



FINANCE COMMITTEE MINUTES JANUARY 17, 2017

The meeting of the Finance Committee was called to order at 10:00 a.m. by Chair Hood and was held on Tuesday, January 17, 2017, in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Mr. P. Hood, Chair	Ms. P. Snowden
	Ms. L. Stone, Vice Chair	Mr. R. Stone
	Ms. S. Hopewell	Mrs. H. Tran
	Mr. B. Lukoff	Mrs. C. Damoci, Ex-Officio

Also	Mr. R. Ankeny, Executive Director
Present:	Ms. C. Miller, Director of Finance
	Ms. J. Rodgers, Purchasing Manager
	Mrs. L. Whitlock, Administrative Secretary
	Mrs. J. Reed, GRF Representative, Mutual Four
	Mrs. M. Greer, GRF Representative, Mutual Eleven
	Three Shareholders/Foundation Members

There being no objections, Chair Hood declared the reading of the Quorum Notification be dispensed with by unanimous consent.

The Chair stated that in accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the Finance Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting and a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to exceed three minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's committee meeting will be presented to the Board for approval following the approval of the committee meeting minutes in February, 2017.

CHAIR'S ANNOUNCEMENTS AND REPORTS

Chair Hood welcomed the Finance Committee Members, guests and staff, including GRF President, Carole Damoci; Executive Director, Randy Ankeny; Director of Finance, Carolyn Miller; Purchasing Manager, Julie Rodgers; and Administrative Secretary, Laura Whitlock. He also requested that members please wait to be called upon and to please turn off or silence their cell phones.

APPROVAL OF MINUTES

The minutes of the Finance Committee meeting of Tuesday, December 20, 2016, were approved as presented.

FINANCIALS

Ms. L. Stone MOTIONED, seconded by Ms. Hopewell and unanimously carried –

TO approve the Financial Statements for December 2016, as presented by the Director of Finance.

OLD BUSINESS**Approval of Lease**

Emergency Meals, a food delivery service, has recently changed their name to Leisure World Meals (LW Meals), who will provide meals the benefit of our shareholders and members. Their new lease agreement will be in effect from January 1, 2017 through December 31, 2017, utilizing Clubhouse Two, Room B and shall pay to the Golden Rain Foundation (GRF) an annual rent of \$1.00.

Mr. Lukoff MOTIONED, seconded by Ms. Hopewell and unanimously carried –

TO approve annual lease agreement with Leisure World Meals (Clubhouse 2, Room B), effective January 1, 2017 through December 31, 2017, and shall pay GRF an annual rent of \$1.00, per the attached exhibit.

Review of Audited Financial Statement Format

The Director of Finance reported that at January's Committee meeting, Mr. Minassian suggested reformatting some areas of our monthly financial statements.

It is the consensus of the Committee to direct the Director of Finance to compile all of the suggested changes to the Financial Statement Format and present it to the Committee for review and approval.

NEW BUSINESS**Capital Funding Request – Addition of Golf Cart Work Area at 1.8 Acre Area**

The Physical Property Committee (PPC) at its regular scheduled meeting on January 9, 2017, reviewed a request for improvements to Trust Property known as 1.8 Acres. It has been requested to add a 15' x 20' paved area with a 10' x 20' shade cover for the Rolling Thunder Golf Cart Club. Currently, no electricity is available in this area; however, a generator could be used until electrical service can be provided. The cost for a generator, air compressor and shed would cost \$2,400.

The PPC unanimously agreed to have MJ Jurado install a 10' x 20' shade cover, and pave 15' x 20' area with concrete in the total amount not to exceed \$19,200 and forward this request to the Finance Committee for funding review, then to the Board for final approval.

Ms. L. Stone MOTIONED, seconded by Mrs. Tran and unanimously carried –

TO approve and recommend to the Board, Capital funding request in an amount not to exceed \$19,200.00 for the purpose of MJ Jurado upgrading the 1.8 Acres area by installing a 10' x 20' shade cover and paving the 15' x 20' area with concrete for the Rolling Thunder Golf Cart Club and associated relative equipment and expenses.

New Capital Request – Storage Racks for Service Maintenance Department

The PPC at its regular scheduled meeting on January 9, 2017, reviewed a request for storage improvements in the Service Maintenance Department. Items of discussion included the replacement of work benches, storage racks and cabinets exceeding their useful life. The cost for materials and labor is \$14,902.60.

After the committee discussed the scope of work and cost provided, the PPC unanimously agreed to have the Service Maintenance Department install work benches, storage racks and cabinets in need of replacement in an amount not to exceed \$15,000 from Reserves and forward this request to the Finance Committee for funding review, then to the Board for final approval.

Ms. Snowden MOTIONED, seconded by Mr. Lukoff and unanimously carried –

TO approve and recommend to the Board, Reserves funding request in an amount not to exceed \$15,000.00 for the purchase and installation of work benches, storage racks and cabinets in need of replacement for the Service Maintenance Department.

New Capital Request – Purchasing Office Improvements

The PPC at its regular scheduled meeting on January 9, 2017, reviewed a request for improvements in the Purchasing Department. Items of discussion included: outdated work stations; the lack of heat in the un-insulated building; and quality of lighting. The following are the cost and needed repairs:

Description	Vendor/Department	Cost
Construct a new office area with insulation and LED lighting, Material and Labor	Service Maintenance	\$13,200.00
Replace 3 work stations	Talimar Systems	\$3,791.38
Installation of Heat Pump	Greenwood	\$3,600
	Project Total:	\$20,591.38

Ms. L. Stone MOTIONED, seconded by Mrs. Tran and unanimously carried –

TO approve and recommend to the Board, Capital funding request in an amount not to exceed \$20,600 for the Purchasing Office improvements, which include: Service Maintenance constructing a new office area with insulation and installation of LED lighting; purchase of three work-stations from Talimar Systems; and purchase and installation of a heat pump from Greenwood.

Operational Funding Request – Nationwide Fire Protection Services Contract

At its meeting on January 9, 2017, the Physical Property Committee (PPC) opened four (4) sealed bids out of a possible 14 requests that were sent out by the Physical Property Department for the annual testing of Trust Property fire alarm monitoring systems and maintaining service for monitoring the alarms for the Clubhouse. The bids are as follows:

Bidder	Total Bid 2017	Total Bid 2018	Total Bid 2019	Total 3 Years
Nationwide Fire	\$6,890	\$6,890	\$6,890	\$20,670
Western States Fire	\$9,464	\$10,264	\$9,464	\$29,192
Brethren Fire	\$33,200	\$28,950	\$28,950	\$91,000
Fire Safety First	\$37,760	\$33,510	\$33,510	\$104,780

Ms. Snowden MOTIONED, seconded by Ms. L. Stone and unanimously carried –

TO approve, if needed, and recommend to the Board, Operations funding request in an amount not to exceed \$20,670 for the purpose of awarding a 3-year contract to Nationwide Fire Protection for the annual testing of Trust Property fire alarm monitoring systems and to maintain service for the monitoring of the Clubhouse alarms.

POLICIES

It is the consensus of the Committee to review all policies as it relates to the Finance Committee. Copies of policies to be provided by staff.

STAFF REPORTS

Purchasing Manager

The Purchasing Manager provided reports and updates for the Committee's review.

Director of Finance

Ms. L. Stone MOTIONED, seconded by Ms. Hopewell and unanimously carried –

TO approve adding \$500,000 to the investment ladder and authorize the Director of Finance to purchase a 52-week CDAR for the month of January.

Executive Director

The Executive Director provided information and updates throughout the meeting. He also reported that an anonymous envelope was received today with a \$100 bill for the reimbursement for repairs to damaged fence at intersection of Golden Rain Road at the Channel.

PRESIDENT'S COMMENTS

President Damoci encouraged Committee members to refrain from spending money, with the exception of expenses from Capital and/or Reserves.

SHAREHOLDER COMMENTS

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

COMMITTEE MEMBERS COMMENTS

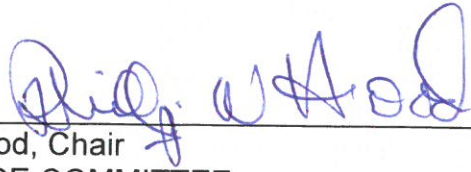
Six Committee members spoke on the proceedings and accomplishments of today's committee meeting.

Chair's Comments

Chair Hood thanked the Committee members, shareholders, and staff present for attending and participating in today's the meeting. He also mentioned that the next Finance Committee is scheduled for Tuesday, February 21, 2017.

ADJOURNMENT

Chair Hood adjourned the meeting at 11:21 p.m.

A handwritten signature in blue ink, appearing to read "Phil Hood", is written over a horizontal line.

Phil Hood, Chair
FINANCE COMMITTEE

Law 01.19.17

RECAP OF MOTIONS AND ACTIONS TAKEN AT THE FINANCE COMMITTEE MEETING

MOTIONS

- There being no objections, Chair Hood declared the reading of the Quorum Notification be dispensed with by unanimous consent.
- The minutes of the Finance Committee meeting of Tuesday, December 20, 2016, were approved as presented.
- **TO** approve the Financial Statements for December 2016, as presented by the Director of Finance.
- **TO** approve annual lease agreement with Leisure World Meals (Clubhouse 2, Room B), effective January 1, 2017 through December 31, 2017, and shall pay GRF an annual rent of \$1.00, per the attached exhibit.
- **TO** approve and recommend to the Board, Capital funding request in an amount not to exceed \$19,200.00 for the purpose of MJ Jurado upgrading the 1.8 Acres area by installing a 10' x 20' shade cover and paving the 15' x 20' area with concrete for the Rolling Thunder Golf Cart Club and associated relative equipment and expenses.
- **TO** approve and recommend to the Board, Reserves funding request in an amount not to exceed \$15,000.00 for the purchase and installation of work benches, storage racks and cabinets in need of replacement for the Service Maintenance Department.
- **TO** approve and recommend to the Board, Capital funding request in an amount not to exceed \$20,600 for the Purchasing Office improvements, which include: Service Maintenance constructing a new office area with insulation and installation of LED lighting; purchase of three workstations from Talimar Systems; and purchase and installation of a heat pump from Greenwood.
- **TO** approve, if needed, and recommend to the Board, Operations funding request in an amount not to exceed \$20,670 for the purpose of awarding a 3-year contract to Nationwide Fire Protection for the annual testing of Trust Property fire alarm monitoring systems and to maintain service for the monitoring of the Clubhouse alarms.

- **TO** approve adding \$500,000 to the investment ladder and authorize the Director of Finance to purchase a 52-week CDAR for the month of January.

ACTIONS

- It is the consensus of the Committee to direct the Director of Finance to compile all of the suggested changes to the Financial Statement Format and present it to the Committee for review and approval.
- It is the consensus of the Committee to review all policies as it relates to the Finance Committee. Copies of policies to be provided by staff.
- Meeting adjourned at 11:21 a.m.