder, vendors, co-workers and management personnel.
- Ability to use diplomacy and sound judgment.

Education

- Bachelor's degree with a concentration in Recreation, Leisure management or closely related field from an accredited college or university.

License/Certificates

- A valid California Driver's License, satisfactory driving record, and proof of insurance are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- None.

WORK ENVIRONMENT

- Normal indoor office environment, however, some outdoor work with exposure to weather conditions.

TOOLS AND EQUIPMENT USED

- Computer, telephone, fax, copier, calculator.

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.

Updated: 1-1-2014

STAFF OPERATIONS

POSITION DESCRIPTION

Position Title: MEDIA ADMINISTRATIVE ASSISTANT

Department: Golden Rain News

Reports To: [Media Manager Communications & Technology Director](#)

OVERALL FUNCTION

Coordinates operation of the front office for the Golden Rain News Department, as well as classified advertising sales and page production and support for both print and online communications initiatives.

Essential Functions

- [Maintains professional front office and lobby. Greets all visitors and answers phones and departmental e-mails, providing customer service to visitors, customers, vendors and other callers.](#)
- [Coordinates the daily operations of the front office and all](#)~~Receives orders for classified advertising efforts.~~ [Advises and assists classified customers in the creation and strategic placement of their advertisements.](#)
- [Coordinates administrative support services for the department, including ordering supplies and managing inventory, and maintaining accurate operations documents and procedures for reference.](#)
- [Attends and acts as Recording Secretary at all Publication Committee meetings. This includes arranging the agenda planning meeting, preparing the agenda, recording minutes of the meeting and preparing final meeting minutes for committee approval.](#)
- Serves as the department's primary administrative support liaison with counterparts in all other Golden Rain Foundation departments, as well as vendors and other third-party entities.
- [Maintains a high level of knowledge in all administrative and operational systems and software, p](#)~~Provides~~ [sing first-tier support to all department staff on all administrative and operational systems and software.](#)
- [Utilizes appropriate operational software to update calendars, create new project templates and reports, and other tasks as needed.](#)
- [Modifies design and produces layouts for digital billboards and sales support materials.](#)
- Coordinates with department management in providing department staff with approved training activities, including making arrangements for off-site classes, seminars, and workshops [and processing payments for outside training.](#)

- ~~Advises and assists classified customers in the creation and strategic placement of their advertisements.~~
- Receives and processes the requisite forms, calculates costs, issues receipts, ~~and~~ records the subsequent editorial and accounting information into the appropriate electronic systems, and runs accounting reports on all cash and credit card transactions.
- Proofreads classified ads and coordinates special requests with department's prepress specialists.
- Places classified ads into digital document files on schedule.
- Tracks live, expired and suspended classified ads and provides sales and status reports to department management.
- Enters cash received for classified and display ads in the appropriate forms, both physical and online, and ensures that cash and accompanying paperwork are delivered to the appropriate staff in the Finance department.
- Coordinates with and assists display advertising specialists with account processing, record-keeping, payments and other services as needed.
- ~~Greets visitors and answers telephone and e-mail messages.~~
- ~~Orders office supplies.~~

Non-Essential Functions

- Assists news editors and prepress specialists as needed, including proofreading.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Demonstrated experience in providing excellent customer service, preferably in a high-level administrative or supervisory role.
- Maintains a high level of knowledge in all administrative and operational systems and software.
- Knowledge of basic advertising principles and the creative and financial processes necessary to apply those principles to effective communications production, both print and online.
- High level of knowledge of English composition, spelling, grammar and punctuation.
- Demonstrated experience with contemporary publishing software.
- Demonstrated experience in office-related coaching and training.
- Expert proficiency in business communications with Microsoft Word and Excel; demonstrated experience in preparation of reports and presentations.
- High level of speed and accuracy in typing and data entry, as well as proofreading and other publishing quality-assurance activities under considerable deadline pressure.

- Demonstrated experience with basic accounting and office financial principles and procedures, as well as use of related software.

Physical Abilities

- Close vision and color vision is necessary for digital production

Mental Abilities

- High-level ability to work with customers, residents, co-workers and supervisors
- High-level ability to organize and prioritize a broad range of administrative, training, production and quality-control activities, at times under considerable deadline pressure.
- Demonstrated experience in applying diplomacy and sound judgment
- Must be a life-long learner and eager to investigate new procedures and software

Licenses and Certificates

- Adobe, Microsoft and/or online training (i.e., Lynda.com) certification preferred.

Personal Protective Equipment

None

Work Environment

Normal indoor conditions.

Tools and Equipment Used

Standard office equipment (computers, calculators, copiers, etc.)

STAFF OPERATIONS

3091.1

POSITION DESCRIPTION

Position Title: ~~ADMINISTRATIVE ASSISTANT TO THE EXECUTIVE DIRECTOR~~

Department: Administration

Reports To: Executive ~~Coordinator~~ Director

OVERALL FUNCTION

Performs a broad range of administrative duties for the Executive Director ~~Coordinator~~ and Administration Department.

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

Essential Functions

- Assists Board members, Mutual directors, managers and Foundation shareholders and/or members in solving problems and answering questions.
- ~~Contact point for correspondence to and from GRF attorneys; maintains legal files.~~
- Liaison with insurance broker on all commercial lines and management liability insurance matters.
- Maintains and updates files/books of commercial lines and management liability insurance policies.
- Prepares ~~write-ups~~ ~~action requests/resolutions~~ for GRF Board of Directors ~~agenda packet~~.
- Proofreads GRF correspondence, ~~write-ups~~ ~~action requests/resolutions~~, agendas, and minutes.
- ~~Prepares updates to Mutual and Golden Rain Foundation policies; distributes policies to staff and departments; uploads policies to websites.~~
- ~~Prepares documents for annual elections; prepares ballots for submission to election company.~~
- Processes telephone calls and correspondence for the Executive Director office.

- Assists the Executive Coordinator with ~~Prepares~~ preparation and maintenance of maintains calendars, and ~~schedules~~ appointments for Executive Director.
- Prepares agendas, materials and ~~write-ups~~ action requests/resolutions for Finance and ~~ITS~~ various Committees; attends meetings, records discussions and actions, composes and publishes minutes and Committee Summary.
- ~~Prepares agendas, materials, and write-ups for the quarterly Treasurers' Group meeting; attends meetings, records discussions and actions, composes and publishes minutes.~~
- Records and maintains files on accidents involving Foundation members; works with insurance companies and assists in resolving issues pertaining to accidents or injuries.
- Prepares various reports for distribution to managers, Board of Directors and Mutual Board Presidents.
- ~~Disperses petty cash for the department; reconciles receipts and prepares report.~~
- ~~Plans, prepares and organizes director appreciation luncheon (200 people).~~
- ~~Plans, organizes and organizes staff luncheon (160 people).~~
- Assists the Executive Coordinator with preparation and planning of GRF BOD events Annual Dinner.
- Works with outside agencies, as needed, to bring presentations for the community.
- Undertakes special projects as assigned by the Executive Director and/or the Executive Coordinator.

Non-Essential Functions

- Serves as a back-up for Assistant to the President the Executive Coordinator.

QUALIFICATIONS

REQUIRED

3901.1

Knowledge, Skills and Abilities

- Knowledge of business composition, spelling, grammar, and punctuation.
- ~~Ability to take shorthand or speed writing at a rate of speed sufficient to produce accurate minutes.~~
- Ability to use personal computer and Microsoft Office Suite - Word, Excel, Outlook, intermediate to advanced level of proficiency.
- Ability to type 70-55 words per minute.
- Skill in office procedures including filing and telephone etiquette.

- Five (5) + years experience in the private or public sector as an ~~Executive Secretary or~~ Administrative Assistant to a senior level executive.
- ~~Knowledge of corporate property and casualty insurance.~~

Physical Abilities

- Close vision necessary.
- Occasional bending, stooping and kneeling.

Mental Abilities

- Ability to maintain confidentiality; organize and prioritize work; and use diplomacy and sound judgment.
- Ability to communicate effectively.
- Ability to concentrate and listen attentively to meeting participants.
- Ability to work effectively with GRF Board of Directors, Mutual Officers, shareholders, co-workers and outside agencies and/or vendors.
- Ability to work with minimal supervision.

Education

- High school graduate required.
- A.A. or A.A.S. in Business Administration preferred.

Licenses/Certificates

- Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- None.

WORK ENVIRONMENT

- Normal indoor conditions.

TOOLS AND EQUIPMENT USED

- Computer, copier, calculator, telephone, ~~fax and report binding machines.~~

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.

Approved: 19 Sep 00

Amended: 21 Apr 11

Amended:

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STAFF OPERATIONS**POSITION DESCRIPTION**

Position Title: ~~STOCK TRANSFER MANAGER~~ **ELECTIONS SPECIALIST**

Department: Stock Transfer

Reports To: Executive Director

OVERALL FUNCTION

Coordinates and administers the election process for the Mutual corporations and the Golden Rain Foundation (GRF).

~~Supervises the functions of the Stock Transfer Department and the Distribution Center.~~

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

Essential Functions

- ~~Supervises, trains and evaluates performance of Stock Transfer Assistants and Distribution Clerks; interviews applicants for employment within department.~~
- ~~Prepares documents related to transfers of ownership of stock certificates; collects fees for transfers. Reviews all trust documents for legal content prior to transfers by trusts.~~
- ~~Maintains a working knowledge of current Court Orders pertinent to transfers of stock ownership, disseminates information to related staff.~~
- ~~Prepares and processes documents related to transfer by escrow; collects escrow fees and processes escrow payout checks.~~
- ~~Answers inquiries relating to stock transfers from residents, family members, Escrow Officers, and Resales Office personnel.~~
- **Prepares election calendar per requirements of Mutual and GRF Bylaws and the Davis-Stirling Act.**
- **Prepares election materials including applications, rosters and ballots.**
- **Communicates regularly on election matters with the appointed inspectors of election, GRF Executive Committee, Mutual Presidents, Administration and Mutual Administration departments.**
- Coordinates problem resolutions on **election-related** ~~Stock Transfer~~ issues with Mutual Presidents **and GRF Executive Committee.**
- **Communicate with Mutual attorneys when necessary for bylaw amendment material.**
- **Reviews election materials with Mutual Presidents and GRF Executive Committee in timely manner. Conduct quorum and estate checks per election schedule.**
- **Sends election materials to inspectors of election according to election calendar.**
- **Coordinate election reports and recaps. Arrange for posting of election report in six (6) clubhouses by Distribution personnel.**
- **Assist with special GRF elections due to director death or resignation. Arrange for postcards to be sent to the Mutual membership in a timely manner. Review all election-related materials, including applications, schedules and ballots, with GRF officers.**
- **Prepare election procedure book to include instructions on Mutual annual elections,**

GRF annual elections, and GRF special elections.

- ~~Coordinates and processes problem resolutions with surviving family heirs, Powers of Attorney, Executors, Conservators and Attorneys.~~
- ~~Assists various county agencies (Public Administrator and Adult Protective Services).~~
- ~~Assists in the voting process of the Mutual Corporations and the Golden Rain Foundation.~~
- ~~Coordinates duplication, sorting and envelope inserts of annual Golden Rain Foundation and Mutual Budget mail-outs to all Mutual residents including annual Mutual Tax Assistance mail-outs.~~
- ~~Attends lawsuit-related hearings and depositions as Custodian of Records for Golden Rain Foundation and Mutual corporations.~~
- ~~Coordinates the preparation and processing of all documents related to Pet Registration Program and Caregiver Pass Program.~~
- Assists Accounting Department in processing Escape Tax Program.
- Develops various monthly reports of transfers, deaths, death certificate follow-up, escrows, pet registration and service pass distribution.
- Performs duties of Stock Transfer Assistants or Distribution Clerks when necessary.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Three (3) year's office supervisory experience
- Knowledge of escrow procedures.
- Computer literate and knowledge of business software.
- Skill in office procedures including telephone etiquette.

Physical Abilities

- Frequent standing, walking, stooping, reaching and handling.
- Ability to lift up to 20 pounds.
- Close vision necessary.

Mental Abilities

- Ability to supervise at least four (4) employees.
- Ability to maintain confidentiality.
- Ability to deal effectively with co-workers, Board Directors, shareholders and/or members and family members, Resales Office personnel and Escrow Officers.
- Ability to use diplomacy and sound judgment.

Education

- High school graduate required.
- A.A. or A.A.S. degree in Business Administration or equivalent preferred.

Licenses/Certificates

- Valid California driver license and a satisfactory driving record are conditions of initial

- and continued employment.
- Notary Public Commission Preferred

PERSONAL PROTECTIVE EQUIPMENT

- None.

WORK ENVIRONMEN

- Normal indoor conditions.

TOOLS AND EQUIPMENT USED

- Computer, copier, fax, phone, postal meter.

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: 16 Oct 01

Amended: 12 May 11

Amended: 14 Oct 16

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MEMO

TO: EXECUTIVE COMMITTEE
FROM: PAUL BRISTOW, SECURITY SERVICES DIRECTOR
SUBJECT: PART TIME COVERSION TO FULL TIME OFFICERS
DATE: 07/5/17
CC: RANDY ANKENY, EXECUTIVE DIRECTOR & FILE

Current Status

The security departments staffing currently consist's of mostly part time officers, two full time traffic enforcement positions have recently been added at 40 hours per officer, this is addition to three full time watch commanders, total full time, 200 hours. In caparison the department has 1,424 hours filled by part time officers.

Issues

Training

This is a significant hurdle when dealing with personnel who may only be on site for one or days days a week.

Communications

Leisure world has a continual flow of information, from parking issues, access control, events etc. part time staff cannot be kept up to date, this is especially problematic when dealing with positions such as dispatch or patrol.

Turn over and hiring

It is extremely difficult to hire and retain officers for part time positions.

Headcount

Although moving from part time to full does increase benefit cost, it does reduce headcount.

Scheduling

A significant amount of time is currently spent producing and keeping the schedule current, unfortunately there is a tendency for part time officers to be absent more frequently than full time, this takes the watch commanders and security manager away from supervisory duties.

Full time positions

By converting 400 hours of part time headcount we will gain 10 full time headcount of 40 hours each per week.

As a consequence we will reduce the part time headcount by a minimum of 20 headcount. An accurate reduction cannot be calculated until implantation as officers are working schedules from 4 hours to 28 hours per week.

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MEMO

TO: EXECUTIVE COMMITTEE
FROM: PAUL BRISTOW, SECURITY SERVICES DIRECTOR
SUBJECT: ADDITIONAL HOURS FOR TRAINING
DATE: 07/5/17
CC: RANDY ANKENY, EXECUTIVE DIRECTOR & FILE

Training

Training has a significant impact on departments in general, the security department of any organization is especially impacted by its training curriculum. We are intending to use several methods to deliver training including on line and one on one by supervision and training officers. Part of any training program for officers is formal classroom format, this type of training affords the opportunity to present guest speakers such as human resources, present PowerPoint training, run through scenarios, and to ensure that all officers receive exactly the same message.

Frequent short training is absorbed, we are requesting additional funds to support 2 hours of training bi-monthly per officer and watch commander this translates to 1,128 hours per year at a cost of \$13,884.00 annually.

Requested funds = \$13,884.00

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GOLDEN RAIN OPERATIONS**Real Property Acreage****1. TRUST PROPERTY**

	<u>Description</u>	<u>Acreage</u>	<u>Total Acreage</u>
95-641-04	Clubhouse #One and Picnic Area	1.85	
95-661-20	Clubhouse #Two and Car Wash	1.50	
95-671-29	Clubhouse #Three	2.03	
95-781-18	Golf Course & Swimming Pool	7.95	
95-651-04	Maintenance Yard	.68	
95-651-14	Medical, Amphitheater & CH 5	7.65	
95-641-03	Proposed Well Site	.09	
95-681-15	Small Lot	<u>.21</u>	
			21.96

2. NON-TRUST PROPERTY (Fully owned by GRF in its own name)

95-651-21	Westminster-Railway & Purchasing Dock	2.17	
95-651-20	Westminster-Drainage Ditch	.50	
95-651-03	Maintenance Yard Alley	.09	
95-661-01	Candlebrook Alley Parking	.72	
95-671-30	Clubhouse #4 NuVision Credit Union	3.59	
95-681-25	Caltrans Lot (Mini-Farms)	1.84	
95-691-05	Trailer Park	5.51	
95-671-32	Triangle at Library	.07	
95-671-33	Library Buildings & Superwire Office	<u>.75</u>	
			15.24

3. MUTUAL PROPERTY (Grant Deeds conveyed to Mutuals by GRF in exchange for money)

Mutual No. One	52.91
Mutual No. Two	58.01
Mutual No. Three	25.18
Mutual No. Four	24.75
Mutual No. Five	30.52

(Jul 09)

GOLDEN RAIN OPERATIONSReal Property Acreage3. MUTUAL PROPERTY (Grant Deeds conveyed to Mutuals by GRF in exchange for money) (Cont'd)

<u>Description</u>	<u>Acreage</u>	<u>Total Acreage</u>
Mutual No. Six	26.02	
Mutual No. Seven	27.36	
Mutual No. Eight	24.85	
Mutual No. Nine	27.62	
Mutual No. Ten	18.21	
Mutual No. Eleven	22.92	
Mutual No. Twelve	30.77	
Mutual No. Fourteen	22.67	
Mutual No. Fifteen	35.48	
Mutual No. Sixteen	4.96	
Mutual No. Seventeen	<u>4.93</u>	
		437.16

4. TRUST STREETS

Alderwood	.94	Medinac	.21
Annandale	1.36	Merion Way	1.41
Brookline	.37	McKinney Way	.55
(Includes Exmoore)		Monterey Road	1.68
Burning Tree	.46	Nassau	1.40
Canoe Brook	1.20	Northwood	3.13
Cedar Crest	.53	Oak Hills	.76
Church Place	.61	Oakmont	1.65
Danbury	.22	Pelham	1.00
Del Monte	4.05	Prestwick	.17
El Dorado	4.65	Shawnee	.23
Fairfield	1.21	Skokie	.23
(North & South)		Southport	.23
Fresh Meadow	.35	St. Andrews	9.65
Glenview		St. John	.79

(Jul 09)

GOLDEN RAIN OPERATIONS**Real Property Acreage**

(Includes Haylake)	.55	Sea View	.44	
*Golden Rain Road	13.04	Sunningdale	.78	
				<u>Total</u>
	<u>Description</u>		<u>Acreage</u>	<u>Acreage</u>
Homewood	.27	Scioto	.23	
Interlachen	1.48	Tam O'Shanter	.39	
Kenwood	.23	Twin Hills	.36	
Knollwood	.38	Thunderbird	1.81	
Mayfield	.31	Weeburn	.27	
		Wentworth	.19	
				59.77

5. TOTAL ACREAGE

TRUST PROPERTY (Deeds held by GRF in Trust)	21.96	
NON-TRUST PROPERTY (Owned solely by GRF in its own name)	15.54	
MUTUAL PROPERTY (Grant Deeds from GRF)	437.16	
TRUST STREETS (Land excepted from Grant Deeds to MU)	<u>59.77</u>	
		534.13

6. POSSIBLE NON-TRUST BUILDINGS ON TRUST LAND

- A. Administration Building
- B. Post Office
- C. Clubhouse Six

*This includes Resales Office Site and Main Gate/Globe Site

Policy

Adopted: 21 Mar 72
 Revised: 13 Jun 73
 Revised: 05 Feb 76
 Revised: 30 Sep 81
 Revised: 01 Oct 92
 Revised: 21 May 96
 Revised: 31 Jul 09

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Jul 09)

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Golden Rain Foundation Executive Committee Human Resources Report – July 14, 2017

Below are the budget variances as of the end of June 2017.

- 1) **GRF – Budget Variance Information** – GRF has a year-to-date favorable variance of **\$308,768** in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses				
6100000	Salaries & Wages	3,620,034	3,778,448	158,414
6100001	Vacation Accrual Expense	(6,099)	0	6,099
6101000	Commissions	20,390	21,001	611
6140000	Employment Taxes	316,590	357,771	41,181
6142000	Workers' Compensation	207,643	260,664	53,021
6143000	Group Insurance - Medical	359,650	397,176	37,526
6143300	Group Insurance - Dental	8,685	8,118	(567)
6143500	Group Insurance - Vision	4,949	5,796	847
6144000	401(k) Match	64,885	70,201	5,316
6145000	Group Insurance - Life	12,885	13,848	963
6146000	Long Term Disability Insurance	10,795	16,152	5,357

- 2) **Cost Center 20 – Human Resources Budget Variance Information** – The Human Resources department has a year-to-date favorable variance of **\$859** 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	105,858	103,896	(1,962)
6100001 20	Vacation Accrual Expense - Human Resources	(6,099)	0	6,099
6140000 20	Employment Taxes - Human Resources	8,350	8,547	197
6142000 20	Workers' Compensation - Human Resources	2,692	3,504	812
6143000 20	Group Insurance - Medical - Human Resources	11,207	14,340	3,133
6143300 20	Group Insurance - Dental - Human Resources	286	282	(4)
6143500 20	Group Insurance - Vision - Human Resources	144	192	48
6144000 20	401(k) Match - Human Resources	1,938	1,910	(28)
6145000 20	Group Insurance - Life - Human Resources	331	354	23
6146000 20	Long Term Disability Insurance - Human Resources	382	414	32
6210006 20	FSA Administration Fees - Human Resources	430	0	(430)
6210010 20	Fraud Hotline - Human Resources	640	704	64
6211000 20	Continuing Education - Human Resources	0	120	120
6211100 20	Employee Incentives - Human Resources	13	0	(13)
6212000 20	Employee Exams - Human Resources	705	135	(570)
6212005 20	Employee Drivers License Inquiry - Human Resources	50	132	82
6213000 20	Employee Recruitment - Human Resources	2,189	1,800	(389)
6213005 20	Employment Screening - Human Resources	3,137	3,780	643
6214500 20	Gifts - Human Resources	100	180	80
6410000 20	Office Supplies - Human Resources	1,028	300	(728)
6410015 20	Computer Supplies - Human Resources	373	0	(373)
6410030 20	Printer / Copier Supplies - Human Resources	164	270	106
6410035 20	Refreshments - Human Resources	67	275	208
6434110 20	Legal Fees - HR - Human Resources	4,192	3,600	(592)
6482000 20	Dues, Memberships & Books - Human Resources	150	550	400
	Total Expenses	138,327	145,285	6,958

3) Cost Center 22 – Emergency Preparedness Budget Variance Information – The Emergency Preparedness department has a year-to-date favorable variance of \$1,678

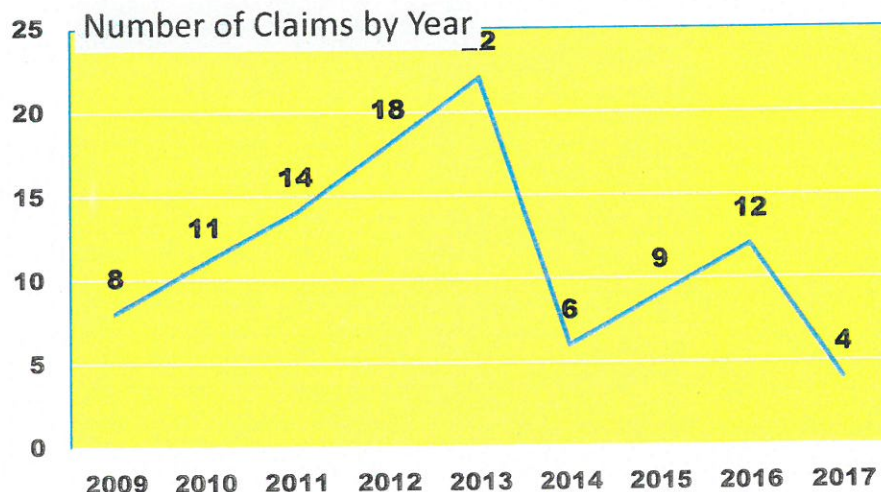
Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Emergency Preparedness				
6100000 22	Salaries & Wages - Emergency Prepared	8,524	8,466	(58)
6140000 22	Employment Taxes - Emergency Prepared	619	1,048	429
6142000 22	Workers' Compensation - Emergency Prepar	673	834	161
6211000 22	Continuing Education - Emergency Prepare	155	825	670
6410045 22	Emergency Supplies - Emergency Preparedn	464	900	436
6422000 22	Telephone - Emergency Prepare	380	420	40
Total Expenses		10,815	12,493	1,678

4) Safety

- a. No claims in June, three (3) claims in May:
 - a. Bee sting
 - b. Twisted knee
 - c. Head contusion
- b. No lost time claims to date.

Workers Compensation - Job Accident Information by Month

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



Golden Rain Foundation Executive Committee

Staff Member Information

Data as of
June 30, 2017 unless noted otherwise

5) Recruitment

Openings in June:

<i>Position</i>		<i>Status</i>	<i>Dept.</i>
Stock Transfer Manager	1 Full-time	Accepting applications	33 – Stock Transfer
Advertising Salesperson	1 Full-time	Accepting applications	36 – News
Security Officers	4 Part-time	Accepting Applications/Interviewing	37 – Security
Mechanic	1 Full-Time	Accepting Applications	38 - Transportation
Bus Drivers	1 Part-time	Interviews in progress	38 – Transportation
Building Inspector	1 Full-time	Interviews in progress	70 – Physical Property
Service Desk Clerk	1 Full-time	Accepting Applications	74 – Service Maintenance
Electrician	1 Full-time	Interviews in progress	74 – Service Maintenance
Total Openings	13		

6) Staff Counts – As of 06-30-2017

Current Staff Count – 234	<i>Hires</i>	<i>Separations</i>	<i>Promotions</i>
• MAY & JUN 2017	12	10	3
• YTD 2017	30	30	8
• 2016	48	42	14

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

<i>2017 Data as of 06/30/2017</i>	<i>NEW HIRES</i>		<i>SEPARATIONS</i>	
	<i>2017 To Date</i>	<i>2016 Actual</i>	<i>2017 To Date</i>	<i>2016 Actual</i>
ADMINISTRATION				
FINANCE		1		
GOLF				
HUMAN RESOURCES	1		1	
INFORMATION TECHNOLOGY SVS				
LIBRARY		1	2	2
MUTUAL ADMINISTRATION	1	2		6
NEWS		1	2	
PHYSICAL PROPERTY	3	2	1	1
PURCHASING				
RECREATION (includes Exercise/Pool)	3	2		1
SECURITY	12	25	15	19
SERVICE MAINTENANCE	8	7	6	8
STOCK TRANSFER	2	<i>(included in MAC)</i>	2	<i>(included in MAC)</i>
TRANSPORTATION		7	1	5
GRAND TOTAL	30	48	30	42

8) 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	2	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	5	0
36 – News	1	5	0	0
37 – Security	3	6	65	4
38 – Transportation	1	3	24	0
40 – Community Facilities	1	3	2	0
46 – Golf Course	0	0	5	0
48 – Swimming Pool	0	0	6	0
55 – Exercise Room	0	0	6	0
70 – Physical Properties	1	14	1	0
74 – Service Maintenance	2	32	2	0
MAC – Mutual Administration	3	4	0	0
Total	23	87	119	5
Total Employee Count	234			

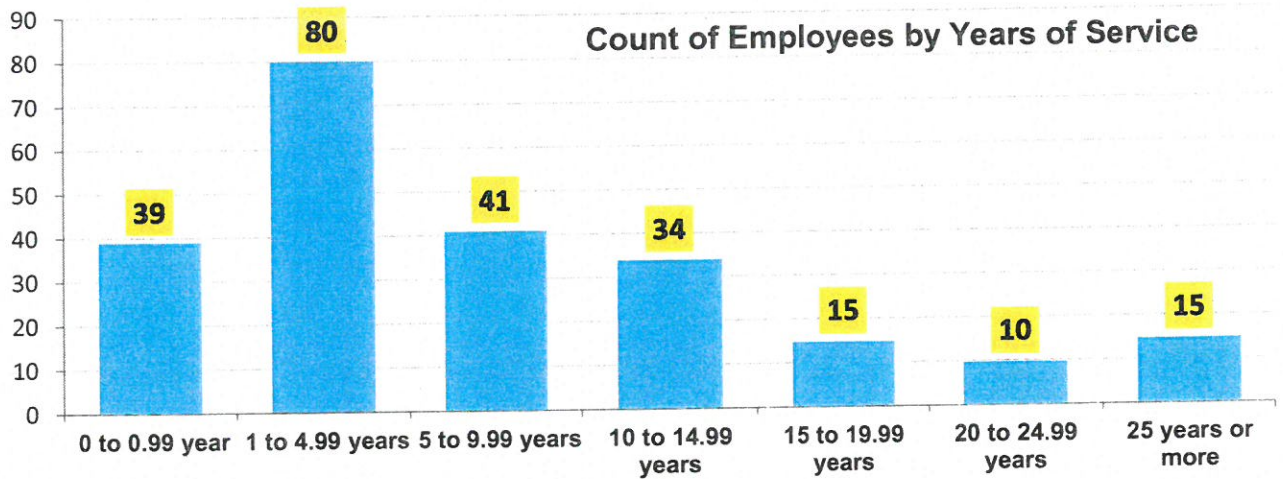
Summary

Employee Type	Count	% of Total
Full-time	110	47.0%
Part-time	119	50.9%
Per Diem	5	2.1%
Total	234	

- FULL TIME
- PART TIME
- PER DIEM

9) Demographics

Category	All Employees	Full-Time	Part-Time	Per Diem
Years of Service	8.2	10.7	6.0	7.0
Average Hourly Rate	\$19.94	\$26.81	\$13.84	\$14.04



Employees with 25 Years or More of Service

44.2 yrs Juan Robledo – Service Maint.	30.8 yrs Edgar Santamaria – Service Maint.
43.8 yrs Ruben Gonzalez – Service Maint.	29.1 yrs Ruth Osborn – News
38.2 yrs Jesus Lopez – Service Maint.	28.7 yrs Richard Stolarz – Service Maint.
37.2 yrs Barry Holland – ITS	28.6 yrs Eila Van Sauter – Transportation
36.8 yrs Mark Weaver – Community Facilities	25.8 yrs David Van Horn – Physical Property
36.2 yrs Grant Winford – Transportation	25.5 yrs Gerald Antisdell – Physical Property
34.0 yrs Cathie Merz – News	25.0 yrs Felix Rac – Service Maintenance
33.0 yrs Terry De Leon – Recreation	

10) Employees Working Greater Than 28 Hours in a Week

Updated 06/22/2017 by MWKerr - Hours listed by week ending date

CC	6/18	6/11	6/4	5/28	5/21	5/14	5/7	4/30	4/23	4/16
35	30.00				30.00	30.00	30.00	30.75	30.00	30.00
37					32.00	32.00				
37					30.00	29.00				
37				32.00						
37	30.25					32.00				
37		32.00								
37	31.50									
37	30.00									
37	29.25									
37			30.00	31.00		30.00				
37			32.00		33.00		29.75			
37								32.00		
37	32.75									
37	34.00									
37		32.00								
37	32.00	32.00		32.00			32.00			
37	31.75	29.50			31.50					
37				31.50						
37		31.75					29.50			
37	28.25									
37	32.00		31.00							
37	34.00									
37	34.00					36.00				
37	32.00				32.00		32.00			
37					31.50					
37	34.00									
37					32.00	29.00				
38				30.00						
40			28.50							

11)Overtime

There is an *unfavorable* variance of **\$2,572.10** for June and an *unfavorable* variance of **\$32,706.81** for 2017 to date.

Overtime by Month	Total OT Worked	2017 OT Billable Hrs to Mutuals	2017 OT Billable \$ to Mutuals @ \$58.50	2017 Overtime Hours – Less Billable to Mutuals	2017 Overtime Dollars – Less Billable to Mutuals	2016 Overtime Hours – Less Billable to Mutuals	2016 Overtime Dollars – Less Billable to Mutuals
January	272.25	82.25	\$3,207.75	190.00	\$6,494.90	143.00	\$4,499.39
February	341.75	114.50	\$4,580.00	227.25	\$7,631.45	133.00	\$2,606.91
March	499.25	42.25	\$1,690.00	457.00	\$16,152.88	154.50	\$2,318.02
April	235.00	31.50	\$1,260.00	203.50	\$7,136.76	226.25	\$ 374.71
May	221.00	74.25	\$2,970.00	146.75	\$5,006.70	182.00	\$3,517.69
June	261.00	100.00	\$4,000.00	161.00	\$5,039.02	137.50	\$1,918.18
July						171.00	\$3,801.45
August						123.50	\$3,001.76
September						204.50	\$5,458.32
October						107.75	\$2,300.26
November						203.00	\$3,726.86
December						293.75	\$7,702.64

Overtime Detail for June - Prepared by MWKerr 06/30/17 (Check date 06/23/2017)

Cost Center	CURRENT MONTH			EXPENSE		
	HOURS			EXPENSE		
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20 Human Resources	8.00	0.00	(8.00)	\$345.90	\$0.00	(\$345.90)
22 Emergency Preparedness	0.50	0.00	(0.50)	\$24.30	\$0.00	(\$24.30)
30 Administration	0.50	17.33	16.83	\$14.00	\$519.25	\$505.25
31 Finance	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
32 Purchasing	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
33 Stock Transfer	23.00	0.00	(23.00)	\$661.02	\$0.00	(\$661.02)
34 Information Technology Services	0.25	1.00	0.75	\$10.17	\$50.83	\$40.66
35 Library	0.00	0.83	0.83	\$0.00	\$23.58	\$23.58
36 News	3.25	20.83	17.58	\$111.70	\$710.50	\$598.80
37 Security	32.25	23.33	(8.92)	\$814.45	\$522.50	(\$291.95)
38 Transportation	0.00	1.92	1.92	\$0.00	\$38.75	\$38.75
40 Community Facilities	5.25	6.67	1.42	\$144.04	\$182.92	\$38.88
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	1.50	8.33	6.83	\$49.34	\$297.92	\$248.58
74 Service Maintenance	168.50	0.00	(168.50)	\$6,143.55	\$0.00	(\$6,143.55)
(Less) Billable to mutuals	(100.00)			(\$4,000.00)	Approx.	
75 Service Maintenance	18.00	0.00	(18.00)	\$720.55	\$0.00	(\$720.55)
MAC Mutual Administration	0.00	4.00	4.00	\$0.00	\$120.67	\$120.67
Totals	161.00	84.25	(76.75)	\$5,039.02	\$2,466.92	(\$2,572.10)

12) Retirement – Employee 401(k) Plan

- For 2017, the amount employees may contribute to their 401(k) plan is \$18,000 per year plus the additional “catch-up” provision for employees over 50 is \$6,000.
 - At the end of June, total plan assets are \$9,460,216.16
 - 2017 YTD Employee Contributions \$206,259.04* Average Per Month \$34,376.51
 - 2017 YTD GRF Matching Contributions \$64,885.06* Average Per Month \$10,814.18
- *Through check date 06/23/2017

13) Anti-Fraud Compliance Hotline Reports

Program started in May 2014

<i>Program Summary</i>	<i># of Reports</i>
Reports Since Start of Program	None
Closed Reports	Not Applicable
Open Reports	Not Applicable
New Reports this Month	None

14) Gift Log – Available Upon Request

Executive Committee Report compiled by: *Cindy Flynn, Human Resources Director*
July 14, 2017

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Golden Rain Foundation
 July 14, 2017 Meeting of the Executive Committee
 Budget Comparison Report CC29, 30 & 55 – June 2017

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration Building				
6410005 29	Building Supplies - Administration Bldg	216	545	329
6420100 29	Electricity - Administration Bldg	10,129	10,703	574
6425100 29	Natural Gas - Administration Bldg	388	526	138
6471000 29	Building Repair & Maintenance - Administ	3,931	1,320	(2,611)
6477210 29	Pest Control - Administration Bldg	400	570	170
6478000 29	Service Contracts - Administration Bldg	1,624	1,810	186
6484000 29	Permits & Licenses - Administration Bldg	0	225	225
Total Expenses		16,689	15,699	(990)

Budget Variance Report - June 2017
Administration Building - CC 29

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6420100	Electricity	574	Favorable - Due to usage
6471000	Building Repair & Mntnc	(2,611)	Favorable-YTD repairs exceed budgeted
6477210	Pest Control	170	Favorable - Annual Termite Inspection not yet performed
6478000	Service Contracts	186	Favorable - Biannual Fire Inspection budgeted in CC29 but actual expenses charged to CC79.
6484000	Permits & Licenses	225	Favorable - Elevator permit not yet billed.
Total Explained Variances		(1,456)	

Golden Rain Foundation
 July 14, 2017 Meeting of the Executive Committee
 Budget Comparison Report CC29, 30 & 55 – June 2017

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration				
6100000 30	Salaries & Wages - Administration	177,879	187,090	9,211
6140000 30	Employment Taxes - Administration	13,966	13,037	(929)
6142000 30	Workers' Compensation - Administration	1,700	2,376	676
6143000 30	Group Insurance - Medical - Administrati	15,694	13,848	(1,846)
6143300 30	Group Insurance - Dental - Administratio	539	246	(293)
6143500 30	Group Insurance - Vision - Administratio	169	162	(7)
6144000 30	401(k) Match - Administration	1,234	1,206	(28)
6145000 30	Group Insurance - Life - Administration	759	822	63
6146000 30	Long Term Disability Insurance - Adminis	633	960	327
6211000 30	Continuing Education - Administration	0	450	450
6213100 30	Temporary Agency Fees - Administration	3,570	0	(3,570)
6214000 30	Meals & Special Events - Administration	5,784	5,500	(284)
6214500 30	Gifts - Administration	237	600	363
6215000 30	Mileage - Administration	2,986	3,100	114
6410000 30	Office Supplies - Administration	5,177	5,300	123
6410003 30	Board Office Supplies - Administration	506	1,050	544
6410010 30	Hospitality - Administration	1,257	940	(317)
6410015 30	Computer Supplies - Administration	4,031	1,500	(2,531)
6410025 30	Lunch Room Supplies - Administration	142	100	(42)
6410030 30	Printer / Copier Supplies - Administrati	2,094	2,400	306
6410035 30	Refreshments - Administration	1,010	750	(260)
6422000 30	Telephone - Administration	30,882	31,320	438
6434100 30	Legal Fees - General Counsel - Administr	15,841	25,000	9,159
6434105 30	Legal Fees - Litigation - Administration	54,001	6,000	(48,001)
6437100 30	Reserve Study - Administration	4,750	17,500	12,750
6438000 30	Other Professional Fees - Administration	595	3,300	2,705
6444000 30	Equipment Rental - Administration	2,256	2,262	6
6471000 30	Building Repair & Maintenance - Administ	0	0	0
6472000 30	Equipment Repair & Maintenance - Adminis	691	70	(621)
6478000 30	Service Contracts - Administration	7,480	6,050	(1,430)
6481000 30	Computer Maintenance & Software - Admini	279	0	(279)
6482000 30	Dues, Memberships & Books - Administrati	477	400	(77)
6484000 30	Permits & Licenses - Administration	35	35	0
6731000 30	Property & Liability Insurance - Adminis	211,584	235,032	23,448
6951000 30	Committee Discretionary Expense - Admini	0	1,000	1,000
	Total Expenses	568,237	569,406	1,169
5395000 30	Rental Income - Administration	9,007	23,778	(14,771)
5396000 30	Taxable Other Income - Administration	900	0	900
5396100 30	Taxable Other Income - Superwire - Admin	45,634	42,780	2,854
5397100 30	Taxable Interest Income - Administration	1,982	0	1,982
	Total Other Cost Recovery	83,072	90,107	(7,035)
5330000 30	Income / Refund from Mutuals - Administr	471,378	471,390	(12)
	Total Cost Recovery	554,450	561,497	(7,047)
	Net Income / (Expenses)	(13,787)	(7,910)	(5,878)

Golden Rain Foundation
 July 14, 2017 Meeting of the Executive Committee
 Budget Comparison Report CC29, 30 & 55 – June 2017

Budget Variance Report - June 2017
Administration - CC 30

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
61XXXXXX	Salaries, Wages, & Benefits	7,174	Favorable - Wages lower than budgeted
6213100	Temporary Agency Fees	(3,570)	Unfavorable - Temp used to fill key position
6434100	Legal Fees - General Counsel	9,159	Favorable - General Counsel bills held below YTD budget
6434105	Legal Fees - Litigation	(48,001)	Unfavorable - Legal fees exceed budget
6437100	Reserve Study	12,750	Favorable - Actual cost came in lower than budgeted
6731000	Property & Liability Insurance	23,448	Favorable - Actual cost came in lower than budgeted
5395000	Rental Income	(14,771)	Unfavorable - RV Lot contract not finalized
Total Explained Variances		<u><u>(13,811)</u></u>	

<u>Acct #</u>	<u>Description</u>	<u>Y-T-D Actual</u>	<u>Y-T-D Budget</u>	<u>Budget Variance</u>
Expenses - Building Five				
6410005 55	Building Supplies - Building Five	419	396	(23)
6410020 55	Equipment Expense - Building Five	(863)	250	1,113
6420100 55	Electricity - Building Five	10,273	8,856	(1,417)
6471000 55	Building Repair & Maintenance - Building	2,392	600	(1,792)
6472000 55	Equipment Repair & Maintenance - Buildin	583	499	(84)
6477210 55	Pest Control - Building Five	480	480	0
6478000 55	Service Contracts - Building Five	2,050	1,996	(54)
6484000 55	Permits & Licenses - Building Five	0	500	500
Total Expenses		15,333	13,577	(1,756)

Budget Variance Report - June 2017
Building Five - CC 55

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6471000	Building Repair & Maintenance	(1,792)	Unfavorable - Equipment for Conference Rm C
Total Explained Variances		<u><u>(1,792)</u></u>	